

Introduction

The primary responsibility for all UCSD casual-restricted employees has been delegated by the Assistant Vice Chancellor-Human Resources to the Career Services' Student Employment Office (SEO) within the division of Advancement.

Employees in casual-restricted appointments are covered by all or portions of the University of California Personnel Policies for Staff Members (UCPPSM), including selected UC Selected Presidential Policies, and the University of California, San Diego (UCSD) Implementing Procedures for the UC Personnel Policies for Staff Members.

The Student Employment Office Procedures (SEO-1) section has been established to recognize the specific differences in terms and conditions of employment for employees in casual-restricted (student) appointments. Portions of the UCSD Implementing Procedures, (HR-S-1) identified with the same Procedure number may still be applicable and should be reviewed. Those Procedures are as follows:

- 1 General Provisions
- 2 Definition of Terms
- 3 Types of Appointment/Contract
- 12 Nondiscrimination in Employment
- 14 Affirmative Action
- 20 Recruitment
- 21 Appointment
- 30 Salary
- 31 Hours of Work
- 32 Overtime (Non-exempt employees only)
- 33 Shift and Weekend Differential (Non-exempt employees only)
- 34 Incentive Awards
- 35 Protective Clothing, Equipment and Uniforms
- 36 Classification of Positions
- 40 Holidays
- 41 Vacation
- 42 Sick Leave
- 43 Leave of Absence
- 44 Work-Incurred Illness and Injury
- 45 Military Leave
- 46 Administrative Leave
- 50 Professional Development
- 51 Reduced Fee Enrollment
- 61 Release of Casual and Probationary Employees
- 63 Investigatory Leave
- 66 Medical Separation
- 70 Complaint Resolution
- 80 Staff Personnel Records
- 81 Reasonable Accommodation
- 82 Conflict of Interest
- 83 Death Payments

Appendix I – Selected Presidential Policies

Appendix III