



Effective: 11/15/2000
Last Revised: 09/15/2019

**CSU FULLERTON POLICE DEPARTMENT
GENERAL ORDER NUMBER 2-19**

COMPENSATION AND BENEFITS

SUBJECT: Compensation, Benefits and Conditions of Work

PURPOSE: This written directive establishes an informational resource in relation to compensation and benefits and is closely aligned with the bargaining unit contracts.

POLICY: California State University Fullerton supports the system-wide bargaining unit process and shall maintain compensation, benefits, and conditions of work that are in compliance with established agreements.

PROCEDURES:

I. Compensation.

- A. California State University Fullerton administers its compensation program according to the established agreement between the Board of Trustees of the California State University and the Statewide University Police Association (SUPA) for sworn personnel.
- B. The compensation program for civilian employees is described in the Collective Bargaining Agreement between the Board of Trustees of the California State University and the California State University Employees' Union (CSUEU).
- C. Entry-level salary [CALEA 22.1.1a]
 1. Sworn personnel:
 - a. The salary schedule that pertains to the bargaining unit employees of SUPA can be found in Appendix A of the SUPA contract specific to classification and range codes and to classification title.
 - b. The Chief of Police may recommend a higher entry-level salary based on the experience and background of the person hired.
 2. Non-sworn personnel:
 - a. The salary schedule that pertains to the bargaining unit employees in Units 2, 5, 7 and 9 of the CSUEU can be found in Appendix E of the CSUEU contract specific to classification and range codes and to classification title.

- b. Upon recommendation of the Chief of Police, an employee shall be assigned a salary rate within the salary range or sub-range appropriate to his/her classification.
- D. Salary differential within ranks – sworn and non-sworn. [CALEA 22.1.1b]
1. Salary differential within ranks is set by contract.
 2. The differential between steps within the scales, for SUPA employees, is standardized at a set percentage, subject to change within the bargaining process.
- E. Salary differential between ranks – sworn and non-sworn. [CALEA 22.1.1c]
1. Both the entry and the top-end salary levels are determined by contract negotiation.
 2. The salary increases between ranks provide incentive for promotion and are designed to recognize more complex levels of responsibility.
- F. Salary levels for those with special skills. [CALEA 22.1.1d]
1. Sworn personnel:
 - a. Salary increases are offered to eligible employees based on: P.O.S.T. Certification Stipends; POST stipends are awarded monthly once the level of achievement has been demonstrated. This should be separate from Special Assignment Stipends. For achievement of an Intermediate P.O.S.T. Certification, an employee shall receive a monthly stipend of two hundred dollars (\$200.00). In addition, for achievement of an Advanced P.O.S.T. Certification, an employee shall receive a monthly stipend of two hundred fifty dollars (\$250.00). Payment of the monthly stipend shall begin within thirty days after the employee has demonstrated that he/she has obtained the certification.
 - b. Special Assignment Stipends Employees in all classifications/ranks shall be eligible to receive a monthly stipend of one hundred dollars (\$100) to perform a special assignment up to a total amount of \$400. The stipend shall be paid on a month-to-month basis for the duration of the special assignment.
 - c. Special assignments are in addition to those assignments/duties normally expected for the employee's classification/rank.
 - d. Special assignment stipends shall be included in the base salary rate for the purposes of calculating overtime.
 2. Non-sworn personnel:
 - a. Per section 20.38d of the CSUEU contract a critical skills bonus may be awarded to an employee who possesses and uses skills that are necessary and critical to the ongoing operations of the CSU.
 - b. Per section 20.42 an employee shall receive a monthly salary stipend when assigned to temporary project coordination or lead

work functions. These supplemental work assignments are to be made in writing and must have a specific beginning and ending date.

