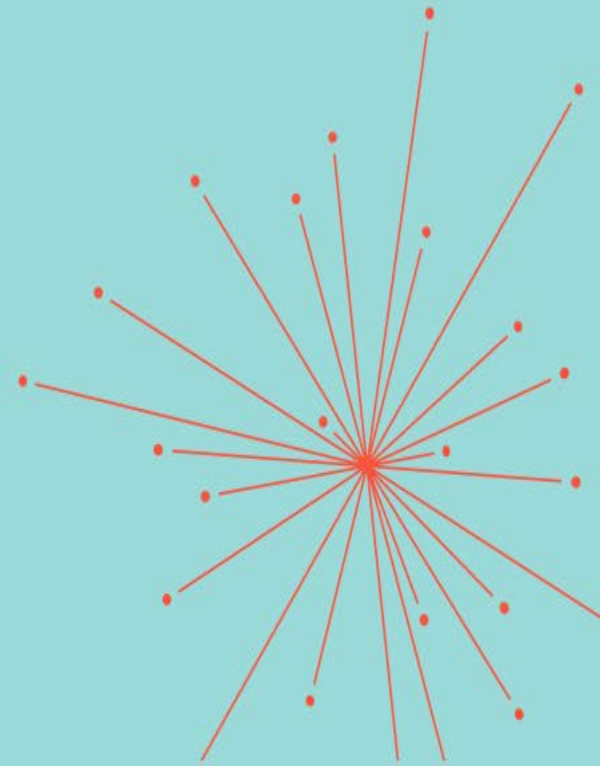


The Lawrence Hall of Science

UNIVERSITY OF CALIFORNIA, BERKELEY

Lawrence Human Resources Supervisor and Manager Guide

03/15/2023



Introduction

This Supervisor's Guide is specific to the Lawrence's practices to help ensure this organization maintains compliance with HR Federal, State, and UC policy. *Please note: all Lawrence [HR processes and forms can be found on the Lawrence Staff Website.](#)*

If you have any questions, please don't hesitate to contact us

Flori Ramos, Executive Director, Resource Management (RMG)

Jasmine Lopez, Associate Director of Human Resources

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Type of Employee Appointments

APPOINTMENT TYPE	DEFINITION	DURATION OF APPOINTMENT	INITIAL FORMS NEEDED TO HIRE
Academic	Academic appointments are held by employees with academic-related duties. Position use a distinct personnel program (policies) based on the job title and whether the appointment is represented or non-represented (dependent on the position's supervisory/managerial duties) Pay is determined by the position title and step. Appointment renewal and advancement eligibility every 2-3 years (dependent on position title) based on the employee's accomplishments.	1 year initial appointment. Then 2-3 year appointment based on position title.	Justification Memo Academic Recruitment Form Job Description Job AD (optional) Search Report
Career <i>Staff Position</i>	Career appointments are considered "regular" employment and permanent positions. Employees are eligible for full benefits. Recruitment is required.	50% or more of full-time for an indefinite time period	Justification Memo Recruitment Form Job Description & PEM Form (from JobBuilder) Job AD (optional) Hire Form (once employee has been selected) Intercampus Order and/or Charge (IOC) (if Background Check is required)
Contract <i>Staff Position</i>	Contract appointments are considered "temporary" assignments. Contract appts. cannot be used to hire employees with represented or academic titles. Level of benefits is determined by percentage of full-time and length of the appointment. The appointment terminates automatically on the appointment end date of this employment contract unless renewed. Contracts can be renewed up to 3 times. Employment is "at-will". Recruitment is required.	Definite time period (up to 1 year). Renewed at the end of the appointment.	Justification Memo Recruitment Form Job Description & PEM Form (from JobBuilder) Job AD (optional) Hire Form (once employee has been selected) IOC (if Background Check is required)
Limited <i>Staff Position</i>	Limited appointments are considered "temporary" assignments. Individuals are hired on limited assignments to meet temporary and project-focused operational needs. Limited appts. cannot be used to hire employees with represented or academic titles. Level of benefits is determined by percentage of full-time and length of the appointment. Employment is "at-will". Recruitment is not required if a candidate has already been identified.	Not more than 900 hours in a 12-month period	Justification Memo Recruitment Form (if recruiting) Hire Form (once employee has been selected) Job Description & PEM Form (from JobBuilder) IOC (if Background Check is required)
UC Student	UC student appointments are restricted to UC Berkeley students only. Employees can work up to 19.5 hours per week without being eligible for benefits. Employment is "at will." Recruitment is not required.	Definite time period (up to 1 year). Renewed at the end of the appointment.	Justification Memo Recruitment Form Job Description Job AD (optional) Hire Form (once employee has been selected) IOC (if Background Check is required)

