- UCORP (short for “University Corporation”) - is a separate entity from SFSU.

- It is a California non-profit with an IRS designation of 501c (3). Its purpose is to support San Francisco State University.

- In most cases, the policies & procedures at UCORP are similar to those on campus.
UCorp has two main branches. One is the revenue generating arm of UCorp. Vending services on campus are provided by UCorp, and leases for many of the campus food vendors are managed through UCorp.

The other branch of UCorp administers three types of restricted funds:

1. Campus Programs
2. Scholarships
3. Grants & Contracts

Today’s training addresses some issues around administering restricted funds.
Go to section titled “Project Directors.”

We will spend time now reviewing the information on UCorp’s webpage.
Things to Remember From Today’s Training

1. Special Events require – approval from the Dean / AVP & UCorp 30 days in advance of the event

2. Independent Contractor Agreements require UCorp approval before work commences
NEW UCorp Hiring Policies

Prior to an employment offer being made, the following steps must be adhered:

1. Consult with UCorp HR
2. Prepare job description / job announcement
3. Submit job announcement to UCorp for review
4. Conduct job search
Once primary candidate selected:

a) Complete New Hire Recommendation Form. Include Employment Form signed by Project Director and Dean.

b) Submit both forms to UCorp with detailed job description, interview notes and reference check form.

c) UCorp will obtain required signature approvals.
UCorp Website

- UCorp’s website is a valuable resource for information.

http://ucorp.sfsu.edu/human-resources
A Period not to exceed 90-days. Longer periods should be hired as regular employee.

Pay cannot exceed 25% of his / her state earnings.

Must complete I-9 and W-4.
The Chancellor’s office through Executive Order has implemented Background Check policy for all campuses & auxiliaries effective: August 3, 2015

Those affected include, but are not limited to:
- All New Hires
- Current employees in positions which background checks are required or moving into a sensitive position
- Employees and volunteers in sensitive positions that require background checks
Background Check

- Individuals requiring a background check are based on position for which hired, or if required by law:
  - Working with children
  - Working with money
  - Overseeing a budget
  - Signature authority

*Employment is provisional based on a satisfactory background check*
As of August 13, 2014 employers are restricted from asking about job applicants’ and employees’ criminal history (with some exceptions.)
After a live interview has been conducted, or a conditional offer has been made are we allowed to ask about conviction history, (other than those off-limits) and unresolved arrests.

Only convictions that *directly relate* to the individual’s ability to do the job may be considered in making employment decisions determined by UCorp in consultation with the campuses review committee.

Upon completion of review you will be notified whether or not the candidate has qualified.
Matters off-limit. We may **never** ask about:

- An arrest not leading to conviction
- Participation in a diversion or deferral program
- Expunged conviction (or made inoperative)
- Juvenile determination
- Conviction more than seven (7) years old
- Criminal offense other than felony / misdemeanor

These may not be used at any stage of **hiring** process.
Qualifying for benefits effective January 1, 2014:

- Employees work an average of 30 hours a week over a 12-month period are eligible for health benefits.

- Eligible employees health benefits are effective first of the month following 30 days from date of hire or eligibility.
Regular Part-Time Employees

- Non-Benefited*

- Hourly or Salaried

- **Sick leave for non-benefited:**
  * After 90 days of employment San Francisco Sick Leave Ordinance requires employers to provide at least one hour sick leave for every 30 hours worked*
We require consistent Performance Evaluations:

- After three month introductory period
- After six months (during first year)
- Annually
- Promotion and / or raise in salary
Overtime must be approved in advance.

Unauthorized overtime can become a disciplinary issue.

- We do not offer comp time in lieu of paid overtime.
Holiday Pay and Termination

- Employees terminated mid-year, are not entitled to payout of ‘banked’ Holidays.

- Unused accrued vacation, and Personal Day are paid out at time of termination.

- Sick Leave is not paid out.
Sexual Harassment is a form of discrimination that violates Title VII of the Civil Rights Act.

Signs of sexual or harassment must be brought the attention of the supervisor who will report the allegation to UCorp who will conduct an investigation.
Employees are prohibited from entering a consensual relationship with any student or employee over whom they exercise direct or otherwise significant academic, administrative, supervisory, evaluative, counseling or extracurricular authority.
Other Areas of Harassment

- Race
- Religion
- Age
- Sexual Orientation
- Disability
- National Origin
- Physicality
- Gender Identity
What to Do

We have a legal obligation to promptly investigate any complaint.

If it is determined that inappropriate conduct has occurred, as the employer-of-record, we must immediately take steps to stop the offensive conduct and to prevent further incidents of harassment.

Contact UCORP HR immediately – x8-2246!
Work-Related Illness or Injury

- Supervisor notified promptly.
- Supervisor immediately notifies UCorp.
- Employee is given W/C claim form DWC1.
  Employee is not required to complete DWC1 claim form.
- DWC1 form returned to UCorp HR.
Treatment

- Designation of Personal Physician: Employee may see their own physician for treatment.

- Designation of Personal Physician document does not identify own physician, we take control of medical care for first 30 days:

  CPMC Davies Campus - Occupational Health
  45 Castro Street, San Francisco
  415-600-6000
Things to Remember

1. Submit job announcements to UCorp HR

2. All new hires, including Special Consultant paperwork need to be submitted to UCorp HR in advance.