



Balancing Work & Life

**Information for
Faculty at San José State University**



**SAN JOSÉ STATE
UNIVERSITY**



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Mission

SJSU is committed to helping faculty members balance the responsibilities of their professional and personal lives. Our investment in faculty is a long term endeavor dependant on our ability to attract and retain the best faculty. Our success in recruiting and retaining outstanding faculty members will depend on a culture that values and supports both their work and family needs.

Over the course of their academic careers, many faculty members will need to respond to events in their personal lives such as the birth of child, personal illness, disability, or elder care that necessitate greater flexibility from the University. This emphasis on flexibility is embodied in our policies and practices and serves to meet the needs of our increasingly diverse faculty. Our institutional flexibility will strengthen commitment, engagement, and morale for all of our faculty members.

In particular, department chairs and deans have a central responsibility in understanding the importance of a “family-friendly” department, assessing climate, implementing policies, deploying resources, and in reinforcing cultural practices to help all faculty members thrive. This guide summarizes information on University policies and campus resources necessary to achieve this end.

Funded by a generous grant from the Alfred P. Sloan Foundation Awards for Faculty Career Flexibility in 2008, a program also sponsored by the American Council on Education (ACE), SJSU's ACE/Sloan program is directed by the Office of Faculty Affairs, with assistance from the University's ACE/SLOAN Advisory Committee, under the leadership of the Provost.

The mission of the SJSU ACE/Sloan project is to accelerate existing programs for faculty career flexibility, implement creative new approaches, and model best practices to support faculty members in balancing productive academic careers with satisfying personal lives. In support of this mission, the University has intensified its efforts to transform the culture by expanding leadership development workshops for department to increase both awareness of policy merit and availability, and to support policy utilization by faculty. The program aims to increase the number of faculty using these policies by making deans and department chairs accountable for the work-family climate of their respective colleges and departments, and leveraging the availability of these flexible policy options as a faculty recruitment and retention tool.



The Alfred P. Sloan Awards For Faculty Career Flexibility

The Alfred P. Sloan Foundation awards grants in the areas of science and technology and in the quality of American life. The Foundation has played a vital role in developing the field of work-family scholarship through its Workplace, Workforce, and Working Families program. In 2003, the Foundation partnered with the American Council on Education (ACE) to raise awareness throughout higher education of the need to create, implement, or enhance policies and procedures designed to support faculty lives throughout their careers.

Founded in 1918, ACE (www.acenet.edu) is the major coordinating body for all the nation's higher education institutions, representing more than 1,600 college and university presidents, and more than 200 related associations nationwide. It seeks to provide leadership and a unifying voice on key higher education issues and to influence public policy through advocacy, research, and program initiatives.

Research conducted over the last decade, by a range of institutions, provides compelling evidence that higher education institutions can demonstrate a strong business case for providing career flexibility for their faculty. Flexibility constitutes an effective tool for recruiting and retaining talented faculty. Career flexibility is especially critical to retaining some of the most qualified female PhDs in academe. Acquiring this talent is essential to an institution's ability to achieve excellence and maintain its competitive advantage in a global environment.

Creating Options

In February of 2005, ACE developed [An Agenda for Excellence: Creating Flexibility in Tenure-Track Faculty Careers](#). ACE and a national panel of presidents and chancellors outlined an ambitious agenda to reform and enhance the academic career path for tenured and tenure-track faculty.

Colleges and universities face a compelling need for change in the current rigid structure of the traditional academic career path," said David Ward, president of ACE. In order for American higher education to sustain its leading role in a diverse and changing environment, we need to create greater flexibility in the tenure-track career path. Flexibility is central to recruiting and retaining the most



talented scholars and critical to preserving excellence in teaching and innovative research.

The first product of the ACE/Alfred P. Sloan Foundation partnership was a report funded by the Sloan Foundation, titled: [Creating Options: Models for Flexible Tenure-Track Career Pathways](#). Through the project, ACE and the national panel of presidents and chancellors made a commitment to: raise awareness of faculty work-life issues, spark a national dialogue to encourage change in the career cycles of tenured and tenure-track faculty, and generate thoughtful, tested approaches to assist campuses in adapting promising practices to address faculty work-life issues.