Type of Employee Appointments

APPOINTMENT TYPE	DEFINITION	DURATION OF APPOINTMENT	INITIAL FORMS NEEDED TO HIRE
Staff Recall	<p>Staff who have retired from the University can be rehired on a Recall appointment for up to 1 year. Reemployment cannot occur until at least 30 days after they've ended UC employment—preferably 90 days.</p> <p>If the employee is being recalled into the same position, recruitment for a replacement position must be posted within 30 days of the position being vacant. The job does not need to be listed if the employee is using their expertise in a new position.</p> <p>Recall appointments may not exceed a total of 43% appointment time</p> <p>For more information see, the Returning to UC Employment After Retirement guide</p>	43% or less of full-time for a definite time period (usually 1 year or less)	Contact Flori Ramos
Academic Recall	<p>Academic employees who have retired from the University can be rehired on a Recall appointment for usually 1 year or less but may be up to 3 years in cases of pre-retirement agreements. Reemployment cannot occur until at least 30 days after they've ended UC employment—preferably 90 days.</p> <p>Academic recall appointments are term appointments for a specific period and expire on the end date with no further notice. They may be renewed on an annual basis.</p> <p>Recall appointments may not exceed a total of 43% appointment time</p> <p>For more information see, APM- 205</p>	43% or less of full-time for a definite time period (usually 1 year or less)	Contact Jasmine Lopez

Recruitment & Hiring

Academic Recruitment

Hiring Managers can consult with Jasmine Lopez regarding all Academic recruitment requests. The Academic recruitment process is outlined below. *Timeline for recruitment and hiring can be anywhere from 3 months +*

1. Hiring Manager creates an Academic Recruitment Request Packet including:
 - Justification Memo
 - Academic Recruitment Form
 - Job Description with search criteria
 - Advertisement
2. Hiring Manager obtains approvals from Group Executive Director, Financial Analyst, & RMG Executive Director and submit the packet to Jasmine.
3. Jasmine creates a search plan in the academic personnel recruitment website, AP Recruit, and submit plan for approval. All campus approvers must then log into AP Recruit to review and approve the Search Plan (approval chain: Hiring Manager → Lawrence Director → Vice Chancellor for Research Office (VCRO) → Office for Faculty Equity & Welfare (OFEW) → Academic Personnel Office (APO)). *Approvals are auto-routed in APRecruit. Approval can take 1 month +*
4. Once APO approves, the recruitment is published to AP Recruit and posted on the Higher Education Recruitment Consortium (HERC), Higher Ed Jobs, The Chronicle of Higher Education, and America's Job Exchange (includes multiple diversity locations) for a minimum of 15 days
 - Jasmine coordinates posting the recruitment to any other websites that the department wishes to advertise with

Recruitment & Hiring

Academic Recruitment

During the Search...

- Convene the Search Committee
- Conduct outreach specified in Search Plan
- Evaluate the applicant pool
- Conduct interviews
- Document the search process. Keep interview questions & notes. Please do not make edits in APRecruit
- Review letters of reference/contact references

The Search Committee will need to consist of at least 2 people and 1 HR representative. The HR representative will serve as a silent member, meaning they will be an observatory role only during interviews but will be available to provide perspective during search committee meetings.

The following UCLearn eCourses are required (and renewable every 2 years) for all hiring managers and search committee members, including non-UC members.

[Search Advisory and Hiring Committee Best Practices](#)
[Managing Implicit Bias in the Hiring Process](#)

Interview Protocol: As of February 1, 2021, managers are required to provide interview questions to candidates at least 15 minutes before their interview(s). It is recommended that questions are sent at least an hour prior.

Recruitment & Hiring

Academic Recruitment

When you are ready to make an offer...

1. Contact Jasmine regarding the soft offer
 - All potential soft offers need to be reviewed by the Director and Vice Chancellor for Research prior to extending a soft offer
2. Once approval has been received, the hiring manager can proceed with extending the soft offer to the final candidate
3. If the final candidate accepts, a Search Report will need to be created. The Hiring Manager will be asked to
 - Review the Candidate List (provided by Jasmine) and confirm each applicant's qualification status, candidate status, and deselection reason
 - Submit all relevant interview materials
 - Create a Search Narrative documenting the search process
 - Create an Appointment Request Memo containing all appointment information & summarizes the position & candidate's qualifications.

Note: If the candidate declines the offer, the Hiring Manager can choose to revisit the candidate list or relist the position.

Approvals, Offer Letter & Onboarding: Once Jasmine has all of the required materials, she will submit the Search Report for review and approval. The approval line is the same as the one completed for the recruitment (Hiring Manager → Lawrence Director → VCRO → OFEW → APO).

Approval can take 1 month +

Once Jasmine receives APO approval, she will work with the Hiring Manager to determine a start date (allow at least 7-10 business days), create the formal offer letter, and request onboarding.

Recruitment & Hiring

Staff Recruitment

The Staff recruitment process is outlined below. Hiring Managers can consult with Flori Ramos regarding all Staff (limited, contract, or career) recruitment requests.

1. Prior to creating Staff Recruitment Request packet, the Hiring Manager should consult with Flori Ramos to confirm the job description has been classified in JDX system. If not, the job description will need to go to campus compensation for classification. *Please note, this additional step could add a considerable amount of lead time to your recruitment effort.*
2. Hiring Manager creates a Staff Recruitment Request Packet including:
 - Justification Memo
 - Recruitment Form *(with approvals on form)*
 - Job Description and PEM *(from JDX)*
 - Advertisement *(optional)*
 - Intercampus Order and/or Charge (IOC) Form *(for a Criminal Background Check)*
3. The RMG Director submits the approved recruitment packet to Jasmine Lopez, who reviews and coordinates submission to the Berkeley Regional Services (BRS) Recruiter.
4. The BRS Recruiter receives the recruitment request and sends a draft of the listing to the Hiring Manager for review and approval.
5. Once the Hiring Manager approves, the job is posted online to the UCB Career Website, Indeed, AcademicKeys.com, HigherEdJobs, InsideHigherEd, and Northern California HERC for a minimum of 15 days. *If additional advertisement is wanted, please be sure to indicate additional websites on the Recruitment Form*

During the Search Supervisors and the Search Committee can...

