



This information is provided as a quick reference guide for PAIRE managers, supervisors, and administrators. It summarizes the most significant requirements/responsibilities regarding PAIRE employment. Contact Human Resources at hr@paire.org or extension 60170 for more detailed information.

WOC APPOINTMENTS

PAIRE employees must have a VAPAHCS Without Compensation (WOC) appointment including, but not limited to:

- certification of adherence to federal ethics standards;
- current TB testing;
- background security clearance;
- fingerprinting;
- annual training;
- verification of education, licensure and/or certification;
- Scope of Practice and/or VetPro verification may be required

SALARY RATES

Discuss salary rates with PAIRE's Human Resources office prior to any salary discussions with potential or current employees.

EMPLOYMENT OFFERS

As an Affirmative Action employer, we will post job openings for 3 days and refer qualified candidates to hiring manager. Certain legal fees to process a work visa are charged to PI's account. No offers of employment may be made prior to contacting Human Resources.

OVERTIME PAY

As an employer in California, we are required to pay overtime to non-exempt employees at 1 ½ times the regular rate of pay for all hours worked over eight in any workday or over 40 in any workweek. (Federal standards require overtime payment *only* over 40 hours in a workweek.)

TIMESHEETS

Non-exempt employees' timesheets must reflect all hours worked and the appropriate account number. Additionally, if an employee works more than 5 hours in a workday they must take a 30 minute unpaid lunch break. Employees must be provided with the time and opportunity to take breaks and lunch. The supervisor's signature is a certification that the information provided is accurate.

Exempt employees should only complete a Leave Report form for days in which no work will be performed. The Leave Report must be signed by the supervisor or designee.

DELEGATION OF SIGNATURE AUTHORITY

PI's may designate others to sign on their account(s). Designees may sign for employment, accounting and/or financial matters. You may review, complete, and print the form at our website, www.paire.org. Once the form is completed, forward the signed document to PAIRE Human Resources (151P).

PERFORMANCE/CONDUCT

Communicate your concerns regarding employee conduct and/or performance to Human Resources office when they arise. We can offer advice and resources.

ANNUAL PERFORMANCE REVIEWS

These are required in February of each year for the previous calendar year. If applicable, associated pay adjustments become effective in April.

"AT WILL" EMPLOYMENT

All employment at PAIRE is "at will" and is terminable at any time by PAIRE or the employee with or without cause and with or without notice.

TERMINATION OF EMPLOYMENT

Even "at will" employers need to take proper steps in terminating employees to avoid legal action. It is essential that you communicate with the Human Resources office regarding any termination consideration.

FINAL CHECK

As a California employer, PAIRE must provide a final check to an employee on his/her last day of employment unless the employee has given less than 72 hours' notice.

RESIGNATION FROM PAIRE

Notify Human Resources as soon as an employee gives notice that s/he is terminating employment. If an employee is going to work at VAPAHCS, please contact HR to ensure a seamless transition.

MANAGER TRAINING

As a PAIRE supervisor, you must take 2 hours of mandatory Sexual Harassment Training per California law. TriNet, our employer group, provides the training. If you have already received this training via the VAPAHCS or SU, please send your most recent certification to PAIRE HR office. PAIRE also provides additional manager training. Contact hr@paire.org for further details.