



Personnel Committee
February 9, 2026 – 12:00pm
Student Chamber (SUN-3005)
Zoom: <https://csusb.zoom.us/j/85216228318>

MINUTES

Members Present: Vilayat Del Rossi, Sukhpreet Kaur, Jocelyn Paz, Jennifer Puccinelli, Matthew Smith

Staff Present: Elizabeth Junker

Call to Order: The meeting was called to order at 2:05pm.

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

Approval of Minutes: M/S Kaur/Smith; motion to approve January 15, 2026 Personnel Committee meeting minutes.
Motion passed.

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

Adoption of Agenda: M/S Kaur/Smith; motion to adopt February 9, 2026 agenda as presented.
Motion passed.

New Business

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

M/S Kaur/Smith; motion to open PC 07/26 Approval of Revised Overtime Policy SMSUPM 930.

The Personnel Committee considered item PC07-26 regarding approval of revisions to the SMSU Overtime Policy (PM930). The proposed updates include adding language addressing overtime earned on a second consecutive seventh day worked; formally stating SMSU's workweek as Sunday through Saturday; clarifying which hours count toward overtime

calculations (excluding vacation and sick leave); affirming that compensatory time off is not permitted under California law and that overtime must be paid; and specifying that overtime requires prior supervisory approval, with unauthorized overtime potentially subject to disciplinary action while still remaining compensable.

Committee members asked clarifying questions regarding what qualifies as hours worked for overtime purposes, including meetings, trainings, and on-call time. It was clarified that all hours physically worked, including mandatory trainings, count toward overtime, while leave time does not. The committee also briefly discussed historical use of on-call assignments, noting that SMSU does not currently maintain on-call positions. Following discussion, the committee proceeded to a roll call vote.

ROLL CALL VOTE: 3 – In Favor 0 – Opposed 1 – Abstentions
Motion passed.

Announcements

- Join the team for Bowling with the Board on Tuesday, February 17th 5:00pm
- DSA Roadshow resource fair takes place tomorrow at Coyote Walk.

Adjournment

M/S Smith/Paz; motion to adjourn meeting at 2:14pm.
Motion passed.

Reviewed and respectfully submitted by:

Jocelyn Paz, Committee Chairwoman

Date