PERSONNEL GUIDELINES FOR LAB EMPLOYEES & SUPERVISORS

This document is intended as an overview of UC personnel policies. Different positions are governed by different policies.

Academic Personnel Policies: http://ap.uci.edu/policies-procedures/
Staff Personnel Policies: http://policy.ucop.edu/manuals/personnel-policies-for-staff-members.html
Staff Union Contracts: http://ucnet.universityofcalifornia.edu/labor/bargaining-units/index.html
Postdoc Union Contract: http://ucnet.universityofcalifornia.edu/labor/bargaining-units/px/contract.html

EMPLOYMENT CLASSIFICATIONS

<table>
<thead>
<tr>
<th>TITLE</th>
<th>STAFF</th>
<th>ACADEMIC</th>
<th>EXEMPT</th>
<th>NON-EXEMPT</th>
<th>UNION</th>
<th>MUST BE SUPERVISED IN LAB</th>
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LIMITED AND CAREER STAFF EMPLOYEES

A limited appointment is established at any percentage of time during which the appointee is expected to be on pay status for fewer than 1,000 hours in a 12-month period.

A career appointment is 50 percent time or more, which is expected to continue for one year or longer. A limited appointment shall change to a career appointment when the incumbent has attained 1,000 hours of qualifying service in any 12 consecutive months without a break in service of at least 120 consecutive calendar days.
Employee Responsibilities:
- Submit timesheets/leave reports by the posted deadlines.
- Complete the Safety Training Self-Assessment and keep up-to-date with training.
- Obtain approval in advance for vacation/personal leave.
- Complete an online Incident Report if you are involved in or witness an accident that may involve injury.
- Contact the Pharm Sci Personnel Analyst if you are going on a medical leave.
- Submit a letter/e-mail of resignation to your supervisor and the Pharm Sci Personnel Analyst if you decide to end your appointment early.
- NON-EXEMPT EMPLOYEES ONLY:
  - Obtain approval in advance to work overtime, evenings and/or weekends.
  - Do not work more than 5 consecutive hours without a non-working (unpaid) break.

Supervisor Responsibilities:
- Verify time reported on the employee timesheet/leave report is accurate; submit approval by the posted deadlines in TRS.
- Notify the department when an employee comes to you with an unusual personnel request.
- Notify the department when you are considering making changes to an appointment (i.e., termination, layoff, change in percent time, job duties, etc.).
- Clearly define work schedule and performance expectations with employees.
- Notify the department if there are performance issues which need to be addressed. The Personnel Analyst will work with the supervisor to make sure that all UC and union policies are followed.
- Ensure that employees receive lab specific training as specified by EH&S.
- Conduct a mid-probationary review for career staff.
- Complete an annual performance evaluation for represented staff.
- Conduct quarterly check-ins with non-represented, career employees.
- On a new employee’s first day of employment, show them:
  - How to use the office/lab equipment (phone, voice mail, computer)
  - How to order supplies
  - How to request time off
  - Where to assemble in the event of an emergency (per your building’s emergency plan)
- Complete an online Incident Report if you are involved in or witness an accident that may involve injury.

Department Responsibilities:
- Monitor appointment and work permit end dates; alert supervisors of their options as these dates near.
- Track limited, work-study and leave accrual hours; notify supervisor and employee when the employee is nearing their maximum hours.
- Alert supervisor and/or employee when proper policies and procedures are not being followed.
- Provide a Pharm Sci orientation to each new employee.
HOURS OF WORK
A full-time, non-exempt employee works 40 hours per week. Non-exempt employees are paid hourly. Work beyond 40 hours in a week is subject to additional compensation and must be approved in advance by the employee’s supervisor.

The workweek for full-time, exempt employees is considered to be 40 hours; however, greater emphasis is placed on meeting the responsibilities assigned to the position than on working a specified number of hours. Exempt employees do not receive overtime compensation or compensatory time off for hours worked beyond 40 hours per week.

TIME REPORTING

Time Reporting System (TRS) - https://timesheet.uci.edu/
Except for Postdocs and GSRs, all employees report their time and/or leave via TRS, an online system. Monthly and bi-weekly timesheet deadlines are posted on the TRS web page.

- **Non-exempt employees** report time and leave in bi-weekly pay cycles and are paid in quarter-hour increments.
- **Exempt employees** report leave ONLY in monthly pay cycles. Employees report their leave in full-day increments (8 hours for full-time employees).

GSRs do not report time or leave.

Postdocs report leave ONLY using a paper form, which is provided to them at the time of hire.

BREAKS FOR NON-EXEMPT EMPLOYEES
Any work period of 5 continuous hours or more shall provide for a meal period of at least 1/2 hour. Meal periods, which should be duty-free, are neither time worked nor time on pay status.

Employees will be granted a 15-minute rest period for each 3 consecutive hours worked. Such rest periods shall be considered as time worked.

SHIFT DIFFERENTIAL FOR NON-EXEMPT EMPLOYEES

Evening shift differential applies to a shift that includes four or more hours worked after 5:00 p.m. and before 12:00 a.m. (midnight).

Night shift differential applies to a shift that includes four or more hours worked after 12:00 a.m. (midnight) and before 8:00 a.m.

