

NOTICE TO EMPLOYEE

Labor Code sections 245 et seq. and 2810.5 and San Diego Municipal Code section 39.0108

Please sign and return this form to Human Resources in Maher Hall 101.

EMPLOYEE

Employee Name: _____ Start Date: _____

EMPLOYER

Legal Name of Hiring Employer:
University of San Diego, a California non-profit public benefit corporation
5998 Alcalá Park
San Diego, CA 92110
(619) 260-4600

WAGE INFORMATION

Rate(s) of Pay: _____ Overtime Rate(s) of Pay: 1 ½ or double times the regular rate *

Rate by (check box): Hour Bi-Weekly Salary Monthly Salary

Other (provide specifics): _____

Does a written agreement exist providing the rate(s) of pay? (check box): Yes No

If yes, are all rate(s) of pay and bases therefore contained in that written agreement? Yes No

Allowances, if any, claimed as part of minimum wage (including meal or lodging allowances): None

Regular Pay Day: Biweekly (every other Friday, with some exceptions); Monthly (the 26th of the month, or last working day before, if falls on a weekend or holiday). The payroll calendars are available at: <http://www.sandiego.edu/payroll/calendar>.

WORKERS' COMPENSATION

The university provides workers' compensation insurance coverage for all employees through Travelers Insurance Company, P.O. Box 6510, Diamond Bar, CA 91765-8510, (800)258-3710; Policy No.: TC2JUB4260B72017.

PAID SICK LEAVE (California and San Diego)

As of July 11, 2016, San Diego employers must:

- Pay no less than minimum wage and provide paid sick leave to all employees who perform at least two (2) hours of work in one work week within the geographic boundaries of the City of San Diego.
- Allow employees to begin using accrued sick leave after the ninetieth (90) day of employment or after July 11, 2016, whichever is later.
- Post the Earned Sick Leave and Minimum Wage notices published each year by the City in a conspicuous place at workplace or job site where employees work.
- Create contemporaneous records documenting employees' wages earned and accrual and use of earned sick leave. These records must be provided to employees on a regular basis and retained by employer for at least three (3) years.
- Allow a City enforcement official reasonable access to the workplace to inspect and interview witnesses in furtherance of an investigation.

Employee Rights:

- Employees have the right to accrue, use, and request paid sick leave in accordance with California Labor Code sections 245 *et seq.* and San Diego Municipal Code sections 39.0101 *et seq.*
- Employees who assert any rights provided in California Labor Code sections 245 *et seq.* and San Diego Municipal Code sections 39.0101 *et seq.* are protected from termination and/or retaliation due to the exercise of these rights.
- Employees may file a civil lawsuit against their employers for any violation of San Diego Municipal Code sections 39.0101 *et seq.*, may file a complaint for any such violation with the City of San Diego Enforcement Office, or may file a complaint with the Division of Labor Standards Enforcement for any violation of California Labor Code sections 245 *et seq.*

PAID SICK LEAVE (California and San Diego), continued

If you have questions, need additional information, or believe your employer has violated any provision of the Ordinance, please contact your employer, or visit the City of San Diego Minimum Wage Enforcement Office website at <https://www.sandiego.gov/treasurer/minimum-wage-program> or contact the City of San Diego's Minimum Wage Program via email at SDMinWage@sandiego.gov or via fax at (619) 533-3320.

The following method of paid sick leave applies to the employee identified on this notice: (Check one box)

- [For all employees other than faculty and administrators] Accrues paid sick leave pursuant to the employer's policy or benefit that satisfies or exceeds the accrual, carryover, and use requirements of Labor Code § 246 and San Diego Municipal Code § 39.0105(g).
- [For faculty and administrators] Allots no less than 40 hours (or 5 days) of paid sick leave at the beginning of each 12-month period in accordance with Labor Code § 245 *et seq.* and San Diego Municipal Code § 39.0105 *et seq.*

ACKNOWLEDGMENT OF RECEIPT
(Optional)

(PRINT NAME of Employer representative)

(PRINT NAME of Employee)

(SIGNATURE of Employer representative)

(SIGNATURE of Employee)

(Date)

(Date)

The employee's signature on this notice merely constitutes acknowledgment of receipt.

* Where an employee receives only an hourly rate pay rate wage, the hourly pay is the regular rate of pay for purposes of overtime. The overtime rate is subject to upward adjustment if other forms of pay used to determine the regular rate of pay (e.g. commissions, bonuses, or piece rates) are earned during the applicable pay period.

Labor Code section 2810.5(b) requires that the employer notify you in writing of any changes to the information set forth in this Notice within seven calendar days after the time of the changes, unless one of the following applies: (a) All changes are reflected on a timely wage statement furnished in accordance with Labor Code section 226; (b) Notice of all changes is provided in another writing required by law within seven days of the changes.