

## Instructions and Acknowledgment Form

### “Time of Hire” Pamphlet

By State law, we are required to provide every new employee, either at the time of hire or by the end of the first pay period, written notice about workers’ compensation benefits. The University satisfies this requirement when the hiring department gives this pamphlet to their new employees when completing the other required employment paperwork.

Please note that it is NOT the responsibility of the hiring department to explain the contents of this pamphlet; only to give it to the new employee and document confirmation that the pamphlet was provided. Refer all questions to Disability Management Services at 643-7921.

1. Print “Time of Hire” pamphlet.
2. Give pamphlet to new employee.
3. Inform employee that, as a UC employee, they are covered by workers’ compensation benefits in the event of a work-related injury or illness.
4. Inform employee that the pamphlet provides general information about workers’ compensation.
5. Inform employee that if they have any questions regarding this pamphlet or its content to contact UCB’s Disability Management Services office at 643-7921.
6. Have employee complete and sign the bottom portion of this document.
7. Retain signed, original acknowledgement in employee’s departmental personnel file.

#### Acknowledgment of Receipt of “Time of Hire” Pamphlet

- I hereby acknowledge that I have received the pamphlet entitled “Time of Hire.”
- I have been instructed to contact Disability Management Services (643-7921) if I have any questions regarding this pamphlet or its content.

|                        |  |
|------------------------|--|
| Employee name (print)  |  |
| Employee ID number     |  |
| Date of hire           |  |
| Date received pamphlet |  |
| Employee signature     |  |

(Retain in employee’s personnel file)