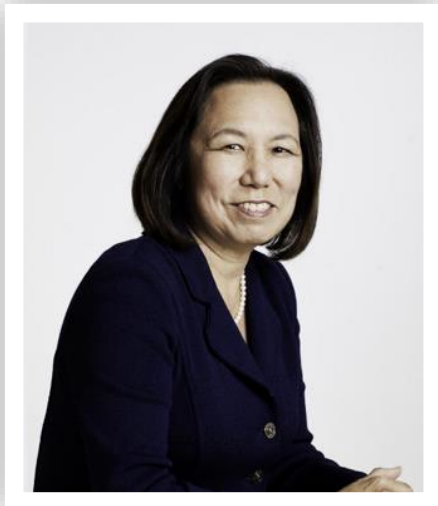




Welcome to employment at Sonoma State University. In this document you will find:

- [Welcome from the President](#)
- [University Mission Statement](#)
- [Statement of Ethical Principles in Financial Management](#)
- [CSU Map](#)
- [University Organizational Chart](#)
- [University Policy Listing](#)
- [Emergency Preparedness](#)
- [Campus Safety Resources](#)
- [Additional Employee Resources](#)
- [Acknowledgment Page](#)

Please review each page in this document and be sure to review all policies listed. When review is complete please e-sign the final page of this document and email to [hr@sonoma.edu](mailto:hr@sonoma.edu). If you have any questions or need assistance please contact the Human Resources office at 707-664-3100.



I am delighted to welcome you to Sonoma State University, one of the premiere colleges of the 23-Campus California State University system. Sonoma State University is well known for its educational programs, relatively small classes, close interactions between faculty, staff and students, and a world-class performance center.

The campus you are about to join has many outstanding attributes, from our connection to the surrounding community to our athletic teams, to our special artists in residence program. The grounds of the campus are unmatched in their beauty and peaceful nature. Our students are bright; our employees dedicated and committed.

You will find Sonoma State University a place to work, to learn and to grow. There is great pride in the work we do at our university in preparing our students to run corporations, become entrepreneurs, serve the government, volunteer in their communities, and apply themselves in other ways that advance our society. Whether you are faculty, staff, or administrators, your work at SSU helps our students grow into fine citizens.

Best wishes, and again, welcome to Sonoma State University.

- Judy K. Sakaki, President

The mission of Sonoma State University is to prepare students to be learned men and women who:

- have a foundation for life-long learning
- have a broad cultural perspective
- have a keen appreciation of intellectual and aesthetic achievements
- will be active citizens and leaders in society
- are capable of pursuing fulfilling careers in a changing world
- are concerned with contributing to the health and well-being of the world at large.

To achieve its mission, Sonoma State University recognizes that its first obligation is to develop and maintain excellent programs of undergraduate instruction grounded in the liberal arts and sciences. Instructional programs are designed to challenge students not only to acquire knowledge but also to develop the skills of critical analysis, careful reasoning, creativity, and self-expression. Excellence in undergraduate education requires that students participate in a well-planned program which provides both a liberal education and opportunities for specific career preparation.

Sonoma State University offers a wide range of traditional disciplines, as well as interdisciplinary programs, so that students are able to explore diverse modes of inquiry, the understanding gained within the various disciplines, and a global spectrum of ideas, institutions, values, and artistic expressions.

The University offers selected professional and graduate programs leading to master's degrees, teaching credentials, and certificates in various career fields. These programs respond to regional and state needs within the academic, business, education, and professional communities.

The quality of the educational experience at Sonoma State University depends upon close human and intellectual relationships among students and faculty to foster the open exchange of ideas. The University is committed to creating a learning community in which people from diverse backgrounds and cultures are valued for the breadth of their perspectives and are encouraged in their intellectual pursuits. Sonoma State University's special character within California higher education emerges from its relatively small size; and its commitment to effective teaching, high standards of scholarship, and ongoing professional development; and its policy of promoting diversity in the faculty, staff, and student populations.