- Evaluate the applicant pool and conduct interviews
- Document the search process. Keep interview questions & notes
- Contact references
- If the applicant is a UCB employee, request to review employee file

The Search Committee will need to consist of at least 2 people and 1 HR representative. The HR representative will serve as a silent member, meaning they will be an observatory role only during interviews but will be available to provide perspective during search committee meetings.

The following UCLearn eCourses are required (and renewable every 2 years) for all hiring managers and search committee members, including non-UC members.

[Search Advisory and Hiring Committee Best Practices](#)

[Managing Implicit Bias in the Hiring Process](#)

Interview Protocol: As of February 1, 2021, managers are required to provide interview questions to candidates at least 15 minutes before their interview(s). It is recommended that questions are sent at least an hour prior.

Recruitment & Hiring

Staff Recruitment

When you are ready to make an offer...

1. Contact Flori regarding a written soft offer and provide interview notes so that a salary analysis can be performed prior to extending an offer. Offers can not exceed mid-point of the salary grade.
2. Once approval has been received, the Hiring Manager can proceed with extending the offer to the final candidate. *Any salary negotiations should be approved by Flori prior to the revised offer being extended.*
3. If the final candidate accepts, the Hiring Manager will notify the Recruiter. The Hiring Manager will be asked to submit the following to the Recruiter:
 - New Hire Form (*with approvals*)
 - Completed applicant rankings in TAM
 - Interview Data Information Form

Note: If the candidate declines the offer, the Hiring Manager can choose to revisit the candidate list or relist the position.

4. The Recruiter will then prepare and send the Offer Letter to the candidate and Hiring Manager
5. Once the signed offer letter is received from the candidate, the Recruiter initiates the hire and onboarding request with the BRS Onboarding Team.
 - New and rehired staff must attend an onboarding session on or before their first day of work. Current employees do not need to attend onboarding and will automatically have their new appointment entered into UCPATH.

Onboarding

Employees cannot begin working until after they have completed all hiring paperwork and attended their Onboarding Appointment.

Once a Hiring Request is submitted, Berkeley Regional Services (BRS) will send the following items to the Finalist

- Hiring documents via DocuSign
- Criminal Background Check paperwork via DocuSign
 - *Employment is contingent on clearance of the criminal background check. For non-student positions that are designated Mandated Reporter for CANRA, candidates are now required to receive background check clearance before they can start the job. The candidate will not be able to start work until the background check has been cleared. Clearance could take 2-3 weeks to receive.*
- Contract (for contract employees only)
- After signing the offer letter and contract (if applicable), employees are able to schedule their video-based onboarding session, to verify their work authorization documentation) Monday thru Friday, with appointments between the hours of 9AM-5PM.

Onboarding

Post-Onboarding

- Evaluate computer needs and coordinate ordering all needed equipment with the Lawrence Business Office
- Review [Berkeley Regional Services' list](#) of actions to take right after you attend onboarding with the employee

First Week on the Job

- Review Job Description Card and Organizational Chart with employee
- Conduct LHS Staff Website Introduction:
Questions? *See the following points of contacts*
 - RMG Business Operations: Deborah Martinez
 - Purchasing: Virginia Aban
 - Human Resources and CalTime/Payroll: Jasmine Lopez
 - Budget and Finance: Amanda Poon
 - Travel and Event Planning: Adilene Paramo
- Contact LHS System Administrator, Anna Maurer, to have permissions granted to the file server and any other necessary systems (HMD, B2H, Basecamp, EMS, webservers, etc.).

Employee Appointment Management

Academic Appointments: Renewed through the [academic case review process](#)

Staff Appointment Renewals: Supervisors should request to renew appointments for Contract and Limited Appointment employees prior to the existing appointment end date

- Lawrence HR will contact supervisor approximately one month prior to appointment ending regarding potential appointment
- Contract appointments can be renewed up to 4 times
- Limited appointments are limited to 900 working hours per year

To request a staff appointment renewal, submit the following to Jasmine:

- Justification Memo
- Job Change Form (*with approvals*)
- Up-to-date Job Description (*JDs should be reviewed to ensure appropriateness*)

Employee Appointment Management

Staff Waiver of Recruitment Request: If your employee is in a temporary staff appointment (limited or contract), you may want to request a waiver of recruitment to move them into a more permanent position (contract or career).

A waiver of recruitment is an exception to the recruitment policy, allowing an employee with unique skills to be moved into another appointment type (contract or career) without listing the position for open recruitment. To qualify, the original position needs to have been recruited for.

There are two types of waiver of recruitment requests, **limited to contract** appointment or **contract to career** appointment. Please consult with Flori regarding eligibility. Requests are reviewed by People & Culture on a case-by-case basis.

To proceed with the request you will need to:

[Download, complete and return the CAREER WAIVER form\(PDF file\) or CONTRACT WAIVER form\(PDF file\) to explain your reason for requesting a waiver of recruitment.](#)

Include a copy of the candidate's resume and job description with your request.

