THE CALIFORNIA STATE UNIVERSITY
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Date: September 30, 2005 **Code: HR 2005-43**

To: CSU Presidents **Supersedes: HR 2005-41**

From: Jackie R. McClain
Vice Chancellor
Human Resources

Subject: **Gulf Area Relief and Recovery Efforts**

Please be advised that the Hurricane Katrina Relief Effort policy memo released September 19, 2005, has been expanded to include ongoing relief and recovery efforts in the gulf area due to the devastation caused by Hurricane Rita. The CSU recognizes that because of the catastrophic nature of Hurricanes Katrina and Rita, some CSU employees may have the need to take time away from their CSU responsibilities. As a result, the CSU, after consultation with all of its unions, is implementing the following provisions effective immediately.

CSU Volunteers

For CSU employees who are volunteers for a bona fide relief organization such as the American Red Cross, Salvation Army, etc., and who are asked by that organization to go to the gulf area to assist in recovery efforts, the CSU will provide up to 10 days paid administrative leave for those individuals through June 30, 2006. In order to receive the paid administrative leave, the employee must provide the campus with a letter from the organization requesting the CSU employee's services.

For CSU employees who are called up by a local, state or federal governmental agency, such as the Office of Emergency Service or the Department of Forestry, the CSU will provide up to 10 days paid administrative leave for those individuals through June 30, 2006. In order to receive the paid administrative leave, the employee must provide the campus with a letter from the agency requesting the CSU employee's services.

For CSU employees who choose to volunteer their services independent of a bona fide relief organization or governmental agency, the approval of such requests for leave should be based upon current CSU policy or collective bargaining agreement, as appropriate.

Distribution:

Chancellor
Vice Presidents, Academic Affairs
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Human Resources Directors
Benefit Officers
Payroll Managers
Director, SOSS

CSU Family Medical Leave (FML) and Sick Leave Usage

Some CSU employees may have the need to take CSU Family Medical Leave (CSU FML) to respond to family illnesses/injuries as a result of Hurricanes Katrina and Rita. Please note that for those collective bargaining agreements that limit sick leave usage for eligible family members to 5 days, the provision is being extended to ten days. Additional sick leave may be taken through mutual agreement between the employee and appropriate administrator through June 30, 2006. Please note that the eligibility criteria for CSU FML differ from the criteria for sick leave usage for care of family members by collective bargaining agreement.

Call-up of National Guard

On September 1, 2005, Governor Schwarzenegger implemented General Order Number 2005-01 ordering the California National Guard to activate any personnel or resources necessary to respond to the national emergency caused by Hurricane Katrina. The General Order is in effect through June 30, 2006. Eligible CSU employees called to active duty as a result of this General Order are covered under the CSU military leave policy that includes CSU salary for up to 30 calendar days and the difference in pay CSU salary supplement contingent upon appropriate orders and documentation. The order is provided Attachment A and it can be viewed at:
http://www.governor.ca.gov/govsite/pdf/press_release_2005/general_order_2005-011.pdf

CSU employees called to active duty as a result of Hurricane Rita also are covered under the CSU military leave policy. The CSU will update the campuses on any changes that impact CSU employees called to active duty beyond those outlined in the Governor's General Order.

Payroll Deduction for Katrina Contributions

The State Controller has announced efforts to encourage state employees to contribute to the state's "Hurricane Katrina Disaster Relief Campaign" and has created a payroll deduction to which donations can be made through December 2005. Donations can be directed to a variety of organizations as indicated on the deduction form. Information is provide below:

- Controller Westley's announcement:
  http://www.sco.ca.gov/eo/pressbox/2005/09/pr_029_katrina_campaign.pdf

- Charitable Deduction form:
  http://www.sco.ca.gov/ppsd/dedinfo/whatnew/katrina.pdf

If you have any questions, please contact Human Resources Administration at (562) 951-4411. This Human Resources memorandum is also available on Human Resources Administration's Web page at:
http://www.calstate.edu/HRAdm/memos.shtml.

JRMcC/pc

Attachment

HR 2005-43
ATTACHMENT A

GOVERNOR'S GENERAL ORDER NUMBER 2005-01

TO: The Adjutant General, State of California

In light of the national emergency that exists by reason of Hurricane Katrina and to ensure the safety of citizens in the United States, I am issuing the following General Order:

Pursuant to Section 146 of the California Military and Veterans Code, I am ordering you to call into Active State Service such as forces of the active militia that are needed to respond to this emergency.

You shall coordinate with the Adjutant General of the impacted states to determine when such personnel and other resources are needed to provide personnel and equipment within the impacted states. Personnel and equipment shall be deployed to the impacted states in accordance with a signed compact between California and the impacted states. You will select only those units that the Department of Defense has not designated for federalization in support of military operations within the United States or abroad.

You will provide a daily Situation Report that will include recommended activation, the number and types of units deployed, as well as the number of personnel available for additional activations. Notify me if additional resources or directions are required.

This order remains in effect until 30 June 2006, unless earlier rescinded or further extended.

Governor Arnold Schwarzenegger
Commander-in-Chief