PERSONNEL GUIDELINES FOR LAB EMPLOYEES & SUPERVISORS
This document is intended as a brief overview for some of UC’s personnel policies.

EMPLOYMENT CLASSIFICATION TABLE FOR COMMONLY USED LAB TITLES

<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 AT ALL TIMES IN LAB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Assistant 1 - 4</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td>TX</td>
<td>Lab Asst. 1 only</td>
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<td></td>
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<td>Specialist series</td>
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<tr>
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<tr>
<td>Visiting X</td>
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</table>

*Limited staff are expected to be on pay status for fewer than 1,000 hours in a 12-month period. Career staff work at least 50% time for one year or longer. A limited appointment changes to career when the employee reaches 1,000 hours.

School Responsibilities:
- Monitor appointment and work permit end dates
- Track limited, work-study and leave accrual hours
- Alert supervisor and/or employee when proper policies and procedures are not being followed
- Provide a School orientation to each new employee
- Notify employees when UCLC training is overdue or expired

Employee Responsibilities:
- Submit timesheets/leave reports by posted deadlines
- Keep up-to-date with all required training
- Obtain supervisor approval in advance of:
  - vacation/personal leave
  - overtime, evening, and weekend shifts (NON-EXEMPT STAFF ONLY)
- Submit an incident report when involved in/witness an accident or safety concern
- Contact Personnel Analyst when going on an extended leave (medical/disability, parental, etc.)
- Take meal and rest breaks per UC policy
Supervisor Responsibilities (Supervisor’s Guide):

- Verify accuracy of employees’ time/leave reporting; submit approval by the posted deadlines
- Verify employee has sufficient vacation accrual/personal time balance for requested leaves
- Notify Personnel Analyst:
  - when an employee comes to you with an unusual personnel request
  - if there are performance issues which need to be addressed
  - when you are considering making changes to an appointment (i.e., termination, change in percent time, job duties, etc.)
- Clearly define work schedule and performance expectations with employees
- Ensure employees receive lab specific training as specified by EH&S.
- Conduct a probationary review for career staff.
- Complete an annual performance evaluation for represented, career staff.
- Conduct ACHIEVE check-ins three times per year for non-represented, career staff.
- Submit an incident report when involved in/witness an accident or safety concern.
- Provide meal and rest breaks per UC policy.
- On an employee’s first day, show them:
  - How to use the office/lab equipment
  - How to order supplies
  - How to request time off
  - Where to assemble in the event of an emergency and location of first aid supplies and Emergency Procedures flip chart

HOURS OF WORK

A full-time, non-exempt employee works 40 hours per week. Work beyond 40 hours in a week (or 8 hours a day for some represented staff) is subject to additional compensation and must be approved in advance by the employee’s supervisor.

The work week for full-time, exempt employees is 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 or 8 hours a day.

Some non-exempt staff receive additional pay for working an evening, night or weekend shift. Employee must obtain approval in advance of shift differential work.

- Evening shift differential: 4+ hours worked after 5:00 p.m. and before 12:00 a.m.
- Night shift differential: 4+ hours worked after 12:00 a.m. and before 8:00 a.m.
- Weekend shift differential: hours worked between 12:01 a.m. Saturday and 11:59 p.m. Sunday.

Any work period of 5 continuous hours 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 paid rest period for each 3 consecutive hours worked.
TIME/LEAVE REPORTING
- Except for GSRs, paid employees report time and/or leave via the online Time Reporting System (TRS). Monthly and bi-weekly deadlines and pay dates are posted on the TRS web page.
- Non-exempt employees report time and leave in ¼ hour increments on a bi-weekly pay cycle.
- Exempt employees report leave monthly, which is reported in full-day increments.

VACATION & SICK LEAVE
Accrual
- Excluding GSRs, paid employees who work 50% time or more accrue sick and/or vacation. Sick & vacation accruals are listed in TRS and UCPath.
- New employees will be given information about their accrual rate and vacation max during School orientation.
- Employee can view leave balances in TRS and UCPath.
- Supervisors can verify the leave balances of their direct reports through the Manager Actions tab on their UCPath dashboard.

Sick Leave
- Sick leave is provided to continue the salary of eligible employees who are absent from work because of illness, disability, or medical appointments.
- An employee may be required to give at least 30 days advance notice of foreseeable medical needs and to submit satisfactory proof of inability to work, illness in the family, or bereavement.
- Sick leave may not be used in lieu of vacation.

Vacation Leave/Personal Time
- Supervisors should communicate with their employees how to request vacation leave (i.e., send request via e-mail, create your own internal process/form).
- Vacation must be scheduled in advance and approved by supervisor. Supervisors should do their best to accommodate vacation requests.
- Vacation shall not be scheduled on or 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.
- With the exception of Winter Break, employees may not claim vacation in advance of accrual.

OTHER TYPES OF LEAVE
Employee should contact the Personnel Analyst if they plan to go on any type of long term leave, including medical/disability and parental leave.
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 scheduled to work a holiday shall receive an alternate day off.
- Holiday Pay Eligibility & Usage Guide

WINTER ADMINISTRATIVE RECESS
Most units close between the Christmas and New Year holidays, and some of the days within this period are not paid holidays. For any days not worked (excluding the four paid holidays) you must choose one of the options below:
1. Use paid vacation time.
2. Use compensatory time off, if available.
3. Take a leave of absence without pay.

PROBATIONARY PERIODS FOR CAREER STAFF EMPLOYEES
Most new, career staff appointments have a six-month probationary period. During this time supervisors are encouraged to provide regular feedback concerning work performance and should conduct a written evaluation at least once during the probationary period. At the midpoint of an employee’s probationary period, the Personnel Analyst will contact the supervisor to request this written evaluation. The Analyst will contact the supervisor again, just 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. 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. In July, the Personnel Analyst will inform supervisors 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. Reference: 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 three times per year. 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. Reference: UCI Merit Criteria

TERMINATION, LAYOFF & PERFORMANCE ISSUES
Supervisors should speak with the Personnel Analyst as soon as they think they may need to terminate or layoff an employee or if there are performance issues which need to be addressed. The Analyst will work with the supervisor to ensure that all UC and union policies are followed.
Probationary staff, limited staff, and Student Assistants may be released at any time at the discretion of the University.

A 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.

NON-REAPPPOINTMENT OF AN ACADEMIC EMPLOYEE
Non-reappointments initiated by the PI need to be vetted by Academic Personnel with justification (low funding, project ending, poor performance). 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.

ACCIDENT, INJURY, WORKERS COMPENSATION, SAFETY TRAINING & EMERGENCY PREPARADNESS
- Either employee or supervisor must submit an INCIDENT REPORT when involved in/witness an accident, safety concern or near-miss.
- Work Related Injury
- Safety Training Self-Assessment & Required Training
- Work unit specific training will be provided to employee by supervisor.
- On an employee’s first day of work their supervisor should show them the emergency assembly area and location of first aid supplies and the Emergency Procedures flip chart.
- Emergency Management Plan for UCI

CONTACT
Please contact the School’s Personnel Analyst (949/824-5365 or tcalvert@uci.edu) if you have any questions about topics addressed or not addressed in this document.

Employees can also send questions about payroll or benefits directly to the Employee Experience Center (949/824-0500 or eec@uci.edu).