

**CAL POLY POMONA FOUNDATION, INC.**  
**PERSONNEL COMMITTEE**  
**Friday, September 09, 2022**  
**10:30 a.m. – 12:00 p.m.**  
<https://cpp.zoom.us/j/86818684719>  
**Meeting ID: 868 1868 4719**  
**AGENDA**

Committee Chair: Christina Gonzales

Members: Kimberly G. Allain, Dr. Nicholas Von Glahn, Deborah Goman, Dr. Phyllis Nelson, Aliza Ortega, Oliver Santos, April Jimenez-Valadez

Staff: Shari Benson, Claudia Burciaga-Ramos, Jared Ceja, Yvette Lane

**I. ACKNOWLEDGEMENT OF MEMBERS OF THE PUBLIC**

Who may or may not be commenting on a specific item or making a general comment.

**II. CONSENT ACTION ITEMS**

*Items in this section are considered to be routine and acted on by the committee in one motion. Each item of the Consent agenda approved by the committee shall be deemed to have been considered in full and adopted as recommended. Any committee member may request that a consent item be removed from the consent agenda to be considered as a separate action item. If no additional information is requested, the approval vote will be taken without discussion. An "A" distinguishes items requiring approval.*

		<b>Page</b>
1.	Approval of Minutes – May 17, 2022 ACTION: Approval	Christina Gonzales, Chair 2 – 4
<b>III. <u>GENERAL UPDATES</u></b>		
2.	CEO's Report (Attachment)	Jared Ceja, Exec. Director/CEO 5 – 6
<b>IV. <u>INFORMATION &amp; DISCUSSION ITEMS</u></b>		
3.	Introduction of new Committee Members	Jared Ceja
4.	Job Fair Summary (Attachment)	Shari Benson, Director/CHRO 7 – 8
5.	Associate Executive Director/COO Update	Jared Ceja
<b>V. <u>ACTION ITEMS</u></b>		
6.	Healthcare Rates for 2023 (Attachment)	Shari Benson 9
7.	Policy 122 – Minimum Signature Authorization (Attachment)	Jared Ceja 10 – 19
8.	Policy 224 - Employment of Minors (Attachment)	Shari Benson 20 – 24
9.	In Lieu of Medical/Dental Benefits – Cash Option (Attachment)	Shari Benson 25
10.	Salary Grades for 2023 (Attachment)	Jared Ceja Shari Benson 26 – 28
<b>VI. <u>OPEN FORUM</u></b>		
<b>VII. <u>ADJOURNMENT</u></b>	Christina Gonzales	

**CAL POLY POMONA FOUNDATION, INC.**  
**PERSONNEL COMMITTEE MEETING MINUTES**  
Tuesday, May 17, 2022 at 1:00 p.m.  
Zoom

**Notice is hereby given that a regular meeting of the Personnel Committee was held by video conference/teleconference on Tuesday May 17, 2022 at 1:00 p.m. to discuss matters on the posted agenda. The meeting notice in its entirety was posted on the internet at <https://foundation.cpp.edu/meetingpackets.aspx#ftab5>**

Present: Mayra Brown, Deborah Goman, Christina Gonzales, Kimberly Gretchen Allain, John McGuthry, Aliza Ortega, Jocelyn

Absent: Pacleb April Jimenez-Valadez, Prabhat Jammalamadaka, Aliza Ortega

Staff: Shari Benson, Claudia Burciaga-Ramos, Jared Ceja, Nora Fernandez, Maria Bernardette Gonzalez, Yvette Lane

**CALL TO ORDER**

Chair Christina Gonzales called the meeting to order at 1:03 pm. and asked staff guests to introduce themselves: Nora Fernandez, HR Manager; has been with Foundation 20 years and Maria Bernardette Gonzalez, Payroll Supervisor.

**CONSENSUS ACTION ITEMS**

1. Minutes February 15, 2022 Meeting  
A motion was made by Deborah Goman and seconded by John McGuthry to approve the February 15, 2022 minutes; no opposition, the minutes were approved.

**GENERAL UPDATES**

2. Executive Director's Report  
Jared Ceja reported the passing of Ernie Kawai, former Associate Executive Director for almost 30 years. He helped build much of the enterprise side of the organization.  
Jared mentioned the NACUFS awarded the Loyal E. Horton Bronze Medal to CenterPointe in the for its exemplary menus, presentations, special events, cultural celebrations, dietary accommodations, and more; The San Gabriel Valley newspapers which includes the Pasadena Star News, San Gabriel Valley Tribune and the Whittier Daily News awarded the 2022 Readers Choice Awards to IBW as the Best Gastro Pub and Favorite Craft/Microbrewery, Happy Hour and Pizza; a Summer Job Fair is planned for Saturday July 16<sup>th</sup>, there is hope to hire 300 plus students and part-timers for numerous divisions throughout the company.  
Jared informed the committee of the upcoming Summer Retreat after a nearly decade-long hiatus, scheduled for the afternoon and evening of Friday July 22 and all-day Saturday July 23<sup>rd</sup>. Jared also reviewed the tentative retreat schedule: Board member orientation on Friday, Chef events for at least two meals, review of the updated Mission/Vision/Values, various site tours, talk about the Strategic Future Planning, and KW hotel rooms available for those interested in staying.

**ACTION ITEMS**

3. Educational Assistance Program Policy 207 Update  
Shari Benson mentioned the existing policy for educational assistance was originally adopted in 1979 and has not been updated since 2011. To ensure the policy is current, revisions to the wording have been made. The primary changes relate to the moving from quarter system to semester. Additionally, the policy has been revised to the current policy template adopted throughout the organization.

