

## Information for New Staff Employees

Employee Name:	Personnel Policy/Bargaining unit:
Employee & Labor Relations Analyst/Phone Extension:	SHR Service Operations Specialist/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/elr/contracts/>

### 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, Staff HR Operations
Employee & Labor Relations	Represents staff and management in matters regarding employee and labor relations. The office represents the campus in system wide and local bargaining, and serves as a liaison between the campus and the unions. Other responsibilities include: contract interpretation and administration, discipline & dismissal, grievance processing and advocacy, layoff planning, leaves of absence, performance management, policy & contract consultation and workers comp consultation.
Staff HR Operations	Timekeeping for all non-academic staff and student employees, maintaining and updating all staff and student employee records in the Payroll Personnel System, student employment facilitation
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	<a href="http://www.ucsc.edu">http://www.ucsc.edu</a>
STAFF HUMAN RESOURCES	<a href="http://shr.ucsc.edu">http://shr.ucsc.edu</a>

### 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 459-1787 to request a designation form. If a designation form is not on file, the University will arrange for your medical care at UrgencyMED. 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/workers-comp/reporting-and-treatment.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 \_\_\_\_\_.

Refer to Pay Dates calendar for your normal payday dates: \_\_\_\_\_ Biweekly (B1, B2) \_\_\_\_\_ Monthly (MO). Your W-2 form will reflect earnings for the time worked from December through November, not January through December.

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

Pay Dates Calendar can be found at:

[https://financial.ucsc.edu/SiteCollectionDocuments/2013\\_Pay\\_Period\\_End\\_Dates\\_with\\_DOPE.pdf](https://financial.ucsc.edu/SiteCollectionDocuments/2013_Pay_Period_End_Dates_with_DOPE.pdf)

**NOTE:THE FOLLOWING POLICY INFORMATION COVERS CX, TX, RX, SX, K7, PSS and MSP EMPLOYEES ONLY. CONTACT YOUR ELR ANALYST 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/collective bargaining agreement 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.

## LEAVE ACCRUALS

Your leave accrual code is: \_\_\_\_\_. All non-academic UCSC Staff and Student Employees accrue leave based on a Factor Leave Accrual Table. Factor leave accrual means that sick and vacation leave accruals are calculated based on a factor accrual rate. The factor accrual rates can be found on the Factor Leave Table and vary based on appointment accrual rate codes and leave type.

<http://shr.ucsc.edu/forms/shr-2043.pdf>

### VACATION

Full-time employees may accrue a maximum of two times their annual accumulation (e.g; if you accrue 120 hrs vacation per year you may accrue up to a maximum of 120 hrs x 2 years 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 leave accrual period.

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

Leave accrual period end dates for Biweekly employees can be found on the payroll calendar.

[https://financial.ucsc.edu/SiteCollectionDocuments/Calendar\\_Year\\_Pay\\_Dates\\_2013.pdf](https://financial.ucsc.edu/SiteCollectionDocuments/Calendar_Year_Pay_Dates_2013.pdf)

Waiting Period to Use Vacation	EX, SX, K7—Completion of six consecutive months of service.
	CX, TX, RX, MSP, PSS—No waiting period.

### SICK LEAVE

There is no maximum amount of sick leave you may accrue. Refer to appropriate personnel policy/collective bargaining agreement for further information on use of sick leave. If you anticipate being off work for medical reasons for longer than one workweek, please notify your Employee & Labor Relations Analyst 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 or immediately after it is earned. Sick leave may not be used before it is accrued or during the leave accrual 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 Employee & Labor Relations Analyst for more information.

## HOLIDAYS

The University observes thirteen (13) administrative holidays during the calendar year. Holidays are listed in the Personnel Policies for Staff Members manual or collective bargaining agreement for represented employees. Part-time employees who work at least half-time, will receive holiday pay proportionately. 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 Employee & Labor Relations Analyst 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 Staff HR Operations Specialist 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 time record. Time worked, overtime, sick leave, vacation leave, compensatory time off, and other leaves should be reported to the nearest 1/4 hour.</p> <p>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/collective bargaining agreement for specific information on overtime pay for working on a holiday and timelines regarding usage of compensatory time off. Note: Service Employees (SX) &amp; Skilled Crafts (K7) 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	Timesheets are due on the last workday of each pay period (biweekly- Friday or Saturday depending on the employee's work schedule or end of month for monthly employees). *Because December and February are short work months, earlier time record deadlines may be set. Contact your Staff HR Operations Specialist for deadlines.

## 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, K7) 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)