UC POLICIES AND PROCEDURES
WHAT ARE THE BASICS?

WHAT IS THE NAME OF MY DEPARTMENT

WHO IS MY SUPERVISOR/DEPARTMENT HEAD?

WHAT IS MY JOB TITLE/TYPE OF POSITION?

WHAT POLICIES AND PROCEDURES DO I NEED TO KNOW?

WHAT ARE THE REQUIRED TRAININGS I NEED TO COMPLETE?
<table>
<thead>
<tr>
<th>EMPLOYEE NAME:</th>
<th>TITLE CODE:</th>
<th>WORKING TITLE:</th>
<th>EFFECTIVE DATE:</th>
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<td>SUPERVISOR'S PAYROLL TITLE:</td>
<td>NAME OF DEPARTMENT HEAD:</td>
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<td>NAME OF DEPARTMENT HEAD:</td>
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<tr>
<td>OBI WAN KENOBI</td>
<td>HEAD JEDI</td>
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</table>
WHAT POLICIES APPLY TO YOUR POSITION?

Policy Covered Staff

PERSONNEL POLICIES FOR STAFF MEMBERS (PPSM)

What's covered?

- Salary
- Hours of Work
- Overtime
- Vacation
- Sick Leave
- Leaves of Absence
- Probationary Period

Represented Staff

UNION CONTRACT

What's covered?

- Salary
- Hours of Work
- Overtime
- Vacation
- Sick Leave
- Leaves of Absence
- Probationary Period
WELCOME TO POLICIES & GUIDELINES

University of California staff employees in non-represented titles are covered by both Systemwide Personnel Policies for Staff Members (PPSM) and the campus’ implementing procedures known as Local PPSM. In combination, these policies and procedures are designed to inform non-represented employees about the expectations and entitlements of the University with regard to their employment.

Represented employees are covered by collective bargaining agreements and not PPSM.

- Personnel Policies for Staff Members (PPSM)
- Local Personnel Policies for Staff Members (Local PPSM)
As public sector employees, University of California staff are considered to be employed by statute. The provisions contained here and in implementing policies and procedures at university locations are designed to inform employees about the expectations and entitlements of the university with regard to their employment.
CURRENT EMPLOYEES

WELCOME

As a UCSB employee, we encourage you to use these resources to find all
The University of California takes pride in its ongoing commitment to working effectively with its labor unions. Currently, UC negotiates with 14 different unions about the employment terms of more than 79,000 of its employees. The university is proud of its many accomplishments in this area, and in its ability to continually provide some of the most attractive employment rewards and opportunities available to the more than 199,000 faculty and staff that make UC their employer of choice.
UNIONS AKA COLLECTIVE BARGAINING UNITS

CX: Clerical Unit (Teamsters)
SX: Service Unit (AFSCME)
TX: Technical Unit (UPTE)
RX: Research Support Professionals Unit (UPTE)
K8: Skilled Crafts Unit (SETC)
BX: Academic Student Employees (UAW)
PX: Postdoctoral Scholars (UAW)

PA: Police Officers Unit (FUPOA)
NX: Nurses Unit (CAN)
EX: Patient Care Technical Unit (AFSCME)
HX: Health Care Professionals Unit (UPTE)
IX: Non-Senate Instructional Unit (AFT)
LX: Librarian Unit ((AFT)
DX: Physicians, Dentists & Podiatrists (UAPD)
# Bargaining Units & Contracts

## Systemwide Units

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<td>Clerical &amp; Allied Services — CX</td>
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<td>Teamsters Local 2010</td>
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<td>Health Care Professionals — HX</td>
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<td>University Professional and Technical Employees (UPTE)</td>
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<tr>
<td>Professional Librarians — LX</td>
<td>LX</td>
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<tr>
<td>American Federation of Teachers (AFT)</td>
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</tbody>
</table>
Current Contract

Contract for the Technical Unit (TX) between the University of California and the University Professional and Technical Employees (UPTE)

December 20, 2013 – September 30, 2017

Complete Contract [PDF]

Article 1 - Access [PDF]

Article 2 - Agreement [PDF]

Article 3 - Arbitration [PDF]

Article 4 - University Benefits [PDF]

Article 5 - Campus/Laboratory Closure [PDF]

Article 6 - Compensation [PDF]

Article 7 - Corrective Action/Discipline and Dismissal [PDF]
FACULTY: WHAT POLICIES APPLY TO YOU?

**Academic Personnel Manual**
The Academic Personnel Manual (APM) contains policies and procedures pertaining to the employment relationship between an academic appointee and the University of California.

**Red Binder**
The Red Binder is the policies and procedures manual for academic employment at UCSB.

- Appointment & Promotion
- Recruitment
- Benefits & Privileges
- Salary
- Leaves & Additional Compensation
- Access & Conduct
Resources for Academic Employees

- **Forms**
- **Awards**
- **Other Funding Opportunities**
  Links to other campus organizations that provide funding opportunities, or information about external funding options for faculty and other academic employees.
- **UCSB Faculty Handbook**
  The handbook provides useful information about the UCSB campus and academic life, particularly for incoming faculty or new recruits.
- **UCOP Faculty Handbook**
  The handbook is produced by the Office of the President and provides summary information and serves as a guide to where official policies and more detailed information can be found regarding the University of California.
Welcome to UCSB Policy Website, a central source for UCSB policy, information stewardship, delegations of authority, and conflict of Interest.