Moved and seconded by John McGuthry and Deborah Goman that the Personnel Committee approves the proposal to update the Educational Assistance Policy as presented, effective June 1, 2022 and that upon approval of this resolution by the Board of Directors at their next scheduled meeting, the Human Resources Director/CHRO is authorized and directed to take any and all action as may be necessary to effectuate this Resolution. The motion was approved.

4. Compensation/Benefits Budget Assumptions  
Jared Ceja stated that during the budget year there will be several key expenses associated with the overall cost of labor; the assumptions for the 2022-23 budget year are:

1. Educational Reimbursement/Development:	\$75,000
2. Minimum Wage Increase (\$.50 on 1/1/23):	\$177,158
3. Annual Wage Increase (4%-7% pool) *	\$681,027 - \$1,211,286
4. CalPERS Pension Plan (total):	\$1,961,435 (21/22 was \$2,117,787)
a. Normal Cost for all three plans:	\$980,996
b. UAL for all three plans:	\$980,439
5. VEBA Contribution:	\$500,000
6. Flex Dollar (Parking, FSA, Meal Pts)	\$151,200

The proposed budget has a net surplus between \$4.1M and \$5.4M before contributions are made to the reserves, depending on the determined annual wage increase. This includes all of the expense items above. The net surplus lands between \$1.4M and \$2.6M when considering transfers to reserves and VEBA. An annual employee wage increase has not occurred since July 1, 2019 due to economic factors brought on by the COVID-19 pandemic. However, all staff and management were impacted by furloughs and temporary wage cuts of 10%-100% beginning March, 2020 and ending December, 2021, with the cuts not being replaced. Management requests that the specific annual wage increase pool for 2022-23 be delegated to the Executive Director/CEO, in consultation with the Executive Committee, for a determination within the defined parameters prior to July 1, 2022 based on updates to the following factors:

1. Comparability with compensation increases provided to University staff
2. Comparability with compensation increases at similar CSU auxiliaries (Cal Poly Corporation, CSU Fullerton Auxiliary Services Corp., Forty-Niner Shops at CSULB, University Corporation at CSUN, University Enterprises Corporation at CSUSB)
3. Inflation (US Bureau of Labor Statistics CPI, Los Angeles area)
4. Comparability with compensation of employment markets for like positions

Discussion revolved around whether the 4-7% increase pool was sufficient given the lack of an annual increase since 2019. Jared expressed a desire to remain conservative as we try to balance recruitment and retention with our need to generate sufficient financial resources to recover our pre-pandemic financial position.

Moved and seconded by Mayra Brown and John McGuthry that the Personnel Committee approves the above assumptions and that the Board approve the proposed Compensation and Benefits Budget at the next scheduled meeting. This includes delegating the specific annual wage increase pool for 2022-23 to the Executive Director/CEO, in consultation with the Executive Committee, based on the stated criteria and within the approved range. The motion was approved unanimously.

5. PARS Vacations/Sick Leave Conversion Program

Shari Benson described the PARS Vacation/Sick Leave Conversion Program which provides eligible employees a supplemental retirement plan as part of the overall company benefits program. It allows eligible employees to convert a portion of unused leave balances to cash and then contribute those funds directly into the employees PARS 457(b) individual account. Participation is fully elective by an eligible employee and the option to convert occurs on an annual basis. A regular, full-time benefited employee is eligible to participate in the Conversion Program once they have completed at least 4 years of full-time service. The annual renewal of this employee benefit is designed to ensure that the financial obligations of the organization are being met prior to Board approval. The annual forecast for 2021-2022 currently shows a net surplus of well over \$2.2 million after all annual financial obligations are paid. This compares to \$323,055 in estimated eligible contributions for June 2022. However, based on historical participation and conversion levels, a realistic forecast of conversion is \$189,374. Any converted vacation will not result in an additional expense as those balances have already been accrued.

A motion was made by Deborah Goman and John McGuthry that the Personnel Committee approve the annual renewal of the PARS Vacation/Sick Leave Conversion Program and that it be forwarded to the Board of Directors for consideration at the next regularly scheduled meeting. The motion was passed unanimously.

6. Juneteenth Holiday

Jared Ceja informed the committee that Juneteenth is a nationally celebrated commemoration of the ending of slavery in the United States. The State of California and CSU system are likely to recognize Juneteenth as a paid holiday in the near future. Earlier this year, ASI's Board also approved Juneteenth as a paid holiday. While a number of Foundation units continue to operate during all holidays, the workload for many units is generated by campus foot traffic. We also have employees imbedded within the colleges and other University and ASI facilities. The traditional practice is to mirror those holidays observed by our campus partners.

Committee members commended staff for being proactive in bringing this resolution forward.

Moved and seconded by Mayra Brown and John McGuthry that the following resolution to recognize Juneteenth as a paid holiday for fully-benefited employees contingent upon approval as a paid holiday by the State of California and/or the California State University System. Upon approval of this resolution by the Board of Directors, the Executive Director/CEO and Director – Human Resources/CHRO are authorized and directed to take any and all action as may be necessary to effectuate this Resolution.

7. Annual Update to Position List

Shari Benson reviewed the Job Title list and indicated that the list is updated annually for CalPers. The list is sent each July to CalPers. The team is actively working to consolidate like titles so the list continues to become more streamlined.

