

ACKNOWLEDGEMENT LETTER

Date: _____

We appreciate the services that you are providing to the University of California (UC). Like many public employers, UC has a collective bargaining agreement (“CBA”) with the American Federation of State, County and Municipal Employees (AFSCME) union. UC’s CBA has certain provisions related to “**covered services**” that we want you to be aware of.

Covered Services, include, but are not limited to custodial, janitorial, or housekeeping services; food services; laundry services; grounds keeping; building maintenance (excluding skilled crafts); transportation and parking services; security services; billing and coding services; sterile processing; hospital or nursing assistant services; and medical imaging or other medical technician services.

An individual who works for a contractor and performs **Covered Services** for UC **at a UC location** is entitled to wage and benefit parity with UC positions. Wage and benefit parity rights are explained in the poster below. Additionally, individuals providing Covered Services at the same UC location for 1,000 hours over a rolling 12-month period or 2,192 hours (35% time) over a rolling 36-month period, will be designated as a Qualified Individual (QI) with the right to convert to career employment with UC.

Career employment is a position that the QI is qualified for, although it may not be in the same title or the same department where the QI performed the Covered Services. The UC career position must be at the same location where the individual performed the Covered Services, or within ten miles of that location as well.

The offer of career employment will depend on the completion of satisfactory background checks and/or satisfying any legal requirements necessary to work in the United States.

If you become a Qualified Individual, then you may request UC employment.

If you have any questions regarding the QI process, please feel free to contact:

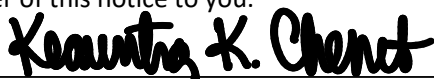
ucqiworkforceprogram@agile1.com

Please provide the following information:

Work Location: UC Campus Name	
Employer/Contractor Name	
Employee	
First Name	
Last Name	
Email Address	
Mobile Phone Number (Mobile)	
Street Address	

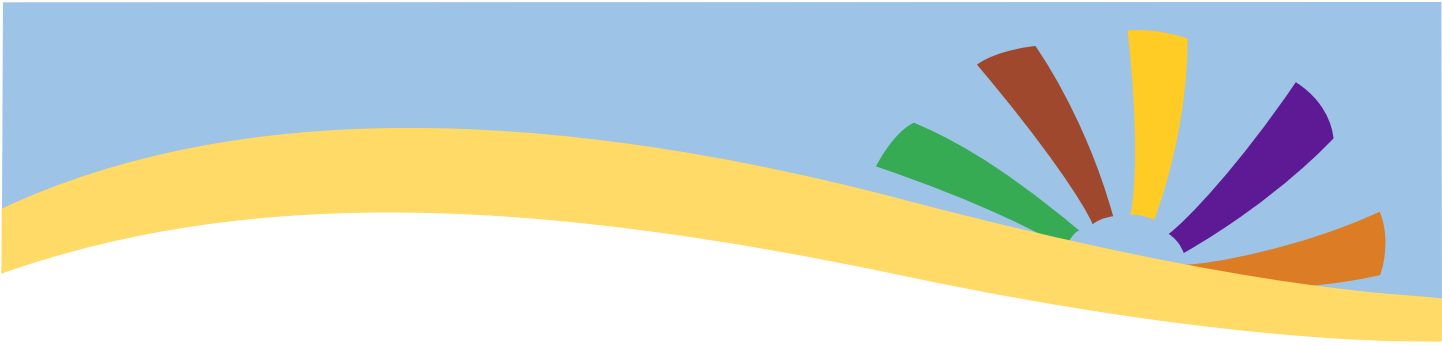
Contractors are required to provide specific additional written notice, including specific text, relating to the release of basic payroll information, to all employees who agree to perform services for the university or continue doing so.

By signing this Acknowledgement Letter, you confirm that you have received the information on how to become a Qualified Individual, that you may request UC employment when you reach Qualified Individual status, and that you have received information related to your wage and benefit parity rights. Receipt of this notice may also be established through confirmed deliver of this notice to you.



