

Notice to Employee

California Labor Code section 2810.5

Human Resources Memo

Effective January 1, 2015, California Labor Code section 2810.5(a) requires that Salary Information and Workers' Compensation Information be provided to all new, non-exempt employees (this includes students) and/or new non-exempt job assignments, at time of hire, including any salary changes. The law requires that we have a signed notice on or before the date of hire.

Process to follow when submitting a new employment authorization (EA) that requires a Notice to Employee Salary form:

- Complete the top portion of the notice with the employee's name, Job Effective date, I.D. number, Department, and Position number.
- Complete their hourly rate of straight time pay and the overtime rate of pay (Rate x 1.5).
- If they are new and do not have a 98#, you can leave blank.
- Write the position number, or Transaction number on form.
- The employee must read and sign the letter disclosing their salary and worker's compensation Information.
- The supervisor must date and sign also.
- Please make sure your employee receives a copy of the salary notice.
- Return to Human Resources Dept.

To recap, a ***Notice of Salary form*** is needed when:

1. New job or new position, (non-exempt)
2. Renewing a position with a gap of employment
3. Any Salary Change

Exceptions, do not need if:

1. Switching from FWS to DPT or vice versa and pay rate stays the same.
2. If EA is extending same job with same pay rate and **no gap in employment**.
3. Union position.
4. Exempt position.

For questions, please call:

Leticia Corona, 946-7440, (for Students Resident Directors)
Patrice Coss, 946-7451. (for Faculty and GA's)
Joanne Carvana, 946-7450 (for Temp Casuals)
Sally Berry, 946-7362, (for Staff)