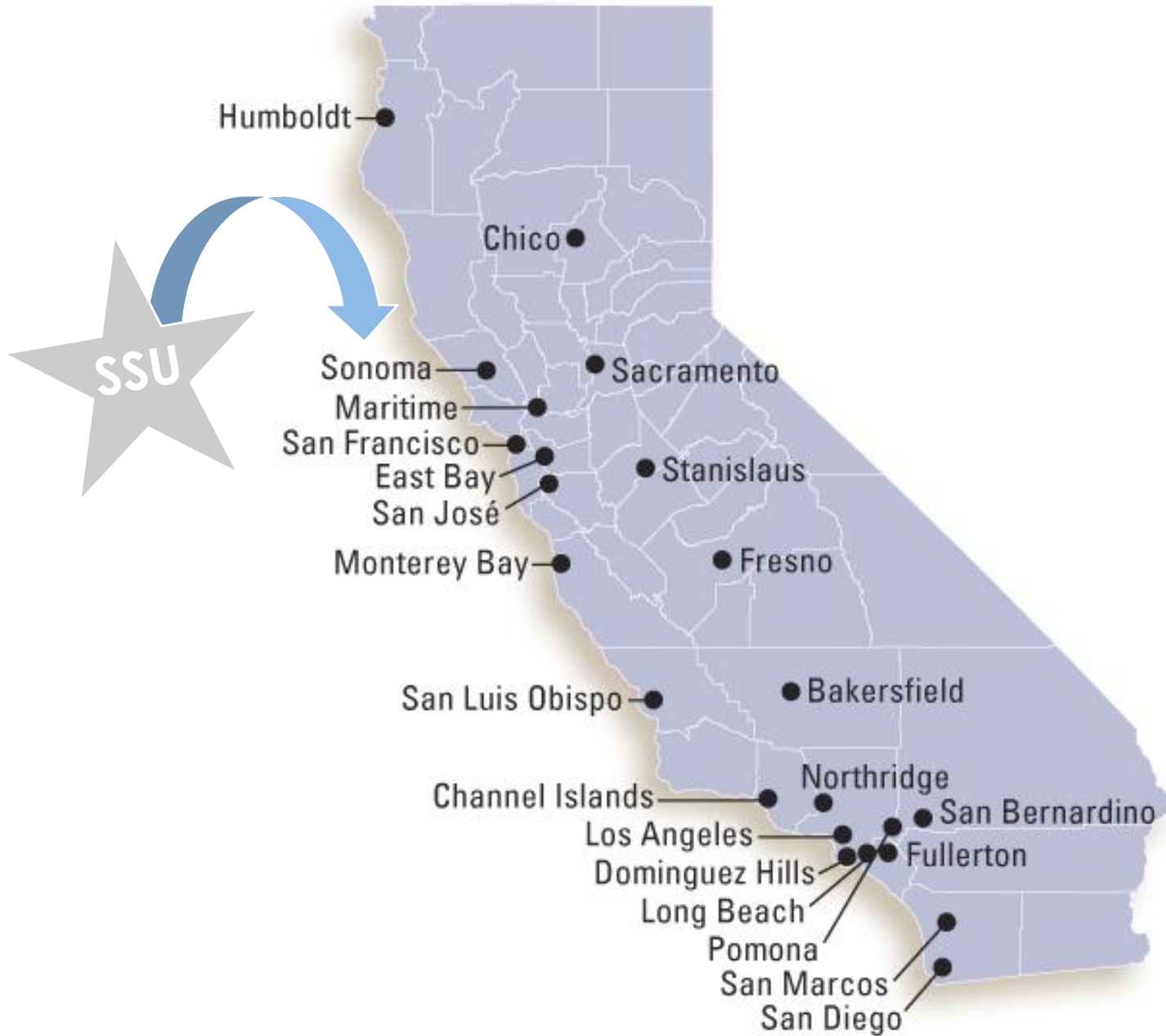
Sonoma State University also recognizes its obligation to serve as an educational and cultural resource for people in the surrounding communities. It offers courses, lectures, workshops, and programs which are open to the public. Special events in the arts, the sciences, and athletics contribute to the intellectual and cultural life of students and the community.