First Round of Sloan Awards—Research Universities

Building on the successes of ACE's [Creating Options: Models for Flexible Faculty Career Pathways Project](#), and the [Families and Work Institute \(FWI\) When Work Works Project](#), the Alfred P. Sloan Foundation partnered with ACE and FWI to develop The Alfred P. Sloan Awards for Faculty Career Flexibility. The purpose of this Awards program was to push institutional efforts toward broader implementation and evaluation of structural and cultural changes needed at research universities to create more flexible career paths, and to make academic careers compatible with family caregiving responsibilities. In September of 2005, five universities were granted the first ACE/Sloan awards; Duke University, Lehigh University, University of California (Berkeley and Davis campuses), University of Florida, and University of Washington.

Each award included a \$250,000 accelerator grant that enabled the universities to expand and enhance flexible career paths for faculty. In addition, Iowa State University and the University of Wisconsin, Madison, were each awarded \$25,000 grants in recognition of innovative practices in career flexibility.

Building on continued success from the first round of awards, in 2006, the Alfred P. Sloan Foundation, ACE, and FWI conducted another round of awards to master's large institutions, as designated by the 2005 [Carnegie Classification](#). Six universities of this type received \$200,000 accelerator awards, enabling them to continue creating flexible career paths that advance their institutional goals. These institutions were Boise State University (ID), Canisius College (NY), Santa Clara University (CA), ***San José State University (CA)***, Simmons College (MA), and the University of Baltimore (MD).

For the purposes of the Sloan Awards for Faculty Career Flexibility, the Alfred P. Sloan Foundation has suggested these policies as examples of best practices in career flexibility:

- On- and off-ramps, through leave policies.
- Extended time to tenure (tenure clock adjustment).



- Shortened time to tenure, with prorated standard of productivity.
- Active Service, Modified Duties (full-time service, with selected reduced duties).
- Part-time appointments (allowing mobility between full-time and part-time work).
- Phased retirement (partial appointments for finite periods of time).
- Delayed entry or re-entry opportunities (including practices that foster later-than-usual career starts).



Parenthood

Maternity/Paternity/Adoption/Parental Leave

The cornerstone of the family accommodation program at SJSU is the Maternity/Paternity/Adoption/Parental Leave program. This is a paid leave of up to 30 days, associated with the birth of a faculty member's own child or the placement of a child with the faculty member in connection with adoption or foster care. This type of absence is not charged against the faculty member's leave credits. Faculty members are eligible for this leave upon their appointment with SJSU.

Pursuant to the faculty collective bargaining agreement, paid Maternity/Paternity/Adoption/Parental leave commences within a one hundred and thirty-five (135) day period, which begins sixty (60) days prior to the anticipated arrival date of the new child, and ends seventy-five (75) days after the arrival of a new child. Faculty members are charged only for workdays in such period of time, and days are taken consecutively. This paid leave may run concurrently with any other related leaves for which the faculty member is eligible.

For more specific information about this type of leave, please consult the Office of Faculty Affairs at 924-2450.

Family and Medical Leave (FML) for Parents

The Family and Medical Leave (FML) Policy for Faculty provides full-time and intermittent leaves for a period of up to 12 weeks during any 12-month period. The leave is available to a faculty member who gives birth to a child and/or serves as the primary caregiver of the child within twelve months of the child's birth or adoption.

A faculty member is eligible for FML if he/she has worked at San José State University for at least an academic year or 12 months; the service need not be continuous. An eligible employee is entitled to take up to 12 workweeks of unpaid family care and medical leave during a 12-month period. The 12-month period is calculated from the date the leave begins. The faculty member must use any accrued sick leave and vacation days first, as approved, before going on unpaid leave.

Employees are encouraged to consult with a Benefits Services Representative to review their specific situation. To make an appointment with a Benefits Services representative, call 924-2250. To view the University's Family Medical Leave Policy in its entirety, please



visit the Human Resources Website at
www.sjsu.edu/hr/docs/benefits/info/fcml_info.pdf.