**Policies**  UCSB and UC policies, manuals & resources, policy updates, UCSB policy review process, and information on the use of the University's name and logos.

**Information Stewardship**  UC records retention schedules and information on: UCSB records management, data security, privacy protection, information requests, public record requests, and subpoenas.

**Delegations of Authority**  UCSB and UC delegations of authority.

**Conflict of Interest**  UC Systemwide and UCSB conflict of interest policies and information relating to Forms 700 & 802 filings.
Members of the University of California community are committed to the highest ethical standards in furtherance of our mission of teaching, research and public service. We recognize that we hold the University in trust for the people of the State of California. Our policies, procedures, and standards provide guidance for application of the ethical values stated below in our daily life and work as members of this community.
WHISTLEBLOWER POLICY

The University has a responsibility to conduct its affairs ethically and in compliance with the law. If you suspect that the University or a particular UC employee is engaged in improper governmental activities, you should know that UC has policies that can show you how to "blow the whistle" and can protect you from retaliation if the need arises.

UC Whistleblower Hotline
800.403.4744
POLICIES GOVERNING WORKPLACE CONDUCT

UC

Presidential Guidance on Abusive Conduct & Bullying
UC Policy on Electronic Communications
UC Whistleblower Protection Policy

UCSB

Sustaining Community and Preventing Violence
Interim Electronic Comm Implementing Guidelines
Implementing Procedures for Whistleblower Protection Policy
Sexual Harassment & Sexual Violence Policy

The University of California is committed to creating and maintaining a community dedicated to the advancement, application and transmission of knowledge and creative endeavors through academic excellence.

Non-Discrimination & Affirmative Action Policy

The University of California prohibits discrimination against or harassment of any person employed by or seeking employment with the University.
UCSB IS A SAFE ZONE!

Drug Free Workplace (UC Policy on Substance Abuse)

UC Smoke-Free and Tobacco-Free Policy

Sustaining Community and Preventing Violence

Threat Management Team
CYBER SECURITY AT UCSB
YOU ARE THE TARGET!
(OF THE BAD GUYS)

- Data and computers belong to the university, but...
- You control the data that hackers want
- It’s easier to hack you than your computer
YOU HOLD THE KEYS

- Your UCSB NetID and Password are your keys
- Use strong passwords
- Do not share!
- Don’t use the same password for more than one site
- Be careful when clicking links
- Don’t open email attachments
- If in doubt ask the sender
RESOURCES

- http://security.ucsb.edu
- Cyber security training
- Your IT support staff
- Sam Horowitz, CISO
Training is assigned via the UC Learning Center.
OTHER REQUIRED TRAINING AT UC
TRAINING & DEVELOPMENT

Welcome

UC Learning Center

lynda.com

Certificate Series

Training by Subject

HR Training

Training by Employee

UCSB Learning Center

Employees

UCSB employees in the Payroll/Personnel System (PPS) only (including undergraduate and graduate student workers).

Go to Employee Log On
EMPLOYEE ONLY LOG ON

The Learning Center Log On below is for use by UCSB employees* only (including undergraduate and graduate student workers).

* Employees are in the Payroll/Personnel System (PPS).

Non-employees, such as students, volunteers, visiting scholars, etc., should use the Non-Employee Log On page.

Learning Center Log On

Please enter your UCSBnetID and password.

UCSBnetID:

Password:

Log On
UCSB LEARNING CENTER
UC ETHICAL VALUES AND CONDUCT (FOR ALL)

General Compliance Briefing is required for all employees who do not have to take COIR.

Conflict of Interest for Researchers Briefing (COIR) is required for all University extramurally funded researchers.

Conflict of Interest for Designated Officials is required for those employees whose positions are listed in the University's Conflict of Interest Code and are required to file Statements of Economic Interest, Form 700.

Training is currently under revision; will be assigned via the UC Learning Center.
Training is assigned online via the UC Learning Center, or employees may enroll in instructor-led classes or attend Life Theatre, as available, via the UC Learning Center.
SAFETY TRAINING — INJURY & ILLNESS PREVENTION TRAINING (FOR ALL)

Safety Rights, Responsibilities and Resources for **Non-Supervisors**
Safety Rights, Responsibilities and Resources for **Office Supervisors**
Safety Rights, Responsibilities and Resources for **Physical Trades Supervisors**

*Training is available online via the UC Learning Center.*
REQUIRED TRAINING FOR SPECIFIC TYPES OF JOBS

Privacy and Security Training – HIPAA

California Child Abuse and Neglect Reporting Act training

Clery Act for Campus Security Authorities
OTHER SAFETY TRAINING
(IF REQUIRED FOR YOUR JOB)

<table>
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<tr>
<th>Category</th>
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<tr>
<td>Biological Safety</td>
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<td>Lab Safety &amp; Chemical Hygiene</td>
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THANK YOU

Time for a Break!