3. Compensatory time policy, all Department personnel [CALEA 22.1.1e]:
 - a. Compensatory time off (CTO) is compensation in lieu of overtime pay and is awarded in the same rate as either straight time or time and a half (1.5 per hour or as required by contract).
 - b. The scheduling of earned compensation time shall be by mutual agreement of the employee and the appropriate administrator.
 - c. Upon reasonable notice to the employee, the appropriate administrator may direct the employee to take earned compensation time.

G. Overtime policy [CALEA 22.1.1f]

1. Sworn personnel:
 - a. Overtime shall be assigned by the Command Staff. Such overtime assignments shall be offered to bargaining unit members prior to offering work to employees outside the unit on the basis of Departmental and university needs.
 - b. As far as practicable, overtime shall be distributed equitably and impartially among qualified employees. In emergency situations or when there are an insufficient number of qualified employees desiring to work required overtime, employees may not decline such overtime assignments.
 - c. All overtime hours worked shall be compensated by cash or compensatory time off, as determined by the Command Staff, at a rate of one and one-half (1.5) times the straight rate of pay for authorized overtime work. When practicable, such determination shall be made prior to requesting employees to work overtime.
2. Non-sworn personnel:
 - a. Overtime is authorized time worked in excess of forty (40) hours in a seven (7) day work week as established by schedules.
 - b. All overtime assignments for other classifications is the responsibility of the appropriate Command Staff.

II. Provision for salary augmentation – There are currently no provisions for salary augmentation for such things as academic incentive pay or hazardous duty pay in either the SUPA or CSUEU contracts. Provisions for other salary augmentations shall be as noted in current contracts. [CALEA 22.1.1g]

III. Leave Program.

A. Administrative Leave [CALEA 22.2.1a]

1. Funeral Leave:

- a. For each death of a significantly close relative or an immediate family member, upon request to the President, the SUPA employee shall be granted two days leave with pay. CSUEU employees receive five days leave with pay.
 - b. For SUPA employees if such a death of a significantly close relative requires the employee to travel over 500 round-trip miles from his/her home, upon request such a leave with pay shall be granted for three days.
 - c. For SUPA employees, bereavement leave granted with this provision may be supplemented with up to days of accrued sick leave with authorization of the President.
2. Jury Duty:
 - a. An employee who serves on jury duty shall receive his/her salary only if he/she remits the amount received for such duty to the CSU.
 - b. Payment for travel expenses and subsistence received by the employee need not be remitted.
 - c. If the employee elects to retain the jury duty fees, his/her time off for jury duty is not compensable. The employee may elect to use vacation, personal holiday or CTO to cover the time off.
 - d. An hourly employee shall be eligible for time off with pay for jury duty only for those hours she/he was scheduled to work.
 - e. Upon request, an employee on swing or graveyard shift who serves on jury duty shall be reassigned to the day shift.
3. Leave to Vote:
 - a. An employee who would otherwise be unable to vote outside his/her regular working hours may be granted up to two hours of work time without loss of pay to vote at a general, direct primary, or presidential primary election.
 - b. An employee shall be required to request such leave time from the appropriate administrator at least two working days prior to the election.
4. Absence as a Witness:
 - a. Employees serving as court-subpoenaed witnesses or expert witnesses in the interest of the CSU shall seek the payment of witness fees.
 - b. An employee who is absent as a court-subpoenaed witness or expert witness in the interest of the CSU shall be paid the normal salary for the corresponding period of absence.
5. Military Leave:

Emergency military leave, temporary military leave, and indefinite military leave shall be granted to eligible employees in accordance with state and federal law.
6. Supplement to Industrial Disability Leave (IDL):

