The purpose of this employee manual is to provide department specific procedural directions and helpful information. It includes details about departmental practices and procedures with links to related websites and policies as applicable. Campus websites contain a wealth of information not covered here so please use that as a resource as well.

The table of contents has hyperlinks to get you directly to where you need to go in the document.

Should you have questions about any of the information, please let Sonya Valencia (UCSF) or Mei Lin Zhou (UCB) know.
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MISSION, VISION, & STRATEGIC OBJECTIVES

Vision
• To be acknowledged by the University of California executive and campus leadership, faculty, staff, and students as a high performing strategic partner that is essential to the financial health of the University

Mission
• To expand opportunities for teaching, research and public service by delivering savings and efficient procurement services across the University of California

Strategic Objectives
• Develop collaborative relationships with clients across the UC system to understand their needs and provide high quality procurement services that best meet those needs
• Pursue strategic initiatives in a coordinated manner that leverages the power of our collective spend and redirects savings to teaching, research, and public service
• Invest and optimize talent and technologies across the University to deliver greater benefits that cannot be achieved by any single location working independently
• Drive down Total Cost of Ownership (TCO) and promote new revenue opportunities through effective sourcing, contract management, and supply chain solutions
• Partner with suppliers to develop business relationships and solutions that optimize value for the University
Mailing Addresses

Berkeley – Golden Bear Center
1995 University Ave Suite 114 or Suite 325
Berkeley, CA 94704

Campus Mail Code #5600

Berkeley – 4th Street
1608 4th Street, #228
Berkeley, CA 94710

Campus Mail Code #7600

San Francisco – Mission Center Building
1855 Folsom St., Suite 304
San Francisco, CA 94103

Campus Mail Box #0910

South San Francisco – Oyster Point
612 Forbes Boulevard
South San Francisco, CA 94080

Campus Mail Box #0888 (Distribution and Storage)
Campus Mail Box #0908 (Mail)
Supply Chain Management Organizational Chart – Distribution, Storage and Mail

As of July 1, 2014

UCB-UCSF Supply Chain Management
UCSF Floor Plan – Mission Center Building, MCB 304
UCB Golden Bear Building Emergency Response & Evacuation

BUILDING: Golden Bear Building, 1995 University Ave., Suites 114 and 325
DEPARTMENT/DIVISION: Supply Chain Management

CONTACTS
Emergency: DIAL 911 from office/campus phone, or (510) 642-3333 from cell phone
UCPD, Non-Emergency: (510) 642-6760
Department Emergency Coordinator (DEC): Karen Hamblett, (415) 476-2112, Karen.Hamblett@ucsf.edu
Alternate DEC: Jim Hine, (415) 407-7993, Jim.Hine@ucsf.edu

EMERGENCY ASSEMBLY AREA (EAA) - Assemble here following a building evacuation
On the strip of grass on Bonita Ave between Berkeley Way and University Ave

STAIRS
Exit Suite 325, turn RIGHT. Stairs are located just past the bathrooms; or
Exit Suite 325, turn LEFT, go past the elevators and continue left down the long hallway. Stairs are on your left, past the bathrooms.
Exit Suite 114, turn RIGHT, straight through the double doors and left to, go up the stairs and make another left towards Bonita Way towards the grassy area.

EMERGENCY SUPPLIES & EQUIPMENT

<table>
<thead>
<tr>
<th></th>
<th>Suite 114</th>
<th>Suite 325</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Aid Kit</td>
<td>Kitchenette above refrigerator</td>
<td>Kitchenette above refrigerator</td>
</tr>
<tr>
<td>Fire Extinguisher</td>
<td>Wall outside mini-conference room</td>
<td>Kitchenette wall next to refrigerator</td>
</tr>
<tr>
<td>Emergency Preparedness Kit</td>
<td>Under each desk</td>
<td>At each office/desk</td>
</tr>
</tbody>
</table>

WHAT TO DO WHEN YOU HEAR CAMPUS WARNING SIRENS
Sirens are tested at noon on the first Wednesday of each month. If you hear the sirens at any other time:
SHELTER: Go inside your office, a nearby building, or your car and shelter inside to avoid exposure.
SHUT: Shut doors and windows. Building ventilation systems should be shut off if possible.
LISTEN: Go to one of the information sources listed above for campus emergency information.
UCB 4th Street Emergency Response & Evacuation

**BUILDING:** 1608 4th Street, #228, Berkeley, CA 94710  
**DEPARTMENT/DIVISION:** Supply Chain Management

**CONTACTS**  
Emergency: **DIAL 911** from office/campus phone, or (510) 642-3333 from cell phone  
**UCPD, Non-Emergency:** (510) 642-6760  
**Department Emergency Coordinator (DEC):** Karen Hamblett, (415) 476-2112, Karen.Hamblett@ucsf.edu  
**Alternate DEC:** Jim Hine, (415) 407-7993, Jim.Hine@ucsf.edu

**EMERGENCY ASSEMBLY AREA (EAA) - Assemble here following a building evacuation**  
In the parking lot in front of Virginia Street between 2nd and 4th Streets.
UCSF Mission Center Building Emergency Response & Evacuation

**BUILDING:** Mission Center Building, 1855 Folsom St., Suite 304
**DEPARTMENT/DIVISION:** Supply Chain Management

**CONTACTS**
Emergency: **DIAL 9+911** from office/campus phone; **911** non-campus/pay phone; **(415) 476-6911** from cell phone
Ucsf Police Department, Non-Emergency: **(415) 476-1414**
Emergency Coordinator: Karen Hamblett, **(415) 476-2112**, Karen.Hamblett@ucsf.edu
Alternate Emergency Coordinator: Jim Hine, **(415) 407-7993**, Jim.Hine@ucsf.edu
3rd Floor Wardens:
Darin Clarke, ITS, **(415) 514-1177**, dclarke@its.ucsf.edu
Clark Martin, Payroll, **(415) 353-3628**, clark.martin@ucsfmedctr.org

**EMERGENCY ASSEMBLY AREA (EAA)** - Assemble here following a building evacuation
In front of TRUCK BAR & PUB (across from MCB at the corner of 15th and Folsom Streets).

**EMERGENCY SUPPLIES & EQUIPMENT LOCATIONS – Suite 304**

<table>
<thead>
<tr>
<th>Description</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Extinguisher</td>
<td>Wall next to both (2) entrance/exit doors to the suite</td>
</tr>
<tr>
<td>Desk Emergency Preparedness Kit</td>
<td>White box under each desk</td>
</tr>
<tr>
<td>Flashlight</td>
<td>Under each desk</td>
</tr>
<tr>
<td>Office Emergency Disaster Kit</td>
<td>2 blue plastic bins in tall cabinet next to secondary entrance/exit door</td>
</tr>
<tr>
<td>(light sticks, work gloves, hard hats, cell phone charger, dust mask, power system, food bars, water boxes, blankets, tent, latex gloves, purification water tablets, sanitary waste bags, sanitary toilet chemicals, matches, radio, tissues, first aid kit, flashlights, batteries, pry bar, candles, caution tape)</td>
<td></td>
</tr>
</tbody>
</table>
EMERGENCY EVACUATION ROUTE
MISSION CENTER
BLDG - 3rd FLOOR

IN CASE OF FIRE
DO NOT USE ELEVATORS
USE STAIRS FOR EXIT

YOU ARE HERE
Usted esta aqui

ALARM
Alarma

FIRE extinguisher
Extinguidor

STAIRS
Escaleras

ELEVATOR
Elevador

FIRE HOSE
Manguera para Incendios

EXIT
Salida de Emergencia

HANDICAP EXIT
Salida para Invalidos

You are here

MCB 304
UCB Staff Hiring Checklist for Supervisors

1. View the HR Hiring Process Checklist here

2. View the List of Required Hiring Forms here

Source: http://hrweb.berkeley.edu/guides/managing-hr
# UCB New Employee On-Boarding Checklist

