

SECTION: POLICY STATEMENT - PERSONNEL**SUBJECT: EMPLOYEE SALARIES, BENEFITS AND WORKING CONDITIONS**

PURPOSE: To implement policy in compliance with California Code of Regulations Section 42405.

EFFECTIVE DATE: **June 8, 2001**

HISTORICAL: May 1, 1996

EMPLOYEE SALARIES, BENEFITS AND WORKING CONDITIONS**I. BACKGROUND AND PURPOSE**

- A. The purpose of this policy statement is to comply with and implement the requirements of the Board of Trustees of the California State University regulations (Title 5, Section 42405 of the California Code of Regulations), and to provide a general policy framework for the administration of employee salaries, benefits and working conditions.

This statement shall not operate to create employee rights not previously vested or specifically provided herein, or to determine Cal Poly Corporation ("CPC") policy beyond the requirements established by the Board of Trustees.

II. DEFINITIONS

- A. As used in this statement, the following definitions of terms and phrases shall apply:
1. "Classification" or "class" means a group of positions sufficiently similar with respect to duties and responsibilities that the same title may reasonably and fairly be used to designate such positions allocated to the class and that substantially the same tests of fitness may be used and that substantially the same minimum qualifications may be made to apply with equity.
 2. "Substantially similar services" are those positions which are within established CPC classification and qualification standards equivalent to those class standards established by the California State University.
 3. "Comparable salaries, working conditions, and benefits" are those salaries, working conditions, and benefits paid to or provided on behalf of an otherwise qualified CPC employee which, in total, are competitive with California State University employment in substantially similar services.

4. "Full-time Employee" means a person who is employed for 40 hours or more per week or to an equivalent work schedule which constitutes full-time employment, including those employees engaged on a 10-month or academic year basis.
5. "Administrative position" means any employee with either significant supervisory responsibility or who is engaged primarily in one or a combination of professional or quasi-professional activities. Positions in this category are determined and appointed by the Executive Director within budgetary authority.
6. "Staff position" means any employee who provides supporting services such as secretarial, clerical and maintenance. Such an employee may have supervisory responsibility.
7. "Temporary Employee" means an employee whose funding for employment is for a fixed term not exceeding three years.
8. "Executive position" means any management employee with responsibility for the development and execution of CPC policy. At the time of the adoption of this statement, Executive positions are:
 - a. Executive Director
 - b. Associate Executive Director
 - c. Human Resources Director
 - d. Financial Services Director
 - e. Bookstore Director
 - f. Campus Dining Director
 - g. Sponsored Programs Director

III. GENERAL POLICY

- A. Salaries, working conditions and benefits shall be provided to all full-time CPC employees on a basis comparable to those provided campus employees performing substantially similar services. For those full-time employees performing services that are not substantially similar to the services performed by campus employees, salaries paid shall be at least equal to those prevailing in other educational institutions in the area or commercial operations of like nature.
- B. Policy Statement No. 205, dated May 1, 1996, is rescinded.
- C. Except for the position of Executive Director, the Executive Director appoints other Executive positions within budgetary authority and under established compensation plans. This authority may not be delegated.

IV. POLICY APPLICATION

- A. The Executive Director shall evaluate and determine those CPC positions to be classified as performing substantially similar services to campus positions based upon this policy statement.

- B. The Executive Director is authorized to develop and implement employee compensation plans consistent with this policy statement and budgetary authority.

V. EMPLOYMENT STATUS

- A. Employment with the CPC does not constitute a vested right of permanent status. CPC employment is at the discretion of both the CPC and the employee. Either may conclude employment at any time with or without cause or advance notice. The CPC retains the right to demote, transfer, change job duties, and adjust compensation as a result of business necessity at any time.

VI. IMPLEMENTATION

- A. The Executive Director shall develop and implement plans, practices and procedures in accordance with this policy. Such implementation shall be through appropriate employee handbooks and internal manuals, and shall include means to involve the Board and apprise the University President of planned Executive appointments and significant compensation plan changes.