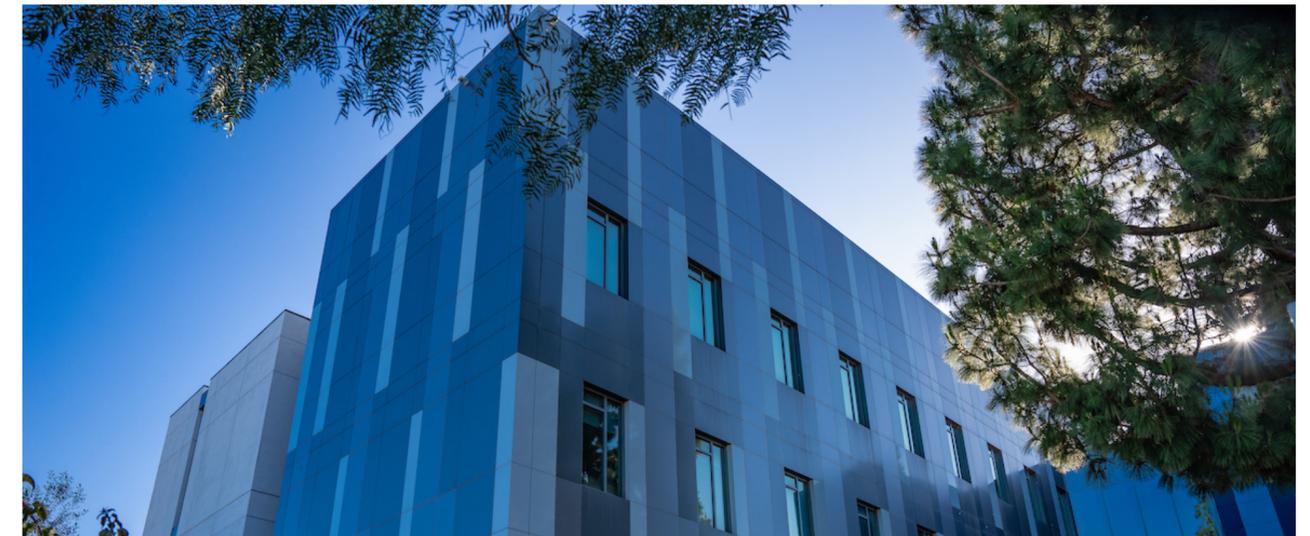


LABOR LAW AND TORO AUXILIARY PARTNERS RULE CHEAT SHEET - FY 25/26

**Please use this guide in conjunction with the Employee Handbook located [here](#)*

Toro Auxiliary Partners Contact Information:

Department	Responsible For	Contact Information
Human Resources	For Grant and Contracts, Fund 20 & 50 (Accounts beginning with 5 or 2)	Martha Rafael Sepulveda Human Resources Manager (310) 243-1070
Human Resources	All other TAP Accounts	Amanda Dodd Chief People & Operations Officer (310) 243-2373
Human Resources	All other TAP Accounts	Megan Rousseau Human Resources Generalist (310) 243-3101
Payroll Specialist	All TAP Employees	Darcy Estrada Payroll Specialist (310) 243-1070



Issue Type/Responsibility	Rule	Examples and Resources	TAP Contact Info
<p>Absences or Tardiness</p> <p>Supervisors are responsible for documenting attendance issues and in some cases providing disciplinary action for repeat occurrences. HR should be consulted when an employee has reached a third disciplinary write-up. Or the infraction is deemed worthy of immediate separation.</p> <p>Refer to Employee Handbook Page 55</p>	<ul style="list-style-type: none"> If an employee is unable to report to work or is expected to be late, he/she must notify the supervisor as far in advance as possible, so enough time is given to obtain replacement or reschedule department's work Employees must inform their supervisor of the reason and expected duration of any absence Verification of illness or appointments may be required if, in the opinion of the supervisor, absenteeism is excessive or questionable Where more than one day absence occurs, an employee is required to provide a daily status to their supervisor Planned absences must be arranged in advanced and approved by supervisor 	<ul style="list-style-type: none"> If your employee is absent for two days or more, they need to communicate with you daily about their status If your employee wants to take five days off three months from now, they must submit their request in the Paychex, and you must approve or deny in a timely manner. Paychex Training Resources Paychex Login 	<p>Martha Rafael Sepulveda Human Resources Manager (310) 243-1070</p> <p>Amanda Dodd Chief People & Operations Office (310) 243-2373</p> <p>Megan Rousseau Human Resources Generalist (310) 243-3101</p>

