

The Lawrence Hall of Science

Team Member Performance Expectations

The mission of the Lawrence Hall of Science is *to inspire and engage through science discovery and learning in ways that advance equity and opportunity*. Following extensive collaborative work and with the input of over 100 individuals across the community from multiple and diverse stakeholders, we are developing and implementing a strategic plan to direct how we work to enact this mission. Every Lawrence Hall of Science team member is critical to that success.

As UC Berkeley's Public Science Center, we are also dedicated to providing our visitors and guests, educators and students, campus community and other audiences an exceptional experience at and with The Lawrence Hall of Science. As an organization, The Lawrence Hall of Science is committed to advancing organizational well-being and to continuous improvement. Every member of our Lawrence community has a role in sustaining a safe, respectful and humane culture and physical environment in which we, as individuals and as an organization, can thrive.

The following performance expectations for all employees are designed to provide clarity about expectations that will help promote alignment between the work that each team member does with our [commitments](#), [strategic priorities](#), and [mindsets](#).

Every Lawrence Hall of Science Team Member is expected to:

- **Ensure quality of The Lawrence's services and programs**
- **Integrate equity, inclusion, diversity, belonging, and justice into our all aspects of our work and workplace**
- **Maintain professional interpersonal interactions**
- **Pursue continuous learning and growth**

Here are ways to meet these expectations:

Ensure quality of The Lawrence's services and programs

- Perform the responsibilities as listed in your job description in communication and advisement with your manager/supervisor.
- Conduct work and engage with your colleagues in a way that embodies The Lawrence's [commitments](#), advances our [strategic priorities](#), and is aligned with our [mindsets](#).
- Accomplish work tasks and goals on time and on budget
- Monitor and use Lawrence and UC Berkeley communication channels following Lawrence communication guidelines
- Promote safety in our workplace and adhere to safety procedures and guidelines
- Follow UC Berkeley and Lawrence Hall of Science policies and applicable procedures as listed in [Appendix B](#)
- If you are a manager/supervisor, you are also held accountable to the items on *Appendix A: Important Tasks and Practices for Managers and Supervisors* included with this document.

Integrate equity, inclusion, diversity, belonging, and justice into our all aspects of our work and workplace

- Adhere to UC Berkeley's [principles of community](#) which guide us to (1) center integrity and equity in our work and workplace and to (2) create a safe, caring and humane environment in which these values can thrive.
- Monitor your own [implicit biases](#) to mitigate their influence on your professional conduct

Maintain professional interpersonal interactions

- Apply sound professional and personal judgment and effectively attend to professional roles and boundaries.
- Respect your colleagues, collaborating and cooperating to achieve goals. Look for opportunities to connect to incorporate diverse inputs and learn from colleagues.
- Develop and maintain positive, collaborative and constructive relationships with partners, clients, and customers when representing The Lawrence/UCB, handling interactions effectively and taking responsibility for outcomes.
- Demonstrate professional communication and behavior.
- Give and receive information clearly and effectively.
- Accept and learn from feedback.
- Support success and celebrate accomplishments.
- To promote and maintain a healthy working environment, all staff should adhere to the values statements, guidelines and policies listed in [Appendix B](#) below.
- As an employee of The Lawrence you are an ambassador of the institution. As ambassadors of the institution, employees are encouraged to reflect its values and objectives positively in their interactions with internal colleagues and external parties.

Pursue continuous learning and growth.

- Ensure you complete all [required UC Berkeley trainings](#)
- Ensure you complete any required Lawrence Hall of Science trainings or professional learning sessions (a list of these requirements will be provided bi-annually).
- Continue to develop your skills and understanding regarding Diversity, Equity, Inclusion, Belonging and Social Justice and incorporate it into practice.
- Work with your manager/supervisor to access and pursue ongoing professional learning that enables you to ensure the quality and innovation of The Lawrence's services and programs through job mastery

These expectations accompany the individual job descriptions/job cards of all Lawrence Employees; as such they will be part of your performance review process based on your particular appointment type (e.g. staff, academic). For example, if you routinely go through the [Achieve Together](#) process, these expectations will help to inform the conversations. If you participate in the Academic Case process, these expectations will inform ongoing goal-setting and check-in conversations with your manager/supervisor. Every Lawrence Hall of Science team member (staff, academic, student) will be responsible for meeting these performance expectations.

Appendix A: Important Tasks and Practices for Managers and Supervisors

The following appendix outlines important tasks for managers and supervisors. **A manager** manages an area of responsibility; provides work direction to others; has accountability for funds/resources; has accountability for the outcomes of the work. **A supervisor** acts as the supervisor of record for other Lawrence employees (including student staff); supports them/holds them accountable for doing the work described in their job description and this document; provides ongoing performance management. This is a living document; as new tasks arise, they can and will be added to this Appendix.

