

College of Biological Sciences, Dean's Office
Employee Information & Guidelines

Table of Contents

1. DEAN'S OFFICE HOURS
2. EMPLOYEE WORKING HOURS
3. OVERTIME/WORKING AFTER-HOURS
4. VISITORS
5. KEYS/FACILITIES
6. FIRE ALARM
7. ERGONOMICS/WORK INJURIES
8. BENEFITS REPRESENTATIVE
9. COMMENCEMENT
10. LEAVES OF ABSENCE
11. COMPUTER SUPPORT
12. SAFETY
13. VACATION LEAVE
14. SICK LEAVE
15. ONLINE TIMESHEETS
16. PURCHASING
17. TRAVEL AND ENTERTAINMENT
18. UCD CORPORATE CARD
19. AT YOUR SERVICE ONLINE

1. Dean's Office Hours

- The Dean's Office is open Monday – Friday, 8:00 AM to noon and from 1:00 PM to 5:00 PM. The office is closed during the lunch hour. When entering or exiting the office when it is closed, please use the fire/glass doors rather than the main entrance.

2. Employee Working Hours

- **Normal working hours are Monday – Friday, 8:00 AM – 5:00 PM with a one hour lunch break.** Alternate work schedules require prior approval by your supervisor, must be documented and filed with Rosie J. Wright. Alternate work schedules should also be posted on your door. **If you are more than 15 minutes late, please contact your supervisor and/or the Reception Desk (752-6764) by telephone.**

3. Overtime/Working After-Hours

- All overtime must be requested in advance and approved in writing by your supervisor. The Dean's Office must be kept secure after-hours. Please be sure if you are working after-hours that the fire doors are securely shut and the glass doors are locked.

College of Biological Sciences, Dean's Office
Employee Information & Guidelines

4. Visitors

- All non-UC Davis visitors must stop by the front desk in the main reception area (Room 202). They will be directed to the appropriate offices.

5. Keys/Facilities

- Your office keys will also open the fire doors and glass doors in the main hallway, the conference room (Room 223), and the file room (Room 300). As a side note, your office key will also open any of the divisional conference rooms in the building – they are Rooms 1022, 2002, and 3002. Please see Nai Saeteurn for the dispersion of keys.
- For Facilities issues (such as a room is too hot or too cold), please see Carrie Matthews. If she is not available, please contact Nai Saeteurn.

6. Fire Alarm

- The Life Sciences building has a very loud fire alarm designed to be so annoying that you will vacate the building immediately. In the case of a fire alarm, please exit the building through the east fire doors (if possible) and proceed to the lawn area across the street on the corner of Hutchison and Bioletti Way, near parking lot 41. Rosie J. Wright is our department safety coordinator and Donna Olsson is the back-up coordinator.

7. Ergonomics/Work Injuries

- Rosie J. Wright is responsible for performing an ergonomics review of your station. If she needs more help, she will request a full review from EH&S. If you are injured on the job please notify your supervisor immediately. You will be asked to fill out a Workmen's Compensation Insurance form and to see a doctor. Even if you do not need to see a doctor please be sure your supervisor is aware of any injuries.

8. Benefits Representative

- The benefits representative for the Dean's Office is Rosie J. Wright.

9. Commencement

- The Dean's Office is responsible for the CBS Commencement ceremony each June. The Dean's Office works this event along with volunteers from other departments. The Dean's Office also has a commencement in December, and will request volunteers as needed.

College of Biological Sciences, Dean's Office
Employee Information & Guidelines

10. Leaves of Absence

- There may be times during your career at UC when you need to take a leave of absence. There are a number of types of approved leaves of absence: Family and Medical Leave (FMLA), Leave without Pay, Military Leave, and Paid Leave.
- Talk to your supervisor to request a leave of absence.
- Leave of absence information is located on the At Your Service website http://atyourservice.ucop.edu/employees/benefits_changes/leaves_of_absence.html
- The contact person for FMLA is Sally Divecchia.