<table>
<thead>
<tr>
<th>Date Complete</th>
<th>Process</th>
<th>Task Lead</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Obtain chartstring for new employee.</td>
<td>Karen Hamblett</td>
</tr>
<tr>
<td></td>
<td>Ask Annabel Paragas to have new employee set up in HR system and provide the position number or chartstring. <strong>Note: takes a day to update</strong></td>
<td>Karen Hamblett</td>
</tr>
<tr>
<td></td>
<td>Arrange for a workspace for new employee.</td>
<td>Office Manager</td>
</tr>
<tr>
<td></td>
<td>Arrange for telephone and computer equipment as needed.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>4th Street:</strong> Have phone provided and activated for new employee.</td>
<td>Office Manager</td>
</tr>
<tr>
<td></td>
<td><strong>1995 University Ave.:</strong> For changing a currently working telephone’s owner: Go to IST shopping cart and select Change Name on Statement and enter the phone number and new employee name, check boxes for voicemail reset and telephone name display. All of these things must happen. Call 510-664-9000 (1,1,3) and request voice re-set for new employee.</td>
<td>Office Manager</td>
</tr>
<tr>
<td></td>
<td>Cal ID (Employee ID #): Employees are automatically added to the Cal Directory the day after they are added to the HCM system. See the HCM “prepare for hire” step-by-step guide.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cal ID Card/CalNet ID # and Token (aka passphrase): New employee goes to Cal ID Card Office at 180 Cesar Chavez Center in Lower Sproul Plaza, M-F 9a-4:30p. Will need to provide a Cal ID # (see above) and government-issued ID card.</td>
<td>New Employee</td>
</tr>
<tr>
<td></td>
<td>Order business cards and nameplate, if applicable.</td>
<td>Office Manager</td>
</tr>
<tr>
<td></td>
<td>Go to CalMail website and click “Create Account.” Will need CalNet ID &amp; Token (aka passphrase).</td>
<td>New employee</td>
</tr>
<tr>
<td></td>
<td>Develop list of needed systems access for new employee. CalNet ID and token are needed to request access via SARA for UCB IDs, or for affiliate IDs email Florence Hendrix.</td>
<td>Hiring Manager</td>
</tr>
<tr>
<td></td>
<td>Enter phone number, address, and title in the UCB directory here.</td>
<td>New Employee</td>
</tr>
<tr>
<td></td>
<td>Shared Drives &amp; Folders: <a href="https://kb.berkeley.edu/page.php?id=23299">https://kb.berkeley.edu/page.php?id=23299</a></td>
<td>New Employee</td>
</tr>
<tr>
<td></td>
<td>Footprints Help Desk: Ask Joseph Soares to set up new employee on the Procurement Tier list.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Go over Emergency Action Process and ensure a desk Emergency Preparedness Kit is at workstation.</td>
<td>Office Manager</td>
</tr>
</tbody>
</table>
|               | Add new employee to listservs:  
- All New Staff: [UCSF-UFB_CPC@LISTSRV.UCSF.EDU](mailto:UCSF-UFB_CPC@LISTSRV.UCSF.EDU)  
- Based on new employee’s location: UCB, MCB - [rpscallstaff@ucsf.edu](mailto:rpscallstaff@ucsf.edu), Oyster Point Employees | Office Manager |
|               | Update Org Chart. | Karen Hamblett |
|               | Update Phone Lists. | Office Manager |
|               | Review Reimbursement Process PowerPoint. | Officer Manager |
|               | Send email to all staff announcing employee’s arrival. | Supervisor |
CHECKLIST for AFFILIATE WHO REQUIRES UCB SYSTEMS ACCESS

<table>
<thead>
<tr>
<th>NEXT STEPS FOR NEW EMPLOYEES</th>
<th>HOW TO's</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ 1. Obtain your employee ID.</td>
<td>1. It takes 1-2 business days to generate your Employee ID. You will receive an e-mail from <a href="mailto:newhire@berkeley.edu">newhire@berkeley.edu</a> with your EID number or activation status. You can also contact us at (510) 664-9000 x 3 to retrieve it. Please note this EID is necessary before obtaining your Cal ID card or access to your affiliate information.</td>
</tr>
<tr>
<td>New EID #____________________</td>
<td></td>
</tr>
<tr>
<td>□ 2. Obtain you Cal ID Card</td>
<td>1. Visit the Cal 1 Card office: 180 Cesar Chaves Center, Lower Sproul Plaza. Monday – Friday, 9:00am – 4:30pm, phone 510.643.6839 2. Present a government-issued ID (i.e. Driver’s License or Passport) 3. For more information on the Cal I Card, please refer to: <a href="http://services.housing.berkeley.edu/c1c/static/facstafffaqs.htm">http://services.housing.berkeley.edu/c1c/static/facstafffaqs.htm</a></td>
</tr>
<tr>
<td>□ 3. Create your CalNet ID and passphrase (password)</td>
<td>1. Request a CalNet token from the Cal I Card office. 2. You can also request the token from your department's CalNet deputy (list of deputies <a href="https://calnet.berkeley.edu/services/deputies.html">https://calnet.berkeley.edu/services/deputies.html</a>) 3. After you obtain a CalNet token, visit <a href="https://net-auth.calnet.berkeley.edu/cgi-bin/CreateID">https://net-auth.calnet.berkeley.edu/cgi-bin/CreateID</a> to create a CalNet ID and create a passphrase.</td>
</tr>
<tr>
<td>□ 4. Set Up your UC Berkeley email (bMail) and calendar (bCal) account.</td>
<td>1. Go to <a href="https://calmail.berkeley.edu/">https://calmail.berkeley.edu/</a> and click on the &quot;Create Account&quot; link under the &quot;Quick Links&quot; section on the left. 2. Log in with your CalNet ID and passphrase. 3. Go to <a href="https://calnet.berkeley.edu/">https://calnet.berkeley.edu/</a> and click on the &quot;Synchronize CalNet passphrase&quot; link on the left. Then click on “Synchronize Passphrase”, log in with your CalNet ID and passphrase, and then click “Authenticate”. 4. Go to <a href="http://bmail.berkeley.edu">http://bmail.berkeley.edu</a> and login into your new email account. 5. If you would like to setup your bMail/bCal account on your smart phone, there are many knowledge base articles located at <a href="https://kb.berkeley.edu/campus-shared-services/">https://kb.berkeley.edu/campus-shared-services/</a> 6. For questions related to setting up email accounts, signing into computers, etc., contact Campus Shared Services IT via phone at 510.664.9000 (Option 1), the web form at <a href="https://shared-services-help.berkeley.edu/">https://shared-services-help.berkeley.edu/</a>, or email at <a href="mailto:itcsshelp@berkeley.edu">itcsshelp@berkeley.edu</a></td>
</tr>
<tr>
<td>Action</td>
<td>Steps</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| 6. Add your Emergency Contact Information.                            | 1. Log into the Blu portal at [https://blu.berkeley.edu](https://blu.berkeley.edu)  
2. Sign in with your CalNet ID and passphrase.                        
3. Go to the “Update Personal Information” section, and click on “Emergency Contacts.”  
4. Enter your information.                                             |
| 7. Sign up for WarnMe Emergency Alert Service.                        | 1. Log into the Blu portal at [https://blu.berkeley.edu](https://blu.berkeley.edu)  
2. Sign in with your CalNet ID and passphrase.                        
3. In the **Self Service** area on the left side, click on **WarnMe**.  
4. Enter your information.                                             |

WarnMe is UC Berkeley's alerting and warning service. It is activated to contact you when there is an immediate threat to safety or health affecting the campus community. WarnMe can alert you by phone, text message or email. You choose the best way to be alerted.
UCB Hiring Student Assistants

I. Have you identified your student hire?

- YES.
  1) Complete “Hire Request” form (attached). Complete as much information as possible. The form must be signed by the designated department approver.
  2) Submit a ticket to CSS HR/APS. Subject line: Hire Student Employee – Last Name, First Name of the student.
  3) Attach the hire request form, resume of the student candidate, and a brief job description of the position to the ticket.
  4) CSS will contact the department to review/clarify the request.