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<p>Lactation Accommodations</p> <p>Managers must allow reasonable break time to express milk in private, free from intrusion during lactation, and comfortable.</p> <p>Refer to Employee Handbook Page 12</p>	<ul style="list-style-type: none"> Toro Auxiliary Partners will provide any employee with a location and reasonable break time to express milk in private. If an employee requires a location and time to express milk, manager must allow for employee to take reasonable break. When possible, employees should give as much advance notice as possible to allow for proper arrangements to be made. 	<ul style="list-style-type: none"> If uncertain about the break requirement or available locations please contact Toro Auxiliary Partners Human Resources and we will respond and make appropriate arrangements for a location <p>Lactation Stations</p> <ol style="list-style-type: none"> University Library: 3rd floor, Room 2039. Reservation required Loker Student Union: Main floor (MAMAVA Lactation Pod). Reservation required Innovation & Instruction: 3rd floor, Room 3409 & 4th floor, Room 4418 Science & Innovation: 3rd floor, Room 383 Welch Hall: 3rd floor, Room 330, Department of Nursing 	<p>Martha Rafael Sepulveda Human Resources Manager (310) 243-1070</p> <p>Amanda Dodd Chief People & Operations Office (310) 243-2373</p> <p>Megan Rousseau Human Resources Generalist (310) 243-3101</p>

<p>Employee Leaves</p> <p>Supervisors must communicate leaves of absences to Toro Auxiliary Partners HR and submit a completed Separation/Leave Form within 24 hours of the notice of leave to ensure compliance with State and Federal guidelines pertaining to protected leaves.</p> <p>Refer to Employee Handbook Pages 37-45</p>	<ul style="list-style-type: none"> Only Full-Time employees are eligible; there are two types FMLA / CFRA (unpaid leaves that run concurrently) Bereavement Leave (may request up to 5 days paid leave) Personal leave is an unpaid, discretionary leave of absence approved on a case-by-case basis and requires Human Resources review and submission of a Request for Leave of Absence form. 	<ul style="list-style-type: none"> If your employee (hourly or exempt) is full-time, they're eligible to take time off in accordance with FMLA/CFRA and/or Bereavement Leave If your employee is part-time, they're not eligible for these benefits. Employees must notify HR if they plan to be off work for personal or medical related leave that is longer than three days to ensure protected leave entitlements are adhered to. FMLA / CFRA 	<p>Martha Rafael Sepulveda Human Resources Manager (310) 243-1070</p> <p>Amanda Dodd Chief People & Operations Office (310) 243-2373</p> <p>Megan Rousseau Human Resources Generalist (310) 243-3101</p>
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Issue Type/Responsibility	Rule	Examples and Resources	TAP Contact Info
<p>Meal and Rest Requirements</p> <p>*Applies only to non-exempt (hourly) employees. Supervisors are responsible for ensuring meals and breaks are taken in accordance with CA Wage and Hour Laws.</p> <p>Refer to Employee Handbook Pages 20-21</p>	<ul style="list-style-type: none"> Employees are authorized to and shall take one (1) ten (10) minute rest break for every four (4) hours worked. This rest break should be taken during the middle of the work period as the work day permits. Employees do not clock out during this break All non-exempt employees must take at least a thirty (30) minute unpaid lunch period when they work more than five (5) hours per day before the end of the 5th hour of their shift. Employees clock out during this break If total work period per day does not exceed more than 6 hours, the meal break may be waived by employee BUT the employee must have a meal waiver form on file before doing so If working more than 6 hours, an employee is required to take a meal break, no exceptions <i>If you plan on having an employee travel, please contact HR to schedule breaks in advance of the trip</i> 	<ul style="list-style-type: none"> If your hourly employee works for 4 hours, they must take one (1) breaks that last for ten (10) minutes If your hourly employee works for 8 hours, they must take two (2) breaks that last for ten (10) minutes If your hourly employee works for at least five (5) hours, they need to take a lunch break for at least thirty (30) minutes, unless they opt out of the lunch break requirement if they work less than six (6) hours but they must sign a meal waiver before doing so If your hourly employee works more than six (6) hours that are spread out over the course of the day (i.e. 8 – 10AM and then 4 –9PM), they have exceeded the 6 hour threshold and must be provided the appropriate break(s) California Rest Breaks 	<p>Martha Rafael Sepulveda Human Resources Manager (310) 243-1070</p> <p>Amanda Dodd Chief People & Operations Office (310) 243-2373</p> <p>Megan Rousseau Human Resources Generalist (310) 243-3101</p>