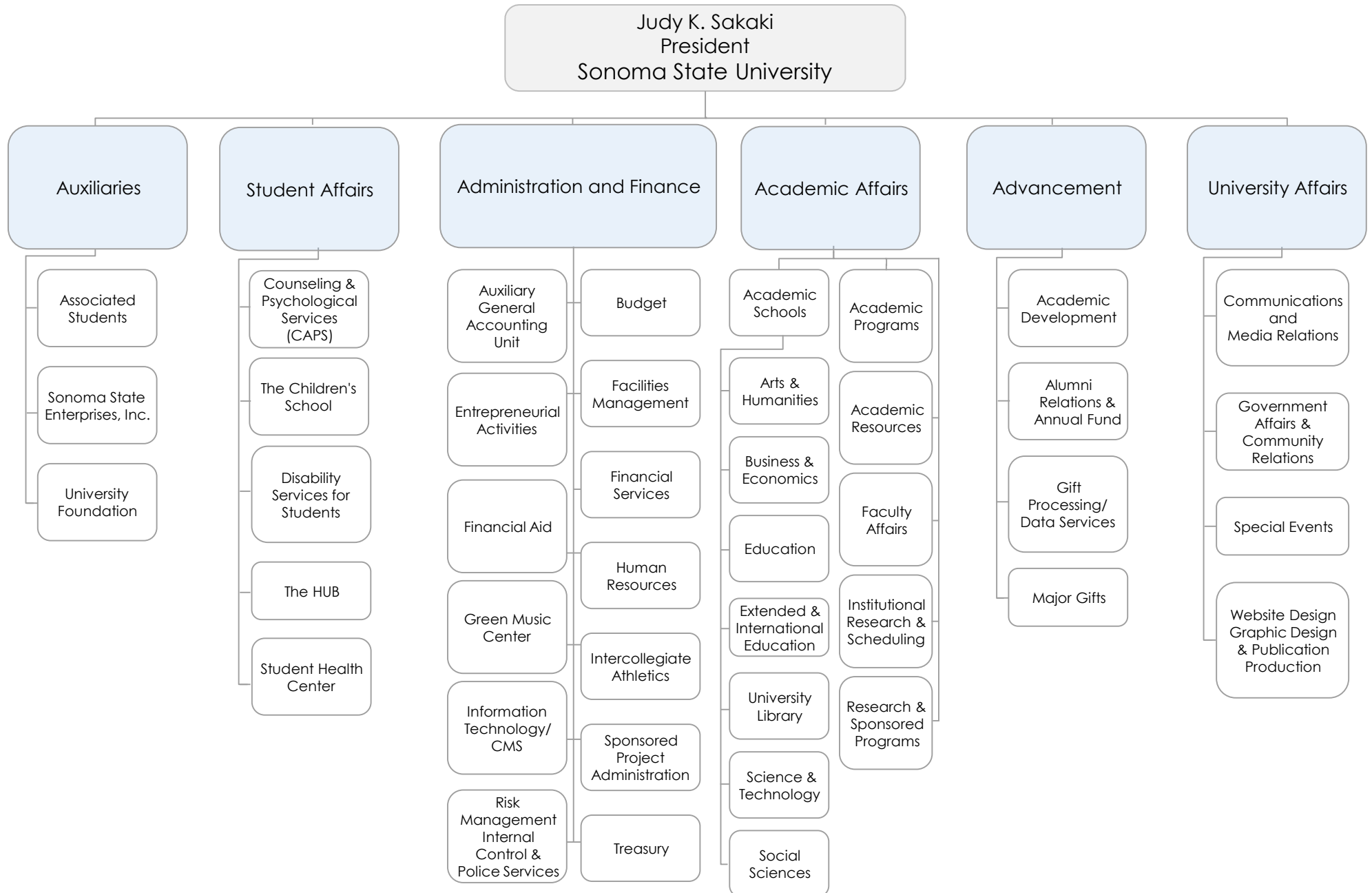
A message from the Office of the Vice President of Administration and Finance:

The purpose of this statement is to promote ethical conduct in the practice of financial management throughout the University. This statement provides principles that should be followed by all campus employees:

- ✓ Act with honesty and integrity in professional relationships.
- ✓ Provide information that is accurate, complete, objective, and understandable.
- ✓ Proactively promote responsible and ethical behavior in the work environment and in the community, as appropriate.
- ✓ Achieve responsible use of and control over all University assets and resources employed.
- ✓ Act in good faith, responsibly, and with due care, competence, and diligence, without misrepresenting material facts or allowing one's independent judgment to be subordinated.
- ✓ I encourage employees to familiarize themselves with rules and regulations of federal, state, and local governments, and other appropriate regulatory agencies that they are required, by law, to comply with as they perform their jobs.

# The 23 Outstanding Campuses of the CSU







## Alcohol

- [www.sonoma.edu/uaffairs/policies/alcoholpolicy](http://www.sonoma.edu/uaffairs/policies/alcoholpolicy)

## Computer & Network Use

- [www.sonoma.edu/uaffairs/policies/computer\\_network](http://www.sonoma.edu/uaffairs/policies/computer_network)

## Discrimination

- [www.sonoma.edu/uaffairs/policies/discrimination](http://www.sonoma.edu/uaffairs/policies/discrimination)

## Drug Free

- [www.sonoma.edu/uaffairs/policies/drugpolicy](http://www.sonoma.edu/uaffairs/policies/drugpolicy)

## Nepotism

- [www.calstate.edu/hradm/pdf2004/hr2004-18](http://www.calstate.edu/hradm/pdf2004/hr2004-18)

## Non-Discrimination Policies and Procedures

- [www.sonoma.edu/hr/erc/discrimination/](http://www.sonoma.edu/hr/erc/discrimination/)

## Personal Confidential Information

- [www.sonoma.edu/uaffairs/policies/PCI](http://www.sonoma.edu/uaffairs/policies/PCI)

## Smoking & Tobacco Free

- [www.sonoma.edu/uaffairs/policies/smokingandtobaccofreepolicy](http://www.sonoma.edu/uaffairs/policies/smokingandtobaccofreepolicy)

## Violence Free

- [www.sonoma.edu/uaffairs/policies/violence](http://www.sonoma.edu/uaffairs/policies/violence)



**Sonoma State University** is committed to protecting the **safety, health and well being** of all staff, faculty, students, volunteers and general public on its campus.

Policies are in place to address the following in the workplace:

- ✓ Alcoholic Beverages ([Policy #1985-1](#))
- ✓ Discrimination ([Policy #2009-5](#))
- ✓ Drug-Free Workplace ([Policy #1989-1](#))
- ✓ Personal Confidential Information ([Policy #2005-5](#))
- ✓ Sexual Assault ([Policy#1993-4](#))
- ✓ Smoking and Tobacco-Free ([Policy #1991-5](#))

**Questions or need to make a report?**

Tammy Kenber,  
Senior Director of Human Resources  
707.664.4265  
tkenber@sonoma.edu

Under the Drug-Free Workplace Act of 1988, and as an on-going condition of employment, are required to notify the campus Personnel Office of any criminal drug statute conviction they receive for a violation occurring in the workplace. Notification must be provided no later than five days after such a conviction. If an employee receives such a conviction, the University shall take appropriate personnel action against the employee, up to and including termination; or require the employee to participate satisfactorily in an approved drug-abuse assistance or rehabilitation program.

All reports under the above policies are confidential and anonymity is assured unless otherwise requested by the party making the report. Sonoma State University reserves the right to act or not to act on any information provided, unless required to do so by law. Furthermore, Sonoma State University is not required to disclose its response or actions pursuant to any information which may be provided or reported. The intentional misreporting of information may be actionable and subject to criminal investigation.





Emergencies can happen at any time. How you respond is related to how well you are prepared. SSU Emergency Services establishes policies and procedures and assigns responsibilities to ensure the effective management of campus operations during emergency situations. Additionally, the organization provides direction for disseminating emergency public information, establishing emergency communications, developing alerting procedures, and assessing and reporting damage.