A motion was made by John McGuthry and Kimberly Allain that the Personnel Committee approve the Job Titles List 2022-2023 and that it be forwarded to the Board of Directors for consideration at the next regularly scheduled meeting and, upon approval of this resolution by the Board of Directors, the Executive Director/CEO and Director – Human Resources/CHRO are authorized and directed to take any appropriate action necessary to implement this Resolution. The motion was passed unanimously.

8. Longevity Pay Plan

Jared Ceja reviewed the details of the Longevity Pay Plan Eligible Contribution – Participants Deferred Compensation Account in detail. This is an employee benefit that took effect as a replacement for the discontinued lifetime medical benefit. The committee is asked to approve forwarding to the Board the resolution to fund this benefit in the amount of \$28,772.86 for the retirement accounts of the 17 currently eligible individuals, thus fulfilling the Foundation's benefit obligation.

A motion was made by John McGuthry and Deborah Goman that the Personnel Committee approve funding the Longevity Pay Plan as presented and forwarding the resolution to the Board of Directors for consideration at the next regularly scheduled meeting. Upon approval of this resolution by the Board of Directors, the Executive Director/CEO and Director - Human Resources/CHRO are authorized and directed to take any and all action as may be necessary to effectuate this Resolution. The motion was passed unanimously.

**ADJOURNMENT**

The meeting was adjourned at 1:51 p.m.

Respectfully submitted,

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Christina Gonzales, Chair  
Personnel Committee



# Executive Director/CEO's Report

September 9, 2022  
Personnel Committee

# Information & Discussion Items

- ▶ Executive Committee Summary
- ▶ Key Accomplishments 21/22
- ▶ Retreat Recap
  - ▶ Strategic Priorities
- ▶ Kickoff Meetings & Town Halls
- ▶ Pumpkin Fest 2022



INTERVIEW CHECK-IN

# JOB FAIR

2022

Saturday, July 16th

# STATS

- Total # of interviews: 296
- Total hires: 150+
- Over 50% success rate
- Hiring still in progress!



# Memorandum



Date: September 9, 2022  
To: Personnel Committee  
From: Shari Benson, Human Resources Director/CHRO  
**Subject: HEALTHCARE RATES FOR 2023 ANNUAL BENEFITS RENEWAL**

Management requests a 5% increase to the Foundation's monthly contribution toward the 2023 health plan premiums for each employee or annuitant based on the below table. These contributions are based on the 5% annual increase cap approved last year by the Board of Directors. Negotiations with various healthcare providers are ongoing and may result in actual costs below the proposed amounts. One primary goal for 2023 was obtaining a PPO program to add to the existing HMO offering. The Foundation was able to obtain a quote for a United Healthcare PPO which will be added as an option and any cost over the 2023 Proposed will be borne by the participant.

	<u>2022 Approved</u>	<u>2023 Proposed</u>	<u>CSU 2022*</u>
Employee (or Annuitant)	\$ 625	\$ 642	\$ 805
Employee (or Annuitant) + 1	\$1248	\$1310	\$1548
Employee (or Annuitant) + 2 or more	\$1766	\$1854	\$1983

## **PROPOSED ACTION:**

Management recommends the following resolution for approval:

**WHEREAS**, Management is requesting the Personnel Committee's approval to forward the following resolution to the Board of Directors for their consideration.

**BE IT RESOLVED**, that the Personnel Committee approves the Foundation's monthly contribution to the 2023 health plan premiums up to \$642 for employee or annuitant, up to \$1310 for an employee or annuitant with one dependent, and up to \$1854 for an employee or annuitant with two or more dependents and asks that it be forwarded for consideration and approval at the next regularly scheduled meeting of the Board of Directors.

**BE IT FURTHER RESOLVED**, that upon approval of this resolution by the Board of Directors, the Chief Human Resources Officer is authorized and directed to take any and all action as may be necessary to effectuate this Resolution.

**PASSED AND ADOPTED THIS 9<sup>th</sup> DAY OF SEPTEMBER 2022.**

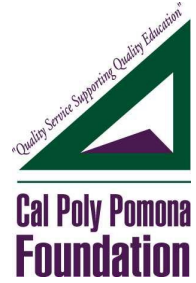
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Christina Gonzales, Chair  
Personnel Committee

\* Based on data posted on CPP website

# Memorandum

**Date:** September 9, 2022  
**To:** Personnel Committee  
**From:** Jared Ceja  
Executive Director/CEO



**Subject: Signature Authority Designation (Signatures Policy 122)**

Staffing changes to our organization over the past year have resulted in new roles and titles that differ from those of the recent past. Most notably are the Associate Executive Director/Chief Operating Officer (COO) and Assistant Director of Financial Services. These titles have been added to selected areas within the policy while other roles have been removed.

Additional changes resulted from a review performed by our consultants (AREAS LLC/Point Blank Consulting). They offered recommendations intended to clarify and strengthen much of the document. Copies of both the updated proposed policy and the current version are included in the packet.

Policy Number  
122

Title  
Minimum Authorized Signatures

**PROPOSED ACTION:**

Management recommends the following resolution for approval:

**WHEREAS**, the Management is requesting the Personnel Committee's approval to forward the following resolution to the Board of Director for their consideration.

**BE IT RESOLVED**, that the Personnel Committee approves the presented changes to Minimum Authorized Signatures Policy Number 122 to be forwarded for consideration at the next scheduled meeting of the Board of Directors.

**BE IT FURTHER RESOLVED** that upon approval of this resolution by the Board of Directors, the Director – Human Resources/CHRO is authorized and directed to take any and all action as may be necessary to effectuate this Resolution.