- NO.
  1) Complete the “Hire Request” form (attached). Complete as much information as possible, most importantly the “appointment information and funding information.” The form must be signed by the designated department approver.
  2) Submit a ticket to CSS HR/APS. Subject Line: Recruit Student Employee.
  3) CSS will coordinate the recruitment with the department.
  4) Once the student candidate is identified, then follow the “YES” instructions 2-4 above.

II. If student has recently worked (or is currently working) at UCB, then student can start working after the HR Partner has reviewed the required documents. Our HCM team will then enter the new hire information in HCM. Once data entry is completed, department can request system access for the student as needed.

III. If this is a new student employee, student is required to complete onboarding before starting to work. Once HR Partner has reviewed all the required documents, then our first contact team will reach out to the student to schedule onboarding and background check, if needed.

IV. After onboarding is completed, our HCM team will enter the new student hire information in the system. Our HCM team will email the student and supervisor once an Employee ID number is generated.

V. Wait 24-48 hours after onboarding process is completed before sending the student to Cal 1 Card Office to obtain Student ID and token to access UCB systems.

VI. Follow up with the student staff hiring information at http://hrweb.berkeley.edu/files/attachments/follow-up-student.pdf.

For more information, visit:
http://hrweb.berkeley.edu/guides/managing-hr/recruiting-staff/employment/temporary-student/student-assistant#t118n1667

Information on Work-Study Students:
http://financialaid.berkeley.edu/work-study-information-prospective-employers
# UCSF Staff Hiring Checklist for Supervisors

<table>
<thead>
<tr>
<th>Date Complete</th>
<th>Action</th>
<th>Reference Contact/Site</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. Obtain department authorization to recruit and fill position.</td>
<td>HR Classification Guide</td>
</tr>
<tr>
<td></td>
<td>2. Create/update job description and Employee Requisition Form.* Submit HRS Ticket with Karen Hamblett as approver.</td>
<td>HR Job Description Forms</td>
</tr>
<tr>
<td></td>
<td>3. Review requisition approved by HR confirming posted position, copy Karen Hamblett on posting.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. Send Karen Hamblett requisition info so that she can send out an announcement for new postings to All Staff.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5. Discuss recruitment plan with Karen Hamblett.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6. Screen resumes for interviewees based on selection criteria.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7. Review Preferential &amp; Special Selection candidates, if any.</td>
<td>HR Managing Diversity Guide</td>
</tr>
<tr>
<td></td>
<td>8. Select an interview committee and develop interview questions.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9. Arrange for interview space, contact applicants, and schedule interviews.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10. Conduct interviews and determine top candidates.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>11. Contact work references (at least 2 current/former supervisors).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12. Confirm salary with Jim Hine and Karen Hamblett before offer is made.</td>
<td>HR Salary Guidelines</td>
</tr>
<tr>
<td></td>
<td>13. Submit HR ticket for new hire, with Karen Hamblett as approver. This triggers the offer letter and recruitment to close.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>14. Archive department recruitment files for 3 years including: selection criteria, interview questions, interviewing panel list, and assessment of all candidates’ qualifications.</td>
<td></td>
</tr>
</tbody>
</table>

* Include any affirmative action placement goals for the position. Submit job description for new positions or replacement positions with significant duty changes.
### UCSF New Employee Onboarding Checklist

<table>
<thead>
<tr>
<th>Date Complete</th>
<th>Action</th>
<th>Task Lead</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Schedule new employee for Benefits Orientation.</td>
<td>HRSS</td>
</tr>
<tr>
<td></td>
<td>Prepare workstation with a computer, phone, sign-on ID, and email address.</td>
<td>Sonya Valencia, via IT Service Now</td>
</tr>
<tr>
<td></td>
<td>Send in Department Approval for UCSF ID.</td>
<td>Sonya Valencia, via UCSF PD</td>
</tr>
<tr>
<td></td>
<td>Send email to staff announcing new employee.</td>
<td>Supervisor</td>
</tr>
<tr>
<td></td>
<td>Pick up and take picture for UCSF ID.</td>
<td>New Employee, via UCSF PD</td>
</tr>
<tr>
<td></td>
<td>Order business cards and nameplate, if applicable.</td>
<td>Supervisor, via Documents &amp; Media</td>
</tr>
<tr>
<td></td>
<td>Prepare Parking Permit info, if applicable.</td>
<td>Karen Hamblett, via Campus Life Services</td>
</tr>
<tr>
<td></td>
<td>Explain timesheet and timesheet procedures, if applicable.</td>
<td>HBS</td>
</tr>
<tr>
<td></td>
<td>Review Campus Code of Conduct.</td>
<td>Employee, via HR packet</td>
</tr>
<tr>
<td></td>
<td>Complete New Hire Information Packet:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>UCSF History, Mission/Vision, &amp; Principles of Community</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Smoke-Free Workplace, Sexual Harassment, Sexual Violence, Zero Tolerance, Substance Abuse, &amp; Whistleblower Policies</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ethics Briefing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Electronic Communications Policy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>GALEN Accounts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DCP, 457(b) &amp; 403(b) enrollments utilize FITSco - Fidelity Net Benefits</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Review Emergency Action Plan and ensure Emergency Preparedness Kit is under desk.</td>
<td>New Employee with Sonya Valencia</td>
</tr>
<tr>
<td></td>
<td>Ergonomic Assessments</td>
<td>Sonya Valencia, via HR Ergonomics Program</td>
</tr>
<tr>
<td></td>
<td>Update CLUP screen in OLPPS.</td>
<td>HRSS</td>
</tr>
<tr>
<td></td>
<td>Update Organizational Chart.</td>
<td>Karen Hamblett</td>
</tr>
<tr>
<td></td>
<td>Add to relevant phone lists.</td>
<td>Office Manager</td>
</tr>
<tr>
<td></td>
<td>Add email to listservs:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>All New Staff: <a href="mailto:UCSF-UCB_CPC@LISTSRV.UCSF.EDU">UCSF-UCB_CPC@LISTSRV.UCSF.EDU</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Based on new employee’s location: UCB, MCB - <a href="mailto:cpcallstaff@ucsf.edu">cpcallstaff@ucsf.edu</a>, Oyster Point Employees</td>
<td></td>
</tr>
</tbody>
</table>
### UCSF Affiliate Appointment Request

**Affiliate Appointment - Affiliate Request**

Give a non-employee access to systems within U.C. Berkeley.

- Requesting Department-
- Requested Start Date of Action-
- UCB Supervisor-
- Is Background Check/Fingerprinting Required?
- Affiliate End Date of Action-
- Affiliate Appointment Type-
- Legal Name (Last, First, MI)-
- Physical Address-
- Phone Number-
- E-mail Address-
- Is Medical Surveillance Required?
- DOB-
- Sex-
- Will the affiliate need an appointment type that allows for a Berkeley e-mail account?
- U.S. Citizen?
  - If no:
    - Resident Status
    - Country of Citizenship
    - Visa Type

---

Approved by: ___________________________  Date: ___________________________

Name and Title
Business Cards, Voicemail, Email Signature Guidelines

Business Cards

Order of information:
Name
Title
University of California, Berkeley
Supply Chain Management
Address: 1608 4th Street, <insert office/cube number>
Berkeley, CA 94710
Telephone number (based on functional business needs)
Website or email address (based on functional business needs)

Voicemail Greetings

For your voicemail, create something along the lines of the following example.

“Hello, you have reached (name) in the Supply Chain Management department at UCB or UCSF. I am unable to take your call right now, but please do not hesitate to leave a message with your name and number after the tone. I will return your call as soon as I am able to. If you need immediate assistance, please call (name and number). Thank you for calling.”

UC Berkeley Voicemail
http://ist.berkeley.edu/calvoicemail/

UCSF Voicemail
https://it.ucsf.edu/services/voice-services-campus/tutorial/voicemail

Email Signature

Style:
Font (Verdana); Size (normal); Color (medium to dark gray or dark blue)

Sample:

Inez S. Bailey
Change & Communications Manager
University of California, Berkeley
Supply Chain Management
1608 4th Street, #412-22
Berkeley, CA 94710
Mail Code: 7600
Office: 510.664.9433
Mobile: 510.725.1810
sharedservices.berkeley.edu
UCB-UCSF Supply Chain Management

UCB bMail Calendar Settings

Sharing Your Calendar
Supply Chain Management staff set their calendars so that other staff may view their calendars and schedule their time appropriately with respect to their schedule and location.