Employee Appointment Management

Appointment Changes: changes to an employee's appointment (i.e. new appointment %, change in supervisor, new appointment end date) should be communicated to HR via submission of a [Job Change Form](#)

- All changes being requested should be included in the Action Requested field (either selected from the dropdown or written in as an additional action)
- All approvals should be obtained by the supervisor prior to submission

Funding Changes: to change the chart strings from which a person is paid from, the position's Financial Analyst should submit an Earnings Distribution Change request

Monthly submission deadlines for job change forms and funding changes can be viewed on the Staff website under Payroll

Employee Appointment Management

Schedule Changes (i.e. days of work): changes to an employee's schedule should be in writing, contain a begin date & end date, and be signed by employee and supervisor

- Accommodations made to a schedule or an appointment percentage without a written agreement that last 6 months or greater are considered permanent
- Consult with Lawrence HR prior to granting schedule or appointment percentage changes for all employees

Flexible Work Arrangement Agreement: staff need to have a completed Flexible Work Arrangement Agreement in order to work remotely in any capacity, even if it's just one day a week.

[Flexible Work Arrangement Toolkit](#)

[Flexible Work Planning Packet](#)

[FAQs](#)

All Flexible Work Arrangements can be submitted to Jasmine Lopez

Employee Appointment Management

Reclassifications (*for staff positions only*): When there is a significant change (50% or more) in the duties initially assigned to a position, it may be appropriate to request a reclassification to assign the position a new job title or grade to an existing position. Note: *An increase in volume of work is not an increase of responsibility.*

To proceed with the request you will need to:

1. Consult with Flori
2. Submit a Reclassification packer consisting of:
 - New Job Description in JDX
 - Job Change Form (*with noted salary change, if applicable, and approvals*)
 - Old Job Description
 - Department's Org Chart

All requests are reviewed by Campus Compensation on a case-by-case basis

Employee Appointment Management

Equity Increase (*for staff positions only*): Used to correct a salary inequity that exists when an employee's salary is significantly below that of others in the same title code with similar performance, experience, skills, knowledge, and assignments. Examples of situations that may indicate a salary inequity include:

- The salary of a long term-employee is low relative to a new hire whose salary is market-driven.
- Significant salary compression exists between a supervisor and his/her employees.
- An employee changes from a contract to a career position in the same class due to an approved waiver of recruitment.

To proceed with the request you will need to:

1. Consult with Flori
2. Submit a Reclassification packer consisting of
 - Justification Memo
 - Job Change Form (*with approvals*)

All requests are reviewed by VCRO on a case-by-case basis

Time Management

Non-Exempt vs. Exempt Employees

The Fair Labor Standards Act (FLSA) regulates whether an employee is overtime-eligible or overtime (exempt). Under these regulations, UC has designated certain job titles as Non-Exempt or Exempt.

- For those in staff jobs , to be considered Exempt, an employee must earn at least \$913 per week, or \$47,476 per year. This applies to both full-time and part-time employees.
- For those in academic titles, to be considered Exempt, an employee must earn more than \$684/week (\$35,568/year)

Type of Employee	Pay Rate	Pay Rules	CalTime Usage	Overtime Eligible	Leave Accrual/Usage
Non-Exempt	Hourly	Paid an hourly rate and receive biweekly pay	To record time worked and time off to the nearest quarter hour in CalTime.	Yes	Accrual dependent on appointment duration and time worked. Usage recorded to nearest quarter hour
Exempt	Monthly	Pay based on appointment percentage in the Human Capital Management (HCM) system and receive pay monthly	To record any leave taken at the end of the month	No	Accrual dependent on appointment duration and percentage in HCM. Usage recorded in whole day increments, may be less than 8 hours if appt. percentage is less than 100%

Time Management

[UCPath](#) is the University of California's payroll, benefits, human resources and academic personnel system for all UC employees. Supervisors can view their employee's appointment information in UCPath.

[CalTime](#) is Berkeley's standardized timekeeping system for all employees. Supervisors are responsible for reviewing and approving their employee's timecard.

Non-Exempt employees approve and submit a time-sheet every other week and supervisors approve the timesheet immediately after the biweekly pay period has ended.

[2023 Biweekly Pay Period Approval Timecard Deadlines](#)

Exempt employees approve and submit a time-sheet once per month and supervisors approve the timesheet typically on the 5th business day of the calendar month.

[2023 Monthly Pay Period Approval Timecard Deadlines](#)

Time Management

There are two types of non-exempt biweekly employees. Student employees are considered “realtime” employees, while staff and academic employees are considered anytime employees

CalTime for Student Employees

- “Realtime” employees = they should clock in and out at the beginning and end of their work shift
- Employees will only receive pay for the hours on the timecard.
- If the employee works for multiple campus departments and/or works on multiple Lawrence chart strings, the student employee should do a “Job Transfer” to choose the correct Friendly Name/chart string to charge each time they clock in. This is also the case, if they are working on multiple projects during their shift at the Lawrence
- Student employees cannot edit their timecards, so the supervisor will need to make any adjustments in CalTime to In and Out times, missed punches, and Friendly Names being charged

