

Q & A from HR at June Chapter Meeting

Q. Regarding temporary changes in duties, is your supervisor needed to receive a stipend?

A. HR encourages staff to go to their supervisors and have them contact HR for this process. If necessary, go to your supervisor's supervisor. HR must be notified if a stipend is to be given.

Q. Can the department recommend a higher salary increase on a classification review than HR recommends?

A. No, HR decides.

However:

For an IRP, HR contacts the department head and asks for input before they contact the VP's office. The VP's office can recommend a review for a higher salary increase.

Q. Does the VP's office have the ultimate say on an IRP increase?

A. Yes

Q. The minimum weekly salary for exempt employees at the federal level increased, will this affect CSU exempt employees?

A. We cannot address this at this time.

Q. Should an IRP be submitted prior to a Reclassification? Or should the Reclassification be submitted first? Can both be submitted at the same time?

A. The classification relates to the position. Has the position evolved to a new class? HR does not take both at the same time. HR encourages you to work with your manager. Staff can always call Lynn or Mika with questions. If the manager has submitted an IRP and a reclassification is appropriate, HR will notify the manager.

Q. If a department authorizes “informal” overtime and requests the employee not to report this time, is that OK?

A. No. Please contact HR if your manager says your overtime is “informal” and is not to be reported on your absence report.

Q. Are meal times and breaks the same for exempt employees.

A. Meal times and break times are the same as non-exempt employees.

Q. Is a desk audit required for all IRP requests?

A. No, often the paper audit is enough.

Q. Is there a time limit for a stipend?

A. Stipends require beginning and end dates.