Department Management Faculty/Staff Matters

New Department Chairs Orientation

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Laurie Gold-Brubaker

Associate Director, Benefits Administration & Workers' Compensation

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Agenda

- Employee Assistance Program (EAP)

- Work-Related Injuries/Illnesses

- Leave of Absence

- Reasonable Accommodation

Employee Assistance Program (EAP)

- Free assistance with Life, Work, Family and Wellbeing

- Professionals trained in employee assistance consultation available 24/7/365 to help.

- Services consist of assessment, referral, and short-term counseling

- [LifeMatters](#)
- Password is matadors

Reporting a Work-Related Injury/Illness

- Priority is to provide care to employee.

- Care is provided by Klotz Student Health Center (first aid), Concentra and Kaiser On The Job.

- Required forms must be provided and completed within 24 hours.

- Contact Environmental Health & Safety and Human Resources for help. [Workers' Compensation](#)

How Are Leaves of Absence Triggered?

- Employee requests or takes…

- 5 or more days for self or family illness.

- Time off for parental leave.

- Frequent intermittent time off due to self or family illness.

- [Request a Leave of Absence](#)

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Reasonable Accommodation

- Anytime an employee indicates that s/he is having difficulty performing their job due to a medical reason, stop and consider whether the employee is making a request for an accommodation.

- A reasonable accommodation enables the employee to perform the essential functions of the job.

- [Reasonable Accommodation](#)

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Nursing Mothers' Resources

- We support employees who continue breastfeeding when they return to work.

- 5 Lactation Spaces on campus. [Lactation Spaces Map](#)

- Required to provide a reasonable amount of break time to express milk as frequently as needed by the nursing mother. The frequency of breaks needed will likely vary and should be determined on a case-by-case basis.

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Thank you!

Laurie Gold-Brubaker

Associate Director, Benefits Administration & Workers' Compensation

laurie.gold-brubaker@csun.edu

Ext: 3809