Pregnancy Disability Leave

In the event a faculty member is disabled by pregnancy, she is eligible for Pregnancy Disability Leave (PDL) regardless of the length of time employed at SJSU. A faculty unit employee does not have to work full-time to be eligible and PDL may be taken on an intermittent basis.

Pregnancy disability leave is separate and distinct from the right of a female faculty member to take a family medical leave. If a female employee takes part or all of the maximum four (4) months of PDL, she may request up to twelve (12) weeks additional family leave for reason of the birth of her child or due to her own serious medical condition. The maximum possible combined leave for both family and medical leave (FML) and pregnancy disability leave for the reason of the birth of a child is 4 months and 12 weeks.

Pregnancy disability leave is unpaid, except to the extent that a faculty member has available sick leave, or in the case of department chairs, vacation time. Employees on a designated PDL must exhaust any accrued but unused sick leave during the period of the leave and may elect to use any accrued but unused vacation and/or personal holiday time during the period of the leave.

If the faculty member has medical benefits, all benefits automatically continue during any paid leave. During any unpaid remainder of the four months of the PDL, SJSU pays its normal share of any medical premiums pursuant to law. In addition, SJSU will continue to pay its normal share of any premiums for dental insurance and vision coverage. An accounts receivable will be set up for the employee's share of the premium(s), if any.

For complete information regarding the University's Pregnancy Disability Leave Policy, please visit the Human Resources website at:
http://www.sjsu.edu/hr/all_employees/leave_benefits/pregnancy/

Pregnancy Accommodations

Pregnant women are also eligible for a temporary modification of their position or transfer to a less strenuous or hazardous position if it is medically necessary and it can be reasonably accommodated. This accommodation does not count against paid and unpaid leave time unless the modification has taken the form of intermittent leave or a reduced work schedule.



Following pregnancy leave, department chairs should work closely with faculty members to determine course and committee assignments that may be more manageable during the semester of their return.

Information about specific pregnancy accommodations can be obtained by contacting the Office of Faculty Affairs at 924-2450 or the Disabled Employees Assistance Center at 924-6000.

Tenure Clock Extension for Parenthood

A probationary faculty member who becomes the parent of a child by birth or adoption will receive a one-year extension of his/her probationary period upon request. The faculty member must request extension of the tenure clock by the first day of the leave.

The faculty member may request that his/her probationary period be extended for an additional year due to birth or adoption, with a limit of a two year extension of the probationary period, provided the request is made at least 30 days in advance of his/her return to work following leave. Tenure candidates who receive extensions will be evaluated in the same manner as candidates who do not receive extensions.

If you choose to extend the tenure clock, you must make the request to the AVP of Faculty Affairs via your Department Chair and Dean. For additional information, please contact the Office of Faculty Affairs at 924-2450.



Illness or Disability

Family and Medical Leave (FML)

The Family and Medical Leave (FML) Policy for Faculty provides full-time and intermittent leaves for a period of up to 12 weeks during any 12-month period. The leave is available to a faculty member who is unable to perform the essential functions of his/her job due to a serious health condition or is needed to care for the faculty member's spouse, domestic partner, child or parent who has a serious health condition.

A faculty member is eligible for FML if he/she has worked at SJSU University for at least an academic year or 12 months; the service need not be continuous. An eligible employee is entitled to take up to 12 workweeks of unpaid family care and medical leave during a 12-month period. The 12-month period is calculated from the date the leave begins. Faculty members must use any accrued sick leave and vacation days first, as approved, before going on unpaid leave.

www.sjsu.edu/hr/docs/benefits/info/fcml_info.pdf.

Faculty members are encouraged to consult with a Benefits Services Representative to review their specific situation. To make an appointment with a Benefits Services representative, call 924-2250. To view the University's Family Medical Leave Policy in its entirety, please visit the Human Resources Website at

www.sjsu.edu/hr/docs/benefits/info/fcml_info.pdf.

Tenure Clock Extension for Personal Illness or Disability

A probationary faculty member who takes a leave for personal illness or disability, or to care for a family member, will receive a one-year extension of his/her probationary period upon request. The faculty member must request extension of the tenure clock by the first day of the leave. Faculty members who experience a serious health condition or injury, requiring a reduction in timebase, may also request a tenure clock extension of up to one year.