<p>Minimum Wage</p>	<ul style="list-style-type: none"> Effective January 1, 2026, minimum wage increases to \$16.90/hour for hourly employees Effective January 1, 2026, the minimum salary exempt wage will increase to \$70,304.00 	<ul style="list-style-type: none"> California Minimum Wage 	<p>Martha Rafael Sepulveda Human Resources Manager (310) 243-1070</p> <p>Amanda Dodd Chief People & Operations Office (310) 243-2373</p> <p>Megan Rousseau Human Resources Generalist (310) 243-3101</p>
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<p>Overtime Rules</p> <p>*Applies only to non-exempt (hourly) employees</p>	<ul style="list-style-type: none"> Hours worked in excess of eight (8) in a workday will be paid at the rate of 1.5X the regular pay rate. Any hours worked over 40 in the week are paid as overtime Hours worked in excess of twelve (12) in a workday will be paid at a rate of 2 times the regular pay rate. 	<ul style="list-style-type: none"> If your hourly employee works 10 hours in a day, they will get paid for 8 regular hours and 2 hours at 1.5X their hourly rate 	<p>Martha Rafael Sepulveda Human Resources Manager (310) 243-1070</p>
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Issue Type/Responsibility	Rule	Examples and Resources	TAP Contact Info
<p>Supervisors may not omit overtime hours or adjust employee timecards in a manner that eliminates overtime worked.</p> <p>Refer to Employee Handbook Page 21</p>	<ul style="list-style-type: none"> If your hourly employee works seven days in a row during a workweek, regardless of the number of hours worked in each day, overtime pay is due for the seventh workday 	<ul style="list-style-type: none"> If your hourly employee works 10 hours in a day, they will get paid for 8 regular hours and 2 hours at 1.5X their hourly rate If your hourly employee works 14 hours in a day, they will get paid for 8 regular hours, 4 hours at 1.5X their hourly rate, and 2 hours at 2X their rate If your hourly employee works 3 hours per day for 6 days in a row, then works 10 hours on the 7th day, the employee is paid for 18 regular hours, 8 hours at 1.5X their hourly rate and 2 hours at 2X their hourly rate California Overtime 	<p>Amanda Dodd Chief People & Operations Officer (310) 243-2373</p> <p>Megan Rousseau Human Resources Generalist (310) 243-3101</p>
<p>Regular Employee Statuses</p> <p>Supervisor must be fully aware of the employment statuses of their direct reports to ensure that employees are not exceeding the maximum hours per week. Failure to do so will impact employee benefit eligible rules.</p> <p>Refer to Employee Handbook Pages 15-16</p>	<ul style="list-style-type: none"> Generally, part-time employees may work no more than 25 hours per week Full time, Partially-benefited employees may work no more than 39 hours per week Full time, Fully-benefited employees may work 40 or more hours per week 	<ul style="list-style-type: none"> Emergency hires are temporary appointments not to exceed six months, are not guaranteed minimum hours, and must either complete the formal recruitment process or be separated at the end of the six-month period. 	<p>Martha Rafael Sepulveda Human Resources Manager (310) 243-1070</p> <p>Amanda Dodd Chief People & Operations Officer (310) 243-2373</p> <p>Megan Rousseau Human Resources Generalist (310) 243-3101</p>
<p>Exempt vs. Non-Exempt Employees</p> <p>Refer to Employee Handbook Page 17</p>	<ul style="list-style-type: none"> Generally non-exempt employees (hourly) are scheduled to work no more than 8 hours per day, 5 days a week. Any hours worked over 8 in a day is considered overtime. Non-exempt employees are only paid for the hours worked each pay period. Exempt employees (as classified by FLSA test) work at minimum 40 hours per week and are not eligible for overtime. Additionally, Exempt employees are not required to make up time should they not work a full 8 hours in a day. Exempt employees may only be deducted for full days of missed work. 	<ul style="list-style-type: none"> Exempt and non-exempt classifications are determined solely by TAP HR using FLSA exemption tests. Managers must consult TAP HR before making changes to job duties, schedules, or pay that may impact classification. 	<p>Martha Rafael Sepulveda Human Resources Manager (310) 243-1070</p> <p>Amanda Dodd Chief People & Operations Officer (310) 243-2373</p> <p>Megan Rousseau Human Resources Generalist (310) 243-3101</p>