To set your calendar display preferences:

- Open your calendar.
- Hover over your calendar name with your mouse. Click on the down arrow that appears.
- Select “Share this Calendar.”
- Make sure “Share this calendar with others” is checked.
- Make sure “Share this calendar with everyone in the organization UC Berkeley” is checked.
- Select either “See only free/busy (hide details)” or “Share event details.”
- Please share details within the department

Setting Certain Calendar Entries as “Private”
In the event details, near the bottom under Privacy, select “Private.” (Note: The “Default” setting is Public.)
UCSF Outlook Calendar Settings

Sharing Your Calendar
Supply Chain Management staff set their calendars defaults to “open review” so that other staff may schedule their time appropriately with respect to their schedule and location.

To set your calendar display preferences:
1. In Calendar, in the Navigation Pane, right-click the default Calendar folder. This is usually under My Calendars, and is displayed as Calendar. (If you are using the Navigation Pane in Minimized view, in the Navigation Pane, click Navigation Pane, right-click the calendar that you want to share, and then click Share calendar name.)
2. Click “Calendar Permissions.”
3. Make sure the “Permissions” tab window is open.
4. In the Name box, click Default.
5. In the Permission Level list, click the dropdown menu.
6. Choose “Reviewer” from the dropdown menu.
7. Hit “Apply” to save the changes.

Setting Certain Calendar Entries as “Private”
1. Create the calendar item as you would normally
2. Right-click on the item and choose “private” from the visible hover window.
Split Employees – Email/Calendar Settings

Split Employees

- If you are an employee with more than one UC email address, pick one calendar/email, and forward the other accounts to it.

**UCSF does not allow forwarding of emails outside of UCSF.**

From Berkeley email:

1. Open the account you want to forward from.
2. Click the gear in the top right.
3. Select Settings
4. Select the **Forwarding and POP/IMAP** tab.
5. Click **Add a forwarding address** in the “Forwarding” Section and enter the email address you want to forward to (UCSF email).
6. For security purposes, a verification email is sent to that address. Open your other email account and find the confirmation message.
7. Click on the verification link in that email.
8. Back to your gmail account, reload the page in your web browser – look for the reload icon ⬅️.
9. On the same Forwarding and POP/IMAP page in settings, check that **Forward a copy of incoming mail** is selected and your email address is in the drop-down menu.
10. In the second drop-down menu, choose what you want to do with your messages after they are forwarded and click **Save Changes**.

- On days where you are not at your primary campus location, add a calendar entry to let people know where you will be. In Outlook, add an entry for “All Day” and “Free.”
Attendance, Time Reporting Standards, and Practices

UC Personnel Policies for Staff Members (PPSM)

http://policy.ucop.edu/manuals/personnel-policies-for-staff-members.html

- Appointment, Section 21.
- Hours of Work, Section 31.
- Overtime (Non-Exempt Employees Only), Section 32
- Absence from Work, Policy 2.210

Hours of Work

Office business hours are 8:00am to 5:00pm, Monday through Friday, except on designated holidays. In general, the standard workday is eight (8) hours including one-hour break for lunch. For the convenience of the office and the employees, and with the supervisor’s approval, an employee may request an alternative work schedule to start work earlier than 8:00am, but no later than 9:00am. When alternative work schedule arrangements have been made, the new beginning and end time limits should be clearly understood by the employee and his/her supervisor.

Exempt Employee:

An employee who, based on duties performed and manner of compensation, is exempt from the Fair Labor Standards Act (FLSA) minimum wage and overtime provisions. Because of hourly pay practices, an employee appointed to a per diem position in an exempt title shall be treated as a non-exempt employee subject to FLSA minimum wage and overtime provisions. The workweek for full-time exempt employees is normally considered to be 40 hours, and for part-time employees the proportion of 40 hours equivalent to the appointment percentage; however, greater emphasis is placed on meeting the responsibility assigned to the position than on working a specific number of hours. An exempt employee is paid an established monthly or annual salary and is expected to fulfill the duties of their positions regardless of hours worked. An exempt employee is not eligible to receive overtime compensation or compensatory time off, and is not required to adhere to strict time, record keeping, and attendance rules for pay purposes. Exempt titles are identified in University-wide title and pay plans.

Non-Exempt Employee:

Non-exempt employees are defined as employees who, based on duties performed and manner of compensation, shall be subject to all FLSA provisions. Because hourly pay practices, an employee appointed to a per diem position shall be treated as non-exempt employee subject to FLSA minimum wage and overtime provisions. Non-exempt employees shall be required to account for time worked on an hourly and fractional hourly basis and are to be compensated for qualified overtime hours at the premium (time-and-one-half) rate. Non-exempt titles are identified in title and pay plans.

Out of the Office Notification

Please note any time out of the office in the Outlook or Google calendar (i.e., vacation day, sick day as an appointment or event), as well as place an auto-reply email and phone message to this effect. Should an appointment be personal, i.e. doctor’s appointment, employees can set the calendar item to “private.” Please see the section on Outlook Calendar Settings in this manual for instructions on how to do so. This should apply to phones as well.

In addition, employee calendars are to be viewable (calendar access setting – “reviewer”) by others in the office.

Vacation Leave/Policy

At UCSF, please request HBS with as much advance notice as possible, to ensure proper coverage in your absence. http://ucsfhr.ucsf.edu/index.php/jobs/brassring_article/benefits/

UCB, please request or inform your supervisor through e-mail. http://hrweb.berkeley.edu/er/policies/ppsm/berkeley-procedures/procedure-41
Sick Leave
Please inform your supervisor and whomever you have meetings, or interact with through email, telephone, and/or text if you cannot make it to work. No sick pay shall be payable to an employee unless the employee’s supervisor is notified of the illness/disability and the probable duration thereof as soon as possible, but in no event later than the beginning of the employee’s shift, except when the University determines that the employee’s failure to notify is due to circumstances beyond the control of the employee.

Policy on Personal Electronic Usage
The University of California understands that when employees work during the week, it is occasionally necessary to conduct personal business during office hours. However, employees should limit their personal use of the telephone and computer during office hours. Talk to your manager if you have any questions as to how much is too much time. Because telephone and e-mail systems are provided by the University at its expense for business use, all messages sent by or received on those systems are company documents.

http://www.research.ucsf.edu/ITpoliciesAcu.asp

Printing Guidelines
In an effort to practice sustainability choose recyclable, renewable, and biodegradable materials. While this tip may be obvious, it’s important to never lose sight of the role materials play in your project. Vegetable-based inks that are free of petroleum and heavy metals, paper stock with a minimum of 30% post-consumer waste (PCW) content, materials that are produced under fair and safe working conditions — all of these factors play into making a project more sustainable. **Size (and weight) matter.** Reduce the amount of paper and other materials used overall by designing smaller pieces. Lightweight products can reduce carbon emissions and cost by making the shipping process more efficient.

Trash, Recycling, and Compost
The CSS center provides trash, compost, and recycling services. At your desk, you will find a blue recycling bin (for mixed paper and bottles) with an attached black bin (for landfill waste). Larger bins for compost, recycling, and landfill waste can also be found near the kitchens and elsewhere in your suite. These central locations will be marked by signs (see image below). Please do not put food scraps or wet items in your desk-side bins, rather, take them to the larger central bins.

More information on what should go in each bin can be found at the following site:
http://www.ocf.berkeley.edu/~recycle/

UCB: Janitorial Service occurs Monday through Friday.
UCSF: Janitorial Service/Office cleaning is every Friday, so please do not throw away any food in your desk trash and suggest throwing it away in the kitchen.
Introduction to Bear Buy
BearBuy is an online purchasing system that streamlines processes, increases efficiencies and achieves significant long-term savings. BearBuy offers our campus a single point of entry where faculty, staff and students can go to shop and manage payment for most of their campus-related purchases. BearBuy is part of the Operational Excellence project portfolio and will allow our faculty and staff and students to direct more resources toward teaching, research and public service.