The faculty member may request that their probationary period be extended for an additional year, with a limit of a two year extension of the probationary period, provided the request is made at least 30 days in advance of their return to work following leave. Tenure candidates



who receive extensions will be evaluated in the same manner as candidates who do not receive extensions.

If you choose to extend the tenure clock, you must make the request to the AVP of Faculty Affairs via your Department Chair and Dean. For additional information, please contact the Office of Faculty Affairs at 924-2450.

Disability Accommodation for Faculty

SJSU will provide reasonable accommodations, including auxiliary aids, to enable faculty members to perform the essential functions of their jobs and to participate in all University programs and activities. The Employment Accommodations Resource Center (EARC) is the University's administrative program charged with collecting confidential, medical, and professional verification of a faculty member's disability to determine reasonable and appropriate employment accommodations. Please consult the EARC's Interactive Process for obtaining disability accommodation at http://www.earc.sjsu.edu/accommodations/interactive_process.htm or contact the office at 924-6003.

Catastrophic Leave

The Catastrophic Leave Donation (CLD) Program allows for the donation and receipt of vacation and sick leave credits between eligible University employees, regardless of bargaining unit. The recipient of CLD would receive full pay and benefits for a period up to 6 months from the first day of CLD use.

Catastrophic Leave is applicable in cases when a faculty member must take an extended period of time off from work due to a catastrophic illness or injury, is totally incapacitated from work and has exhausted all leave credits normally available to cover the required absence from work.

Catastrophic Leave may also be used in cases when a faculty member must take an extended period of time off from work to care for an incapacitated member of his/her immediate family. Eligible faculty must exhaust all accrued leave credits and sick leave allowed for family care.

An immediate family member is defined in the sick leave provisions of the faculty collective bargaining agreement. Only vacation credits



may be donated for use in CLD cases associated with family care. Faculty members who do not accrue vacation may receive donated vacation credits for family care. Eligible faculty members must exhaust all accrued leave credits and sick leave allowed for family care.

For additional information on SJSU's catastrophic leave program please visit the Human Resources website at:

http://www.sjsu.edu/hr/docs/benefits/info/leave_catastrophic_donation_pgm.pdf

Health Care Flexible Spending Account (HCFSA)

The Health Care Flexible Spending Account (HCFSA) is a tax-free account that allows faculty members to pay for essential health care expenses that are not covered, or are partially covered, by medical, dental and vision insurance plans. Faculty members may contribute a portion of their payroll dollars into an HCFSA on a pre-tax basis, with resulting savings from 25% to 40% on the cost of eligible expenses.

When enrolling in an HCFSA, a faculty member decides how much to contribute to each account for the entire Plan Year. The money is then deducted from each monthly paycheck, pre-tax (before Federal & State income taxes and FICA taxes are deducted) in equal amounts over the course of the plan year. After incurring expenses that qualify for reimbursement, the faculty member submits claims (reimbursement requests) to request tax-free withdrawals from the established FSA.

The key to getting the most out of an HCFSA is to maximize contributions based on the expenses of the account holder, or any of the faculty member's tax dependents, anticipated during the plan year. For additional information about HCFSA please contact Benefits Services at or 924-2250 or visit our provider at <http://www.asiflex.com/Programs/hcfsa.htm>



Child Care

Daycare Options

The Associated Students Child Development Center, founded to serve SJSU students, faculty and staff, is designed to offer the child the freedom to explore, create and develop mastery in all areas of learning in a safe, nurturing environment. There is a balance of child initiated and teacher directed activities and of indoor and outdoor play. Children are free to choose from the experiences planned in art, science, music, dramatic play and language each day. Located within a block of campus at 460 South 8th Street, children take frequent walks around campus which helps connect them with their parents' lives and with the University community at large.

