



The Foundation for
California State University,
San Bernardino

5500 UNIVERSITY PARKWAY, SAN BERNARDINO, CALIFORNIA 92407-2397

<http://adminfin.csusb.edu/foundation>

OFFICE OF THE EXECUTIVE DIRECTOR

MEMORANDUM

DATE: August 13, 2009

TO: All Foundation employees

FROM: Deborah L. Burns Brian N. Wittenberg
Executive Director Human Resources Director

SUBJECT: The Foundation for CSUSB Procedures during the 2009-10 State Shutdown Days

Recently, California State University, San Bernardino released a document identifying state shutdown (campus closure) days in response to the 2009-10 California State University budget crisis. As such, the campus will be closed on the following dates:

<u>Month</u>	<u>Date(s)</u>
August	14, 28
September	11, 18
October	22
November	27, 30
December	21 – 24
January	8
February	12
March	2
April	1, 2, 27
May	28
June	25, 28

At this time, the implementation of state shutdown days does not fully impact Foundation personnel. However, there are a couple of changes that have been made to our Payroll Calendar that Foundation employees need to be aware of (12/24, 04/01 and 04/02):

<u>Date</u>	<u>Procedure</u>
August 14, 28	4/10 schedules as currently implemented without schedule interruption.
September 11	4/10 schedule as currently implemented without schedule interruption.
September 18	Foundation employees will continue to work as scheduled (1 st week of 8 hour days).*
October 22	Foundation employees will continue to work as scheduled.*
November 27	Foundation closure day. Benefited employees will need to use Vacation, PH or take unpaid.
November 30	Foundation employees will continue to work as scheduled. *
December 21 – 23	Foundation employees will continue to work as scheduled.*
December 24	Foundation closure day. Benefited employees will need to use Vac., PH or take unpaid.
January 8	Foundation employees will continue to work as scheduled.*
February 12	Foundation employees will continue to work as scheduled.*
March 2	Foundation employees will continue to work as scheduled.*
April 1, 2	Foundation closure days. Benefited employees will need to use Vac., PH or take unpaid.
April 27	Foundation employees will continue to work as scheduled.*
May 28	Foundation employees will continue to work as scheduled.*
June 25, 28	Foundation employees will continue to work as scheduled.* (Possible 4/10 schedule)

*** If your work location presents any problems due to a state shutdown day, please have your supervisor contact Foundation Human Resources Director, Brian Wittenberg at 909-537-3543.**

Please be aware that Foundation employees should not be assuming the workload of any state employee while that employee is out on a mandatory state shutdown day.

As you know, this is a very sensitive time for our campus community. Foundation employees should continue to be thoughtful and considerate of university personnel throughout this difficult situation.

Should you have any questions, please feel free to contact the Foundation Human Resources Department at 909-537-7589.