- a. Upon written notification to the CSU by an eligible employee, he/she may elect to supplement IDL payments with charges to his/her accrued sick leave. Such an election shall be made no later than fifteen days after the report of the injury for which the IDL is being paid.
 - b. Such supplement shall continue until the employee has exhausted his/her accrued sick leave or until the employee provides to the CSU written notification he/she wished to discontinue the supplement. A notice shall be provided fifteen days prior to the effective date of such a discontinuation.
7. Maternity/Paternity/Adoption Leave:
 - a. "Maternity/paternity/adoption leave" shall refer to a leave for the purpose of a parent preparing for the arrival of a new infant and the care of a new infant.
 - b. An employee shall be entitled to up to thirty workdays for CSUEU and the equivalent of 30 eight-hour workdays (240 hours) which shall commence within 60 days after the arrival of the child for SUPA "maternity/paternity/adoption leave" with pay. Such leave shall be in addition to available sick time and to available vacation time.
8. Pregnancy Disability Leave:
 - a. Family care and medical leave is separate and distinct from the right of a female employee to take a pregnancy disability leave under Government Code Section 12945 (b)(2).
 - b. If a female employee takes part of all the maximum four months of pregnancy disability leave, she may request up to twelve weeks additional family care and medical leave for reason of birth of her child, or due to her own serious medical condition.
 - c. Family care and medical leave and medical leave and pregnancy disability leave shall run concurrently with the period of leave available under the provisions of Education Code Section 89519. Family care and medical leave shall not run concurrently with pregnancy disability leave under Government Code Section 12945.
9. Leave of Absence:
 - a. A full-time employee or part-time permanent employee may be granted a full or partial leave of absence without pay for up to one year for the following purposes/reasons:
 - 1) loan of an employee to another governmental agency;
 - 2) family leave;
 - 3) outside employment that would lessen the impact of a potential layoff or a layoff;
 - 4) temporary incapacity due to illness or injury; and
 - 5) other satisfactory reasons.

- b. Application: A written application for a leave of absence without pay or an extension of a leave of absence without pay shall be submitted to the President. The President shall determine if such a leave shall be granted and the conditions of such a leave, and shall respond to the application within 45 days.
 - c. Employment Status:
 - 1) An employee who is on a leave of absence without pay shall not return to active pay status prior to the expiration of such a leave without written approval of the President.
 - 2) Service credit shall not be granted to an employee on a leave of absence without pay. A leave so granted assures to the employee a right to his/her former position or a position within his/her classification upon expiration of the leave and the time lost shall not constitute a break in service.
 - d. An employee on a leave of absence without pay for more than thirty days may opt to continue his/her fringe benefits at his/her own expense. Upon written request of an eligible employee, the CSU shall provide a system for the continued payment of his/her insurance premiums including health, dental and vision benefits during the period of an unpaid leave of absence. During this period, such an employee shall pay both the employee's and the CSU's contributions. The CSU shall not advance such payments. An employee shall pay all contributions prior to the date each payment is due. Failure to pay such premiums will result in coverage lapsing unless the employee makes other arrangements.
- B. Holiday Leave [CALEA 22.2.1b]
- 1. An employee in pay status on the day as the holiday is officially observed shall be entitled to the holiday.
 - 2. An employee on a leave of absence without pay or other non-pay status on a day a holiday is officially observed shall not be entitled to the holiday.
 - 3. Holiday Work Compensation:
 - a. A full-time employee who works on the day a holiday is officially observed shall be compensated at his/her overtime rate on an hour-for-hour basis for all hours worked on the holiday. Such compensation shall be in cash or CTO, as determined by the President. This provision shall apply pro rata to less than full-time employees. Employees not eligible for overtime shall receive time off earned at the straight time rate.
 - b. When a holiday is observed and an employee is not scheduled to work on the day the holiday is observed, but is required to work on the calendar date of such a holiday, he/she shall only receive

holiday work compensation for time worked on the calendar date of the holiday.

4. Personal Holiday:
 - a. Each employee is entitled to a Personal Holiday that must be taken during the calendar year. If the employee fails to take the Personal Holiday before the end of the calendar year, the holiday shall be forfeited.
 - b. The use of the Personal Holiday shall be coordinated with the authorization of the Command Staff.
5. An employee shall be permitted to use accrued vacation or his/her Personal Holiday if the President closes the campus and there is insufficient number of holidays scheduled to observe during the closure. Employees eligible for CTO may use accrued CTO during periods of campus closure.
 - a. Should an employee not have vacation accrued, sufficient CTO balance or Personal Holiday to cover the scheduled days of closure, he/she shall be provided sufficient work prior to the scheduled closure to prevent any loss of pay or benefits.
 - b. Time worked shall be in accordance with the overtime procedures.