The Associated Students Child Development Center is primarily for the students of San José State University. Faculty and staff children are admitted on a space available basis after student needs have been met. The program serves children, six months through six years. Children are admitted from the waiting list on a first come, first served basis for full fee parents. The Center is open Monday through Friday from 7:15am-5:30pm during the fall and spring semester. Care is also provided during winter intersession and summer with reduced hours. For more information, please call the Center at (408) 924-6988 or online at: <http://as.sjsu.edu/ascdc/index.jsp>

Dependent Care Reimbursement Account (DCFSA)

Dependent Care Flexible Spending Accounts (DCFSA) create a tax break for dependent care expenses (typically child care or day care expenses) that enable faculty members to work. Additionally, if a faculty member has an older dependent who lives with him/her at least 8 hours per day and requires someone to come into the house to assist with day-to-day living, expenses can be claimed through a DCFSA. If a faculty member is married, the spouse must be working, looking for work or be a full-time student.

If a faculty member has a stay-at-home spouse, s/he should not enroll in the Dependent Care FSA. The IRS allows no more than \$5,000 per household (\$2,500 if the faculty member is married and files a separate tax return) be set-aside in the Dependent Care FSA in a calendar year.



Please note that IRS regulations disallow reimbursement for services that have not yet been provided, so even a faculty member pays in advance for expenses, he/she can only claim service periods that have already occurred. For example, if a faculty member is required to pay for all of January's child care expenses on January 1st, a claim for the entire month's expenses cannot be made until the end of January. However, a claim may be submitted every week, at the end of that week, for those expenses.

Eligible expenses include day care, baby-sitting, & general purpose day camps.

Ineligible expenses include overnight camps, care provided by a dependant, spouse or child under the age of 19, and care provided while the faculty member is not at work. Expenses may only be claimed for dependents that are under the age of 13; or for older dependents that live with the faculty member at least 8 hours each day and that are incapable of self-care. Remember that the dollar amount is fixed for the entire year unless the faculty member has a qualifying event.



Faculty Dual-Career Assistance Program

The Faculty Dual-Career Assistance Program is a joint effort of the Office of Faculty Affairs and the University Career Center to aid the partners/spouses of prospective SJSU faculty members who are seeking employment. Using a blended learning approach to meet career needs the program successfully fuses personal service with on-demand technology to support participants through their job search in the Bay Area.

SJSU maintains a list of open staff and administrative positions on the Human Resources website at <http://www.sjsu.edu/hr/>. The Office of Faculty Affairs posts tenure-track and temporary positions on the following website: <http://www.sjsu.edu/facultyaffairs/>. Faculty partners and spouses are invited to apply for positions that match their credentials and career goals.

The Faculty Dual-Career Assistance Program provides invaluable support in job search efforts and success. However, the University cannot guarantee job placement. The success and length of a job search will depend upon several factors including: the economy, the time and methods dedicated to the search, and the type of position sought.

The spouses/partners of faculty candidates who are being recruited to the University are invited to participate in the program. Department chairpersons should contact the Office of Faculty Affairs at 924-2460 for more information.

Northern California Higher Education Recruitment Consortium (NorCalHERC)

SJSU is a founding member of the Northern California Higher Education Recruitment Consortium (NorCalHERC), a collaborative response to the challenges of academic recruitment and retention and is specifically geared toward finding effective ways to assist the partners/spouses of faculty and staff to secure area employment and to address issues of faculty and staff diversity. Headquartered at the University of California at Davis, NorCalHERC members include a range of colleges and universities in the greater Bay Area. A vital aspect of the NorCalHERC is the Web-based search engine that includes faculty, staff and administrative job listings at all member institutions. The central location of job postings and regional resources as well as the web-site's ability to accommodate dual-career searches



distinguishes NorCalHERC from other employment Web sites. For more information on the NorCalHERC, visit www.norcalherc.org.

Faculty Retirement

Pre-Retirement Reduction in Time Base

The Pre-Retirement Reduction in Time Base program allows eligible faculty members to work less than full time while still earning full service credit toward retirement for up to five years prior to taking retirement. This program affords faculty members a transition period whereby they move from full-time employment to full-time retirement.

Tenured faculty who are at least 55 years of age and not yet 65 years of age at the time they request entry into PRTB (or not yet 64 years of age if a member of STRS) are eligible to enter the program if they satisfy the following conditions: (1) the faculty unit employee has worked full-time in the CSU for at least ten years, AND (2) s/he has been employed full-time continuously for the five years immediately preceding entry into the PRTB program.

