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**University Glen Corporation (UGC) and Associated Students, Inc. (ASI)  
Contract for Personnel Services**

**Purpose:**

The purpose of the Contract for Personnel Services is to record the agreement between UGC and ASI.

**Background:**

UGC and ASI are nonprofit 501(c)(3) public benefit corporations that are recognized auxiliary organizations of California State University ("CSU") in good standing with the CSU Chancellor's Office and that exist to further the educational purposes of the University.

UGC has the responsibility to provide employment and payroll services to all auxiliary employees on campus regardless of work assignment. The three recognized auxiliaries on campus include UGC, ASI and Foundation.

**Accountability:**

- Associate Vice President for Administrative Services (CI)
- Senior Director (UGC)
- ASI Executive Director (ASI)
- Vice President for Student Affairs (CI)
- Vice President for Business and Financial Affairs (CI)

**Applicability:**

The Contract for Personnel Services is in effect for the time period July 1, 2014 to June 30, 2019 and will be reviewed and renewed at five year intervals. During the term of the agreement, this Contract for Personnel Services may be reviewed and amended if changes present themselves. Without changes this Contract for Personnel Services will renew automatically for a new five year term.

**Procedures:**

Auxiliary organizations shall reimburse costs associated with providing employment and payroll services. The following describes associated costs, and how they are incurred.

1. Employer of Record: UGC shall be the employer of record for all purposes for all UGC employees performing services for ASI. UGC and ASI agree that ASI is not and shall not be considered a joint employer of UGC employees performing services for ASI.
2. Statement of Work:
  - a. UGC, under this agreement, will provide payroll processing and employment services for ASI and shall include the following:

- i. UGC will provide payroll processing services which will include processing of payroll checks, payment of payroll taxes, and other payroll wage and tax reporting.
    - ii. Paychecks, gross pay, and payroll tax withholding will be reported under the UGC employer tax ID.
    - iii. UGC will provide ASI personnel employee benefits and benefits administration services to include enrollment, accounting, invoice processing and reporting.
    - iv. UGC will provide ASI with employment related services which will include recruiting, administering new hire offers, employee relations, Human Resources related training, workers' compensation, leave of absence administration, employment policy enforcement, and time off tracking and support (sick, holiday, vacation pay).
    - v. A separate project account will be established within the payroll provider to record all ASI payroll and leave accruals.
    - vi. UGC will provide ASI with claims management related services which will include workers compensation and unemployment claims against ASI with associated costs charged back to ASI.
  - b. UGC will not provide supervisory or other staff management services as those will remain the responsibility of ASI.
  - c. ASI shall be responsible for recommending personnel decisions (including selection, management, promotion, assignment, reassignment, compensation, supervision and discipline) of ASI employees, in accordance with UGC personnel policies and procedures.
  - d. UGC will not provide accounting services other than the services mentioned above related to payroll processing, benefits administration and employment services.
  - e. Any change to the employee benefit program is the responsibility of the UGC Board of Directors.
    - i. Prior to being submitted to the UGC Board of Directors for approval, UGC shall present, as an information item, the intended changes and financial impact to ASI.
  - f. ASI will enter all payroll data in order for UGC to maintain the payroll calendar.
  - g. ASI employees are subject to the University Glen Corporation Employee Handbook and UGC Human Resources policies and procedures and, when none exists, the appropriate guidance from the CI policy is followed under the guidance of UGC.
3. Payment for services:
- a. ASI will reimburse to UGC on a monthly basis the actual costs and fees associated with providing payroll and benefits and the processing of these services. Examples include, and are not limited to: wages, payroll taxes, cost of benefits, etc.
  - b. ASI will reimburse to UGC on a monthly basis an allocated cost of providing employment services, and the administrative costs for payroll and benefit processing services. This shall be calculated on an annual basis and is a percentage of total costs to total employees.

**Other Terms and Conditions:**

- 4. Independent Contractor Status: The parties understand and agree that in the performance of this Contract for Personnel Services, UGC is an independent contractor and is not an employee, agent, or officer of ASI.
- 5. Independent Legal Entities: The parties understand and agree they are independent legal entities for all purposes, and neither UGC nor ASI is the agent or representative of the other.

