



The Foundation for
California State University, San Bernardino

Did You Know???

Brought to you by The Foundation Human Resources Department

Non-benefit eligible Foundation staff employees must work less than 1000 hours in a fiscal year (July 1st – June 30th) averaging less than 20 hours per week over 50 weeks?

- Non-benefit eligible staff employees include part-time, temporary/on-call, emergency appointments and one time appointments.
- In accordance with Employee Retirement Income Security Act (ERISA), CalPERS Government Code § 20305(a)(3)(B), and Foundation policy: a staff employee automatically becomes entitled to Foundation benefits in which membership will be effective after he or she has completed 1,000 hours of compensated service in a fiscal year (July 1 – June 30).
- The so called “1000 hour rule” takes into account **ALL** time worked by an employee working for more than one position under the Foundation during a fiscal year. For example, if you want to hire an emergency appointment in December, you need to verify that the person you hire has not or will not exceed 1000 hours of Foundation employment, including time s/he may have previously worked from July to December for another Foundation department.
- It is crucial that you monitor the number of hours your non-benefit eligible employees work to ensure that they (1) do not become unexpectedly benefit eligible, thus affecting your budget and (2) have enough hours available to complete the job you have hired them to complete.
- Foundation Human Resources and Payroll Departments can advise you as to the number of hours each employee has worked to date.
- **Student Employment:** *Students are not eligible for Foundation benefits.* In conjunction with the Chancellor’s Office and CSUSB student employment policy, students “are permitted to work a maximum of 20 hours per week when classes are in session. During authorized vacation periods and approved breaks, students may work up to 40 hours per week depending on funds”. Be advised, students cannot work more than 8 hours in a day without accruing overtime. There is no limit to the number of jobs a student can have, however the total combined hours for all campus related positions cannot exceed the above restrictions.

Questions? Please call Foundation Human Resources at extension 77589.

We are here to help!



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