Berkeley
E-Mail: bearbuyhelp@berkeley.edu
Phone: (510) 664-9000 (options 1, 2, 1)
Hours: Monday – Friday 8am-5pm

San Francisco
Customer Support at 514-4100, Option 2
Hours: Monday – Friday 8am - 5pm,
appsupport@ucsf.ed

Access BearBuy through Blu.Berkeley.edu and MyAssess

UC Berkeley
Blu.berkeley.edu (“Blu”) business portal offers you a wide range of content, communication tools, forums, information about our campus, and your own personalized resources.
https://blu.is.berkeley.edu/psp/blupd90/EMPLOYEE/EMPL/h/

UCSF
MyAccess is a campus wide service providing central authentication (login) and authorization (access to UCSF systems). It allows campus units to securely identify their online customers and to properly control who has access to applications and resources. Web-based applications integrated with MyAccess will be accessible via a single login and menu page.
https://it.ucsf.edu/pages/myaccess-faqs

University of California Traveling
Connexxus is the UC system wide online travel portal used for arranging business-related travel for faculty, student field study, staff, and hosted guests. If you have questions or issues relating directly to Connexxus or the agencies within the travel portal, please send an e-mail to connexxus@berkeley.edu for assistance.
http://controller.berkeley.edu/travel-services
http://controller.ucsf.edu/travel/
https://travel.ucop.edu/connexxus/
UCB Reimbursements

1. Download and complete the **appropriate form** for your expense type: Domestic Travel, International Travel, or Entertainment.
   1. **Domestic Travel Reimbursement Form (New!)**
      Domestic Travel Form Instructions
      About SmartForms
      Hard Copy Printable Blank Form
   2. **International Travel Reimbursement Form**
      International Travel Form Instructions
      Fillable PDF form – please use Chrome, Safari, or Internet Explorer, OR download the document and open it in the Adobe Reader program
   3. **Entertainment Personal Reimbursement Form**
      Personal Entertainment Form Instructions
      Fillable PDF form – please use Chrome, Safari, or Internet Explorer, OR download the document and open it in the Adobe Reader program
   4. **Entertainment Payment to Vendor Form**
      Entertainment Payment to Vendor Form Instructions
      Fillable PDF form – please use Chrome, Safari, or Internet Explorer, OR download the document and open it in the Adobe Reader program

2. Complete applicable sections of the form.
3. Obtain unit and accounting approvals (signatures) on the request form as needed.
4. Scan the form, receipts, and supporting documents (itinerary, etc.) as a PDF file.
5. Log in to BearBuy and navigate to the new CSS Form: **CSS Non-Purchase Request Form**. (BearBuy/Go to: forms/Shared/Campus Shared Services).
6. Populate traveler or host name and contact fields.
7. Select the **activity type** from the drop down menu.
8. Enter an item description. Leave the estimated amount as “1.00.”
9. Attach the PDF from instruction #3 by clicking **Internal Attachments**.
10. Click ‘Go’ next to ‘Add and go to cart.’
11. Click **view cart details**.
12. Enter your **Org Node** if it is not already present.
13. Assign your cart to the Office Manager, or if you want to track your own reimbursement then select the ‘submit’ option using the button at the top right of the screen.
14. Submit **ONE** travel reimbursement per request.

If you need our assistance, please refer to the Office Manager.
UCSF Reimbursements

Arranging Travel and Entertainment
Our goal is to assist travelers and staff in successfully arranging travel and to get the traveler reimbursed timely while following UCSF policies of appropriate expenses, required approvals, and supporting documentation. Although the policies and process can seem a little confusing and overwhelming at first, we’ve developed quick references, training, and job aids to assist you in planning and arranging travel, arranging meetings, obtaining the necessary approvals, and other traveler job aids. We also recommend the following steps to help you become familiar with the travel and entertainment process:

- Learn about the Corporate Travel Card for employees who travel on official University business. This is a great way to separate out your business expenses from personal charges.
- Familiarize yourself with the Connexxus Travel Portal (via MyAccess) to arrange business travel and receive UC discounts.
- Read UC Travel Policy and UC Entertainment Policy.
- Find individual(s) who are familiar with the travel process at UCSF and ask to spend time with them to review the process, and TAKE NOTES.
- Sign up for the CONTROLLER ListServ so that you receive our monthly newsletter From the Controller’s Office with updates, hints, and other useful information regarding travel and reimbursement.

Obtaining Reimbursement
MyExpense is the UCSF Campus automated reimbursement system for employee travel and non-travel, and guest travel reimbursement. You can access MyExpense by logging into MyAccess and clicking the “MyExpense” app hyperlink. Below are guidelines for when you would use and not use MyExpense for reimbursement.

Use MyExpense for the following reimbursements:
- Employee and guest travel reimbursement
- Cash advances for employees
- Reimbursement for entertainment meals and expenses paid out-of-pocket by an employee
- Miscellaneous employee business expense reimbursements paid out-of-pocket by an employee
- Reimbursement for Uniform Allowance
- Tuition reimbursement

For the following reimbursements, go to the Forms tab for the appropriate form:
- Cash Advance for Guests: Travel Advance Request Form
- Check Requests payable to Vendors: Check Request For Entertainment/Meeting Expense
- Employee Relocation Expense: Travel Expense Voucher - Domestic

If you need our assistance, please refer to the Office Manager.
UCB Injury and Illness Prevention Program (IIPP)

Note: Seek medical attention before reporting any injuries to your supervisor first and foremost, and then fill out the appropriate form below.

Departments at the University of California, Berkeley can use the template and forms (including self-assessment forms) listed below to create a written Injury & Illness Prevention Program (IIPP) that meets the requirements of state law. (Each department at UC Berkeley is required to have its own IIPP.) The template and forms help your department document its safety activities, an important part of implementing your IIPP. Putting the written program into action will help to ensure a healthful and safe workplace for department employees. If you have comments or suggestions on the IIPP template or forms, contact Brandon DeFrancisci at defran@berkeley.edu or 643-6394. The next step is to put the program into action. An IIPP's benefits will be realized only through effective implementation.

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Word</th>
<th>PDF</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>IIPP Template (does not include forms)</td>
<td>Word</td>
<td>PDF</td>
</tr>
<tr>
<td>Form 1</td>
<td>Report of Unsafe Condition or Hazard</td>
<td>Word</td>
<td>PDF</td>
</tr>
<tr>
<td>Form 2</td>
<td>Safety Committee Meeting Documentation</td>
<td>Word</td>
<td>PDF</td>
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<tr>
<td>Form 3-Lab</td>
<td>Laboratory Safety Self-Assessment</td>
<td>Word</td>
<td>PDF</td>
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<tr>
<td>Form 3-Gen'l</td>
<td>General Safety Self-Assessment</td>
<td>Word</td>
<td>PDF</td>
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<td>Form 3-Office</td>
<td>Office Safety Self-Assessment</td>
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<td>PDF</td>
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<tr>
<td>Form 3-Shop</td>
<td>Shop Safety Self-Assessment</td>
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<td>PDF</td>
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<tr>
<td>Form 3-Storage</td>
<td>Storage Space Safety Self-Assessment</td>
<td>Word</td>
<td>PDF</td>
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<tr>
<td>For DSCs Only</td>
<td>2013 Laboratory and Shop Safety Self-Assessment Program Summary Form</td>
<td>Word</td>
<td>PDF</td>
</tr>
<tr>
<td>Form 4</td>
<td>Hazard Correction Report</td>
<td>Word</td>
<td>PDF</td>
</tr>
<tr>
<td>Form 5</td>
<td>Occupational Accident , Injury or Illness Investigation Report</td>
<td>Word</td>
<td>PDF</td>
</tr>
<tr>
<td>Form 6</td>
<td>Safety Training Attendance Record</td>
<td>Word</td>
<td>PDF</td>
</tr>
<tr>
<td>Form 7</td>
<td>New Employee Safety Training Record</td>
<td>Word</td>
<td>PDF</td>
</tr>
</tbody>
</table>

To use the IIPP Template
To use the IIPP template, first download it and the applicable forms. (See "Downloading Tips" below.) Once the template is open on your own workstation, read through the entire document and fill in the blanks found on the first two pages with your department’s specific information. Print copies of the forms for your department’s use. (The forms are generic and do not require any changes.) When you’re done, send a copy to the Office of Environment, Health & Safety (EH&S) at 317 University Hall #1150 for review. (You may also send it as an email attachment to ehs@berkeley.edu. EH&S will review the draft against applicable legal requirements.)