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<p>Vacation and Sick Time Request</p> <p>Refer to Employee Handbook Pages 29-31</p>	<ul style="list-style-type: none"> • Vacation and sick request must be made in Paychex and approved or denied by managers in a timely manner. • Non-exempt employees may request vacation and sick in any increments to account for the hours off from work. • Exempt employees may only request vacation and sick in increments of 8. 		<p>Martha Rafael Sepulveda Human Resources Manager (310) 243-1070</p> <p>Amanda Dodd Chief People & Operations Officer (310) 243-2373</p> <p>Megan Rousseau Human Resources Generalist (310) 243-3101</p>
<p>Student Employees</p> <p>Refer to Employee Handbook Page 16</p>	<ul style="list-style-type: none"> • While school is in session, student employees may work a maximum of 20 hours per week • When school is not in session student employees may not exceed more than 40 hours per week • If student employee has more than one (1) job, the 20-hour rule applies to total hours worked in combination with other jobs in the Toro Auxiliary Partners • New student hires must not begin working until orientation and onboarding are fully completed and the employee is officially cleared from TAP HR. 	<ul style="list-style-type: none"> • Chancellor's Office Guidelines 	<p>Martha Rafael Sepulveda Human Resources Manager (310) 243-1070</p> <p>Amanda Dodd Chief People & Operations Officer (310) 243-2373</p> <p>Megan Rousseau Human Resources Generalist (310) 243-3101</p>
<p>Timekeeping</p> <p>Supervisor must approve employee's time, whether exempt or hourly, each pay period.</p> <p>Refer to Employee Handbook pages 21 - 22</p> <p>Holiday Pay</p>	<ul style="list-style-type: none"> • It is the responsibility of managers/supervisors to review in Paychex all employee timecards, make necessary corrections, approve timecards for payroll and reinforce the timekeeping policy to ensure compliance with CA Wage and Hour Laws • If your hourly employee cannot access Paychex, they must track their time manually, then have their supervisor add to Paychex after the fact as part of the approval process • Employees are not permitted to work on a holiday without prior supervisor approval. Approved holiday work must be submitted to Payroll in advance to ensure accurate pay processing. 	<ul style="list-style-type: none"> • Paychex Training Resources • Paychex Login • Example) The campus is closed on the day after Thanksgiving; however, this day is not a paid holiday. Employees who do not work will not receive holiday pay unless they use approved paid time off. Employees required to work must receive prior supervisor approval and ensure time is submitted in advance to Payroll. 	<p>Darcy Estrada Payroll Specialist (310) 243-1070</p>

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<p>*Applies only to Full Time Regular Benefited and MSP Employees</p> <p>Refer to Employee Handbook pages 25 and 29</p>	<ul style="list-style-type: none"> Submitted to Payroll in advance to ensure accurate pay processing. 		
<p>Travel</p> <p>Refer to Employee Handbook Page 35</p>	<p>Written approval from the supervisor of the employee is required in order to travel on Toro Auxiliary Partners business.</p>	<ul style="list-style-type: none"> If you want or expect your employee to travel as part of their role, forms provided by the Toro Auxiliary Partners and in accordance with Toro Auxiliary Partners Travel Policy must be followed Travel Policy 	<p>Martha Rafael Sepulveda Human Resources Manager (310) 243-1070</p> <p>Amanda Dodd Chief People & Operations Officer (310) 243-2373</p> <p>Megan Rousseau Human Resources Generalist (310) 243-3101</p>
<p>Telecommuting</p>	<ul style="list-style-type: none"> Employees must have an approved telecommuting schedule on file, submitted in advance and approved by their supervisor. As expressed in the Telecommuting Agreement, employees are not paid for their travel time to and from the campus from home. Non-exempt hourly employees may only clock in and out of the Paychex system when they arrive at the work site, whether that be on campus or the home office site. Employees traveling to work to attend meetings are not entitled to reimbursement for travel mileage. 	<ul style="list-style-type: none"> Telecommuting Policy Telecommuting Agreement 	<p>Martha Rafael Sepulveda Human Resources Manager (310) 243-1070</p> <p>Amanda Dodd Chief People & Operations Officer (310) 243-2373</p> <p>Megan Rousseau Human Resources Generalist (310) 243-3101</p>

