

UC Cooperative Extension UC CalFresh
Fresno/Madera Counties Program Manual
Procedures and Expectations for UC CalFresh Employees

Schedule and Dress

1. Work Hours: See UCOP Policy PPSM – 30: Compensation

Employees who, based on duties performed and manner of compensation, shall be subject to all Fair Labor Standards Act (FLSA) provisions. Because of hourly pay practices, an employee appointed to a per diem position shall be treated as a non-exempt employee subject to FLSA minimum wage and overtime provisions. Non-exempt employees shall be required to account for time worked on an hourly and fractional hourly basis. (See UCOP Policy PPSM-30: Compensation): <http://policy.ucop.edu/doc/4010400/PPSM-30>

a. Calendar and Schedules

- i. All schedules are submitted through the online UC CalFresh Google Calendar every two weeks. This Calendar, can be found here:
https://docs.google.com/spreadsheets/d/1pDZXyX2U7ZvSeMoOhAuqCsXQDFBhPL_RB1JcmmYk6Ss/edit#gid=172804292

1. Each staff's schedule is due every other Friday at 5pm the same day as your timesheet.
2. Schedules are approved by your direct supervisor the following Monday.
3. If there are changes to your schedule after it has been approved, communicate those changes through your approval email to your supervisor and update the google calendar.

- ii. Update your timesheet every Friday.

1. All timesheets are to be updated and saved at the end of the week, every Friday.

b. Work Hours

- i. Flexible work week hours between 7am-5pm.

1. Program needs and work duties often require work schedules to extend beyond these hours into evening and weekend events and classes.

- ii. Staff work 8 hour days. Anything over 8.5 hours needs prior approval from your direct supervisor.

- iii. Staff work 40 hour work weeks anything over accrues comp time. Comp time must have prior approval by a supervisor.

1. Comp time is accrued when the work week exceeds 40 hours. Comp time accrues at 1.5 hours of comp time for every hour worked over 40 hours in the week.
2. Comp time must have prior approval by your direct supervisor.
3. If a work day exceeds 8 hours, arrange for a short day in the same week to keep your time to 40 hours in the week.

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4. Adjusting your time within the week and not going over 40 hours total is called flex time and does not result in the 1.5 hour accrual rate.
- iv. If there are changes in your schedule, communicate these changes through email with your supervisor and update your google calendar.
- c. Rest and Meal Periods
 - i. Rest periods or breaks are provided for 15 minutes twice a day, to be taken in the morning (or in first 4 hours of working) and afternoon (or second 4 hours of working). It is your responsibility to take your break.
 1. Rest periods shall be considered as time worked.
 - ii. Meal periods are unpaid of 30min to an hour, depending on your schedule. Meal periods are required by law for anyone working 5:59 or more hours.
 1. UC Policy states you should take your meal period at 5 hours. If your meal period is taken between the 5th and 6th hour you must add a comment to your timesheet to justify why you did not take your meal period at the 5-hour Policy. (<http://ucanr.edu/sites/ANRSPU/files/214854.pdf>)
 2. Meal periods should be substantially duty-free, neither time worked nor time on pay status.
 3. Do not combine meal and rest periods, they are to be taken separately.
- d. Travel related work hours: (See UC CalFresh Monthly Time Reporting and Mileage Procedure in travel section of manual for more detailed examples).

UC POLICY Policy PPSM-31 Travel Time. Assigned travel during an employee's regular working hours on work days is counted as time worked. Travel time between home and the work place is not time worked.

- i. Weekday travel within normal working hours (7am-5pm) counts as work time.
- ii. Example: leaving from the office to a site is work time.
- iii. Example: leaving from home to start your day at a site, is not work time.

UC POLICY Policy PPSM-31 Activities Before or After the Work Schedule. When the University requires that the employee must change into or out of uniform, engage in special washing or cleaning procedures, or perform other activities on or at a University facility before or after the work period, the time spent in such activities shall be considered as time worked.

