

**NOTICE TO EMPLOYEE**  
**California Labor Code section 2810.5**

Effective January 1, 2015, California Labor Code section 2810.5(a) requires that the following information be provided to each employee at the time of hire in the language the employer normally uses to communicate employment-related information. Exceptions to this requirement are indicated below.

**EMPLOYEE**

Employee Name:	Job Eff. Date:	Emp. Id:
E-Mail:	Dept Name:	Position or Trans. Number:

**WAGE INFORMATION**

Rate(s) of Pay: \$ _____ Overtime Rate(s) of Pay: \$ _____ (Rate X 1.5)	Rate by : <input checked="" type="checkbox"/> Hour    Employment agreement is: <input checked="" type="checkbox"/> Oral
Does a written agreement exist providing the rate(s) of pay? (check box) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, are all rate(s) of pay and bases thereof contained in that written agreement? <input type="checkbox"/> Yes <input type="checkbox"/> No Allowances, if any, claimed as part of minimum wage (including meal or lodging allowances): _____ Regular Pay Day: <u>10<sup>th</sup> and 26<sup>th</sup> of every month, or if they fall on a weekend or a holiday the week day preceding</u>	

**EMPLOYER**

Name of Employer: University of the Pacific:  Corporation -IRS 501(c)(3) tax-exempt org/CA non-profit public benefit Corp  
Physical Address of Main Office: University of the Pacific 3601 Pacific Avenue, Stockton, CA 95211  
Employer's Mailing Address: University of the Pacific 3601 Pacific Avenue, Stockton, CA 95211  
Employer's Telephone Number: 209-946-2124

**WORKERS' COMPENSATION**

Insurance Carrier's Name:  Self-Insured (Labor Code 3700) and Certificate Number for Consent to Self-Insure: 1917  
Claims Administrator: Matrix Absence Management, 181 Metro Drive, Suite 300, San Jose, CA 95110  
Toll Free: 800-980-1006 or, 408-360-8370

**PAID SICK LEAVE**

Unless exempt, the employee identified on this notice is entitled to minimum requirements for paid sick leave under state law which provides that an employee:

- a. May accrue paid sick leave and may request and use up to 3 days or 24 hours of accrued paid sick leave per year;
- b. May not be terminated or retaliated against for using or requesting the use of accrued paid sick leave; and
- c. Has the right to file a complaint against an employer who retaliates or discriminates against an employee for
  - 1. requesting or using accrued sick days;
  - 2. attempting to exercise the right to use accrued paid sick days;
  - 3. filing a complaint or alleging a violation of Article 1.5 section 245 et seq. of the California Labor Code;
  - 4. cooperating in an investigation or prosecution of an alleged violation of this Article or opposing any policy or practice or act that is prohibited by Article 1.5 section 245 et seq. of the California Labor Code.

The following applies to the employee identified on this notice: (Check one box)

- 1. As of July 1, 2015, employee accrues paid sick leave only pursuant to the minimum requirements stated in Labor Code §245 et seq. with no other employer policy providing additional or different terms for accrual and use of paid sick leave.  
(Employees in this category are: **Students, Temp-Casuals, Graduate Assistants and Part-time Faculty**).
- 2. Accrues paid sick leave pursuant to the employer's policy which satisfies or exceeds the accrual, carryover, and use requirements of Labor Code §246.
- 3. Employer provides no less than 24 hours (or 3 days) of paid sick leave at the beginning of each 12-month period.
- 4. The employee is exempt from paid sick leave protection by Labor Code §245.5. (State exemption and specific subsection for exemption): \_\_\_\_\_

**ACKNOWLEDGMENT OF RECEIPT**

(PRINT NAME of Employer representative)	(PRINT NAME of Employee)
(SIGNATURE of Employer representative)	(SIGNATURE of Employee)
(Date provided to employee & signed by representative)	(Date received by employee & signed by employee)

**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.

**Health Care Reform**-The term "health care reform" refers to the Affordable Care Act — the federal law that was passed in March 2010 — as well as any state laws passed to put it in place. Please review the following **Health Insurance Marketplace Coverage**.  
[http://www.pacific.edu/Documents/hr/acrobat/Health\\_Insurance\\_Marketplace\\_Coverage\\_01142015.pdf](http://www.pacific.edu/Documents/hr/acrobat/Health_Insurance_Marketplace_Coverage_01142015.pdf)  
It explains about the Health Insurance Marketplace and provides you with information if you choose to apply for health coverage through it.