Participants in PRTB may request a reduction in timebase to two-thirds ($2/3$), one-half ($1/2$), or one-third ($1/3$) of full-time for the academic year. Once the reduction has been granted, the participant may not return to full-time employment unless the President approves a request to return to full-time employment.

Both the CSU and the faculty unit employee continue to make contributions to PERS or STRS based upon the regular full-time rate of pay. This way, participants in PRTB continue to earn full service credit toward retirement while working a reduced schedule.

Faculty who wish to enter PRTB must notify the President in writing, via the Office of Faculty Affairs, at least six (6) months in advance, so that departments have sufficient time to plan course assignments. Entry into the program begins at the start of the academic year. The maximum length of time one can participate in PRTB is five consecutive years. As with regular full-time employment, PRTB participants are paid in twelve monthly payments and accrue sick leave on a pro rata basis.



Please visit the Office of Faculty Affairs online at <http://www.sjsu.edu/facultyaffairs> for more information or to obtain an application form.

Faculty Early Retirement Program

The Faculty Early Retirement Program (FERP) allows retirement eligible faculty to begin receiving retirement income while still earning up to one half their salary (one half the annual salary earned the year prior to retirement). This program affords faculty a transitional period of up to five years whereby they move from full-time employment to full-time retirement. Participation in FERP commences at the beginning of the academic year. In order to enter into FERP, the applicant must be granted a service retirement either prior to or concurrently with the start of the academic year, and notify the Office of Faculty Affairs at least 6 months in advance.

FERP participants may elect to work full-time for one semester each academic year they participate in the program (not to exceed 90 days per semester), or they may choose to work half their regular time base for the entire academic year. Most FERP participants choose the latter option.

Participants may elect to carry over up to 48 hours of earned sick leave into the FERP appointment. Full-time FERP participants also earn sick leave at the rate of eight (8) hours per pay period; less than full-time participants earn sick leave on a pro-rata basis. A maximum of one hundred sixty (160) hours of sick leave may be accrued.

Participants may request a reduction in their FERP timebase, however these requests are subject to the approval of the President. Reductions in timebase are permanent, and continue for the remainder of the FERP appointment.

All tenured faculty except Counseling Faculty Unit Employees are eligible to participate in FERP, as long as they meet the other conditions specified in Article 29 of the Collective Bargaining Agreement

Participants are eligible, however, to take one leave without pay for documented medical reasons. Such leaves do count against the period of eligibility.

Please visit the Office of Faculty Affairs online at www.sjsu.edu/facultyaffairs for more information or to obtain an application form.

CalPERS Retirement System

The California Public Employees' Retirement System (CalPERS) is a defined benefit retirement plan offering one of the most complete retirement options in the country. It provides benefits based on a faculty members' years of service, age, and final compensation. In addition, benefits are provided for disability, death, and payments to survivors or beneficiaries of eligible faculty members. The California State University (CSU) participates in the CalPERS program. Membership is mandatory for those CSU faculty members employed full-time for a period of six months or part-time for a period of one year in duration.

CSU faculty members become fully vested in their retirement benefits after five years of credited service and are eligible for a service retirement at age 55. The benefit structure for CSU faculty members is defined by statute. CalPERS uses contributions from the CSU and the faculty members as well as income from investments to pay for retirement benefits. Contributions are a percentage of applicable employee compensation.

For more complete information about your CalPERS retirement benefits please visit their website at:
http://www.calstate.edu/benefits/pdf/CalPERS_Pub-6-booklet.pdf.

Faculty nearing retirement eligibility may elect to calculate their retirement benefits using the CalPERS online calculator at:
<http://www.calpers.ca.gov/index.jsp?bc=/member/online-svcs/retirement/my-tools/calc-my-retirement/rpcs.xml>



The Faculty & Staff Homebuyer Program

The Faculty and Staff Homebuyer Program (FSHP) is a unique partnership between the City of San José, San José State University, and Spartan Shops. The goal of the program is to recruit and retain SJSU faculty and staff members to provide a quality education and experience for SJSU students and the surrounding community. The FSHP offers a deferred-payment loan of up to \$60,000 for permanent SJSU faculty and staff. [Click here](#) to download a complete Program Handbook.