Time Management

CalTime for Non-Exempt Staff and Academic Employees

- Are considered “any time” employees. They should manually enter in their In and Out time for each day and any leave taken by the end of each pay period
- Employees will only receive pay for the hours entered on the timecard.
- If the employee works on multiple chart strings, the employee must do a "Job Transfer" using the dropdown menu in the Transfer column to charge a specific Friendly Name

CalTime training for [Anytime Non-Exempt Employees](#)

Time Management

CalTime for Supervisors Non-Exempt Employees (including student employees)

- Review, edit, and approve the timecard by the Monday following the close of the biweekly pay period
- When editing a Job Transfer, **only use the chart strings listed on the employee's timecard**. If the correct Friendly Name is not present, ask your Financial Analyst to update the employee's Earnings Distribution and/or submit a Payroll Expense Transfer
- A Job Transfer is not required if an employee only works on one chartstring, the hours will automatically be charged to the fund.
- If an employee misses a CalTime pay period deadline and is unable to enter hours, the supervisor can enter the hours on the timecard on behalf of the employee
- If both the employee **and** supervisor miss the CalTime edit deadline for the pay period or an error is caught after the deadline, a manual biweekly timecard should be completed with only the hours not in CalTime/needing to be correct. Manual biweekly timecards should be submitted to Jasmine Lopez.

Caltime training for [Supervisors of Biweekly Paid Employees](#)

Time Management

Non-Exempt employees are eligible to receive overtime pay or accrue compensatory (comp) time for hours worked over-schedule or exceeding an employee's regular daily schedule. They are also eligible for overtime or comp time for hours worked exceeding 40 hours in a workweek.

Overtime can be assigned by the department head to meet operational needs and must be approved in advance of working. All hours worked Over-Schedule and Overtime **must** be reported in CalTime.

Employees can elect whether they would like to receive overtime pay or accrue compensatory time via the Compensatory Time Off Election form distributed at the time of hire and on an annual basis.

Time Management

Non-Exempt Employees

Over-Schedule

- Overtime pay/Comp time accrued at the straight-time rate, provided the employee doesn't exceed 40 hours of actual work in that workweek
- Department may schedule time off for employee within same workweek to avoid hours of actual work in excess of the employee's schedule or 40 hours in workweek

Overtime

- Straight-Time Overtime: When the hours on pay status exceed 40 hours in a workweek, but not the actual time worked, the employee receives overtime pay or comp time accrual at the straight-time rate
- Premium Overtime: When the hours worked by an employee exceed 40 hours of actual work, employee receives overtime pay or comp time accrual at 1 ½ times the regular rate. *Hours on paid leave (vacation/sick) do not count as time worked for the purpose of determining premium rate.*

No more than 240 hours of total comp time may be accrued

Time Management

Non-Exempt Employees

Comp Time Usage

- Usage should be approved within a reasonable period, based on the department's operational needs
- Comp time accrued & not used after 6 months can be paid out to the employee
- Comp time accrued must be paid at the employee's rate of pay upon separation

Accrual and Usage MUST be recorded in CalTime. Incompliance is a liability to the organization

Time Management

CalTime for Exempt Employees

- Pay is generated based on the appointment percentage and Earnings Distribution in UCPath. It is **not** based on their CalTime time card
- Employees only use CalTime to record vacation, sick, and any leave taken for the month
 - *Note: “Leave without Pay” and other Leaves of Absence are payroll actions that must be entered into the payroll system. Exempt time cards are only used to record leave; they have no impact on an employee's pay. Pay is generated prior to the employee's time card deadline, so if no action is entered into the payroll system to note that days without pay, the employee will be overpaid. Please consult with HR Business Partner prior to an employee taking Leave without Pay or any other Leaves of Absence*

CalTime training for [monthly exempt employees](#)

CalTime for Supervisors of Exempt Employees

- Review and approve the timecard by the 5th of the following month to ensure all leave is entered on the timecard

CalTime training for [supervisors of monthly exempt employees](#)

Time Management

Vacation Leave Accrual

- Factor Leave Accrual used to determine rate of accrual
 - For [Non-Exempt](#)
 - Quadra-weekly (2 bi-weekly pay cycles) accrual based on hours worked
 - Accrual reflected in CalTime the business day following the close of the cycle
 - Usage reflected in balances immediately after leave is recorded
 - For [Exempt](#)
 - Monthly accrual based on working hours in the month
 - Accrual reflected in CalTime on the 1st of the month following the close of the calendar month
 - Usage reflected in balances immediately after leave is recorded
- The maximum number of vacation hours an employee can accrue is determined by the employee's appointment type and years of service

Time Management

Breaks and Meals: By law, an employee whose workday is at least 5 hours is required to be provided with a meal period of at least 30 minutes.

Supervisors should also grant employees one 15-minute break for each work period of 3 continuous hours or more, not to exceed 2 breaks per day. Note, that while meal periods are not on paid status, the 15-minute breaks are considered time worked.