- iv. If you are working outside of the 7am-5pm hours, your day ends when you get home.
- v. Example: teaching an evening class at a school site, the lesson ends at 6:30, you get home at 7pm. Your work day ends at 7pm.

- e. Weekend Hours
 - i. Staff will occasionally need to work a weekend.
 - ii. Travel from home to site, and back home counts as work time.

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- iii.* Adjust your schedule during the week to compensate for this work time, do not exceed 40 hours in a week.

2. Biweekly Payroll: Please Refer to the Biweekly Payroll Calendar and Reporting Hours in TRS

a. Timesheets

- i.* Timesheets are due biweekly.
- ii.* It is expected that all staff update their timesheet at the end of the week, every week.
- iii.* Time is entered into Time Reporting System (TRS) - <https://trs.ucdavis.edu/trs/>
- iv.* Your direct supervisor will approve your timesheet, the Monday after it is due.

b. Payroll

- i.* Biweekly staff are paid every other Wednesday.

c. Vacation and Sick Leave

- i.* Sick time accrues at – 7.38 quadri-weekly
- ii.* Vacation time accrues at – 9.23 quadri-weekly

Documents in binder can be found online here:

UC Davis Biweekly Payroll Calendar 2017:

http://afs.ucdavis.edu/our_services/payroll-services/documents-folder-not_used_by_navigation/2017-biweekly.pdf

Reporting Hours in TRS: Added to online manual under orientation, under schedule and dress found here:

<http://ucanr.edu/sites/FCManual/>

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3. **Requesting Leave: Please Refer to UCCE Staff Leave Reporting Form**

The UCOP Policy on Leave can be found here: <http://policy.ucop.edu/doc/4010406/PPSM-2.210>

a. Advance Leave Request:

i. Fill out and submit UCCE Staff Leave Request Form and submit to your direct supervisor.

1. Requests are due one week prior to request date.
2. Leave time cannot be borrowed against. Staff may not request more leave than they have accrued.
3. Please be mindful of your work activities for days you have requested leave. It is your responsibility to find coverage if you are requesting leave on a date you are scheduled for an event, or class.

a. Provide your direct supervisor with 3 people available to cover your class.

ii. Per UC Policy leave usage shall not be used in excess of an employee's normally scheduled hours of work for the day/week in which the leave is claimed.

1. Leave time cannot exceed your normal working hours (8 hours).

a. Work time is flexible, leave time is not flexible.

b. Unexpected Leave Notice:

i. When you return, fill out and submit the UCCE Staff Leave Request Form to document your absence.

1. Employee must call or text his or her direct supervisor on record 30 minutes prior to the start of their approved schedule time.
2. Include in your notification whether or not you were scheduled for any appointments or classes – your supervisor will make necessary arrangements in these instances to ensure continuity of coverage.

c. Leave of Absence:

i. Work with your direct supervisor and UC ANR Human Resources to fill out appropriate paperwork and request a leave of absence:

http://ucanr.edu/sites/ANRSPU/Staff_Resources/Staff_Leave_Management/

ii. Prior to extended leave:

1. Create out of office message for voicemail and email.
2. Last day prior to extended leave – turn in laptop and tablet to your direct supervisor.

4. **Dress:**

- a. UCCE does not require a dress code

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- i.* We encourage you to be mindful of your dress given your jobs duties.
- ii.* When at a site, follow the sites dress code. (For example dress how the teachers would dress at a school site.)
- iii.* When at a community meeting with other agencies, we encourage a professional dress as you are representing yourself, the University of California and the UC CalFresh Fresno/Madera Counties program.
- iv.* Be mindful of safety in your dress, for example when doing a food demo, or lifting heavy boxes wear close toed shoes.

1. Please refer to Safety Note #134

Documents in binder can be found online here:

Staff Leave Form: Added to online manual under orientation, under schedule and dress found here:

<http://ucanr.edu/sites/FCManual/>

Safety Note #134:

<http://safety.ucanr.edu/files/1381.pdf>