



**California State University East Bay, Foundation, Inc,
Revised Procedures for Newly Hired Benefited CSUEB Foundation Employees**

Based on findings and recommendations of the CSU Internal Compliance Audit of the CSUEB Foundation, Inc. during the 2002-2003 fiscal year, the following procedures are being implemented for hiring and terminating employees.

- All newly hired benefited employees of the CSUEB Foundation, Inc. **must** report to the Foundation's Benefits Office for the hire-in process on the first day of employment. Newly hired benefited employees will be processed in only on Mondays at 8:30 a.m.

Before a new hire can be processed in as a Foundation employee, all required prehire-in documents must be received and on file in the benefits office. The hire-in process for the new Foundation benefited employee, which will take approximately two or three (2-3) hours will include an orientation and completion of benefits documents. Employees should bring two forms of identification (CA driver's license or passport and social security card), the birth dates and social security numbers of children and spouse (if they will be enrolled in the benefits program), and the job offer letter received from the Foundation.

Newly hired benefited employees that do not follow the above stated procedure will not be considered properly hired and will be classified as an intermittent employee.

- Also benefited CSUEB Foundation employees that resign or are terminated from their position must participate in an Exit Interview process on or before their last scheduled workday. This is necessary in order for the Foundation to reclaim any equipment, keys, credit cards, etc., issued to the employee and accurately document the employee's reason for separating from the organization. The exit interview will be handled by the Foundation's benefits office.

As always, we appreciate your cooperation in this process. Should you have questions or require additional information, please call LaTanya Bellow in the Foundation's Human Resources at (510) 885-3503.