**PASSED AND ADOPTED THIS 9<sup>th</sup> DAY OF SEPTEMBER 2022**

By: \_\_\_\_\_  
Christina Gonzales, Chair  
Personnel Committee



## POLICIES AND PROCEDURES

### CORPORATE POLICY

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Subject: Minimum Authorized Signature

Policy No.: 122

Orig. Date: 06/04/02

Last Revision Date: 9/23/21

Revision:

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**A. Purpose**

**B. Background**

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**A. Purpose**

To designate the minimum authorized signatures on documents for Foundation transactions.

**B. Background**

- A. The Foundation is engaged in diverse transactions which require prudent control over the authorization to execute documents which obligate the Foundation or which otherwise confirm transactions. This statement lists the document types and one of the corresponding signatories required thereon to authorize the transaction associated with each type of document except as noted.

**POLICY:**

The following is a description of documents and corresponding authorized signatures which require at least the authorization of the Executive Director/Chief Executive Officer (CEO) or the Director of Financial Services/Chief Financial Officer (CFO) for those transactions greater than \$200,000, except as otherwise stated in the following sections.

Should temporary or permanent vacancies result in fewer than three Foundation management positions with authorized signature authority in any category, the Executive Director/CEO may designate temporary signature authority to one or more members of the Foundation management team. Designated positions must be at the Director level or higher.

**Transaction Type/Document**

**Authorization**

Bank Account Transfers

Executive Director/CEO, Director of Financial Services/CFO, Director of Real Estate Development, Associate Director of Financial



## POLICIES AND PROCEDURES

Letter/Line of Credit Transactions	Services Executive Director/CEO, Director of Financial Services/CFO, Director of Real Estate Development, Associate Director of Financial Services
Investment Account Transfers	Executive Director/CEO, Director of Financial Services/CFO, Chair, Vice-Chair, Secretary/Treasurer
<b>Contractual Documents:</b>	
Agreements, Leases, MOU's and Licenses	Executive Director/CEO, Director of Financial Services/CFO, Chair, Vice Chair, Secretary/Treasurer, Director of Real Estate Development, Director of HR/Chief Human Resources Officer (CHRO)
Externally Sponsored Projects Agreements and Awards	Executive Director/CEO, Director of Financial Services/CFO, Chair, Vice Chair, Secretary/Treasurer, Director of Real Estate Development, Director of HR/CHRO
<b>Expenditure Request/Authorization:</b>	
Disbursement Voucher/Interdepartmental Transfers	Executive Director/CEO, Director of Financial Services/CFO, General Business Manager, Manager of Grants and Contracts or their designee, Director of Real Estate Development and Account Authorized Signers (Restricted Foundation programs and scholarship programs require two signatures for Inter department Transfers; one from the authorized signer or supervisor or their designee and one from the Foundation Internal Manager for



## POLICIES AND PROCEDURES

	amounts in excess of \$3,000)
Purchase Orders	Executive Director/CEO, Director of Financial Services/CFO, General Business Manager, Manager of Grants and Contracts or their designee and Director of Real Estate Development
<b>Negotiable Instruments:</b>	
Commercial Checks/Electronic Transfers (i.e. wires, automatic clearing house)	Executive Director/CEO, Director of Financial Services/CFO, along with one of the following: Director of HR/CHRO, Director of Real Estate Development, Director of Information Technology, Chair, Vice Chair, Secretary/Treasurer (Two signatures required for all checks of \$10,000 or more.)
Payroll Checks	Executive Director/CEO, or Director of Financial Services/CFO, along with one of the following: Director of HR/CHRO Officer, Chair, Vice Chair, Secretary/Treasurer. (Two signatures required for all checks of \$10,000 or more.)
<b>Other:</b>	
Foundation Program / Scholarship Agreements	Executive Director/CEO, Senior Managing Director/CFO, University Chief Financial Officer, Dean or Vice President (3 Signatures)
Certifications and Assurances Relating to Sponsored Project Proposal	Executive Director/CEO, Director of Financial Services/CFO, Chair, Vice Chair, Secretary/Treasurer, Director of Real Estate Development, Director of HR/CHRO



## POLICIES AND PROCEDURES

Federal Voucher Certifications	Executive Director/CEO, Director of Financial Services/CFO, Manager of Grants and Contracts
Financial Reports to Granting Agencies	Executive Director/CEO, Director of Financial Services/CFO, Manager of Grants and Contracts
Personnel Forms	Executive Director/CEO, Director of Financial Services/CFO, Director of HR/CHRO, Manager of Grants and Contracts, or their designee, Authorized Account Signers (2 Signatures)
Real Property Conveyance	Chair, Executive Director/CEO, Director of Financial Services/CFO, Director of HR/CHRO
Tax Returns	Executive Director/CEO, Director of Financial Services/CFO, Chair, Vice Chair, Secretary/ Treasurer (2 Signatures)
Time Cards	Employee and Authorized Account Signer or their designee (2 Signatures)
Travel Authorization	Executive Director/CEO, Director of Financial Services/CFO, Manager of Grants and Contracts, General Business Manager or their designee, and Account Authorized Signers (2 Signatures)
Journal Entries	Signatures by the approver and preparer are required for each journal entry transaction. The approver shall be one of the following: The Executive Director/CEO, Director of Financial Services/CFO, General Business Manager, Manager of Grants and



## **POLICIES AND PROCEDURES**

Contracts, Director of Real Estate Development, Enterprise Manager, Financial Systems Manager or their designee



## POLICIES AND PROCEDURES

### CORPORATE POLICY

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Subject: Minimum Authorized

Policy No.: 122

Orig. Date: 06/04/02

Signatures Last Revision Date: 9/07/22

Revision: 14

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- A. Purpose**
  - B. Definitions**
  - C. Position Titles and Acronyms**
  - D. Documentation and Limits**
- 

#### **A. Purpose**

To designate the minimum authorized signatures on documents for Cal Poly Pomona Foundation (“Enterprise Foundation”) transactions.

