



# **University of California, Irvine Campus Temporary Employment Services**

## **Employee Handbook**

Welcome to the University of California, Irvine and Campus Temporary Employment Services (CTES)! We are delighted to have you working with us. CTES is part of the Human Resources Employment unit at UCI. As a member of CTES, you have an important job to do in filling the temporary staffing needs of campus departments, the UCI Medical Center in Orange, the Santa Ana Family Clinic, the Anaheim Clinic and the VA Hospital in Long Beach.

Since its inception, UCI has been a center of innovation, creativity, and economic strength and is ranked among the nation's best public universities by U.S. News and World Report. With the balanced strengths in research, humanities, arts and social sciences UCI has also garnered numerous national rankings for all of UCI's schools.

We believe that working for the University of California, Irvine Campus Temporary Employment Services will be a positive and rewarding experience for you. It's an exciting time to be a member of the UCI family! Again, we welcome you.

**Campus Temporary Employment Services  
Employee Handbook**

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## **I. Introduction**

This handbook has been prepared to introduce you to Campus Temporary Employment Services (CTES). It will assist you with policies, procedures, pay and benefits as a temporary employee (referred to as floater employee). These policies and procedures are subject to change.

Please review this handbook carefully and keep it handy for future reference. One of your first responsibilities is to be familiar with its contents. This handbook is only a summary of our policies; please check the UCI web site at [www.uci.edu](http://www.uci.edu) for more information, or contact CTES if you have questions at (949) 824-7343 or e-mail to [amcotrel@uci.edu](mailto:amcotrel@uci.edu).

### **Employment Status**

Employees hired through CTES will generally be appointed to a floater appointment (with the exception of AFSCME represented titles).

- A floater appointment is an appointment reserved for use in temporary employment pools, established at any percent of full time up to 18 or 24 months, depending upon collective bargaining agreements.
- An employee in a floater appointment is not a career, casual-restricted, academic, limited appointment or per diem employee.
- An employee with a floater appointment is "at will" and may be released from the temporary employment pool without just cause.
- An individual in a floater appointment, who has a break in service for a period of 120 consecutive calendar days after completing an 18 or 24 month assignment, may be re-hired into a new floater appointment.

## **II. Employment Policies**

### **Equal Employment Opportunity**

Consistent with its status as a federal contractor, the university undertakes affirmative action for minorities and women, for persons with disabilities, and for covered veterans (special disabled veterans, Vietnam-era veterans, or any other veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized).

The University of California is committed to creating and maintaining a community in which all persons who participate in university programs and activities can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation, including sexual. Specifically, every member of the university community should be aware that the University is strongly opposed to sexual harassment and that such behavior is prohibited both by law and by University policy. It is the intention of the university to take whatever action may be needed to prevent, correct and, if necessary, discipline behavior which violates this policy.

## **Union Membership**

Most temporary (floater) staff positions at UCI are represented by unions. You are not required to become a member, however, if you choose not to join, a monthly “agency” fee is required. This requirement is mandated by the SB 645 Legislature signed by Governor Davis. This bill states that, “as a condition of continued employment,” UC employees who are in a bargaining unit exclusively represented by a union must either join the union or pay a “fair share” fee to the union. The amount of the “fair share” fee will be determined by each of the university’s unions. The fee shall not exceed the union’s regular membership dues. For information on union representation, see the appropriate union representative.

## **Personnel Files/Records**

Important information is kept in CTES employee personnel files. Employment applications, resumes, change of status forms and performance feedback are examples of records maintained.

You are responsible for notifying CTES of changes in address, phone number and/or family status (birth, marriage, death, divorce, etc.) since your income tax withholding, status and group insurance may be affected by these changes.

## **Assignment Duration**

Temporary assignments will vary depending upon the business need of the hiring department. Typically, departments will request temporary (floater) staff to assist during peak work periods, to fill in during vacations or leaves, or to supplement the work force for special projects.

## **Hours of Work**

Regular work schedules for full time assignments are typically 8:00 a.m. until 5:00 p.m., Monday through Friday, with a one-hour lunch. Two paid fifteen-minute breaks may be scheduled at the discretion of your supervisor. Work schedules may vary with each assignment.

## **Performance Evaluations**

Your work performance is informally evaluated daily by your immediate supervisor. Performance evaluation forms are sent to your supervisor during your assignment and at the end of your assignment. Performance evaluation criteria include attendance, punctuality, work performance and skills. This information may be used when placing you in another temporary (floater) assignment.

## **Resignation/Accepting a Career Position**

If you should decide to resign from CTES for any reason, please notify CTES as soon as possible. If you accept a career position with UCI, we ask that you show CTES the same courtesy as you would another employer by giving adequate notice if at all possible. Two weeks is standard notice.

### **III. Compensation & Benefits**

#### **Compensation**

Campus Temporary Employment Services matches assignment requests with each employee's knowledge, skills, abilities and experience. Your hourly rate is determined by the job classification of your temporary assignment. You may work at different hourly rates for various job assignments.