C. Sick Leave [CALEA 22.2.1c]

1. Following completion of one month of continuous service, full-time employees shall accrue eight hours of credit for sick leave with pay. Thereafter, for each additional month of service, eight hours of credit for sick leave with pay shall be accrued.
2. Each full-time employee shall be considered to work not more than 40 hours each week. Employees who are appointed less than full-time shall accrue credit for sick leave with pay on a pro rata basis.
3. Sick leave may be accumulated without limits, and no additional sick leave with pay beyond that accumulated shall be granted except as donated under the Catastrophic Leave donation program.
4. An employee shall be responsible for reporting an absence to the appropriate administrator as soon as possible in compliance with Department and campus policies.
 - a. An employee shall be responsible for completing and signing the campus absence form and returning the absence form to the appropriate administrator upon reporting to work.
 - b. An employee may be required to provide a physician's statement or other appropriate verification for absences after three consecutive days charged to sick leave. An employee shall not normally be required to provide such a statement or verification

for an absence of three consecutive days or less charged to sick leave.

D. Family Medical Leave [CALEA 22.2.1e]

1. For SUPA employees, up to five days of accrued sick leave credit may be used for family care during any one calendar year.
2. For CSUEU employees, sick leave for family care is primarily for emergency situations. Up to five days of accrued sick leave credit may be used for family care during any one calendar year. The Chief of Police may authorize an additional five days of accrued sick leave credit for family care during one calendar year. An employee may request the use of accrued sick leave credit for family care beyond the maximum set forth above. Such requests must be accompanied by a physician's statement or other appropriate need verification.

E. Vacation Leave [CALEA 22.2.1d]

1. Vacation credits are cumulative to a maximum of 272 working hours for ten or less years of qualifying service or 384 working hours for more than ten years of such service. Accumulations in excess of this amount as of January 1 of each year shall be forfeited by the employee.
2. Upon separation from service without fault on his/her part, an employee is entitled to a lump sum payment as of the time of separation for any unused or accumulated vacation. Such sum shall be computed by projecting the accumulated time on a calendar basis so that the lump sum will equal the amount which the employee would have been paid had he/she taken the time off, but not separated from service.
3. For purposes of computing vacation credit, an employee who works eleven or more days in a monthly pay period is considered to have completed a month, a month of service, or continuous service. When an absence without pay of more than eleven consecutive working days fall into two consecutive qualifying monthly pay periods, one of the pay periods is disqualified.
4. Vacation requests must be submitted with reasonable advance notice and in writing to the Chief of Police.
 - a. Requests for vacation must be submitted with reasonable advance notice and in writing to the Chief of Police. The Chief of Police or designee shall respond within fourteen (14) days to vacation requests. If there is no written response within fourteen days of the request for a response, the vacation shall be considered approved.

- b. An employee may request to schedule a block of several consecutive vacation days equal to the number of vacation days the employee earns in that calendar year.
- c. Based upon the operational needs of the campus, vacations shall be scheduled and taken as authorized by the Chief of Police.
- d. If a conflict in vacation requests arises, the Command Staff shall give consideration to the employee(s) with the most seniority, provided that operational needs are met.