11. Computer Support

- All requests for computer support should be sent to CBS-help@ad3.ucdavis.edu or you may call the Help Desk at 752-3076
- All Dean's Office staff must sign and adhere to our Network Policy located at: <http://biosci3.ucdavis.edu/NetworkPolicy/>
- All Dean's Office staff must comply with the computer use policy statement found at: <http://computing.biosci.ucdavis.edu/policy/computingpolicy.pdf>

12. Safety

- The Department Safety Coordinator is Rosie J. Wright and the back-up is Donna Olsson, here are some useful links in regards to safety, workplace violence, emergency management and campus security.
- **Safety Services**
<http://safetyservices.ucdavis.edu/>
- **Workplace Violence Information and Resources**
UCD is committed to an environment that is free from workplace violence. UCD will not tolerate workplace violence by any member of the UCD community or visitor. Academics, staff, administrators, or students who violate this policy may be disciplined as described in the applicable policy or contract, up to and including dismissal.

Violence Prevention Brochure: Maintaining A Safe Workplace

<http://www.hr.ucdavis.edu/supervisor/Er/Violence/Brochure>

College of Biological Sciences, Dean's Office Employee Information & Guidelines

Emergency Management and Campus Security

Policy & Procedure 390-30

Chapter 390, Section 30, Violence, Threats, and Disruption in the Workplace

<http://manuals.ucdavis.edu/ppm/390/390-30.htm>)

13. Vacation Leave

- All requests for vacation should be submitted in writing to your supervisor preferably 14 days in advance or as soon as possible.

14. Sick Leave

- If you are sick, please contact your supervisor or the front desk (752-6764), by telephone as soon as possible for any unplanned illnesses. All requests for sick leave (doctor's appointments, etc.) should be done via email, as soon as the appointment is known.

15. Online Timesheets

- The Dean's Office uses the Online Timesheet system and the Business Office is responsible for training all new employees on the system. If you need assistance with the system, please contact Nu Vang or Rosie J. Wright.

16. Purchasing

- All requests for any supplies or service (off-campus vendors and on-campus service units) must be done in advance prior to purchasing. All employees must request approval through the Pre-Purchasing System. If you have any questions regarding purchasing supplies or services, please contact the Business Office.
- Unauthorized purchases are transactions entered into without proper approvals through the University's financial system and purchasing process.
- The University is not required to fully reimburse employees who make unauthorized purchases if it is determined that the university could have negotiated a better price or purchased from an existing contract.
- Unauthorized purchases raise administrative costs to the University including the costs of processing invoices and checks, personnel time, and any travel involved to make such a purchase. Many times these costs offset any savings in the unauthorized purchase price.

College of Biological Sciences, Dean's Office
Employee Information & Guidelines

17. Travel and Entertainment

- MyTravel is the employee reimbursement and corporate card payment system for travel and entertainment related transactions at UC Davis.
- To login to MyTravel go to: <http://mytravel.ucdavis.edu>
- The Business Office can assist you with setting up delegates to prepare reports on your behalf. When the report has been completed, you will receive an e-mail from the system indicating that you have a report to submit. When your report has been completed, you will login to MyTravel and submit the report and it will electronically route for approvals.

18. UCD Corporate Card

- If you have a development or event related position, please contact Rosie J. Wright for policies regarding the UCD Corporate Card.

19. At Your Service Online (<http://atyourservice.ucop.edu/>)

- Update your home address and phone number
- Change Tax Withholdings
- View Statement of Earnings
- View or print duplicates of W-2 forms
- View your current benefits and enrollments
- View and change your beneficiaries for the following:
 - UCRP
 - CAP
 - Basic or Core Life
 - Supplemental Life
 - AD&D
 - Business Travel

The UC Retirement Savings Program (403(b), 457(b), and Defined Contribution) beneficiary designations are records kept by Fidelity Retirement Services. You can view and update your beneficiary designations at <https://netbenefits.fidelity.com> or contact Fidelity Retirement Services at 1-866-682-7787.