



MEMORANDUM

DATE: February 12, 2016

TO: All Appropriate Administrators
Department Heads, PI's

c: Cabinet

FROM: Kellie Garcia, Associate Vice President
Human Resources & Administrative Services

SUBJECT: Procedures for HR-Related Situations

This memorandum is being provided as a reminder regarding some key procedures to be followed when handling HR related situations. Outlined below, you will find the process to follow for specific issues.

BREAKS – LUNCHES

RESIGNATIONS

When an employee chooses to leave CSUB, it is important to provide HR with their notification as soon as possible. The employee should provide you a written Letter of Resignation including their intended last day of employment. There are very strict labor laws regarding the payment of wages at the time an employee separates from the University. Fines can be imposed when the employee's pay is not processed in accordance with the guidelines.

STUDENT ASSISTANTS – EMPLOYMENT ENDING

Many departments on campus employ Student Assistants within their offices. Please remember when you are ending the employment of a student there are specific steps that need to be followed:

1. Ensure that you have provided the student clear directions and expectations during their employment. Provide periodic feedback regarding the student's work performance. We should be providing our student employees the experience to develop productive work habits.
2. If you have determined that you will no longer ut