ARTICLE 2

DEFINITIONS

2.1   Administrator - The term "administrator" as used in this Agreement refers to an employee of the CSU serving in a position designated management or supervisory as defined by HEERA.

2.2   Appropriate Administrator - The term "appropriate administrator" as used in this Agreement refers to the immediate supervisor who is not in any bargaining unit or the manager to whom the employee is normally accountable, or who has been designated by the President.

2.3   Bargaining Unit - The term "bargaining unit" as used in this Agreement refers to Bargaining Unit 14, as defined in Article 1, Recognition.

2.4   Calendar Year - The term "calendar year" as used in this Agreement refers to the period of time from January 1 through December 31.

2.5   Campus - The term "campus" as used in this Agreement refers to the California State University, Monterey Bay and all its facilities, which is a member institution of The California State University. The term "campus" shall also refer to the Office of the Chancellor, when appropriate.

2.6   Chancellor - The term "Chancellor" as used in this Agreement refers to the chief executive officer of the CSU or his/her designee.

2.7   CSU - The term "CSU" as used in this Agreement refers collectively to the Trustees, the Office of the Chancellor, and the universities and colleges.

2.8   Day - The term "day" as used in this Agreement refers to a calendar day. The time in which an act provided by this Agreement is to be done is computed by excluding the first day, and including the last, unless the last day is a holiday or other day on which the Campus is not regularly open for business, and then it is also excluded.

2.9   Emergency Appointment – The term "emergency appointment" as used in this Agreement is an appointment where the start date does not allow for the normal fourteen (14) day posting period due to unforeseen circumstances. Emergency appointments do not require notice to be posted and shall not exceed ninety (90) days.

2.10   Employee - The term "employee" as used in this Agreement refers to a bargaining unit position.

2.11   Fiscal Year - The term "fiscal year" as used in this Agreement refers to the period of time from July 1 through June 30.

2.12   Instructor – The term "Instructor" as used in this Agreement refers to all American Language and Culture Program (ALCP) Instructors, pursuant to Article 1.

2.13   Notice - The term "notice" or "notification" as used in this Agreement in Article(s) 5 refer(s) to the process of providing formal and official written communication to CSUEU or the CSU. Unless otherwise expressly agreed upon, notice to both CSUEU and CSU shall be made to their respective headquarters.

2.14   Parties - The term "parties" as used in this Agreement refers to the California State University (CSU) and the California State University Employees Union (CSUEU).

2.15   President - The term "President" as used in this Agreement refers to the chief executive officer of California State University, Monterey Bay or the President's designee. The term "President" shall also refer to the Chancellor or the Chancellor's designee, when appropriate.

2.16   Trustees - The term "Trustees" as used in this Agreement refers to the Board of Trustees of the CSU.

2.17   Union - The term "Union" as used in this Agreement refers to the California State University Employees Union (CSUEU) exclusive bargaining representative.

2.18   Union Representative - The term "Union Representative" as used in this Agreement refers to a person who has been officially designated in writing by the Union as a Union Representative.

2.19   Workday - The term "workday" as used in this Agreement refers to the hours an employee is scheduled for work on any one calendar day, or may consist of consecutive hours an employee is scheduled to work over two (2) consecutive calendar days when the scheduled hours cross midnight.

2.20   Worktime/Work Hours - The terms "worktime" and/or "work hours" as used in this Agreement refer to time spent in compensated employment except time spent on all paid disability leaves and workers' compensation.