

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. BIOLOGY ACADEMIC SUCCESS CENTER INFORMATION
6. KEYS/FACILITIES
7. FIRE ALARMS – LIFE SCIENCES & SCIENCES LAB
8. ERGONOMICS/WORK INJURIES
9. BENEFITS REPRESENTATIVE
10. COMMENCEMENT
11. LEAVES OF ABSENCE
12. COMPUTER SUPPORT
13. SAFETY
14. VACATION LEAVE
15. SICK LEAVE
16. ONLINE TIMESHEETS
17. PURCHASING
18. TRAVEL AND ENTERTAINMENT
19. US BANK TRAVEL AND ENTERTAINMENT CARD
20. AT YOUR SERVICE ONLINE
21. FOOD FROM EVENTS
22. CONTACT LIST

**1. Dean's Office Hours**

- The Dean's Office is open Monday – Friday, 9:00 AM to noon and from 1:00 PM to 4:30 PM. The office is closed during the lunch hour (12 – 1). 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. Please post your working hours on your door. Alternate work schedules require prior approval by your supervisor and must be documented. If your alternate work schedule is approved, please complete the appropriate form and forward to Rosie J. Wright. **If you are more than 15 minutes late, please e-mail your supervisor and cc: your supervisor's back-up or you may call your supervisor.**

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

### 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.

### 4. Dean's Office 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. Biology Academic Success Center (BASC) Information

- The Biology Academic Success Center is located in the Sciences Lab Building, Room # 1023.
- The Biology Academic Success Center hours are:  
Monday – Thursday (9-12) and (1-5)  
Friday (10 – 12) and (1-3)  
The office is closed during the lunch hour (12 – 1)

### 6. 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). Your office key will also open any of the divisional conference rooms in the building – they are Rooms 1022, 2002, and 3002. Please contact Karla Colato or Rosie J. Wright for keys.
- Facility issues (restrooms, lighting, maintenance, repairs, room temperatures, etc.), please e-mail CBS Finance at [cbs-finance@ou.ad3.ucdavis.edu](mailto:cbs-finance@ou.ad3.ucdavis.edu)

### 7. Fire Alarms – Deans Office (Life Sciences) and BASC (Sciences Lab)

- The Life Sciences building and Sciences Lab Building have a very loud fire alarm designed to be so annoying that you will vacate the building immediately. The Deans Office staff in the Life Sciences Building should 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. The BASC staff in the Sciences Lab Building should exit the building and meet in front by the bike racks between Storer and the Sciences Lab building, west of the grassy area. Rosie J. Wright is our department safety coordinator and Donna Olsson is the back-up coordinator.

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

## 8. Ergonomics/Work Injuries

- The UC Davis Ergonomics & Body Mechanics Program provides employees with ergonomic information, training and evaluations.
- The website is <http://safetyservices.ucdavis.edu/article/uc-davis-ergonomics-body-mechanics-program>
- Please contact Rosie J. Wright for ergonomic issues.
- Information on Injury Reporting is located at <http://safetyservices.ucdavis.edu/article/injury-reporting-procedure>
- 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. If you do not need to see a doctor please be sure your supervisor is aware of any injuries.

## 9. Benefits Representative

- You may also contact UC Davis Employee Benefits directly at 530-752-1774 or [benefits@ucdavis.edu](mailto:benefits@ucdavis.edu). Customer Service hours for the Benefits Office are 8:30 AM to Noon and 1:00 PM – 4:30 PM, Monday through Friday (excluding holidays). Please note the Human Resources Administration Building is closed during lunch.
- The Benefits website is <http://hr.ucdavis.edu/benefits/>
- The benefits representative for the Dean's Office is Rosie J. Wright.

## 10. 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.

## 11. 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, for example, 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://www.hr.ucdavis.edu/Elr/employee/leave-time-off/index.html>

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

- The contact person for FMLA is Rosie J. Wright.

### 12. Computer Support

- All requests for computer support must be sent to [Help2@ad3.ucdavis.edu](mailto:Help2@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>

### 13. 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://hr.ucdavis.edu/elr/er/wv\\_info/vp\\_brochure.html](http://hr.ucdavis.edu/elr/er/wv_info/vp_brochure.html)

#### **Emergency Management and Campus Security**

Policy & Procedure 390-30

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

[www.cs.ucdavis.edu/wp-content/uploads/2013/11/390-10.pdf](http://www.cs.ucdavis.edu/wp-content/uploads/2013/11/390-10.pdf)

### 14. Vacation Leave

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

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

### 15. Sick Leave

- If you are sick, please e-mail your supervisor and cc: your supervisor's back-up or call your supervisor 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.

### 16. Time Reporting System

- The Dean's Office uses the Time Reporting System. If you need assistance with the system, please contact Rosie J. Wright.

### 17. 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 Karla Colato or Rosie J. Wright.
- 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.

### 18. Travel and Entertainment

- Aggie Travel is the employee reimbursement and corporate card payment system for travel and entertainment related transactions at UC Davis. If you need assistance, please contact Karla Colato or Rosie J. Wright.
- Aggie Travel login: <http://aggietravel.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.

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

## 19. US Bank Travel and Entertainment Visa Card

- If you have a development or event/entertainment related position, please contact Rosie J. Wright to apply for a card. Cardholders shall **not charge other people's travel charges to their card** unless the cardholder has been granted [Group Leader Authorization](#).
- Please review the Policies and Best Practices information located at:  
[https://afs.ucdavis.edu/our\\_services/travel-e-entertainment/4-te-card/index.html](https://afs.ucdavis.edu/our_services/travel-e-entertainment/4-te-card/index.html)

## 20. At Your Service Online

- 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

<https://atyourserviceonline.ucop.edu/ayso/>

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.

## 21. Food from events

The Dean's Office may at times have food left over from events. If there are leftovers, please send an e-mail to the Dean's office regarding where they will be located. As the leftovers were intended for campus visitors, faculty and staff, they should not be taken home or distributed further unless there is not sufficient room in the two refrigerators (Life Sciences and Sciences Lab/BASC).

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

**22. Contact List**

	<b>Primary</b>	<b>Back-up</b>
Computer Support	<a href="mailto:Help2@ad3.ucdavis.edu">Help2@ad3.ucdavis.edu</a>	
Facilities	Karla Colato	Rosie J. Wright
FMLA	Rosie J. Wright	Donna Olsson
Keys	Karla Colato	Rosie J. Wright
Aggie Travel	Karla Colato	Rosie J. Wright
Pre-Purchasing	Karla Colato	Rosie J. Wright
Safety	Rosie J. Wright	Donna Olsson
Time Reporting System	Rosie J. Wright	Cathy Miller