IV. Retirement Program [CALEA 22.2.2a]

- A. All employees appointed full-time for more than six months contribute to the California Public Employees' Retirement System (CalPERS).
- B. Employees appointed less than full-time for more than one year can also contribute to (CalPERS).
- C. The State contributes a substantial percentage based on the gross monthly salary. The contribution goes into a fund that currently earns interest at the prevailing rate. The contributions cannot be withdrawn until the employee separates or retires.
- D. Employees who are (CalPERS) members are automatically covered for certain death benefits at no cost.
- E. Disability Retirement: If an employee is unable to perform their job because of an illness or injury which is expected to be permanent or to last indefinitely, and the employee has five or more years of service credit (no minimum for Sworn Personnel), the employee may be entitled to receive a monthly disability allowance payable for the rest of their life, or until their recovery. The cause of the disability however needs to be related to the University.
- F. Employees who are at least 50 years of age and have five years of full-time service are considered "vested" and may retire at any time from the CalPERS and receive a monthly retirement allowance. There is no compulsory retirement age.
- G. Unused sick leave at retirement is added to years of service in calculating retirement allowance.
- H. Sworn Personnel are CalPERS members, but fall into a different category when calculating service retirement allowance.

V. Health Insurance Program [CALEA 22.2.2b]

- A. To qualify for benefits, a staff employee must be appointed at least part-time and for more than six months. New employees have 60 days from the date of the

eligible appointment to enroll without evidence of insurability, regardless of any pre-existing condition(s).

- B. Health Insurance plans include: Medical; Dental; and Vision.
- C. Medical/Health: Employees may choose among health maintenance organizations and preferred provider plans. Each plan varies in coverage and the state contributes a substantial amount toward the employee's monthly premium based on the number of family members enrolled in the plan. Premiums are paid by payroll deductions. Premiums, benefits and state contributions may change annually.
- D. Dental: The state currently pays the monthly premium and provisions in the Collective Bargaining Agreement may modify dental plan benefits.
- E. Vision: There is currently no premium cost to eligible employees and dependents. It stands separate and alone from the medical plan and is for routine eye (vision) care only. The basic benefit permits one examination every twelve months and lenses/frames every twenty-four months. (Lenses are provided every twelve months if there is a defined prescription change).

VI. Disability and Death Benefits Program [CALEA 22.2.2c]

- A. After public service careers, approximately one-third of CalPERS members or their beneficiaries collect retirement benefits. Among them are Disability and Death Benefits.
- B. Disability Retirement: Employees under the CalPERS program must have at least five years of credited service to qualify for disability retirement.
- C. Industrial Disability: Upon written notification to the CSU by an eligible SUPA employee, he/she may elect to supplement IDL payments with charges to his/her accrued sick leave. Such an election shall be made no later than fifteen (15) days after the report of the injury for which IDL is being paid.
- D. Enhanced Industrial Disability: Whenever any sworn bargaining unit employee is disabled by injury or illness arising out of and in the course of his/her duties, he/she shall be entitled to enhanced industrial disability leave (EIDL) benefits, regardless of his/her period of service with the University.
- E. Non-Industrial Disability Insurance: The maximum weekly payment for eligible employees shall be \$250.
- F. Life Insurance: For sworn personnel, the CSU shall provide eligible employees with life and accidental death and dismemberment insurance at no cost to the employee. This program shall provide insurance during the term of employment in the amount of \$10,000.

- G. Pre-Retirement Death: If an employee dies before he/she retires, CalPERS will provide several benefits for the employee's family or the beneficiaries named by the employee. Pre-retirement death benefits are divided into two categories:
1. Not Eligible To Retire - Under the age of 50, or age 50 or over with less than five years of CalPERS-credited service.
 - a. Group Term Life Insurance
 - b. Alternate Death Benefit
 - c. Special Death Benefit
 - d. Basic Death Benefit
 - e. 1959 Survivor Benefit
 2. Eligible To Retire - Age 50 or over with a minimum of five years of CalPERS-credited service.
 - a. Group Term Life Insurance
 - b. Optional Settlement 2 – Death Benefit
 - c. 1957 Survivor Benefit
 - d. Special Death Benefit
 - e. Basic Death Benefit
 - f. 1959 Survivor Benefit