#### **Pay Periods**

You are paid on a bi-weekly basis. Paychecks are generated every other Wednesday. A listing of pay periods and check issue dates is posted on the Human Resources web site at [www.hr.uci.edu](http://www.hr.uci.edu).

#### **Completing your Timesheet**

In order for CTES to process your timesheet and paycheck without delay, please follow the steps outlined below to complete and submit your timesheet.

1. Record the hours you work on the timesheet provided to you by CTES.
2. Record the job number, account fund number and department name on the timesheet.
3. Have your supervisor sign your timesheet on Fridays (or Monday by noon at the latest)
4. On Fridays fax your timesheet to CTES at **(949) 824-7007** or by noon on Monday.
5. Mail the original, signed timesheet to the CTES office through inter-office mail – Zot Code 4600. You may want to keep a copy for your records.

*Important: timesheets submitted after Mondays at noon will not be processed until the next pay period, resulting in a two-week delay in payment.* Questions regarding payroll issues should be directed to the CTES Payroll/Personnel Coordinator at (949) 824-1355.

#### **Direct Deposit**

You may have your check deposited directly into your bank account by utilizing the Surepay Direct Deposit option; otherwise, it is university policy to mail your paycheck to your home address.

#### **Health Benefits**

You are eligible for university Core benefit coverage when your average working hours are 43.75% or more. After you pay a \$3,000 deductible for yourself and each eligible family member, the plan pays 80% (up to \$250,000 maximum per year) of covered expenses.

You may become eligible for Mid-Level benefit coverage if you work a minimum of 50% time for 12 months or more, or, 100% time for three months or more. For information regarding benefits, contact the Human Resources Benefits Office at (949) 824-5210.

If you choose to decline health benefit coverage and you accept a University Limited or Career position, please notify your payroll/personnel departmental representative immediately. Please notify CTES immediately if there are changes in your family status that will affect your coverage

(adding or dropping a dependent, etc.). For more information on the benefits plans, contact the campus Benefit Office at (949) 824-5197, or review information on the web at [www.aetnaushc.com/pruhealthcare](http://www.aetnaushc.com/pruhealthcare).

### **Vacation Accrual**

If you work 50% or more of full time for six continuous months or more, you are eligible to earn vacation credit on a pro-rated basis from the date of hire; however, you may not use vacation credit until after six continuous months on pay status. No vacation shall be used prior to the time it is credited.

### **Life Insurance**

CTES employees are eligible for a \$5,000 UC paid life insurance plan that provides coverage for you as the employee only. The university pays for the premiums for this plan. You may elect to enroll in an accidental death and dismemberment policy. You are responsible for paying the premiums for this policy.

### **Medicare**

Federal legislation under the Consolidated Omnibus Budget Reconciliation Act of 1985 mandates a Medicare tax that is assessed at 1.45%. This tax is calculated based on your monthly gross salary and will be reflected on your payroll check.

### **Defined Contribution Plan**

CTES employees do not contribute to Social Security. The university has established a Defined Contribution Plan that is a tax-deferred retirement plan under section 401(a) of the Internal Revenue Code. The plan requires a 7.5% pretax deduction from your wages. The contributions are intended for use when you retire; however, should you leave the university, DCP savings are portable and may be rolled into another 401(a), 401(k) or retirement plan to retain the tax-deferred status. You will automatically enroll in this plan when you begin working as a CTES employee. Should you have questions about this plan, you may contact the Campus Benefits Office at (949) 824-5198 or (949) 824-6986.

### **Holiday Pay and Sick Leave**

You receive sick leave accrual and holiday accrual on a pro-rated basis. If you work full time for one month that includes a holiday, you will receive eight hours of holiday pay and eight hours of sick leave will be accrued. If you work 75% of the available working hours per month, you will receive six hours of holiday pay and six hours of sick leave will be accrued. Please note that to be eligible for these accruals, you must work the day before and the day after the holiday. *To be paid for sick time, it is imperative that you call CTES at (949) 824-1355 or (949) 824-5210 and your supervisor if you are unable to report to work for any reason.*

### **Employment Opportunities**

As a CTES employee, you are gaining valuable university experience. You have the advantage of applying for career employment opportunities at the university or medical center and will be considered an “internal” candidate for such positions. This does not mean an automatic

placement into a career position, however, the experience and knowledge you gain gives you an advantage during the interview process. The Campus and Medical Center employment opportunities are located at [www.hr.uci.edu](http://www.hr.uci.edu) (click on Jobs for the campus job opportunities).

### **Time off for Interviews**

If you are interviewing for a career position at the UCI Campus or Medical Center, we ask that you schedule interviews either during lunch hours or after business hours. Be sure to inform your immediate supervisor if you have to take time off for an interview.

