Date:

# Dear Valued Employee,

**[insert name of employer]** provides services to the University of California (UC) that are governed by new California state legislation, the Recovery of Earned but Unpaid Wages Act (Government Code 10510.50 et al.) This law requires employers who provide certain services to UC to disclose to their employees: (1) the total compensation rate specified in the employer’s contract with UC or required by UC policy, whichever is higher, (2) each employee’s total compensation rate when they are providing services to the UC; and (3) how employees’ “basic payroll information” (please see statutory definition below), will be shared under the law.

Note: The law refers to “*vendors*”. For purposes of this notice, vendors are referred to as suppliers or vendors.

This Employee Disclosure Notice (the “Notice”) provides those employee disclosures. **Please review this information carefully, sign below, and return it to \_\_\_\_\_ by\_\_\_\_\_\_\_\_\_.**

*Total Compensation Rate Specified in UC Contract:*

**[name of vendor]**’s contract with UC provides the following minimum total compensation rate for the **[insert classification]** job classification.

*Your Total Compensation Rate:*

When you are providing services to the UC, your total compensation rate for your position is $\_\_\_\_\_\_\_.

A breakdown of that rate is provided below. This information will be sent to you when your employer first assigns you to provide services for the UC, and then every January, as well as within seven days of any change to your total compensation rate, for as long as you are continuing to provide services for the UC.

|  |  |
| --- | --- |
| **Job Title** |  |
| **Hourly Rate** |  |
| **Value of employer provided benefits** |  |

*Disclosure of Basic Payroll Information:*

Under the Recovery of Earned but Unpaid Wages Act, employers are required to share certain payroll information with a joint labor committee that includes the University of California and the union that represents employees providing similar services to the University. This law requires employers, including yours, to disclose to their employees the fact that this disclosure will happen in January and July of each year and to provide the following statement:

*Basic payroll information pertaining to all employees who accept an assignment or continue performing services for the University of California will be shared with the University of California and the organizations that represent University of California employees. The information that will be shared includes your full name, university work location, mobile telephone**number, email address, and home address. The purpose of sharing this information is to ensure that the University of California and the organizations* *that represent the University of California employees can contact you if they**discover you have been paid less than required by the vendor’s contract with the university or university policy and so that the University of California can provide you with a timely offer of employment as soon as you become eligible.*

*Relevant Excerpts from the Recovery of Earned but Unpaid Wages Act (Government Code 10510.50 et al.)*

**Basic Payroll Information means**: the employee’s full name, job title, mobile telephone number, email address, and home address; Work location while performing services for the university; The employee’s hourly rate of pay while performing services for the university for each applicable pay period during the preceding six-month period; The hourly value of employer provided benefits, if any, received by the employee while performing services for the university for each applicable pay period during the preceding six-month period; and the employee’s hours of work while performing services for the university for each applicable pay period during the six-month period.

**Total Compensation Rate means:** the employee’s hourly rate of pay plus the hourly value of employer-provided benefits, or the equivalent compensation.

By signing below, you are confirming receipt of this Notice regarding your Total Compensation Rate and the Total Compensation Rate contained in **[name of Vendor]**’s contract with UC, as well as acknowledging the disclosure of your Basic Payroll Information. This Notice shall also be deemed received two business days from the date this notice is delivered to you electronically. If by regular mail, this Notice shall be deemed received five business days from the date the notice is placed in the mail. If outside of the state, this Notice shall be deemed received ten business days from the date the notice is placed in the mail. Proof of delivery or a read receipt will be requested confirming delivery of this notice.

The employer is also signing below confirming that it has provided you with this information in compliance with the law, that the address on record is accurate and up to date, and that it has obtained the employee’s signature on this notice at least once each calendar year.

If you have any questions about this Notice please contact your employer directly.

Supplier’s Signature Date Employee’s Signature Date

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