

## WELCOME TO UC IRVINE

### ONBOARDING OVERVIEW

#### Policy Acknowledgement

Our Policy Acknowledgement form lists several policy links required for review by the University. Such forms include but are not limited to Affordable Care Act Notice, Right to work, Family Care and Medical Leave and Pregnancy Disability Leave (CFRA), Safety and Health Protection on the job and more. By signing the Acknowledgement, you signify that you have read, understood, and intend to comply with the requirements of the notices.

#### Oath and Patent

All employees of the University of California are required by State law to complete the State Oath of Allegiance on or before their first day of employment. All employees, regardless of their citizenship status, are required to complete the Patent Acknowledgement. The Patent Acknowledgement assigns inventions and patents to UC, except those resulting from permissible consulting activities without use of university facilities. By signing the Patent Acknowledgement, you agree to disclose promptly all potentially patentable inventions to UC.

#### UC Retirement Acknowledgement

This form is only required for per diem, seasonal, and temporary employees.

The *Statement Concerning your Employment in a University Position not covered by Social Security* is a form used to comply with the Social Security Protection Act of 2004, Section 419(c) of Public Law 108-203, which requires employers to provide a written notice to any individual being employed in a position that is not covered by Social Security on or after January 1, 2005. This form explains how not being subject to Social Security may affect future Social Security benefits to which these individuals may be entitled. This form must be signed by the employee no later than the first day of work.

#### CANRA

The UC Policy on Reporting Child Abuse and Neglect, effective July 1, 2013, was written to comply with the California Child Abuse and Neglect Reporting Act (CANRA). CANRA requires employers, including the University, to identify Mandated Reporters (individuals who are required to report observed or suspected child abuse or neglect to specified authorities) and to obtain, as a condition of employment, acknowledgment of their reporting obligations. The policy also describes instances of reporting requirements for all employees.

## DMV Pull

This procedure implements the legal requirements of the California Commercial Vehicle Safety Act of 1988 regarding employee participation in the California Department of Motor Vehicles Employer Pull Notice (EPN) Program. Legal requirements apply to all University employees who, in the course of their employment:

1. Operate a vehicle requiring a class A or class B driver's license; or
2. Drive vehicles requiring special certificates such as ambulances, private school buses, farm labor vehicles, youth buses, vehicles transporting radioactive materials, vehicles transporting hazardous materials or wastes, and vehicles with tank configurations for transport of materials in gaseous or liquid forms; or
3. All employees who are required to drive as an essential part of their duties or who routinely drive a University vehicle or University-owned rideshare vehicle.

If you are not required to drive as part of your job, DMV information will not be pulled. **For the DMV form, put N/A for the name and 0000 for the DL number.**

## QUESTIONS?

Contact the UCI Employee Experience Center (EEC) at [eec@uci.edu](mailto:eec@uci.edu) or 949.824.0500, Monday – Friday, 8:30 a.m. – 5:00 p.m.