VII. Provision of Support Services to Employees [CALEA 35.1.9f, 22.2.3, 22.2.6a, b]

- A. CSU Fullerton offers a Community Action Employee Assistance Program [EAP]. The EAP program is administered through Human Resources Benefits Administration. [CALEA 22.2.6c]
- B. If a supervisor identifies an employee who is potentially in need of support service, he/she should be referred to Human Resources' Employee Assistance Program where an appropriate service referral can be made or the supervisor should refer the employee to Peer Support. [CALEA 22.2.4]
- C. EAP program is available 24/7 and offers the following program [CALEA 22.2.6d]:
1. Parenting and family counseling
 2. Child and elderly care referrals
 3. Grief and loss
 4. Pet care
 5. Legal Aid
 6. Volunteer and service opportunities
 7. Adoption
 8. Career advancement
- D. All employee health benefit plans provide for the services of mental health professionals. [CALEA 22.2.4, 22.2.6d]. Additionally, University Police Department offers Peer Support to department personnel, a support program geared towards public safety employees to receive emotional and tangible support, structured and function under the oversight of a licensed mental health professional. Each member of the peer support team is trained within the Police Peers Support Team Training program.

- E. CSU Fullerton also offers an Employee Wellness Program that provides for physical activity and assessment programs. The program provides an opportunity for employees to participate in a variety of exercise classes and health-related fitness assessments. The wellness program also offers personal consultations with regards to stress management.
- F. CSU Fullerton Police Department also offers Peer Support to all department personnel.
- VIII. Victim/Witness Assistance Services Rendered to Agency Personnel and Their Families Following Line-of-Duty Death or Serious Injuries. [CALEA 22.2.4]
- The California Peace Officers' Association, *Line of Duty Death Notification System Handbook* will be utilized as a guide for victim/witness assistance services to be rendered to agency personnel and their families following line-of-duty deaths and serious injuries. [<http://www.cpoa.org>]
- IX. Liability Protection Program [CALEA 22.2.2d]
- A. Liability Protection: Protection for sworn personnel from civil liability arising from acts or omission leading to personal injury, death, or property destruction that, in turn, could lead to legal civil action against them.
- B. Civil liability, due to injuries caused by employees within their scope of employment, and immunity of employees, is discussed in Government Code Section 815.2. as follows:
1. A public entity is liable for injury proximately caused by an act or omission of an employee of the public entity within the scope of his/her employment if the act or omission would, apart from this section, have given rise to a cause of action against that employee or his/her personal representative.
 2. Except as otherwise provided by statute, a public entity is not liable for an injury resulting from an act or omission of an employee of the public entity where the employee is immune from liability.
- C. In order to ensure that Sworn Personnel are properly represented in legal matters related to their employment at California State University, it is imperative that officers notify Command Staff and Human Resources of any legal action in writing. Officers shall also provide copies of all legal papers and documents related to the incident.
- X. Clothing and equipment used by employees in performing law enforcement activities. [CALEA 22.2.5]
- A. The description of uniform and equipment can be found in General Order 2-9, Uniforms and Personal Apparel.

- B. Safety equipment and protective safety clothing shall be provided and maintained, when it is deemed necessary by the Chief of Police to maintain safe and healthful conditions.
- C. Uniform replacement allowance.
 - 1. Per SUPA Contract, Section 17.20, eligible sworn employees who are required to wear a uniform shall earn a uniform allowance for each qualifying month of service [rate set by contract]. CSUEU employees in class codes (8800-8802) Police Dispatcher appointed in excess of six months who are required to wear a uniform as a condition of employment shall be reimbursed actual costs up to an amount set by their contract.
 - 2. Employees shall be responsible for the purchase and maintenance of uniforms required for employment.
 - 3. The total uniform allowance earned by an employee shall be paid in a monthly stipend. Command Staff will be paid in a lump sum every October. Employees who have been employed on the campus for less than one year shall receive payment on a pro rata basis.

