



Information for New Staff Employees

Employee Name:		Personnel Policy/Bargaining unit:	
Service Team:	Assistant HR Partner:	Phone Extension:	

WELCOME TO THE UNIVERSITY OF CALIFORNIA, SANTA CRUZ

This sheet contains general employment information regarding the personnel policies for non-represented staff or the collective bargaining contract applicable to your appointment. Copies of complete policies are available on UCSC's Staff Human Resources web site or through your supervisor. http://shr.ucsc.edu/topics/employee-labor-relations/_topics_employee-labor-relations.htm

ROLES & RESPONSIBILITIES

These offices/individuals are available to help you with the following issues:

STAFF HUMAN RESOURCES	Benefits, Employment Services, Compensation/ Classification, Employee & Labor Relations, Training & Development, Service Team services
SERVICE TEAM	Support & consultation for: classification review/ compensation, conflict resolution, filling a vacancy, leaves of absence, management and supervision, organizational development and restructuring, payroll and timekeeping, performance management, policy and contract consultation/interpretation, salary advances, separations/ layoffs, student employment
LABOR RELATIONS	Represent and advise management in matters regarding staff and academic employee relations and performance management, grievance processing & advocacy, discipline and dismissal, contract interpretation
YOUR SUPERVISOR	Unit information, job description, work schedule, probationary period and annual performance evaluations, job related questions or issues

HELPFUL UCSC WEB PAGES

The UCSC website contains helpful information regarding campus wide policies, services, and contact information. The Staff Human Resources web page contains helpful information and resources regarding your employment with UCSC. Please take time to review and familiarize yourself with the information available on these pages.

UCSC	http://www.ucsc.edu/oncampus/
STAFF HUMAN RESOURCES	http://shr.ucsc.edu/

INCIDENT REPORTS

If you sustain a job-related injury or illness, you must report this to your supervisor immediately. If you wish to be seen by your own doctor in the event that you are injured or become ill on the job, you must have on file a "UCSC Employee Physician Designation Form" prior to being injured. Contact Risk Services at 459-5154 to request a designation form. If a designation form is not on file, the University will arrange for your medical care at Santa Cruz Occupational Medical Center. For more information on how to obtain medical care if injured on the job, please visit the UCSC Risk Management website.

<http://risk.ucsc.edu/workerscomp/index.html>

HEALTH & SAFETY

It is the responsibility of every employee to promote a safe and healthy working environment. EH&S' web site contains information on health, safety and environmental principles and services including training. <http://ehs.ucsc.edu/>
 TX/RX/SX—Training is required within 30 days for anyone working with hazardous materials.
 CX—Training is required within 15 days for anyone working with hazardous materials and a review of employee's work station for those who work more than 60% of their normal schedule at a video display terminal within 90 days. It is recommended that all staff have their work station evaluated.

PAY PERIODS

Your first paycheck will be issued _____. Your normal monthly payday will be on the _____ of the month following the month worked (e.g., December time worked is paid to you in January). Your W-2 form will reflect earnings for the time worked from December through November, not January through December. If your pay date falls on a Saturday or Sunday, you will be paid the preceding Friday (with the exception of December time which is always paid the first business day in January).

NOTE: Your employee ID Number is located on your paycheck stub.

NOTE:THE FOLLOWING POLICY INFORMATION COVERS CX, TX, RX, SX, K-7, PSS and MSP EMPLOYEES ONLY. CONTACT YOUR SERVICE TEAM FOR POLICY INFORMATION FOR FF, EX, PA, NX, and HX.

TIME & ATTENDANCE

HOURS OF WORK

Non-Exempt: Generally, a full-time employee will be provided a meal period of one hour. An employee who works 6 continuous hours or more must be provided a meal period of at least 1/2 hour. Meal periods are NOT paid time. A full-time employee may be granted two 15-minute rest periods daily, one before and one after the meal period. A part-time employee may be granted one 15-minute rest period for each work period of 3 continuous hours or more not to exceed two rest periods per day. Rest periods may not be taken at the beginning or end of a work period and may not be accumulated for use on another day. Rest periods are considered as time worked. Rest periods are scheduled by the supervisor based on operational needs. See appropriate personnel policy/bargaining contract for specific information regarding Hours of Work.

Exempt: The workweek for a full-time exempt employee is normally considered to be a minimum of 40 hours, and for part-time employees, the proportion of 40 hours that is equivalent to the appointment percentage. Greater emphasis is placed on meeting the responsibilities assigned to the position rather than working a specified number of hours.

VACATION

Your vacation accrual rate is _____ hours per month. (This accrual rate is prorated based on the number of hours on pay status.) Full-time employees may accrue a maximum of two times their annual accumulation (e.g., if you accrue 10 hrs. vacation per month, you may accrue up to a maximum of 10 hrs. x 24 months or 240 hours). Part-time employees may accrue vacation to the same maximum as a full-time employee. All vacation time must be scheduled in advance with the approval of your supervisor. Vacation time may not be used before it is accrued or during the same month that it is accrued.

NOTE: In the event of a campus closure, different policies may apply.

Waiting Period to Use Vacation	SX, K-7—Completion of six consecutive months of service at 50% time or more.
	CX, TX, RX, MSP, PSS—No waiting period.

CATASTROPHIC LEAVE

The campus provides a Catastrophic Leave Program which allows employees to donate their accrued vacation leave to another employee who is suffering from, or whose eligible family member is suffering from, a catastrophic illness or injury, and who has exhausted their own accrued sick leave, vacation and compensatory time. Contact your Service Team for more information.