Weekend shift differential applies to all hours actually worked between 12:01 a.m. Saturday and 11:59 p.m. Sunday.
PROBATIONARY PERIODS FOR CAREER STAFF EMPLOYEES

Most career staff appointments have a six-month probationary period. Supervisors are encouraged to provide regular feedback to employees concerning work performance and general suitability for University employment during the probationary period. The supervisor should conduct a written evaluation of each probationary employee at least once prior to completion of the probationary period. At the midpoint of an employee’s probation period the Personnel Analyst will contact the supervisor to request this written evaluation. In addition to this evaluation, the supervisor may conduct a written evaluation at any time there is a question concerning the quality of an employee’s performance or general suitability for University employment.

The Personnel Analyst will contact the supervisor before the end of an employee’s probationary period to verify that the employee is satisfactory. The supervisor may request an extension to the probationary period at this time. To do this he/she will need to work with the Personnel Analyst to assure compliance with all UCI and union policies. An employee who has satisfactorily completed the probationary period shall be informed in writing of the attainment of regular employee status.

PERFORMANCE REVIEWS FOR CAREER STAFF EMPLOYEES

Represented, career staff are to receive an annual performance evaluation. Each July the Personnel Analyst shall contact supervisors to remind them it is time to conduct the annual reviews for the time period July 1 – June 30. Evaluations, signed by both the employee and supervisor, should be submitted to the Department by September 30. These evaluations become part of the employee’s personnel record.

How to Conduct Annual Performance Evaluations:  

ACHIEVE is the name of the staff performance program for non-represented, career staff. Rather than evaluating a past performance period, supervisors will conduct frequent, informal check-ins. Check-ins occur in July, October, January and April. Discussions will focus on goals progress and performance. In years when a merit fund is available, check-in documentation as well as UCI merit criteria will be used to determine merit levels and merit awards.

ACHIEVE: http://hr.uci.edu/partnership/performance/  
TERMINATION & LAYOFF
Supervisors should speak with the Personnel Analyst as soon as they think they may need to either terminate or layoff an employee. The Personnel Analyst will work with the supervisor to make sure that all UC and union policies are followed.

Probationary and Student Assistant employees may be released at any time at the discretion of the University. The employee shall be notified of the release in writing.

NON-REAPPOINTMENTS & VETTING FOR ACADEMIC EMPLOYEES
Supervisors must notify the Personnel Analyst as soon as they know that they will not be seeking a renewal or reappointment for their academic employee. The non-reappointment may need to be vetted by Academic Personnel. If a term employee is leaving of their own volition, then vetting is not required. However, if it is the PI’s decision then s/he will need to provide a reason for the non-reappointment. If the reason is that funding is low or the project has ended, AP will need to know approximate dates as to when funding will run out or when the project ends. If the reason is based on poor performance, then the PI will need to provide details that effort was made to correct the performance issues and that the employee was aware of the issues. It is important for the PI to document any such activity.

LEAVES & ACCRUALS

Personal Time Off for Postdocs
- Postdocs start each term with a balance of 24 days of personal time off.
- Personal time off not used within the appointment period is not carried over into a subsequent appointment year.
- Use of personal time off requires advance approval by a supervisor.

Sick Leave
- Excluding Postdocs and GSRs, employees accrue sick leave if they work 50% time or more.
- Postdocs start each term with 12 days of sick leave plus any unused leave from their previous term(s).
- Sick leave is provided to continue the salary of eligible employees who are absent from work because of illness, disability, or medical appointments.
- To use sick leave, an employee may be required to give at least 30 days advance notice of foreseeable medical needs (e.g., a planned medical treatment) whenever possible or, if 30 days is not possible, reasonable notice; and to submit satisfactory proof of inability to work, illness in the family, or bereavement.

Vacation
- Excluding Postdocs, GSRs, and Student Assistants, employees accrue vacation leave if they work 50% time or more.
• Vacation leave must be scheduled in advance and approved by the employee’s immediate supervisor.
• Supervisors should do their best to accommodate vacation requests.
• Supervisors are responsible for verifying that the employee has accrued sufficient vacation time for the requested vacation. Note: leave accruals are listed in TRS and on pay stubs.
• Vacation shall not be scheduled after the last day of work.
• Although vacation is provided for rest, the employee may request to use vacation for illness, disability, and personal reasons.
• **Limited employees** do not typically accrue vacation; however, a limited employee may become eligible to accrue vacation after 6 consecutive months of employment at 50% or more on pay status.
• Employees in the **SX** union (Lab Helpers) must wait 6 months before using their vacation time.
• Employees in the **TX** and **RX** unions (Lab Assistants & Staff Research Associates) and employees **not represented** by collective bargaining agreements may use vacation immediately after accruing vacation leave.
• Employees may only use vacation time that has been accrued.

**HOLIDAYS**

Holiday work must be approved by the supervisor in advance.

A **non-exempt employee** who works on a holiday will earn additional compensation.

A **Postdoc** who is scheduled to work a holiday shall receive an alternate day off for each holiday worked.

**UC Holidays**

January 1
MLK Day (3rd Monday in January)
President’s Day (3rd Monday in February)
Cesar Chavez Day (Last Friday in March)
Memorial Day (Last Monday in May)
Independence Day Holiday (date varies)
Labor Day (First Monday in September)
November 11 (Veteran’s Day)
Thanksgiving Day
Friday following Thanksgiving Day
December 24 (or announced equivalent)
December 25 (Christmas)

Unless the University designates an alternate day, when a holiday falls on a Saturday, the preceding Friday is observed as the holiday; and when a holiday falls on a Sunday, the following Monday is observed as the holiday.