XI. Employee educational benefits [CALEA 22.2.2e, 33.8.4c]

- A. An employee wishing to pursue educational goals may, with the guidance and support of his/her immediate non-bargaining unit supervisor and in consultation with the Human Resources Office, formally develop and obtain approval of a career development program. This program shall include attainment of a certificate, an associate degree, an undergraduate degree, a graduate degree or other achievement appropriate for the employee's professional growth.
- B. Employees may request permission to participate in the CSU fee waiver program. Employees, eligible according to the terms of the program, may be permitted to enroll in a maximum of two CSU courses or six units; whichever is greater per term. Time spent in such programs shall not be utilized for overtime or for fulfilling regular workweek duties and responsibilities.
- C. Fee waiver courses shall be job-related or part of the approved Career Development Plan. The course of study for a Career Development Plan will be established by the employee and an appropriate advisor of choice and shall be subject to approval by the appropriate administrator in the Human Resources Office. The CSU admission requirements shall be met or waived for an approved Career Development Plan. The CSU admission requirements shall not apply for job-related courses. Employees may transfer their existing fee waivers benefit entitlement maximum (as defined above) to a spouse or dependent child, subject to the following conditions.
 - 1. The courses are taken by a spouse or dependent child who is matriculated towards a degree and the courses are for credit towards the degree's requirements,
 - 2. This fee waiver benefit does not apply to out-of-state tuition, and

3. The administration determines that there is a space available in such course offerings for the spouse or dependent child.

XII. Physical examinations for employees [CALEA 22.3.1]

- A. Any physical examinations required of employees in permanent, full-time jobs shall be provided at no cost to the employee.
- B. The CSU offers all permanent full-time employees a variety of health plan options. There are plans available which include the provisions for routine physical examinations, as a preventive health measure, at little cost to the employee. Employees are encouraged to take advantage of this important health benefit.
- C. Members who are injured or have other medical situations may be ordered to report for a physical examination. If the examination is required of the employee, it will be provided at no cost to the employee.
- D. Environmental Health and Instructional Safety offers Employee Medical Monitoring to all employees to evaluate the health status of employees in certain positions. Police Officers take part in the following programs:
 1. Hearing conservation
 2. Respiratory protection
 3. Tuberculosis exposure control
 4. Lead exposure management
 5. Hepatitis B protection
- E. Any physical examination shall be conducted only to confirm the employee's continued fitness to perform the tasks of their assignments and to inform them of their general physical condition.

XIII. General health and physical fitness for sworn employees [CALEA 22.3.2]

- A. The law enforcement profession requires a level of physical fitness not demanded by many other occupations. The ability to apprehend or subdue a suspect, protect the life of a person, or a fellow officer may hinge upon the employee's physical condition.
- B. The California State University Fullerton Police Department desires all sworn members to maintain an overall level of health and physical fitness that allows them to effectively perform their job duties. All sworn officers through the rank of Chief of Police are encouraged to be physically fit to ensure their ability to perform the essential functions of their job.
- C. Sworn employees are encouraged to use the campus Physical Education facilities and Recreation Center during non-scheduled work hours unless the President has determined that such access interferes with the authorized use of the facilities. The standard campus fee may be charged for the use of CSU-operated facilities. The use of campus Physical Education facilities by

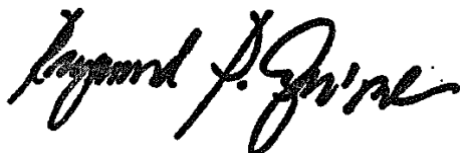
employees shall be wholly voluntary and shall not be considered as time worked [SUPA, 17.26].

- D. All employees are also encouraged to participate in the Employee Wellness Program that performs fitness assessments and provides for exercise classes.

REVIEWED BY:

K.Cappuccio

APPROVED:

A handwritten signature in black ink, appearing to read "Raymund J. Aguirre". The signature is written in a cursive style with a large initial 'R' and 'A'.

Raymund Aguirre
Chief of Police