#### **B. Definitions**

*Authorized signer:* Any individual employed by the Enterprise Foundation who has actual authority to transact business and/or has the right to sign and execute documents that commit the organization.

*Designee:* Any individual who has been explicitly authorized by an authorized signer, whether temporarily or permanently, to sign documents on behalf of the authorized signer. Designees, either by title or name, may be outlined in unit policies/procedures or communicated to impacted employees when temporary needs arise.

*Preparer:* Any individual employed by the Enterprise Foundation who is responsible for initiating and populating the documentation for signature.

#### **C. Position Titles and Acronyms**

*CEO: Executive Director and Chief Executive Officer*

*CFO: Director of Financial Services and Chief Financial Officer*

*CHRO: Director of Employment Services and Chief Human Resources Officer*

*COO: Associate Executive Director and Chief Operating Officer*





## POLICIES AND PROCEDURES

### D. Documentation and Limits

The following is a description of documents and corresponding authorized signatures. Transactions greater than \$200,000, except as otherwise stated in the following sections, require two signatures, one of which must be the CEO or CFO. To ensure proper segregation of duties, authorized signers may not (1) authorize transactions for their own direct benefit, (2) prepare and approve the same document, or (3) approve a purchase order, agreement, or other financial commitment and subsequently approve the disbursement or payment for such transaction.

Should temporary or permanent vacancies result in fewer than three authorized signers in any category, the CEO may designate temporary signature authority to one or more Foundation members. Temporarily designated positions must be at Associate Director level and above.

<b><u>Transaction Type/Document</u></b>	<b><u>Authorization</u></b>
Bank Account Transfers	CEO, CFO, COO
Letter/Line of Credit Transactions	CEO, CFO, COO
Investment Account Transfers	CEO, CFO, Board Chair, Board Vice-Chair, Board Secretary/Treasurer
<b>Contractual Documents:</b>	
Agreements, Leases, MOU's and Licenses	CEO, CFO, COO, Board Chair, Board Vice Chair, Board Secretary/Treasurer,
Externally Sponsored Projects Agreements and Awards	CEO, CFO, COO, Board Chair, Board Vice Chair, Secretary/Treasurer, Director of Real Estate Development
Externally Sponsored Sub-Recipient Agreements	CEO, CFO, Associate Vice President of Research (University), Director of Research and Sponsored Programs (University)
<b>Expenditure Request/Authorization:</b>	
Disbursement Voucher/Interdepartmental Transfers	CEO, CFO, COO, CHRO, Director of Real Estate Development, Assistant Director of Financial Services, or their designee and Account Authorized Signers (Restricted Foundation programs and scholarship programs require two signatures for Inter department Transfers; one from



## POLICIES AND PROCEDURES

	the authorized signer or supervisor or their designee and one from the Foundation Internal Manager for amounts in excess of \$5,000)
Purchase Orders	CEO, CFO, COO, CHRO, Director of Real Estate Development, Assistant Director of Financial Services, Manager of Grants and Contracts or their designee
Purchase Orders for Resale	CEO, CFO, COO, Enterprise Division Directors, Enterprise Division Associate/Assistant Directors, or their designated buyers
<b>Negotiable Instruments:</b>	
Commercial Checks/Electronic Transfers (i.e. wires, automated clearing house transactions)	CEO, CFO, COO, CHRO, Board Chair, Board Vice Chair, Board Secretary/Treasurer (Two signatures required for all checks of \$10,000 or more.)
Payroll Checks	CEO, CFO, COO, CHRO, Board Chair, Board Vice Chair, Board Secretary/Treasurer (Two signatures required for all checks of \$10,000 or more.)
<b>Other:</b>	
Foundation Program / Scholarship Agreements	CEO, CFO, COO, University Chief Financial Officer, Dean or Vice President (3 Signatures; minimum 1 from University)
Certifications and Assurances Relating to Sponsored Project Proposal	CEO, CFO, COO, Board Chair, Board Vice Chair, Board Secretary/Treasurer, Director of Real Estate Development
Federal Voucher Certifications	CEO, CFO, COO, Manager of Grants and Contracts
Financial Reports to Granting Agencies	CEO, CFO, COO, Manager of Grants and Contracts
Employee Transaction Forms (ETFs)	CEO, CFO, CHRO, COO, Unit Directors, Manager of Grants and Contracts, or their designee, Authorized Account Signers (2 Signatures)



## POLICIES AND PROCEDURES

Real Property Conveyance	Board Chair, Board Vice Chair, CEO
Information and Tax Returns	CEO, CFO, Board Chair, Board Vice Chair, Secretary/ Treasurer (2 Signatures)
Travel Authorization	CEO, CFO, COO, CHRO, Assistant Director of Financial Services, Manager of Grants and Contracts, or their designee, and Account Authorized Signers (2 Signatures)
Journal Entries	Signatures by the approver and preparer are required for each journal entry transaction. The approver shall be one of the following: CFO, Assistant Director of Financial Services, Manager of Grants and Contracts, Director of Real Estate Development, Accounts Payable Supervisor, Financial Systems Manager, or their designee

# Memorandum



Date: September 09, 2022  
To: Personnel Committee  
From: Shari Benson, Human Resources Director/CHRO  
Attached: Employment of Minors Policy 224

**Subject: EMPLOYMENT OF MINORS**

The existing policy for Employment of Minors was originally adopted on May 18, 2006 and has not been updated since. It addresses provisions related to the employment of minors (under age 18). To ensure the policy is current, revisions to the wording have been made. The primary changes relate to being more consistent with state and federal law and CSI-J policy. Copies of both the current policy and the proposed version are included in the meeting packet.