Employee's Signature

Date



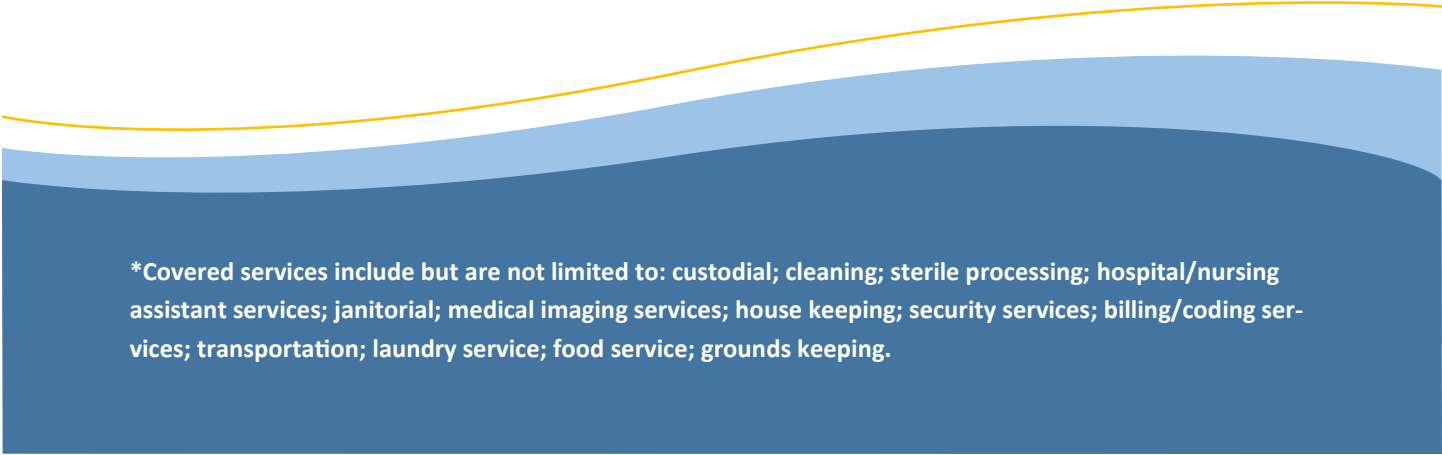
UC Employment Opportunities for *Covered Service Contract Workers

The University of California is hiring contract workers who are QUALIFIED INDIVIDUALS (QI).

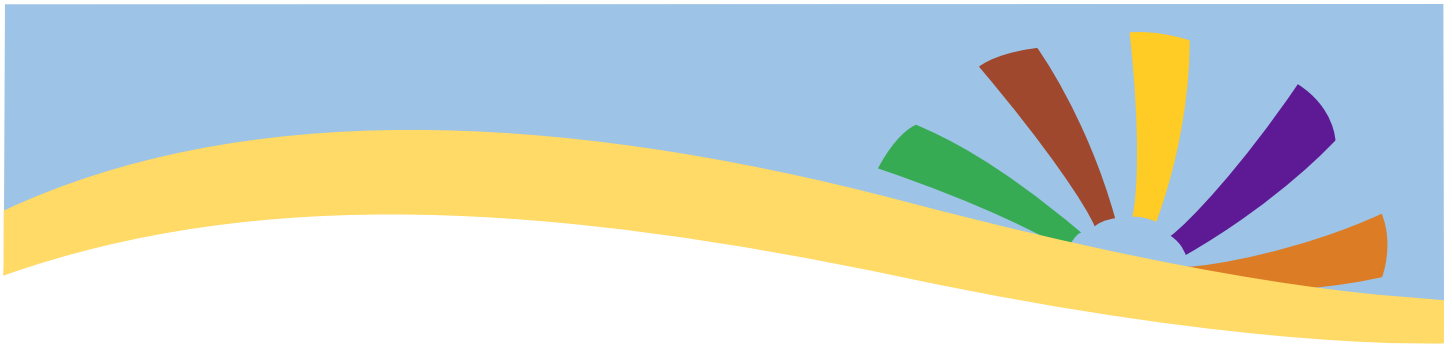


- ◇ A qualified individual (QI) has worked for UC performing the same service (*Covered Service) in the same classification at the same UC location for 1000 hours over at least a 12 consecutive month period, or 35% time over a rolling 36-month period and possesses the required skills, certifications and licenses.
- ◇ A qualified individual must submit the QUALIFIED INDIVIDUAL(QI) form to Human Resources. Form may be obtained at outsourcing-escalations@finance.ucla.edu
- ◇ You may be subject to a standard University of California background check
- ◇ Placement will occur within 120 days from the date the QI form is received and eligibility is verified.

Contact outsourcing-escalations@finance.ucla.edu for more information.



*Covered services include but are not limited to: custodial; cleaning; sterile processing; hospital/nursing assistant services; janitorial; medical imaging services; house keeping; security services; billing/coding services; transportation; laundry service; food service; grounds keeping.



ATTENTION: Employees Providing Covered Services* for University of California

The University of California has enacted the Regents Policy Generally Prohibiting Contracting for Services. This policy requires suppliers to pay those employees providing covered services (services listed in the Policy) to the University of California the equivalent of the wages and benefits UC Employees receive for doing similar work.

Each contract for covered services has an appendix listing the UC wage and benefit parity rates for the work covered by the contract. Your employer can provide you with the appendix if it is not attached to this poster.

To submit a confidential report about
wage and benefit parity conditions to UC:

Call **855-WAGES-UC**

Or

go to <http://www.universityofcalifornia.edu/hotline/>

To Learn more about UC's Policy around Wage and Benefit Parity for Covered Services, go to:
<https://regents.universityofcalifornia.edu/governance/policies/5402.html>

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