SICK LEAVE

Your sick leave accrual rate is 8 hours per month. (This accrual rate is prorated based on the number of hours on pay status). There is no maximum amount of sick leave you may accrue. Sick leave may be used when you are ill, for medical appointments, for the death of a family member (5 days/occurrence), for the illness of a family member (30 days/calendar year), or if you have a personal obligation to attend the funeral of a person other than a family member (5 days/calendar year). If you anticipate being off work for medical reasons for longer than one workweek, please notify your Service Team immediately. Under certain circumstances you may be required to provide medical verification of illness from a licensed health practitioner. Sick leave is available for use the month immediately after it is earned. Sick leave may not be used before it is accrued or during the same month that it is accrued.

HOLIDAYS

The University observes thirteen (13) administrative holidays during the calendar year. Holidays are listed in the Personnel Policies for Staff Members manual or bargaining contract for represented employees. Part-time employees who work at least half-time, will receive holiday pay proportionately based on the number of hours on pay status for that particular month. The campus closes for approximately 10 days during the Christmas/New Year's holiday season. During this time, you must use accrued vacation or compensatory time off (non-exempt employees) for any work day (approximately 2-4 days) that is not a holiday or weekend day if you wish to be paid for those days.

LEAVES OF ABSENCE

If you need to be off work for longer than one workweek for any reason (except for paid vacation leave), please contact your Service Team immediately to discuss your leave of absence options (including Family Medical Leave Act), applying for disability where appropriate, and to ensure your absence does not jeopardize your insurance benefits.

TIME RECORDS

IMPORTANT NOTE: At any time, but especially during your first six months of employment, if you anticipate that your hours on pay status will drop below 50% during any month, contact your Service Team to discuss what impact this may have (e.g., possible loss of holiday, vacation, sick leave, extension of probationary period).

HOW TO REPORT TIME	Your Service Team will explain how you will report time.
HOW TO COMPLETE TIME RECORDS	<p>Time records must be an accurate reflection of hours actually worked and/or leave taken. Completing or approving time records that do not accurately reflect time is a falsification of an official university document.</p> <p>Non-Exempt: Your position is one that is designated as NON-EXEMPT for purposes of compensation and reporting of time. Non-exempt employees are compensated for their actual hours worked or on pay status as reported on monthly time records. Time worked, overtime, sick leave, vacation leave, compensatory time off, and Overtime is defined as any hours on pay status that exceed 40 hours in a week. As a non-exempt employee, you will be compensated at the premium (time and one-half) rate for hours actually worked which exceed 40 hours in a workweek. Hours of overtime not exceeding 40 hours of actual work in a workweek will be compensated at the straight-time rate. It is not considered overtime when a part-time employee works more than their usual schedule until those hours exceed 40 in a week. All overtime and additional time worked requires the pre-approval of your supervisor. See appropriate personnel policy/bargaining contract for specific information on overtime pay for working on a holiday and timelines regarding usage of compensatory time off. Note: Skilled Crafts (K-7) have different overtime policies.</p> <p>Exempt: Your position is one that is designated as EXEMPT for purposes of compensation and reporting of leave taken. Exempt employees are considered "salaried" and are paid at a fixed percentage each month, not to exceed 100%, and are expected to fulfill the duties of their positions regardless of hours worked. Time worked is not recorded for purposes of pay and exempt employees are not eligible to earn straight or premium overtime compensation. Therefore, actual hours worked should not be reported on time records. Sick leave, vacation, and other leaves should be reported in full-day increments only—do not report partial days off on your time record. Your schedule will dictate the amount of hours to claim (e.g., 5.00, 6.25, 8.00).</p>

WHEN TO SUBMIT	If you are paid on the first of each month, your time records are due in Staff HR no later than the _____ working day of the following month (e.g., January time record is due by the _____ working day in February). If you are an hourly employee paid on the 8th, your time record is due by the 24th of the current month in order to be paid (e.g., January time records are due by January 24). Please be sure to submit your time record for supervisor approval prior to these due dates so that it can be submitted to Staff HR on time. *Because December and February are short work months, earlier time record deadlines may be set for those paid on the 8th. Contact your Assistant HR Partner for deadlines.
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FOR CAREER EMPLOYEES ONLY:

PROBATIONARY PERIOD

All career employees must serve a probationary period, usually six months of continuous service at 50% time or more during which time the employee's work performance and general suitability for University employment will be evaluated. (Exception: An employee who has worked in a limited appointment immediately preceding the career appointment, may have some or all time in the limited appointment credited toward completion of the probationary period). An employee's probationary period may be extended for up to three months at the University's discretion. This does not apply to MSP employees.

PERFORMANCE EVALUATIONS

During your probationary period, you will receive at least one written performance evaluation. After you have completed your probationary period, you will receive one written performance evaluation annually. The evaluation of each employee shall be based on the individual employee's performance.

SALARY REVIEW DATES

Non-Represented employees (PSS, MSP) may be eligible for one merit increase annually, on October 1, assuming availability of funds, until your salary reaches the top of the salary grade for your job classification. The amount of increase awarded will be based on your performance as described in the annual performance evaluation. For represented employees (CX, TX, RX, SX, K-7) see appropriate bargaining contract for specific eligibility requirements and scheduled increases.

JOB DESCRIPTION

It is suggested that you review your job description with your supervisor periodically. If at any time there are significant changes in your assigned responsibilities, please discuss them with your supervisor and Service Team to ensure your job description is kept up-to-date. Job descriptions are the basis for performance appraisals and position classification.

ADDITIONAL INFORMATION FOR NEW SUPERVISORS

Supervisor's Basic Roles and Responsibilities handout

FOR CAREER EMPLOYEES IN CRITICAL POSITIONS ONLY:

BACKGROUND CHECK INVESTIGATIONS & PROBATIONARY PERIOD

Employees hired into critical positions must have a background investigation completed prior to becoming a regular status employee (i.e., prior to completion of probationary period)