



**Personnel Committee**  
**February 09, 2026 – 2:00pm**  
**Student Chambers (SUN-3305)**  
**Zoom: <https://csusb.zoom.us/j/85216228318>**

### **AGENDA**

1. Call to Order
2. Roll Call
3. Approval of Minutes
  - a. January 15, 2026
4. Open Forum
5. Adoption of Agenda

### **New Business**

PC 07/26      Approval of Revised Overtime Policy SMSUPM 930 (Action, Puccinelli)

### **Announcements**

### **Adjournment**



**Personnel Committee**  
**January 15, 2026 – 12:00pm**  
**Student Chamber (SUN-3005)**  
**Zoom: <https://csusb.zoom.us/j/85216228318>**

### **MINUTES**

**Members Present:** Vilayat Del Rossi, Jocelyn Paz, Jennifer Puccinelli

**Members Absent:** Sukhpreet Kaur, Matthew Smith

**Staff Present:** Elizabeth Junker

**Call to Order:** The meeting was called to order at 12:14pm.

**Roll Call:** A verbal roll call for members was conducted. Quorum was met.

**Approval of Minutes:** M/S Paz/Del Rossi; motion to approve November 13, 2025 Personnel Committee meeting minutes.  
*Motion passed.*

**Open Forum:** There were no speakers present for open forum.

**Adoption of Agenda:** M/S Paz/Del Rossi; motion to adopt agenda as presented.  
*Motion passed.*

### **NEW BUSINESS**

PC 06/26 Approval of Senior Coordinator, Student Diversity & Belonging Job Description (Action, Marquez)

M/S Del Rossi/Paz; motion to open item\_PC 06/26 Approval of Senior Coordinator, Student Diversity & Belonging Job Description.

The Personnel Committee reviewed a revised proposal to establish three Senior Coordinator positions to provide strategic leadership and operational oversight for the identity-based affinity centers. The revised proposal replaces center-specific senior coordinator roles with a single generalized Senior Coordinator classification, allowing administrative flexibility to assign and

realign center oversight based on organizational needs, staffing capacity, and equity considerations. The proposal preserves the scope and intent of the original staffing plan and incorporates findings from an organizational equity audit, including recognition that the Adventure Programs Coordinator role meets the criteria for Senior Coordinator classification. The implementation timeline was adjusted to allow additional planning and coordination.

Committee discussion focused on the importance of flexibility, sustainability, and an intersectional approach to supporting students during a period of transition and evolving campus needs. Members emphasized alignment with justice, equity, diversity, inclusion, and belonging (JEDI) principles while acknowledging ongoing conversations with campus partners and stakeholders. The proposal was reviewed for the purpose of determining whether the Personnel Committee would recommend forwarding the item to the full Board of Directors for consideration and approval of the proposed Senior Coordinator positions. With no further discussion, the item moved to a vote.

**ROLL CALL VOTE:**        2 – In Favor                    0 – Opposed                    0 – Abstentions

**Announcements**

- JEDI Professional Staff are currently participating in a DEI collaboration and training at the Palm Desert Campus.
- James Rocker has joined Student Diversity and Belonging as a six-month Program Assistant for the Pan-African Student Success Center; a meet-and-greet will be held next Tuesday from 12–1 PM in the center.
- A strategic planning retreat for full-time staff will take place January 16<sup>th</sup>, with outcomes incorporated into student staff training scheduled for January 23<sup>rd</sup>.

M/S Del Rossi/Paz; motion to adjourn meeting at 12:41pm.

*Motion passed.*

Reviewed and respectfully submitted by:

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Jocelyn Paz, Committee Chairwoman

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Date

## **Update to SMSU Personnel Policy 930: Overtime**

**Date:** February 2, 2026

**Santos Manuel Student Union Board of Directors – Personnel Committee**

**Proposed By:** Jenny Puccinelli, Human Resource and Risk Manager

### **Background:**

Changes are required to the SMSU Overtime Policy to bring in-line with current Federal and California law and add clarification.

### **Proposal:**

The following changes are proposed:

- Addition of overtime earned on the 7<sup>th</sup> consecutive day of work
- Addition of the SMSU's workweek (established in SMSU Personnel Policy 900: Hours of Work)
- Clarification of which hours count toward overtime
- Clarification that compensatory time off is not allowed by CA law
- Clarification that overtime must be approved by the employee's supervisor

### **Rationale:**

Updating the policy to bring in-line with current Federal and California law.

**Budget Impact:** None

**Timeline:** Once approved by the Board of Directors the updated policy will go into effect.

**Chartfield:** n/a

**Attachments:** None

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO  
SANTOS MANUEL STUDENT UNION**

**PERSONNEL POLICY**

**SUBJECT: Overtime**

**REFERENCE: SMSU Personnel Policies Manual; SMSUPM 930**  
**California Code, Labor Code - LAB § 510**

**Policy:**

Overtime is time worked by non-exempt employees in excess of eight (8) hours in one day, ~~or~~ forty (40) hours in one work week, or any hours on the seventh consecutive day of work in a workweek. The SMSU's workweek is defined as Sunday through Saturday. For purposes of determining which hours constitute overtime, only actual hours worked in a given workday or workweek will be counted. Compensatory time off (CTO) is not allowed in lieu of overtime.

**Standard:**

It is the policy of the Santos Manuel Student Union that managers utilize overtime only in those instances where failure to do so would jeopardize the effective operation of the Santos Manuel Student Union. Overtime must be approved by an employee's supervisor. An employee who works overtime without prior authorization may be subject to disciplinary action.

**Compensation:**

Overtime is compensated at the rate of:

1. One and one-half (1-1/2) times the employee's regular rate of pay for all hours worked in excess of eight (8) hours up to and including 12 hours in any workday, for all hours worked over forty (40) in a work week, and for the first eight (8) hours worked on the seventh (7th) consecutive day of work in a workweek; and
2. Double the employee's regular rate of pay for all hours worked in excess of 12 hours in any workday and for all hours worked in excess of eight (8) hours on the seventh (7th) consecutive day of work in a workweek.