Vacation Leave Usage: Personal use, such as rest, relaxation and renewal

- Vacation leave must be approved in advance by the department, based on operational need
- Unused vacation hours must be paid out to the employee upon separation
- Under special circumstances and with approval, vacation may be used for personal or family illness, injury or other personal reasons when sick leave balances have been exhausted. Consult with Lawrence HR prior to approving in these cases

Time Management

Sick Leave Accrual

- Factor Leave accrual also used to determine accrual
- No maximum number of hours accrued

Sick Leave Usage: Illness or injury, medical appointments, parental bonding, family illness or bereavement, or while on specified Administrative and other leaves

- Expected sick leave usage must be approved in advance by the department
- If the employee requests sick leave for 3 or more consecutive days, the supervisor **must** contact the employee to confirm if they are suffering from serious illness and/or under doctor care. If this is the case, the supervisor should contact the Lawrence HR immediately to ensure that the employee is sent proper documentation regarding options for job protection when taking extended leave. *This is mandated by State and University policy*

Leaves of Absence

Family & Medical Leave Act (FMLA)

- Eligible employees may receive up to 12 weeks of unpaid, job-protected for the following reasons:
 - incapacity due to pregnancy, prenatal medical care or child birth
 - to care for the employee's child after birth, or placement for adoption or foster care
 - to care for the employee's spouse, child or parent, who has a serious health condition
 - a serious health condition that makes the employee unable to perform the employee's job
- Employees can use vacation or sick leave, if available to supplement pay during this time

Leaves of Absence

Pregnancy Disability Leave

- Employees may take up to 4 months of medically necessary leave for disability related to pregnancy, childbirth and/or a related medical condition. May also be used for prenatal care

Leave without Pay

- May be taken for any reason and must be approved by the supervisor based on operational needs. If the employee's need for unpaid leave arises due to a family or medical event, disability or military service, the employee and supervisor should consult with the Lawrence HR Business Partner to ensure this is the correct type of leave to be taken
- If an employee is an Academic, approval must be gained from VCRO and APO prior to leave being granted

*The employee and/or supervisor **MUST** consult with the Lawrence HR prior to the employee taking any type of leave, no matter the length of leave taken*

Leaves of Absence

Catastrophic Leave Sharing

- Allows staff and academic employees to support their colleagues who are facing a major health crisis (life-threatening/catastrophic), whether their own or that of a family member through the form of donated vacation leave. Participation is entirely voluntary.
- Employees must have exhausted all vacation and sick leave prior to donations being made
- Documentation must be provided from the medical provider of the employee facing the crisis & request must be approved by campus

Injuries at the Workplace

Computer Workstation Assessment: It is recommended that a computer workstation assessment be done for all employees who use a computer for four or more hours a day. This assessment provides guidance and feedback to help employees to achieve a more ergonomic workstation.

UC Berkeley also funds a Computer Workstation Matching Funds Program through the Be Well at Work - Ergonomics Program that offers up to \$1000 per employee in matching funds to departments to assist with ergonomically modifying on-site and/or remote computer workstations for staff who have taken the online [Computer Health Matters](#) ergonomics training module.

To learn more about this program or to request an Computer Workstation [Assessment see the Computer Workstation Assessment process on the staff website.](#)

Injuries at the Workplace

Worker's Compensation: state-mandated program that provides benefits to employees who are injured or develop an illness as a result of their job. Benefits may include medical care, temporary disability, permanent disability, job displacement voucher and death benefits.

What to do if an employee is hurt on the job?

- Employees should report injuries or work-related illnesses to a supervisor immediately
- Supervisors are required to complete an [Employer's Report of Incident](#) for all work-related injuries or illnesses and send a copy to the Lawrence HR within 24 hours
- If appropriate, employees should seek medical treatment (Options: Emergency, Tang Center—Urgent Care or Non-Urgent Care, or personal physician)

Injuries at the Workplace

Once the report is filed...

- Sedgwick will contact the employee to discuss claim and investigate the incident to determine compensability and notify the employee by mail of the initial status of the claim (accepted or denied). The employee can decline if they choose to do so
 - If approved, the employee may be eligible to receive disability.
- If the employee is unable to perform their job functions on a temporary or permanent basis, the restrictions will be reviewed for possible accommodation through transitional or alternative work.
 - Disability Management works with the employee and supervisor to identify the appropriate accommodation.

Injuries at the Workplace

Accommodations

- Policy and regulations mandate assistance to employees with disabilities remaining at work or returning to work. Supervisors and employees should collaborate to discuss, explore, identify, implement and monitor accommodations
- Employees may be required to provide appropriate medical documentation specifying functional limitations and work restrictions.
- Lawrence HR must receive a copy of all accommodation requests and medical documentation
- Reasonable accommodations, should be granted based on operational need and may include, but are not limited to the following:

- **Job Restructuring**
- **Modified work schedule**
- **Job-site modifications**

- **Acquisition of equipment and devices**
- **Leave of absence**
- **Reassignment to a vacant position**

Performance Management

Performance Cycle for academic and represented employees: *7/1 (or hire date) - 6/30*

- For Academics (represented and non-represented): Academic staff prepare academic cases to be reviewed by the Lawrence Academic Personnel Committee, the Vice Chancellor for Research Office (VCRO), and Academic Personnel Office (APO). Cases are submitted on 2-3 year cycle, dependent on academic title. Supervisors will make recommendations during the case review period.
 - See [Lawrence Academic Personnel Session Presentation](#) for more information
- For Represented Staff (Non-Academic): performance reviews are completed by supervisor and reviewed with employee

Performance Management

Non-Represented Staff Performance Review: [Achieve Together](#)

Achieve Together Check-ins Program
Check-ins conducted every 4 months; regular goal and expectation setting occurs through an open, collaborative process
Feedback exchanged and incorporated into ongoing check-ins
Individual goals tied to organizational, departmental, and group priorities
Check-ins focused on goals, job mastery, inclusion/belonging, collaboration, and innovation
Managers focused on coaching and developing people
Process is aligned with day-to-day work, agile, and ongoing
Performance program aligned with merit cycle. Merit rewards paid on time! Not retroactive.

