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

Effective March 31, 2009
Updated May 1, 2016