To use the Forms
There are three ways to view and use the forms:
1) Word File - Download a Word file if you want to have the form on your computer. With a Word file you are able to open the file and add or change the content before printing it out.
2) PDF - Download a PDF (Portable Document Format) file if you want a formatted document that you can print out to your local printer. With a PDF file you will not be able to make changes to the document.
3) View Online - Click on link to view document on web.

Related Links
Injury and Illness Prevention Program (IIPP) - Provides program overview, resources and assistance.
UCSF Injury and Illness Prevention Program (IIPP)

Note: Report any injuries to your supervisor first and foremost.

At UCSF, meeting these regulatory requirements is a responsibility shared by the University Administration and Management, the Office of Environment Health & Safety, and each and every employee.

The system for ensuring that employees comply with safe and healthy work practices is addressed in part through the periodic inspections of all work areas performed by a representative of EH&S. EH&S provides general information to employees by means of the Safety Manuals, Newsletters, and Safety Updates. EH&S can also assist supervisors in preparing Standard Operating Procedures which address task-specific hazards.

A number of mechanisms exist for an employee to report worksite hazards without fear of reprisal. The written UCSF IIPP includes an "Employee Safety Suggestion/Hazard Report." This form can be completed and mailed to EH&S, who will investigate and follow up on the report. Hazards can also be reported to EH&S by calling our office at 476-1300 or contacting your Environment, Health and Safety Specialist. Your anonymity will be respected. Hazards can also be reported directly to your supervisor, department safety committee or department head who must investigate and follow up on the hazard.

EH&S performs worksite inspections on a regularly scheduled basis and when an employee concern is received, and following every accident. Should any employee feel that a specific worksite has been overlooked, OEH&S can be notified at 476-1300. The Environment, Health and Safety Specialist will promptly follow up on the request.

UCSF, under the written UCSF IIPP, has established Campus and Medical Center Health and Safety Policy Committees. These committees address policies and procedures for safe operations and facilities. Cal/OSHA also requires having regular safety meetings. EH&S participates in monthly safety meetings with Disabilities Management Services and Safety Committees to review occupational accidents and incidents related to injury and illness reports. EH&S also investigates hazardous conditions that are reported by any employee. Further information on IIPP departmental responsibilities can be obtained by contacting your Environment, Health and Safety Specialist or the EH&S Office.

Full information about the program is located at https://ehs.ucsf.edu/injury-and-illness-prevention-program.


Courtesy Guidelines

The department has developed ten courtesy guidelines for the office to follow for a variety of different reasons. Speaking face to face is the best way to communicate with one another, and having an overall respectful approach with each other can make a positive impact on the attitude within the office as well as our job performance. This is why we have come up with some guidelines to help us work well together in the office.

1. Politeness is important even if a matter is urgent
   - Definition of Urgency: Calling for immediate attention and needed within 1 hour.
   - If you urgently need to talk to someone, always remember to say, “Excuse me” if you happen to interrupt.
   - If that person is on the phone or talking to someone do not enter their cubicle or office. If it is urgent, leave a post it with a note to tell them what you need and note that it is “Urgent.”
   - If you need to interrupt, politely ask for assistance. You can say, “Excuse me, I need your help with something urgent.”
   - It is also helpful to let them know who it is for, when it is needed, and why.
   - For those who are requesting information, if possible, try and organize your workload so that requests do not become urgent.
   - Note: If you are the receiver of the “Urgent” request, acknowledge that you understand that the need is “Urgent” and you will take care of it.

2. Always be respectful when dropping by to talk with someone, or if you happen to interrupt
   - When you need to talk to someone but it is NOT urgent:
   - If you happen to or have to interrupt please say something such as, “Excuse me, can I see you when you’re done.”
   - If a door is closed, knock first, do not open and interrupt—send email or call the person on the telephone.
   - You should always acknowledge that the person you are talking to may be working on something. You can say “Do you have a minute” or “Is this a good time for you to discuss this?”
   - If someone is on the phone, do not hover in the doorway, nor stand over their head waiting for them to acknowledge you. Leave a voice-mail, e-mail, or even a little post it with a note to tell them what you need.
   - Do not talk to a person when they are on the telephone. Make sure they are not on the phone before interrupting. If you accidentally interrupt say “Excuse me,” or “Sorry,” and leave.
   - Be respectful to other people’s conversations and try not to barge in. Think about how urgent you really need that person’s attention.
   - Do not think you can interrupt just because people are socializing.

3. Leave messages for those who are not available
   - When you want to talk to someone and they aren’t available, send an e-mail or voicemail. This will ensure the person knows you are looking for them, especially if the matter is urgent. This may be a timelier alternative to reach someone, even if you would rather meet face-to-face.

4. Always be conscious of your volume level in the office
   - While in the office, try to be courteous by using low volume.
   - Be conscious of your neighbors when you are talking on the phone or with others. Reduce the noise level. If appropriate, close your door. It can be difficult to concentrate when there are a lot of outside distractions around you.
   - Be conscious of how loud you are or what you are saying when you are on the phone or talking to someone else in the office, it may be offensive to others.
   - Do not play music/the radio in the office unless (1) you negotiate with your neighbors and they agree to listen to what you want to listen to; or (2) you use your headphones (as long as it doesn’t interfere with your job duties or your neighbors).
• Make sure your cell phone/palm pilot is on vibrate or low ring or even turned off.
• In written form, please keep in mind that writing IN ALL CAPS is often perceived as your shouting.

5. Conversation courtesy – Remember to minimize noise level
• Move lengthy or personal conversations into offices or cubicles. If you are going to engage in a conversation, make sure it will not be a distraction to someone near you. Move the conversation into your cubicle, office, or somewhere outside the office. Do not talk in front of someone else’s cubicle in a loud and disruptive manner.

6. Lunchtime etiquette
• If you have lunch with others, please do it in a different location such as the cafeteria or outside. Some office staff may be working when you are taking your lunch break and talking at your desk may be disruptive to people around you.

7. How one communicates matters
• Make sure you think of the impact everything you say and write to a person will have on them, positively and negatively.
• Sending out e-mail and letters: When you are angry, reread what you have written before you send it. If you’re not sure, have someone else look at it first.
• Think of how your words or tone of voice can have either a positive or negative effect on someone else. Pay attention to your body language. We should all communicate respectfully to each other.
• Always say “thank you” when people go out of their way for you.

8. Remember to always acknowledge coworkers
• Acknowledge people when you first see them during the day. When you’re walking past someone in the hallway, say hello.

9. The golden rule – Treat others as you wish to be treated

10. Keep a sense of humor
• It can make a big difference in the overall office atmosphere.

...Other Suggestions
• If you are sick and contagious, stay at home. If you absolutely need to come to work, keep your door closed and avoid contact with the rest of the staff.
• Please minimize the amount of cologne or perfume you wear. Some people have allergies or are sensitive to fragrances.
• Check your attitude at the door.

A final note on Professionalism
Professionalism: the conduct, aims, or qualities that characterize or mark a profession or a professional person. Professionalism means being the very best you can be, being reliable, self-disciplined, and having respect for others. It means having a good attitude that shows dedication and initiative. It means being a good communicator and an even better team player. It is knowing what to do and when to do it. Professionals show self-respect in their work and their appearance.
Conference Room Reservations

UCB CR-325 Conference Room
Send a Google calendar invite to 1995 University-CR-325, or ask either the UCB Office Manager or Karen Hamblett to reserve the room for you.