Check-In Schedule

Timeframe Covered	Hold Check-in Conversation During 1on1 Between	Documentation Due Date
Apr 1 - Jul 31	Aug 1 - Sept 15	September 15*
Aug 1 - Nov 30	Dec 1 - Jan 15	January 15*
Dec 1 - Mar 31	April 1 - May 31	May 31*

*or next business day

[Lawrence Achieve Together Supervisor Training](#)

Performance Management

Issues with Performance

What to do?

- Consult with Flori Ramos
- Immediately meet with Employee to review Performance Expectations
- Document Discussion
 - Email employee following the discussion to reiterate conversation details and agreements made
- If issue persists, consult again with Lawrence HR regarding performance tracking

Resources

[Staff Ombuds Office](#): independent department that provides confidential, impartial and informal conflict resolution for all Staff and Academics

Contact info: 510-642-7823

Employee Assistance (formerly known as CARE Services): provides no cost confidential counseling and referral for all Staff and Academics

Contact Info: 510-643-7754

Separations

If considering a lay off or early termination of a Contract or Limited Appointment employee, immediately contact Flori Ramos so that Employee Labor Relations can be consulted

Supervisors should review the [Separation Checklist](#) and consult with the Lawrence HR as soon as possible prior to an employee leaving

When can employee can expect final wages to be paid upon separation?

	VOLUNTARY SEPARATION	INVOLUNTARY SEPARATION
Represented	Final check issued within 72 hours of day of separation via off-cycle pay processing	Final check issued on day of separation via off-cycle pay processing
Non-Represented	Final check issued during next on-cycle pay processing (your next available pay date)	Final check issued on day of separation via off-cycle pay processing

In most instances, final pay will be dispersed per the employee's normal method of pay (i.e. direct deposit, paper check).

Separations

All unused accrued vacation and compensatory time will be paid out to the employee upon separation from the university

Payout Type	Accrual Method	Accrual Funding	Liability
Vacation	Factor Leave Accrual	Attributed to campus vacation fund	Dept. is not liable, payout comes from campus funds
Comp Time	Accrued as over-schedule/over-time worked	Pay out not accrued to campus dept.	Dept. is liable, payout comes directly from dept.

Sick leave is not paid out but can be used toward years of service if retiring

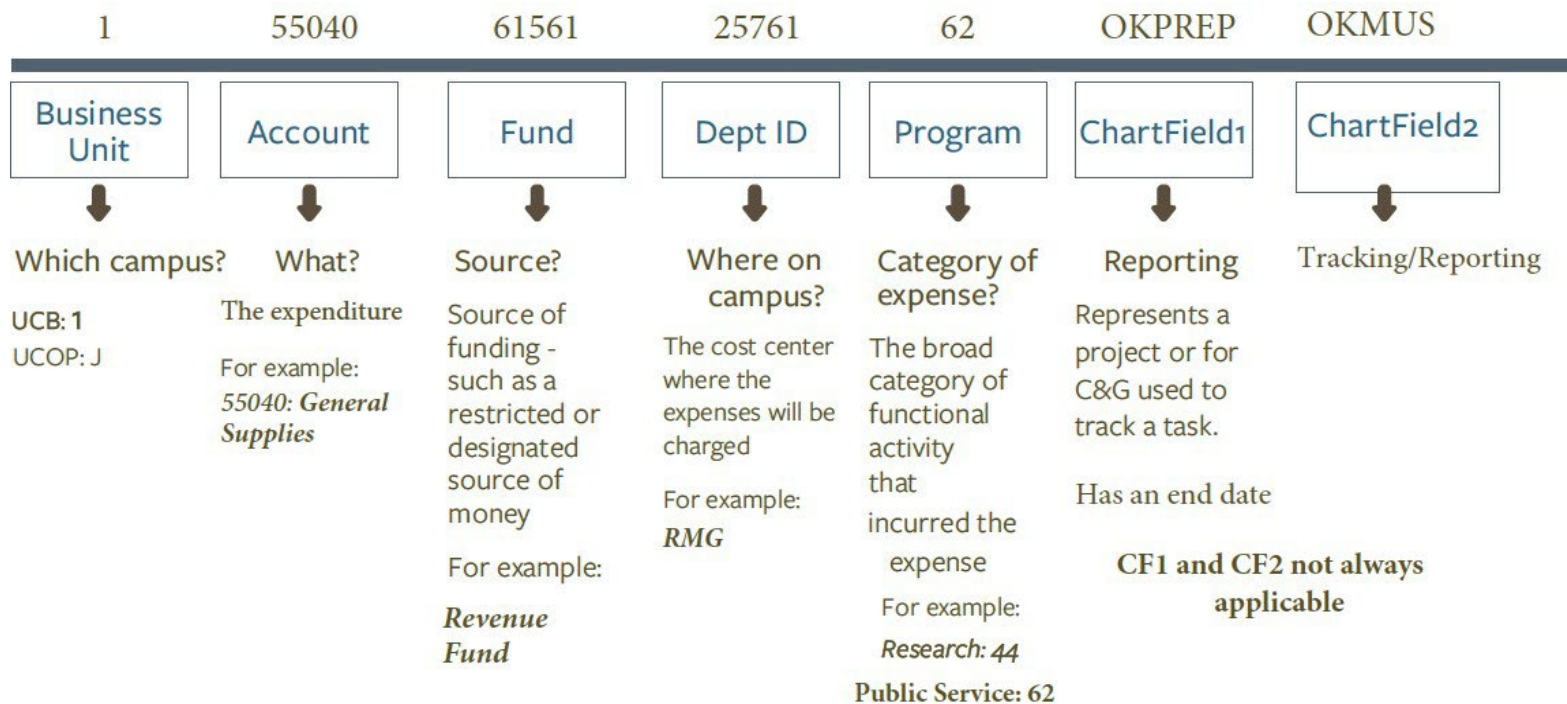
- If not retiring, employee loses sick leave accrued