**PROPOSED ACTION:**

The following Resolution is recommended by Management for approval:

**WHEREAS**, Management is requesting the Personnel Committee's approval to forward the following resolution to the Board of Directors for their consideration:

**BE IT RESOLVED**, that the Personnel Committee approves the proposal to update Policy 224 – Employment of Minors as presented and asks that the resolution be forwarded for review and approval at the next regularly scheduled Board of Directors meeting.

**BE IT FURTHER RESOLVED**, that upon approval of this resolution by the Board of Directors, the Director - Human Resources CHRO is authorized and directed to take any and all action as may be necessary to effectuate this Resolution.

**PASSED AND ADOPTED THIS 9<sup>th</sup> DAY OF SEPTEMBER, 2022.**

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Christina Gonzales, Chair  
Personnel Committee



## POLICIES AND PROCEDURES

### CORPORATE POLICY

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Subject: Employment of Minors

Policy No.: 224

Last Revision Date: 5/18/2006

Orig. Date: 5/18/06

Revision:

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- A. Purpose
  - B. Work Permits
  - C. Work Hours
  - D. Occupations
  - E. Exceptions for High School Graduates or their Equivalent
- 

#### A. Purpose

Consistent with state and federal law and CSU policy, the policy for Cal Poly Pomona Foundation, Inc. addresses provisions related to the Employment of Minors (under age 18).

#### B. Work Permits

Minors are required to obtain a permit or certificate of age to be an employee of the Foundation. Any department or grant program employing minors is required to keep work permits on file while the minor is employed. Minors may obtain work permits through their school district or superintendent's office. The permit must be completed and on file prior to the first day of employment for minor.

#### C. Work Hours

The age of the individual minor limits the number of hours he or she may work in a day.

All work must be performed outside of the minor's school hours.

The standard rules for overtime, meal breaks and rest periods apply to all employees, including minors.

- a. Minors 14 or 15 years-old:
  - i. May work a maximum of 3 hours on a day they are required to attend school, up to 18 hours per week.



## **POLICIES AND PROCEDURES**

- ii. When employed in a school supervised or administered work program, the maximum is 23 hours per week.
- iii. When school is not in session, the minor may work a maximum of 8 hours per day, up to 40 hours per week.
- iv. May work between the hours of 7:00 a.m. and 7:00p.m. (may work until 9:00 p.m. between June 1 and Labor Day).
- b. Minors 16 or 17 years-old:
  - i. May work a maximum of 4 hours on a day they are required to attend school.
  - ii. May work a maximum of 8 hours on a school day that precedes a non-school day (e.g., Friday).
  - iii. May work between the hours of 5:00 a.m. and 10:00 p.m. (during an evening preceding a non-school day they may work until 12:30 a.m.).
  - iv. When school is not in session, the minor may work a maximum of 8 hours per day, up to 48 hours per week.

### **D. Occupations**

Generally, minors over the age of 14 may work in occupations involving clerical or office work, cashiering, selling, modeling, art work, work in advertising departments, window trimming, price tagging, assembling orders, packing, shelving, errand and delivery work (by foot, bicycle and public transportation), clean-up work and maintenance of grounds. Minors may not work in occupations that involve power machinery, kitchen work, and certain work in connection with the maintenance of cars, trucks, machines or equipment, or work in warehouses.

### **E. Exceptions for High School Graduates or their Equivalent**

Minors who are high school graduates or have obtained a certificate of proficiency are not required to obtain a work permit and are not subject to the work hours restrictions as noted above; however; they must be provided the same wage rates as adults in the same classification. This exception does not apply to high school drop-outs or emancipated minors. However, minors who are high school graduates or have a certificate of proficiency are subject to state and federal restrictions on the type of work they can perform as outlined in the paragraph above.

If you have any questions regarding this policy, please contact Human Resources at (909) 869-2958.



## POLICIES AND PROCEDURES

### EMPLOYMENT SERVICES

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Subject: Employment of Minors

Policy No.: 224

Last Revision Date: September 9, 2022

Orig. Date: May 18, 2006

Revision: 2

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- A. PURPOSE**
  - B. WORK PERMITS**
  - C. WORK HOURS**
  - D. OCCUPATIONS**
  - E. EXCEPTIONS FOR HIGH SCHOOL GRADUATES OR THEIR EQUIVALENT**
  - F. RESPONSIBILITIES**
- 

#### **A. PURPOSE**

Consistent with state and federal law and CSI-J policy, the policy for Cal Poly Pomona Foundation, Inc. addresses provisions related to the Employment of Minors (under age 18).

#### **B. WORK PERMITS**

Minors are required to obtain a permit or certificate of age to be an employee of the Foundation. Any department or grant program employing minors is required to keep work permits on file while the minor is employed. Minors may obtain work permits through their school district or superintendent's office. The permit must be completed and on file prior to the first day of employment for minor.

