



**California State University, San Bernardino  
Santos Manuel Student Union Board of Directors  
Personnel Committee  
May 1, 2024**

**MINUTES**

**Members Present:** Angelica Agudo, Joshua Bature, Jesse Felix, Jocelyn Paz, Jennifer Puccinelli

**Staff Present:** Elizabeth Junker

**Call to Order:** The meeting was called to order at 10:18 a.m.

**Roll Call:** A verbal roll call of members was conducted.

**Open Forum:** There were no speakers for the open forum.

**Approval of Minutes:**

M/S Paz/Bature to approve the minutes from April 22, 2024 meeting.

*Motion passed.*

**Adoption of Agenda:**

M/S Paz/Bature motion to approve agenda.

*Motion passed.*

**NEW BUSINESS:**

**PC 26/24 Approval of Personnel Policy SMSUPM 704 – Vacation Leave Policy 3.20  
(Action, Puccinelli)**

M/S Bature/Paz motion to open PC 26/24 Approval of Personnel Policy SMSUPM 704 – Vacation Leave Policy 3.20.

Mr. Bature deferred his time to speaker. Ms. Puccinelli provided an overview of the changes to the policy which include updating policy to bring in line with employee job classifications and to increase amount employee is able to accrue to bring in line with what state

guidelines.

VOTE:            3 In-Favor                    0 Abstentions                    0 Opposed

*Motion passed.*

**PC 27/24        Approval of Personnel Policy SMSUPM 710 – Holiday and Personal Holiday Policy 3.20 (Action, Puccinelli)**

M/S Bature/Paz motion to open PC 27/24 Approval of Personnel Policy SMSUPM 710 – Holiday and Personal Holiday Policy 3.20.

Mr. Bature deferred his time to speaker. Ms. Puccinelli provided an overview of the changes to the policy which includes clarification of what employees should claim the day after Thanksgiving to receive compensation, which days are closed for holiday break. In addition, there was language added about the holidays that are deferred until the end of the year, to be in line with campus and ASI policies. All employees are entitled to these paid holidays unless they were in non-paid status during those holidays.

VOTE:            3 In-Favor                    0 Abstentions                    0 Opposed

*Motion passed.*

**PC 28/24        Approval of Personnel Policy SMSUPM 715 – Paid Leaves of Absence Policy 3.22 (Action, Puccinelli)**

M/S Bature/Paz motion to open Approval of Personnel Policy SMSUPM 715 – Paid Leaves of Absence Policy 3.22.

Mr. Bature deferred his time to speaker. Ms. Puccinelli provided an overview of the changes to the policy which includes clarification about employee classifications and to make sure it's accurate based on law requirements, which include absences chargeable to sick leave and added self-care.

VOTE:            3 In-Favor                    0 Abstentions                    0 Opposed

*Motion passed.*

**PC 29/24        Approval of Personnel Policy SMSUPM 720 – Unpaid Leaves of Absence 3.29 (Action, Puccinelli)**

M/S Paz/Bature motion to open Approval of Personnel Policy SMSUPM 720 – Unpaid Leaves

of Absence 3.29.

Controller Paz deferred his time to speaker. Ms. Puccinelli provided an overview of the changes to the policy which includes clarification between CFRA and FMLA, update gender terminology, and changes to be in line with the law.

VOTE:            3 In-Favor                    0 Abstentions                    0 Opposed

*Motion passed.*

**PC 30/24            Approval of Personnel Policy SMSUPM 721 – Unauthorized Absence Policy 3.29 (Action, Puccinelli)**

M/S Paz/Bature motion to open Approval of Personnel Policy SMSUPM 721 – Unauthorized Absence Policy 3.29.

Controller Paz deferred his time to speaker. Ms. Puccinelli provided an overview of the changes to the policy which includes removing the terminology voluntary or involuntary.

VOTE:            3 In-Favor                    0 Abstentions                    0 Opposed

*Motion passed.*

**PC 31/24            Approval of Personnel Policy SMSUPM 725 – Educational Assistance Benefit Policy 3.29 (Action, Puccinelli)**

M/S Paz/Bature motion to open Approval of Personnel Policy SMSUPM 725 – Educational Assistance Benefit Policy 3.29.