The links below are provided by SSU Emergency Services to provide you with valuable information about the campus emergency management plan, how to respond during an emergency, and how the University will communicate with our employees following an emergency. This also includes information for your personal emergency preparedness. In addition to this packet, we encourage you to speak with your appropriate administrator to find out about your area emergency action plan.

Please be sure to review the attached information regarding your status as a Disaster Service Worker (DSW).

Any questions about Emergency Services can be directed to [emergency@sonoma.edu](mailto:emergency@sonoma.edu)

- [www.fema.gov/media-library-data/1389294951288-b25113d9aef2b877323d380720827f3b/R3\\_trifold\\_eng](http://www.fema.gov/media-library-data/1389294951288-b25113d9aef2b877323d380720827f3b/R3_trifold_eng)
- [www.fema.gov/media-library-data/1390846764394-dc08e309debe561d866b05ac84daf1ee/checklist\\_2014](http://www.fema.gov/media-library-data/1390846764394-dc08e309debe561d866b05ac84daf1ee/checklist_2014)
- [www.fbi.gov/about-us/cirg/active-shooter-and-mass-casualty-incidents/active-shooter-event-quick-reference-guide-04-29-14](http://www.fbi.gov/about-us/cirg/active-shooter-and-mass-casualty-incidents/active-shooter-event-quick-reference-guide-04-29-14)
- [www.sonoma.edu/ps/emergency/disasterworker](http://www.sonoma.edu/ps/emergency/disasterworker)



## Clery Reports: Annual Security and Fire Safety Report

- [www.calstate.edu/Clery](http://www.calstate.edu/Clery)

## Campus Safety Escorts

- [www.sonoma.edu/ps/police/service/safetescort.html](http://www.sonoma.edu/ps/police/service/safetescort.html)

## Weapon Regulations

- [www.sonoma.edu/housing/general-info/policies-enforcement/faq-weapon.html](http://www.sonoma.edu/housing/general-info/policies-enforcement/faq-weapon.html)

## Injury & Illness Prevention Program

- [www.sonoma.edu/ehs/documents/ssuipp2014.pdf](http://www.sonoma.edu/ehs/documents/ssuipp2014.pdf)

## Ergonomics

- [www.sonoma.edu/hr/payroll/ergonomics/](http://www.sonoma.edu/hr/payroll/ergonomics/)



## Fitness Center

- ✓ Faculty and staff can work out for FREE from 12 noon to 2 pm, Monday – Friday
- ✓ Lockers are available-For more information, contact Gloria Allen at 707-664-2105
- ✓ [www.sonoma.edu/hr/payroll/employeeewellness/fitness](http://www.sonoma.edu/hr/payroll/employeeewellness/fitness)



## Campus Recreation Center

- ✓ [www.sonoma.edu/campusrec](http://www.sonoma.edu/campusrec)

## Lunchtime Yoga

- ✓ [www.sonoma.edu/hr/payroll/employeeewellness/yoga](http://www.sonoma.edu/hr/payroll/employeeewellness/yoga)



## Employee Assistance Program

- ✓ [www.sonoma.edu/hr/payroll/benefits/eap](http://www.sonoma.edu/hr/payroll/benefits/eap)

## System-wide Benefits Portal

- ✓ [www.calstate.edu/hr/benefitsportal](http://www.calstate.edu/hr/benefitsportal)



## Campus Map

- ✓ [www.sonoma.edu/maps](http://www.sonoma.edu/maps)



## Parking Information

- ✓ [www.sonoma.edu/ps/parking/permits](http://www.sonoma.edu/ps/parking/permits)

## Employee Recognition Programs

- ✓ [www.sonoma.edu/hr/es/recognition](http://www.sonoma.edu/hr/es/recognition)

# Sonoma State University Policies Acknowledgement

I certify that I have read this list of policies, I understand them and I agree to comply.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please print & sign this page and bring with you to the Human Resources Office as part of your new hire sign up.

For HR use

Empl ID# \_\_\_\_\_

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