## **IV. Health & Safety**

### **Workers Compensation**

Safety is every employee's responsibility and all CTES employees are expected to do everything reasonable to keep a safe workplace. If you are injured on an assignment, please report the situation immediately to the CTES office at **(949) 824-1355** and to your immediate supervisor. No matter how insignificant an on-the-job injury may seem when it occurs, you must notify your supervisor and CTES immediately.

### **Physicals & Background Checks**

If your assignment is located at the UCI Medical Center, you will be required to complete a physical examination and a background check before beginning the assignment. The physical examination is conducted at the UCI Medical Center and there is no charge for either the physical or the background check. Your employment will be contingent upon successful completion of these.

### **Fires and Emergencies**

*In case of emergency, dial 9-911*

The department where you work will normally have emergency procedures to follow in the event of fire or disaster. Exits and areas around fire extinguishers must be kept clear at all times. If a fire alarm has sounded, do not use elevators and evacuate the building immediately.

## **V. Rules of Conduct**

It is the CTES policy that all employees observe certain standards of behavior while at work. These standards are intended to ensure a professional, productive and equitable work environment.

### **Attendance Standards**

Punctuality and regular attendance are essential during your assignment. *If you are unable to report for work for any reason, notify both CTES at (949) 824-1355 or (949) 824-5210 and your immediate supervisor as soon as possible.* A physician's statement may be required for any absence due to illness or injury. Absences without notice are not acceptable and may result in ending your assignment.

## **Harassment, including Sexual Harassment**

The University of California is committed to creating and maintaining a community in which all persons who participate in university programs and activities can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation, including sexual. Specifically, every member of the university community should be aware that the university is strongly opposed to sexual harassment and that such behavior is prohibited both by law and by university policy. It is the intention of the university to take whatever action may be needed to prevent, correct, and, if necessary, discipline behavior which violates this policy.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- (a) Submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in other University activity;
- (b) Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or
- (c) Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive University environment.

Racial harassment is a form of discrimination on the basis of race and may include, but is not limited to, many different types of actions: verbal (epithets, derogatory comments, slurs); physical: (assault, impeding or blocking movement); or visual: (derogatory posters, cartoons, drawings).

All allegations of harassment must be addressed immediately. Employees are encouraged to seek advice or assistance by contacting the Equal Opportunity and Diversity Office at (949) 824-5594.

## **Alcohol & Drugs**

The university strives to maintain campus communities and work sites free from illegal use, possession, or distribution of alcohol or of controlled substances. Unlawful manufacture, distribution, dispensing, possession, use, or sale of alcohol or of controlled substances in the workplace or on University or Medical Center premises, at University functions or on University business is prohibited. Employees found in violation of the policy may warrant corrective action up to and including dismissal.

## **Dress & Personal Appearance**

Employees are expected to maintain an appropriate professional appearance that is business-like, neat and clean, as determined by the requirements of the assignment. Dress and appearance should not be offensive. Although some campus departments operate in a "casual" atmosphere, employees are expected to use good judgment and dress appropriately for the environment.

## **Smoking**

UCI endeavors to maintain a safe and healthful environment. Smoking is prohibited throughout all UCI facilities and prohibited in outdoor areas within five feet of a main exit or entrance to UCI facilities. Smoking outside buildings in designated smoking areas is permitted.

## **Use of University Equipment**

While on your assignment you may have access to various types of university equipment. Employees are not permitted to use university equipment for personal use. This includes, but is not limited to, computers, e-mail, internet, telephones, fax machines, copiers and mail delivery. Use of unauthorized university equipment may lead to corrective action including dismissal.

## **Parking & Transportation**

Parking permits are required on the UCI Campus and UCI Medical Center property. You may purchase a parking permit at the campus parking office or at the medical center. For more information, the parking office website is [www.parking.uci.edu](http://www.parking.uci.edu) or call the campus parking office at (949) 824-7486 or medical center (714) 456-5636.

## **VI. Campus Temporary Employment Service Contact List**

The CTES Staff is available to help you if you have any questions during your stay with us. Don't hesitate to contact the CTES staff for more information. Below is the contact list for the CTES Staff.

Aida Cotrell, Manager	949-824-7343 <a href="mailto:amcotrel@uci.edu">amcotrel@uci.edu</a>
Wendy Brown, Placement Coordinator	949-824-8282 <a href="mailto:wbrown@uci.edu">wbrown@uci.edu</a>
Kimberly Kahn, Placement coordinator	949-824-7317 <a href="mailto:kkahn@uci.edu">kkahn@uci.edu</a>
Jenifer Kennedy, Payroll Coordinator	949-824-1355 <a href="mailto:jkennedy@uci.edu">jkennedy@uci.edu</a>
CTES Fax Number	949-824-7007

**VII. Handbook Receipt & Acknowledgement**

I acknowledge receipt of the Campus Temporary Employment Services Employee Handbook. I understand that it is my responsibility to familiarize myself with the policies, practices and information summarized in the handbook.

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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Name (printed)

\_\_\_\_\_  
Date Received