

## **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 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 13, as defined in Article 1, Recognition.
- 2.4 Bargaining Unit Employee – The term “bargaining unit employee” as used in this Agreement refers to an employee of the CSU who works in one of the classifications represented by CSUEU, pursuant to Article 1.
- 2.5 Calendar Year - The term "calendar year" as used in this Agreement refers to the period of time from January 1 through December 31.
- 2.6 Campus - The term "campus" as used in this Agreement refers to one university or college 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.
- 2.7 Chancellor - The term "Chancellor" as used in this Agreement refers to the chief executive officer of the CSU or his/her designee.
- 2.8 CSU - The term "CSU" as used in this Agreement refers collectively to the Trustees, the Office of the Chancellor, and the universities and colleges.
- 2.9 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 Employer is not regularly open for business, and then it is also excluded.
- 2.10 English Language Program – The term "English Language Program (ELP)" as used in this Agreement refers to an intensive English as a second language program in the College of Professional and Global Education at CSU Los Angeles.

- 2.11 Employee - The term "employee" as used in this Agreement refers to a bargaining unit member who is an ELP Instructor.
- 2.12 Fiscal Year - The term "fiscal year" as used in this Agreement refers to the period of time from July 1 through June 30.
- 2.13 Instructor – The term "Instructor" refers to an English Language Program Instructor at CSU Los Angeles.
- Core ELP Instructor – The term "Core ELP Instructor" as used in this Agreement refers to an employee appointed into Classification Code 1350 or 8575.
- Term ELP Instructor - The term "Term ELP Instructor" as used in this Agreement refers to an employee appointed into Classification Code 1351.
- Substitute ELP Instructor – The term "Substitute ELP Instructor" as used in this Agreement refers to an employee appointed into Classification Code 1360.
- 2.14 Notice - The term "notice" or "notification" as used in this Agreement in Articles 4, 8, 16, and 23 refers 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.
- 2.15 Parties - The term "parties" as used in this Agreement refers to the California State University (CSU) and the California State University Employees Union (CSUEU).
- 2.16 Personal Time Off (PTO) – The term "personal time off" as used in this Agreement refers to the personal time off described in Article 13.
- 2.17 President - The term "President" as used in this Agreement refers to the chief executive officer of California State University, Los Angeles or his designee. The term "President" shall also refer to the Chancellor or his/her designee, when appropriate.
- 2.18 Term – The term "term" as used in this Agreement refers to the period of academic instruction at California State University, Los Angeles, such as a semester, or summer session.
- 2.19 Trustees - The term "Trustees" as used in this Agreement refers to the Board of Trustees of the CSU.
- 2.20 Union - The term "Union" as used in this Agreement refers to the California State University Employees Union (CSUEU) exclusive bargaining representative.

- 2.21 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.
- 2.22 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.
- 2.23 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.