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<p>Job Abandonment</p> <p>Supervisors are responsible for monitoring attendance and notifying TAP HR when an employee fails to report to work as scheduled.</p> <p>Refer to Employee Handbook Page 46</p>	<ul style="list-style-type: none"> Failure to report to work for three (3) consecutive scheduled workdays without notice constitutes job abandonment. Job abandonment is considered a voluntary resignation, unless the employee provides an acceptable explanation. Supervisors must notify Toro Auxiliary Partners Human Resources immediately when job abandonment is suspected. 	<ul style="list-style-type: none"> If an employee does not report to work for three scheduled days and does not communicate with their supervisor, contact HR immediately. 	<p>Martha Rafael Sepulveda Human Resources Manager (310) 243-1070</p> <p>Amanda Dodd Chief People & Operations Officer (310) 243-2373</p> <p>Megan Rousseau Human Resources Generalist (310) 243-3101</p>
<p>Separations</p> <p>Supervisors are responsible for coordinating employee separations with Human Resources to ensure compliance with policy and labor laws.</p> <p>Refer to Employee Handbook Page 46</p>	<ul style="list-style-type: none"> Employment separations may be voluntary (e.g., resignation, retirement) or involuntary (e.g., discharge, layoff, end of assignment). Supervisors must consult with TAP HR before initiating any involuntary separation. No supervisor or manager may terminate, discharge, or lay off an employee without TAP HR review and required approvals. 	<ul style="list-style-type: none"> If an employee submits a resignation, notify TAP HR immediately and submit the required Separation/Leave Form If a temporary assignment is completed, the supervisor must submit separation paperwork to HR promptly. If performance or conduct may lead to termination, HR must be consulted before any action is taken. Termination Policy 	<p>Martha Rafael Sepulveda Human Resources Manager (310) 243-1070</p> <p>Amanda Dodd Chief People & Operations Officer (310) 243-2373</p> <p>Megan Rousseau Human Resources Generalist (310) 243-3101</p>
<p>Labor Expenditures</p> <p>Supervisors are responsible for ensuring sufficient funding is available to support employee compensation for the full duration of employment.</p>	<ul style="list-style-type: none"> Supervisors must ensure the account used to pay an employee has sufficient funds and is active for the duration of the appointment. Employees may not be hired, continued, or charged to an account that is insufficiently funded. Any change to an employee's funding source must be approved and communicated in advance and processed in accordance with Toro Auxiliary Partners procedures. 	<ul style="list-style-type: none"> Before hiring, confirm the funding source has enough funds to cover the employee's wages for the expected length of employment. If funding is ending or reduced, notify HR immediately to determine next steps (e.g., funding change, end of assignment, or separation). 	<p>Martha Rafael Sepulveda Human Resources Manager (310) 243-1070</p> <p>Amanda Dodd Chief People & Operations Officer (310) 243-2373</p>

Issue Type/Responsibility	Rule	Examples and Resources	TAP Contact Info
		<ul style="list-style-type: none"> Hiring or continuing employment without confirmed funding may result in corrective action and reassignment of costs. 	<p>Megan Rousseau Human Resources Generalist (310) 243-3101</p>

<p>Training and Compliance</p>	<ul style="list-style-type: none"> TAP HR assigns required trainings in Vector Solutions and CSU Learn, and managers must monitor and ensure timely employee completion. 	<ul style="list-style-type: none"> Assigned trainings must be completed within 2 weeks of employment. 	<p>Martha Rafael Sepulveda Human Resources Manager (310) 243-1070</p> <p>Amanda Dodd Chief People & Operations Officer (310) 243-2373</p> <p>Megan Rousseau Human Resources Generalist (310) 243-3101</p>
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