Eligible Applicants

Full-time faculty and staff at San José State University who meet program requirements are eligible to apply.

Program Criteria

- Cannot own a home as a primary residence.
- Have a gross income that does not exceed 120% of median income for Santa Clara County, adjusted for family size. Please refer to the Santa Clara County Eligibility Criteria sheet for the eligible income levels.
- Sign up and complete a required first-time homebuyer education class. Interested homebuyers should complete a pre-purchase homebuyer education class through Neighborhood Housing Services Silicon Valley (NHSSV). Please call NHSSV at 408.279.2600 to schedule the workshop. Be prepared to provide the City and your lender with a copy of the Certificate of Completion
- Have an acceptable credit history (this also applies to co-borrowers) and a minimum credit score of 600.

Eligible Properties

Owner occupied, single-family homes, townhomes, and condominiums located within the City of San José municipal boundaries. The maximum home purchase price is \$732,000. In addition, your total monthly housing cost cannot exceed the "Affordable Housing Cost" limit as shown on the Eligibility Criteria sheet. Total monthly housing expenses include:

- loan principal and interest payment
- property taxes



- insurance
- homeowner association dues
- utilities (other than phone)
- maintenance and repair

Loan Limits

The maximum FSHP loan amount is \$60,000. The Housing Department may approve a lower amount, based on your housing-to-income ratio and the amount of liquid assets that will be available after the close of escrow

Loan Terms

The FSHP loan is due and payable in 45 years or upon transfer of the title.

For additional information contact the Homebuyer staff at:

City of San José - Housing
SJSU Faculty Homebuyer Program
200 East Santa Clara Street
San José, CA 95113
Phone 408.975.4468
Fax 408.998.3183



Employee Assistance Program

Faculty are eligible to seek assistance from the CONCERN Employee Assistance Program which is dedicated to the promotion of a productive workforce, while helping faculty maintain a healthy balance in their personal and professional lives. Concern offers resources tailored to specific life needs, providing faculty with the right tools to help them through some of life's most difficulty challenges. Offering a full range of assistance on matters ranging from aging and elder care to pet care, to healthy lifestyle and managing substance abuse, to planning for births, weddings and funerals, Concern can help.

For additional information on SJSU's Employee Assistance Program, please contact Human Resources at 924-2250.



Ten Essential Steps For Department Chairs

Departmental climate change rests on wide-scale acknowledgement and acceptance of the diversity of faculty family structures, situations, and needs.

1. Make becoming family-friendly a major priority and goal for your department. Departments are family friendly when they offer and support policies, resources and cultural practices that allow faculty to successfully integrate work and family needs.
2. Know the family accommodation policies that apply to your faculty- most faculty learn about them from their department chair.
3. Become conscious about unconscious bias issues concerning care giving and gender.
4. Review and assess your department's current practices and climate around family friendliness.
5. Actively highlight, advertise and support your department's family accommodation policies and procedures for all faculty- this helps assure faculty that they won't be arbitrarily disadvantaged in promotion, advancement or compensation.
6. Make the use of family accommodations the standard for conducting business in your department rather than viewing them as exceptions or "special privileges."
7. Be proactive about recruiting and hiring diverse faculty for your department, including those who have temporarily slowed down their career for family care giving reasons.
8. Implement small changes that can have a significant impact on the culture of your department, e.g. family-friendly scheduling for meetings and scheduling and acknowledgement of the diversity of faculty needs.
9. Seek out mentoring resources for junior faculty parents about combining work and family.
10. Maintain "zero tolerance" for discriminatory and disparaging comments and behavior.



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Counseling Services



Additional Resources

- ACE Department Chair Online Resource Center
www.acenet.edu/resources/chairs/
- AAUP Statement of Principles on Family Responsibilities and Academic Work
<http://www.aaup.org/AAUP/pubsres/policydocs/contents/workfam-stmt.htm>
- California Family Rights Act
<http://ucsfhr.ucsf.edu/files/CFRA.pdf>
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