UCSF MCB 304 Small and Large Conference Rooms
Simply send an invite via the relevant Outlook Calendar:
- CPC FAS Large Conference Room
- CPC FAS Small Conference Room

Note: If a room is already booked by another person, you will receive an automatic decline notice. In this case, you will need to talk to Sonya Valencia directly about the reservation.
UCB PolyCom / BlueJeans Instructions

ON A COMPUTER
(Actions to be taken by the UCB coordinator of the meeting)
1) Open a browser and go to https://ucberkeley.bluejeans.com/.
2a) Click Login, then Login with your CalNet Info.
   OR
2b) IF you are already logged in, click on “Meetings” in the upper left corner.
3) Click “Schedule Meeting.”
4) Fill in the meeting title, start and end time, invites, and any message you wish to give.
5) Each person will receive an invite email detailing how to connect via IP Address, phone, etc.

   6) NOTE The Creator of the meeting will get a special email detailing their Moderator code and other information.
       This will be needed for the Polycom.

SECURITY NOTE: When you “schedule meeting”, the Meeting ID will be unique every time. If you “Start Instant Meeting” the Meeting ID will always be the same.
ON POLYCOM UNIT
1) Turn on the PolyCom Unit via the small display under the TV.
2) On the small display, choose “Video Call” on the bottom left corner.

ON REMOTE
1) Press the Home Button until the Option to “Place a Call” is displayed.

2) Click the center button while “Place a Call” is selected.

3) You may need to delete the previous call information with the Back Button.

4) Dial the IP Address of the Meeting that was generated. Include numbers and periods. (Such as 199.48.152.XXX)
5) Press the down directional arrow until “Call” is highlighted.
6) Press the Center button to initiate the call.
7) The Bluejeans screen will come up.
8) Press the # (pound) button until a small keypad is momentarily displayed on the TV.
9) Dial in your Meeting ID (such as 7352XXXXX) then hit #
10) Enter in your Moderator 4-digit code then #. Each UCB Employee has their own, static pin number. Whomever scheduled the meeting should put in the number.
11) The system will now wait for others to join in.
12) Proceed with your meeting.
13) When done, press the “End Call” button on the remote.
UCSF Conference Room Equipment – MCB 304

MCB 304 Quick Reference Guide - Cisco/Tandberg C40 Video Conferencing

The Cisco/Tandberg C40 lets you hold video conferences with UCSF users or conference rooms that are on the UCSF Telemedicine Network. This guide covers basic functionality for video calls.

Dialing from the phonebook:
1. Press any key on the remote to wake up the system.
2. Press the phonebook button which will open the UCSF directory of users to call.
3. Use the arrow keys to select a specific person or room.
4. Press the green call button on the remote control to place the video call.
5. To end the call, press the red End button.

Calling a bridge number:
1. Press any key on the remote to wake up the system.
2. Press the green call button on the remote control and dial the assigned bridge number using the number pad.
3. You will be placed into the meeting. To end the call, press the red End button.
4. In meeting functionality, users on the call can control the video that is being displayed.

Presentation mode:
1. To change the layout of the video call press.
2. Press the presentation button on the top left.
3. To present information from a laptop press the presentation button.
4. Press and hold the presentation button to select alternate sources.

Video Conferencing Info/Tips:
- All users must have Cisco Jabber to participate. Ask your technician or participant for an account. Please contact the service desk at 513-4100.
- Bridge numbers can only accommodate up to 4 participants on a video call.
- If you are holding a large conference with multiple sites, run a test call at least 3 days in advance.

Other remote functions:
- Microphone on/off button
- Volume
- Zoom in/out button
- Use the arrow keys to navigate
- Use this key to display the main home menu
FAS Large Conference Room Instructions for Equipment

The bridge supports 8 video participants. Additional participants will receive audio only (not a guaranteed service).

- Each participant should dial “MCB304.128.218.1.67” from Movi/Jabber Account or a registered UCF VC System to join the conference.
- Participants from non-registered UCSF VC systems or non-VS systems should dial 551612069@ucsf.edu.
- If outside systems do not support URI dialing, they can dial 551612069@128.218.1.67.
- Older Polycom systems may have to dial 128.218.1.67#551612069.

Starboard

- Turn on whiteboard
- Log on to your username
- If you are doing a presentation, you can use a USB Flash drive
- You would have to use the starboard software to do a markup on a presentation
Staff Development & Engagement

UCB

- **UC Learning Center**
  Most learning opportunities can be found on the UC Learning Center website. To register for courses:
  - Go to [http://blu.berkeley.edu](http://blu.berkeley.edu)
  - Authenticate using your Calnet ID
  - Select “UC Learning Center” in the “Self Service” section
  - Search for the class title or code for which you want to enroll (e.g., for STARS, select BECSS106)

- **CalPact**: [http://hrweb.berkeley.edu/files/attachments/calpact-schedule.pdf](http://hrweb.berkeley.edu/files/attachments/calpact-schedule.pdf)
  Computer applications training classes.

- **CARE Services Workshops**: [http://uhs.berkeley.edu/facstaff/care/classes.shtml](http://uhs.berkeley.edu/facstaff/care/classes.shtml)
  CARE Services is the campus faculty and staff assistance program providing free, confidential problem assessment and referral for UC Berkeley faculty and staff.

- **Career Development Workshops**: [http://hrweb.berkeley.edu/learning/career-development/workshops](http://hrweb.berkeley.edu/learning/career-development/workshops)

- **Keys to Enhance Your Supervisory Success (KEYS)**: [http://hrweb.berkeley.edu/learning/manager-supervisor/keys](http://hrweb.berkeley.edu/learning/manager-supervisor/keys)
  A training program for supervisors and managers.

- **Multicultural Education Program**: [http://mep.berkeley.edu/workshops](http://mep.berkeley.edu/workshops)

- **Staff Ombuds Office**: [http://staffombuds.berkeley.edu/](http://staffombuds.berkeley.edu/)
  An independent department that provides strictly confidential and informal conflict resolution and problem-solving services for all Staff, Non-Senate Academics, and Faculty Administrators.

  L+OD, OE, and UC Berkeley Extension are providing free tuition for eligible staff to enroll in selected Extension courses.

UCSF

- **UC Learning Center**: [https://learningcenter.ucsfmedicalcenter.org/](https://learningcenter.ucsfmedicalcenter.org/), enter your UCSF ID#.

- **Leadership Development Program**: [http://leader.ucsf.edu/](http://leader.ucsf.edu/)
  The purpose of the program is to enhance current leadership capacity and to support the creation of a diverse pipeline of future senior leaders. Participation in the leadership program is in service of individual and organization development. Individuals should be nominated on the basis of their demonstration of capability, commitment and capacity to grow.

  A flexible, yet systematic program of learning to help UCSF supervisors clarify their roles and develop core supervisory competencies. Enroll in The UCSF Supervisory Certificate program and accelerate your own development as a management professional.
Health & Wellness Offerings

UCB

- **Ergonomic Assessment Plan**
  All staff will receive an ergonomic assessment from Jennifer within their first 40 days on site. Please let your supervisor know if you would like a keyboard tray or task light at any time. If you have urgent ergonomic needs, please contact cssfacilities@berkeley.edu.

- **UCB Fitness Center**
  The fitness center is located on the second floor of 1608 4th Street, room 240 near the main kitchen/supply room, and is free to all CSS employees. The fitness center is open between 7:00 am and 7:00 pm. Hours may be adjusted according to demand. Equipment housed in the fitness center includes weights, bosu balls, elliptical machines, treadmills and stationary bicycles.

  Shower facilities are available for use, and are located near the fitness center. Showers are on the first floor of the building, and can be accessed by descending the stairs directly outside the fitness center.

  In order to use the fitness center, you will need to complete the University’s standard elective/voluntary waiver, which can be accessed here: http://goo.gl/sdzs3l. After the waiver has been submitted, your Cal 1 Card can be used to access the fitness center.

- **UCB Workfit**
  WorkFit is an in-house fitness program designed specifically for your department or group’s needs. Certified fitness instructors will come to your site and lead regular fitness classes at a time convenient for your staff.