Controller Paz deferred his time to speaker. Ms. Puccinelli provided an overview of the changes to the policy which includes to updates to employee classifications, removed item number 6 requirement of where staff must take courses, and added a clause informing employee that the educational assistance benefit is taxable per the requirements set forth by the IRS.

VOTE:            3 In-Favor                    0 Abstentions                    0 Opposed

*Motion passed.*

**PC 32/24            Approval of Personnel Policy SMSUPM 800 – Lay-off and Recall Policy 4.3 (Action, Puccinelli)**

M/S Paz/Bature motion to open Approval of Personnel Policy SMSUPM 800 – Lay-off and Recall Policy 4.3.

Controller Paz deferred his time to speaker. Ms. Puccinelli provided an overview of the changes to the policy which includes updating the right for Executive Direct to recall lay-off to 1 year from the effective date of lay-off, per the advice of general counsel.

VOTE:            3 In-Favor                    0 Abstentions                    0 Opposed

*Motion passed.*

**PC 33/24        Approval of Personnel Policy SMSUPM 815 – Termination Policy 4.3  
(Action, Puccinelli)**

M/S Paz/Bature motion to open Approval of Personnel Policy SMSUPM 815 – Termination Policy 4.3.

Controller Paz deferred his time to speaker. Ms. Puccinelli provided an overview of the changes to the policy which include removal of clause that emergency employees are not subject to lay-off and recall policy, updated and clarified language of involuntary termination for cause versus involuntary termination without cause, and wording under resignation section.

VOTE:            3 In-Favor                    0 Abstentions                    0 Opposed

*Motion passed.*

**PC 34/24        Approval of Personnel Policy SMSUPM 820 – Discipline Policy 4.3 (Action,  
Puccinelli)**

M/S Bature/Felix motion to open Approval of Personnel Policy SMSUPM 820 – Discipline Policy 4.3.

Mr. Bature deferred his time to speaker. Ms. Puccinelli provided an overview of the changes to the policy which includes adding clause about following university policies in addition to SMSU policies, updated language in the progressive discipline section regarding written reprimands may be accompanied by performance improvement plan, and clarification about who may issue written reprimands versus major disciplinary actions, suspensions and dismissal.

M/S Agudo/Paz motion to amend language in the last sentence of the Progressive Discipline section “exceptions in this process may be made at the discretion of the Santos Manuel Student Union Executive Director, in conjunction with the Human Resources Manager”.

VOTE:            3 In-Favor                    0 Abstentions                    0 Opposed

*Motion passed.*

**PC 35/24 Approval of Personnel Policy SMSUPM 900 – Hours of Work 4.18 (Action, Puccinelli)**

M/S Bature/Felix motion to open Approval of Personnel Policy SMSUPM 900 – Hours of Work 4.18.

Mr. Bature deferred his time to speaker. Ms. Puccinelli provided an overview of the changes to policy which includes clarification as to when the work week begins, updated language about meal periods and rest periods, which are required by law.

VOTE:            3 In-Favor                    0 Abstentions                    0 Opposed

*Motion passed.*

**PC 36/24 Approval of Personnel Policy SMSUPM 905 – Absence and Tardiness 4.18 (Action, Puccinelli)**

M/S Paz/Bature motion to open Approval of Personnel Policy SMSUPM 905 – Absence and Tardiness 4.18.

Controller Paz deferred his time to speaker. Ms. Puccinelli provided an overview of the changes to policy which includes removal of item number five. Employees clock-in and clock-out, so they are only compensated for the time worked, clarification that a doctor’s verification is required after missing three consecutive days of sick leave, and language regarding automatic termination was removed.

M/S Agudo/Paz motion to amend language on the section two, strike “calling in” to “Notification needs to be made”.

VOTE:            3 In-Favor                    0 Abstentions                    0 Opposed


*Motion passed.*

**Announcements**

- Ms. Puccinelli thanked the committee for their due diligence in reviewing the policies and providing important input.

**Adjournment** – M/S Bature/Paz motion to adjourn the meeting at 11:04 a.m.

Reviewed and respectfully submitted by:

  
Angelica Agudo (Jun 26, 2024 14:00 PDT)  
Angelica Agudo, Committee Chair

Jun 26, 2024  
Date