#### **C. WORK HOURS**

The age of the individual minor limits the number of hours he or she may work in a day. All work must be performed outside of the minor's school hours. The standard rules for overtime, meal breaks and rest periods apply to all employees, including minors.

- a. Minors 14 and 15 years-old – must have completed 7<sup>th</sup> grade to work while school is in session:
  - 3 hours per school day outside of school hours and up to 18 hours per week.
  - When employed in a school supervised or administered work program, the maximum is 23 hours per week.
  - When school is not in session, the minor may work a maximum of 8 hours per day, up to 40 hours per week.
  - May work between the hours of 7:00 a.m. and 7:00p.m. (may work until 9:00 p.m. between June 1 and Labor Day).
- b. Minors 16 and 17 years-old:
  - May work a maximum of 4 hours on a day they are required to attend school. May work a maximum of 8 hours on a school day that precedes a non-school day (e.g., Friday).
  - May work between the hours of 5:00 a.m. and 10:00 p.m. (during an evening preceding a non-school day they may work < until 12:30 a.m.).
  - When school is not in session, the minor may work a maximum of 8 hours per day, up to 48 hours per week.



## **POLICIES AND PROCEDURES**

### **D. OCCUPATIONS**

Generally, minors over the age of 14 may work in occupations involving clerical or office work, cashiering, selling, modeling, art work, work in advertising departments, window trimming, price tagging, assembling orders, packing, shelving, errand and delivery work (by foot, bicycle and public transportation), clean-up work and maintenance of grounds. Minors may not work in occupations that involve power machinery, kitchen work, and certain work in connection with the maintenance of cars, trucks, machines or equipment, or work in warehouses.

### **E. EXCEPTIONS FOR HIGH SCHOOL GRADUATES OR THEIR EQUIVALENT**

Minors who are high school graduates or have obtained a certificate of proficiency are not required to obtain a work permit and are not subject to the work hours restriction as noted above. However; they must be provided the same wage rates as adults in the same classification.

This exception does not apply to high school drop-outs or emancipated minors. However, minors who are high school graduates or have a certificate of proficiency are subject to state and federal restrictions on the type of work they can perform as outlined in the paragraph above. Proof of graduation or certificate of proficiency is required to be on file prior to the minor performing any work.

### **F. RESPONSIBILITIES**

Hiring Managers are responsible for ensuring all required documentation is on file prior to the minor performing any work. Documentation is to be submitted to Human Resources for employee's file.

If you have any questions regarding this policy, please contact Human Resources at (909)869-2948 or [fdnhr@cpp.edu](mailto:fdnhr@cpp.edu).



# Memorandum

Date: September 9, 2022  
To: Personnel Committee  
From: Shari Benson – Human Resources Director/CHRO  
Subject: In Lieu of Medical/Dental Benefits - Cash Option



For benefit plan year 2023, Management is recommending that the organization resurrect and offer an “In Lieu of Medical/Dental Benefits - Cash Option” program whereby an eligible employee may “opt out” of medical and/or dental insurance when covered elsewhere. Thus, instead of receiving their Foundation wellness benefits, they would elect to receive a cash amount in its place.

There are two goals to this program, reducing benefit costs for the company and providing additional income for eligible employees. The monthly dollar amounts for electing to receive cash instead of the benefits would be \$128 for medical and \$12 for dental. An employee that elects to opt out of both benefits will receive \$140 monthly as taxable income. These thresholds are in line with the existing CSU system program.

There are four key provisions involved with moving forward with an In Lieu of Medical/Dental Benefits-Cash Option program:

1. Employees currently enrolled in the Cash for Benefits program will be grandfathered in their current program at a rate of \$195.40/month for medical only for the 2023 plan year. Seven such individuals are currently in this program. Beginning in 2024, these individuals will move to the then current program.
2. Only benefit eligible employees (full-time) will have the option for the “In Lieu of Medical/Dental Benefits - Cash Option.”
3. Proof of coverage will be required for each benefit year to maintain the “In Lieu of Medical/Dental Benefits - Cash” Option.
4. The effective date of this change will be in line with the 2023 benefits plan year beginning January 1, 2023

## **PROPOSED ACTION:**

The following resolution is recommended for approval:

**WHEREAS**, Management is requesting the Personnel Committee’s approval to forward the following resolution to the Board of Directors for their consideration.

**BE IT RESOLVED**, that the Personnel Committee approves the In Lieu of Medical/Dental Benefits - Cash Option program as presented with an effective date of January 1, 2023 and asks that the resolution be forwarded for discussion and approval at the next regularly scheduled meeting of the Board of Directors.

**BE IT FURTHER RESOLVED** that upon approval of this resolution by the Board of Directors at their next scheduled meeting, the Executive Director/CEO and Human Resources Director/CHRO are authorized and directed to take any and all action as may be necessary to effectuate this Resolution.

**PASSED AND ADOPTED THIS 9<sup>th</sup> DAY OF SEPTEMBER 2022.**

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Christina Gonzales, Chair  
Personnel Committee

# Memorandum

Date: September 9, 2022

To: Personnel Committee

From: Jared Ceja, Executive Director/CEO  
Shari Benson, CHRO/Director – HR

Subject: **Annual Salary Scale Review Effective 1-1-2023**

Attachment: (1) Current 2022 Salary Ranges  
(2) Proposed 2023 Salary Ranges



Each year Management reviews its compensation policies and practices. It is essential that compensation administration be current and relevant for both recruitment and retention. Updates over recent years were largely driven by mandated California minimum wage impacts and conservative pandemic-era adjustments. This year we set a goal to instill a more logical approach. Set percentages were established between job grades as well as between the minimum and the maximum in each job grade. The results are:

- Grades 7-10 have an 18% spread between the minimum rate.
- Grades 11-16 have an 20% spread between the minimum rate.
- All grades have a 65% range spread between the minimum and the maximum.
- There are three (3) individuals that are affected by this change as they will be under the proposed minimums for their respective grades. This will result in an increased salaries expense for 22/23 of approximately \$2,100.