UCSF

- **Living Well: http://livingwell.ucsf.edu/**
  The University’s Living Well initiative is dedicated to stimulating and supporting comprehensive wellness programs and resources designed to promote mental, physical, social and cultural balance. Working together with our partners, we strive to become a leader in health promotion programs, empowering people to lead healthier, more productive lives. The web portal is fundamental in providing opportunities for improved health of our university community. It has its roots in advancing personal responsibility for health and well-being through creative and innovative campus programs. We invite you to explore the diverse opportunities that support a healthy personal and professional life. For more information about Living Well, please contact Leeane.Jensen@ucsf.edu.

- **Ergonomics Program, http://www.ehs.ucsf.edu/ergonomics-program-0**
  Whether building a new campus or renovating a space, the ergonomist is available for design consultation in order to make a building as ergonomically optimal as possible from the start.

- **Fitness Center: http://campuslifeservices.ucsf.edu/fitnessrecreation/**
  We’re more than a gym—we’re a fitness lifestyle. Cardio, weights, and group fitness classes are here. Plus, we have swimming pools, leagues, massage, a climbing wall, Pilates, personal training, and more. Membership is open to all!
Parking and Transportation

Pre-Tax Commute Benefits

If you did not already know, you could use up to $240/month of pre-tax dollars to purchase your commute services. You can logon to https://www.wageworks.com/ and create a user account associated with your staff ID and pay for your parking or transit options with pre-tax dollars.

UCB Golden Bear Building at 1995 University:

- **Personal Vehicle Parking** – There is a parking lot associated with the building for use by UC employees. Patrons with C, F, or motorcycle (UCB) permits are not eligible to park in the lot. Fees apply. The private lot is owned by ABM, go to the toll booth employee and obtain a parking permit application. Above ground permit is 100$/month and underground parking is $125/month. For UC parking permit rates. [http://pt.berkeley.edu/parking/faculty_staff](http://pt.berkeley.edu/parking/faculty_staff).

- **BART** – The Downtown Berkeley BART station is approximately 0.2 miles away. BART tickets may be purchased on a pre-tax basis through P&T: [https://www.bart.gov/](https://www.bart.gov/).

- **AC Transit** – A number of AC Transit lines serve the Downtown Berkeley area, with a main bus station less than 3 blocks away at Shattuck Avenue and Addison Street. P&T offers a subsidized Easy Pass for AC Transit. For $34 per month, employees may purchase an Easy Pass that provides unlimited rides on AC Transit. Easy Pass tickets may be purchased on a pre-tax basis through P&T. Visit [http://www.actransit.org/](http://www.actransit.org/) for more information.

UCB 4th Street:

- **Personal Vehicle Parking** – There is a parking lot associated with the building for use by UC employees. Patrons with C, F, or motorcycle permits are eligible to park in the lot. If you are interested in purchasing a permit, you can visit Parking & Transportation (P&T) in person at 2150 Kittredge 1st Floor or visit their website at pt.berkeley.edu.

- **BART** – The North Berkeley BART station is approximately 1.3 miles away: [https://www.bart.gov/](https://www.bart.gov/).
  - **AC Transit** – North Berkeley BART is serviced by a number of AC Transit lines, with the 51B and the 52 providing transit to within four blocks of the building. P&T offers a subsidized Easy Pass for AC Transit. For $34 per month, employees may purchase an Easy Pass that provides unlimited rides on AC Transit. Both the Easy Pass and BART tickets may be purchased on a pre-tax basis through P&T. More information about maps and schedules is available at [http://www.actransit.org/](http://www.actransit.org/).

- **Shuttle** – There is a morning and evening shuttle that travels from the North Berkeley BART station and runs on a 10-minute interval.
  - The shuttle runs weekday mornings 6:40-9:30 a.m.; and weekday afternoons 4:00-6:20 p.m.
  - The shuttle picks up in front of the North Berkeley BART station & drops off in the parking lot.
  - For full shuttle schedule, visit: [http://pt.berkeley.edu/sites/default/files/content/shared%20services2.pdf](http://pt.berkeley.edu/sites/default/files/content/shared%20services2.pdf).

- **Bicycle** – Secure bicycle parking and shower facilities are available for employees who wish to ride their bikes to work. You will need additional key card access to enter the bike storage area. If you are interested in this option, please contact the facilities team at cssfacilities@berkeley.edu.

- **City CarShare** – P&T has provided two City CarShare vehicles at the 4th Street location. The City CarShares are considered University vehicles during working hours from 8 a.m. to 5 p.m. P&T will work with all CSS...
supervisors to determine which staff have a business need to use the CarShares and register them as CarShare members. Once a member, employees will easily be able to use the CarShares to travel between sites, the cost of the business travel will be borne by the department. There are two dedicated CSS parking spaces on campus for easy parking.

- **AC Transit** – There are two main AC Transit lines that run from West Berkeley to campus, the 52 and the 51B. The 52 travels from San Pablo and Cedar up to campus and circles the entire campus, providing access to any part of campus. The 51B travels on an 8-10 minute frequency from University and 6th Street to campus via University Avenue and Durant Avenue, serving the south side of campus. Staff are eligible for the subsidized AC Transit Easy Pass which is available through P&T.

**UCSF Mission Center Building (MCB)**

- **Personal Vehicle Parking** – MCB has a University parking lot associated with the building. UC Berkeley parking passes are valid in UCSF lots. Parking permits and a pay station is available. Submit the Parking Application at: [http://ucsfhr.ucsf.edu/files/new_hire_checklist/B5_Parking_Application.pdf](http://ucsfhr.ucsf.edu/files/new_hire_checklist/B5_Parking_Application.pdf).

- **BART** – The 16th Street Mission station is approximately 0.4 miles away. The Red and Yellow UCSF shuttles provide transportation between this station and the building at certain hours of the day: [https://www.bart.gov/](https://www.bart.gov/).

- **UCSF Shuttle** – The UCSF shuttle system serves all primary UCSF campuses, as well as secondary campus locations. Service is FREE to staff. Several shuttle lines serve MCB starting at 6 a.m. and ending at 7:50-8:35 p.m., depending on the route. For routes and timetables, visit: [http://campuslifeservices.ucsf.edu/transportation/services/shuttles/routes_timetables](http://campuslifeservices.ucsf.edu/transportation/services/shuttles/routes_timetables).

- **AC Transit** – The 16th Street Mission area is serviced by a number of AC Transit lines. For more information, visit: [http://www.actransit.org/](http://www.actransit.org/).

- **Bicycle** – Indoor and outdoor bicycle parking, as well as shower facilities, are available for employees who wish to ride their bikes to work.

**Oyster Point**

- **Personal Vehicle**
  - From US-101 SOUTH take exit #425B/OYSTER POINT BLVD EAST onto Oyster Point Boulevard, then turn right on Gull Drive. Our warehouse is at the end of Gull Drive where it runs into Forbes Boulevard. Turn left on Forbes and then an immediate right into our parking lot.
  - From US-101 NORTH take the OYSTER POINT BOULEVARD turning right onto Oyster Point Boulevard, then turn right on Gull Drive. Our warehouse is at the end of Gull Drive where it runs into Forbes Boulevard. Turn left on Forbes and then an immediate right into our parking lot.

- **CalTrain** – The Oyster Point Blvd./Ecles stop is about 0.5 miles from the building: [http://www.caltrain.com](http://www.caltrain.com).
Useful Links

UC Berkeley

Human Resources
http://hrweb.berkeley.edu/resources/calendars

Cal 1 Card
http://services.housing.berkeley.edu/c1c/static/index.htm

Campus Shared Services & Submit a Ticket
http://sharedservices.berkeley.edu/

Recreational Sports Facilities
http://recsports.berkeley.edu/

UC San Francisco

Benefits
http://ucsfhr.ucsf.edu/index.php/jobs/brassring_article/benefits/

Where to get ID Card
http://police.ucsf.edu/weid

Information Technology & Submit a Ticket
https://it.ucsf.edu/about/teams/ucsf-it-service-desk

Fitness & Recreation
http://campuslifeservices.ucsf.edu/fitnessrecreation/information/faq_policies/mcb_mini_fitness_center