Important Tasks for Managers and Supervisors:

- Complete [Achieve Together](#) requirements for Staff Employees (or equivalent Academic process)
- Approve [CalTime](#) and makes sure folks fill out timesheets
 - Make sure that anything you approve in Cal Time matches your understanding of what actually happened (e.g. people need to accurately record vacation and sick leave)
 - When special circumstances arise, please consult with your [Group Director](#) before approving any alternative working arrangements; They may also need to consult HR for guidance and to ensure proper record keeping.
- Do your [required trainings](#) (UC Berkeley and Lawrence Hall of Science trainings) and make sure your supervisees do their trainings
- Submit request for contract renewals 3 months prior to end of appointment
- Track limited appointment hours monthly
- Know and Follow [UC Berkeley](#) and [Lawrence Flexible/Remote Work](#) Policies
 - Sick Leave and Vacation Leave (including understanding the specifics about sick and vacation accruals for different job types –e.g. exempt or non exempt; academic or staff; impact of seniority on vacation accruals)
 - Who to contact about Leaves (e.g. parental leave, out for more than 3 days, etc.)
- Check this document every four months at the time that you engage in your achieve together or ongoing goal-setting and check-in conversations

Practices expected of Supervisors

- Regular (weekly, bi-weekly, monthly depending on job) check-ins with the people you supervise
- Set goals with your supervisees and holding them accountable for meeting those goals
- Keeping yourself knowledgeable about relevant campus and Lawrence policies and escalate issues as needed
- Keep your supervisee's job descriptions up-to-date; as responsibilities change, amend the job description and share it with your Group Director and Flori Ramos for approval of those changes. Ensure that Flori has a copy of the final amended job description.
- Report any HR incidents/grievances/concerns reported to you or that you learn about to your Group Director and Flori Ramos for review and guidance about next steps (unless it involves the Group Director and then bring it to Flori directly).

Practices expected of Managers

- Managers are accountable for overseeing the responsibilities that are in your area of work. Accountability is not just about getting things done. It's about getting them done on time, on budget, and in a way that embodies The Lawrence's commitments, advances our strategic priorities, and is aligned with our mindsets.
 - Adhere to all relevant policies and procedures (available on the [staff website](#)) when managing your responsibilities.
- [For Fund Managers] Responsible for budgeting, forecasting, and monitoring.
 - At least monthly check-ins with FAs to review actuals and forecasts.
 - Must feed appropriate information about FTEs, forecasts, etc. to FAs.

Practices expected of Supervisors and Managers

- Maintain confidentiality and sensitivity of certain information
 - Employee personal details, health information disclosed, etc.

- *Sensitive information such as proposed budgetary information, partnership information, etc.*
- *Report any HR incidents/grievances/concerns reported to you or that you learn about to your Group Director and Flori Ramos for review and guidance about next steps (unless it involves the Group Director and then bring it to Flori directly).*
- Promote a culture of belonging and inclusivity.

Additional practices expected of Executive Leaders

- Establish processes and protocols for collaborations, workflows, and communication intra and inter Group and institutionalize them through documentation, support and clear delineation of roles and responsibilities for implementation
- Ensure Cross-Group Coordination with other Executive Leaders
- Represent the needs/priorities of your Group at XLT
- Manage and monitor Group resources in ways that advance The Lawrence's strategic priority of Financial Health
- Consistently pursue opportunities to advance organizational well-being
- Report any HR incidents/grievances/concerns reported to you or that you learn about to Flori Ramos for review and guidance about next steps. In the case that the grievance/incident/concern relates to Flori, bring it directly to Rena. In the case that the grievance/incident/concern relates to Rena, bring it directly to Flori. In the case that it relates to both Flori and Rena, bring it to another XLT member.

Appendix B: Quick Access to Referenced Links

Strategic Plan and Values documents

- [Ethical Standards](#) for the University of California, Berkeley.
- [UC Berkeley Strategic Plan](#) and [Guiding Values](#)
- [Lawrence Hall of Science Strategic Plan](#)
- [Principles of Community](#) for the University of California, Berkeley
- [Managing Implicit Bias](#)

Policies

- [Academic Personnel Manuals and related documents](#)
- [Personnel Policies for Staff members and related documents](#)
- [UC Berkeley Leaves Policies](#)
- [Lawrence Flexible and Remote Work Policies](#)

Working documents and files

- [CalTime](#)
- [Achieve Together](#)
- [UC Berkeley Learning Center](#) for required and optional trainings

Organizational Structure

- [Lawrence organizational structure](#)
- Regularly updated [org chart](#)