Additionally, in conjunction with the minimum wage change, California law calls for minimum exempt position pay of \$64,480/year and minimum non-exempt pay at \$15.50/hour. This minimum wage change will impact the majority of our part-time hourly and student employees.

This information will be posted on Foundation's website, which offers transparency related to wages for positions and helps meet the California Government Code regulations related to maintaining a publicly available pay schedule.

## **PROPOSED ACTION:**

Management recommends the following resolution for approval:

**WHEREAS**, Management is requesting the Personnel Committee's approval to forward the following resolution to the Board of Directors for their consideration:

**BE IT RESOLVED**, that the Personnel Committee approves the Proposed 2023 Salary Grades as illustrated in Attachment (2) with an effective date of January 1, 2023 and ask that it be forwarded for consideration at the next scheduled Board of Directors meeting.

**BE IT FURTHER RESOLVED** that upon approval of this resolution by the Board of Directors, the Director – Human Resources/CHRO is authorized and directed to take any and all action as may be necessary to effectuate this Resolution.

**PASSED AND ADOPTED THIS 9<sup>th</sup> DAY OF SEPTEMBER, 2022.**

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Christina Gonzales, Chair  
Personnel Committee

## 2022 Salary Grades Effective January 1, 2022

GRADE	POINT SPREAD		HOURLY RANGE SPREAD			Bi-Weekly Period			ANNUAL RANGE SPREAD			GRADE
#	MIN	MAX	MIN	MID	MAX	MIN	MID	MAX	MIN	MID	MAX	#
16	2400	2599				\$5,326	\$7,608	\$9,890	\$138,476	\$197,813	\$257,150	Grade 16
15	2200	2399				\$3,683	\$6,625	\$9,567	\$95,758	\$172,255	\$248,752	Grade 15
14	2000	2199				\$3,120	\$5,057	\$6,993	\$81,120	\$131,473	\$181,826	Grade 14
13	1800	1999				\$2,654	\$4,154	\$5,654	\$69,004	\$108,008	\$147,012	Grade 13
12	1600	1799				\$2,539	\$3,408	\$4,278	\$66,014	\$88,615	\$111,216	Grade 12
11	1400	1599				\$2,400	\$3,167	\$3,934	\$62,400	\$82,340	\$102,279	Grade 11
10	1200	1399	\$22.71	\$32.99	\$43.27	\$1,817	\$2,639	\$3,462	\$47,237	\$68,624	\$90,011	Grade 10
9	1100	1199	\$20.70	\$29.92	\$39.14	\$1,656	\$2,393	\$3,131	\$43,056	\$62,229	\$81,401	Grade 9
8	1000	1099	\$19.89	\$27.66	\$35.42	\$1,591	\$2,212	\$2,834	\$41,371	\$57,525	\$73,679	Grade 8
7	600	999	\$15.00	\$23.71	\$32.43	\$1,200	\$1,897	\$2,594	\$31,200	\$49,324	\$67,449	Grade 7

**SALARY GRADE RANGES EFFECTIVE JANUARY, 2023**

<b>GRADE</b>	<b>HOURLY RANGE SPREAD</b>			<b>BI-WEEKLY PAY PERIOD</b>			<b>ANNUAL RANGE SPREAD</b>			<b>GRADE</b>
<b>#</b>	<b>MIN</b>	<b>MID</b>	<b>MAX</b>	<b>MIN</b>	<b>MID</b>	<b>MAX</b>	<b>MIN</b>	<b>MID</b>	<b>MAX</b>	<b>#</b>
16				\$ 6,221	\$ 8,243	\$ 10,264	\$ 161,741	\$ 214,307	\$ 266,872	16
15				\$ 5,184	\$ 6,869	\$ 8,554	\$ 134,784	\$ 178,589	\$ 222,394	15
14				\$ 4,320	\$ 5,724	\$ 7,128	\$ 112,320	\$ 148,824	\$ 185,328	14
13				\$ 3,600	\$ 4,770	\$ 5,940	\$ 93,600	\$ 124,020	\$ 154,440	13
12				\$ 3,000	\$ 3,975	\$ 4,950	\$ 78,000	\$ 103,350	\$ 128,700	12
11				\$ 2,500	\$ 3,313	\$ 4,125	\$ 65,000	\$ 86,125	\$ 107,250	11
10	\$ 25.47	\$ 33.74	\$ 42.02	\$ 2,037	\$ 2,700	\$ 3,362	\$ 52,971	\$ 70,187	\$ 87,403	10
9	\$ 21.58	\$ 28.60	\$ 35.61	\$ 1,727	\$ 2,288	\$ 2,849	\$ 44,891	\$ 59,481	\$ 74,070	9
8	\$ 18.29	\$ 24.23	\$ 30.18	\$ 1,463	\$ 1,939	\$ 2,414	\$ 38,043	\$ 50,407	\$ 62,771	8
7	\$ 15.50	\$ 20.54	\$ 25.58	\$ 1,240	\$ 1,643	\$ 2,046	\$ 32,240	\$ 42,718	\$ 53,196	7