Resources

- [Lawrence Staff Website](#)
- [People & Culture](#)
- [Academic Personnel Manual](#)
 - [Labor contract for represented academic employees \(UAW\)](#)
- [UC Learning Center](#)

Resources: What is a chartstring?

Example of a full chartstring



Resources:

Berkeley People Management (BPM)

[Berkeley People & Culture, People & Organization Development presents the Berkeley People Management series and certificate program. This innovative program has been designed with YOU in mind. Whether you are an aspiring people leader or are already a seasoned people manager, this program will provide you with an opportunity to grow and develop leadership skills through four certificate tracks: BPM Part 1: Grow Today, BPM Part 2: Grow Your Knowledge, BPM Part 3: Grow Your Team, and BPM Part 4: Grow the Organization.](#)

BPM: Part 1 Grow Today is required for all supervisors and managers. All other parts are elective.

Resources: BPM [Part 1: Grow Today](#)

This fully online series is designed for everyone, from seasoned people leaders to those desiring to become a manager, supervisor, or team lead. Seasoned people leaders use these content refreshers for pertinent people management information. Aspiring leaders use these quick learning experiences to gain a sense of the breadth of knowledge and depth of responsibility required for a campus leadership role.

Who is required to complete BPM Grow Together training?

For staff (non-academic) positions, individuals with direct reports listed in UCPATH and/or who accomplish their unit's goals through subordinate staff and generally guide and/or oversee staff over 50% of the time must complete the *BPM Part 1: Grow Today* training series. Visit [Grow Today Bundle](#) to view all 16 eCourses. Once [you've completed all of the courses, complete the Berkeley People Management Knowledge Assessment](#)

For academic positions, only academic appointees who directly supervise staff employees will be required to complete this training. Direct reports include students, contract employees, and limited appointments. Visit [BPM: Academic Leader Bundle\(link is external\)](#) to complete the 8 eCourses

Resources: [Foundational Skills](#) – Required Training

The following foundational trainings must be completed on a one-time basis by all employees to support our workplace community values and ensure legal compliance. All training can be accessed through the [UC Learning Center](#).

Ethical Values and Conduct Training: "General Compliance Briefing: University of California Ethical Values and Conduct" (course code: ETHICS-BE-ECO) *(approximately 30 minutes to complete and is currently required one time)*

UC Abusive Conduct in the Workplace: This training covers the requirements of the Abusive Conduct in the Workplace policy. *(course in UCLearning) (approximately 20 minutes to complete and is currently required one time)*

Workplace Safety Training:

Cal/OSHA's Injury Illness Prevention Program requires one-time training for all of our employees. *(course in UCLearning) (approximately 20 minutes to complete and is currently required one time)*

"UC Berkeley Guidelines on Protecting Workers from COVID-19" updates previous COVID-19 safety courses with additional information required by the COVID-19 prevention emergency regulation (course code: BEEHS207-2205) *(approximately 15 minutes to complete and is currently required one time)*

Resources: [Foundational Skills](#) – Required Training

The following foundational trainings must be completed on a recurring basis by all employees to support our workplace community values and ensure legal compliance. All training can be accessed through the [UC Learning Center](#).

Sexual Violence and Sexual Harassment (SVSH) Prevention Training: All UC Berkeley employees will need to take a version of the UC Preventing Harassment and Discrimination course on a recurring basis. Supervisors will need to take the following 2 online eCourses:

"UC Preventing Harassment and Discrimination: Supervisors, Faculty, MSP (SVSH)"
(course code: AB1825-BE-ECO) *(approx. 3 hours to complete and is required every other year)*

"Preventing and Responding to Sexual Violence and Sexual Harassment (SVSH):
Supervisors, Faculty, MSP Refresher" (course code: BE-SVSH SUPPLEMENTAL-
ECO) *(approximately 35 minutes to complete and is required every other year. This course alternates with the other supervisory course listed above)*

Cyber Security Awareness Training: "UC Cyber Security Awareness Fundamentals"
(course code: SECURITY-BE-ECO) *(approximately 30 minutes to complete and is required annually)*