

NEW EMPLOYEE INFORMATION

INFORMATION/SERVICES:

- Academic Human Resources:

<http://www2.ucsc.edu/ahr/>

Our mission is to help the UC Santa Cruz campus recruit, retain, and develop the most qualified and diverse faculty. AHR, a division of the campus Provost/ Executive Vice Chancellor's (EVC) Office, serves as a human resources team for faculty and academic staff. This site contains information about faculty and academic jobs, personnel policies & procedures, compensation & benefits, workshops and programs. We welcome your interest and inquiries.

- Americans with Disabilities Act:

<http://shr.ucsc.edu/topics/employment-services/misc/ada.htm>

- Applying for a Social Security Card:

www.ssa.gov

The Santa Cruz Social Security Office is located at 169 Walnut Avenue. The toll free telephone number is 1-800-772-1213. NOTE: In some cases, the Social Security Office may require a letter of employment from the visitor which can be obtained from the campus Office of International Education, 107 Classroom Unit, (831/459-2859).

- Benefits Enrollment (At Your Service):

<http://atyourservice.ucop.edu/>

Go to At Your Service first to set up your password. Call 1-800-888-8267 to reset password or if you have a technical glitch, or call our local benefits office at (831/459-2013).

- Environmental Health & Safety (EH&S):

<http://ehs.ucsc.edu/>

EH&S Mission Statement: The Campus Environmental Health and Safety (EH&S) Unit's mission is to reduce health, safety, and environmental risks to the UCSC community.

- Housing Services; Child Care Services:

<http://housing.ucsc.edu/housing/main.html>

- Illness and Injury Prevention Program:

http://ehs.ucsc.edu/injury_illness_prevention/

Cal-OSHA requires every employer to have an Injury and Illness Prevention Program (IIPP) in place (Title 8, section 3203). The University of California, Santa Cruz has implemented a broad-based series of departmental-level IIPP programs to ensure a safe and healthful work environment for its employees. The IIPP for each organizational group is the umbrella under which all employee health and safety programs are implemented.

- Labor Relations:

http://shr.ucsc.edu/topics/employee-labor-relations/topics_employee-labor-relations.htm

Supervision of Teaching Assistants or Graduate Student Instructors

“Essentials for Faculty Supervising Academic Student Employees (ASE)”

<http://shr.ucsc.edu/topics/employee-labor-relations/misc/ase-essentials-2007.pdf>

- Monthly Working Hours Table:

<http://shr.ucsc.edu/topics/comp-class/misc/monthly-work-hours.pdf>

- Narrative Evaluation Website:

http://reg.ucsc.edu/fac_staff.html

- Ombudsman:

<http://www2.ucsc.edu/ombuds/>

The UCSC Ombudsman's Office is a confidential and impartial resource available to all members of the campus community. The Ombudsman's Office assists students, staff, and faculty in achieving informal resolution of complaints and conflicts which stem from UCSC policies, procedures, practices, and intra-campus relationships.

•Personal/Payroll Information Updates (UC For Yourself):

<http://atyourservice.ucop.edu/index.html>

Enter SS# and PIN – in order to view/update i.e., home address, home telephone number, pay stub information, tax withholding information, employment status

•Police Department, UCSC:

<http://www2.ucsc.edu/police/>

Crime Statistics

The mission of the University of California Police Department at Santa Cruz is to provide safety and security related services to the University community and to enforce all laws pertaining to orderly conduct on its premises. These also include traffic, animal control, and parking regulations. Police officers in the Department are sworn to enforce state laws, city and county ordinances, and campus regulations. The Department also provides referrals to resources in the greater community such as victim assistance and mental health services.

•Title IX/Sexual Harassment Office:

<http://www2.ucsc.edu/title9-sh/>

Provides assistance in investigating and resolving complaints of sexual harassment and provides education to the entire UCSC community. Emphasis is on prevention and early resolution.

•Transportation and Parking Services (TAPS):

<http://www2.ucsc.edu/taps/>

Transportation & Parking Services is the one-stop shop for all your transportation needs. If you drive to campus, we'll help you obtain the best type of parking permit to meet your needs and budget. Our friendly staff can assist you in determining a commute option that will work for you: be it driving, transit, bike, bike shuttle, carpool or other means – we'll help you find a commute solution. Parking is a limited resource on the UC Santa Cruz campus so TAPS has developed many transportation options for you. Our web site is packed full of helpful information, maps and schedules for our own and other transportation systems.

•UC Defined Contribution Plan:

http://atyourservice.ucop.edu/forms_pubs/spd/dcpspd.pdf

•Workers' Compensation:

http://atyourservice.ucop.edu/forms_pubs/misc/workerscomp.pdf

POLICY/CONTRACT(S):

•Equal Opportunity and Affirmative Action Policy:

<http://www2.ucsc.edu/eeo-aa/policies.htm>

•Non-Senate Instructional Unit -Effective July 10, 2007 June 30, 2010 (MOU):

http://shr.ucsc.edu/topics/employee-labor-relations/coll-barg-units/ix_non-senate-instruct-lecturers.htm

•Smoking on Campus Policy:

<http://www.ucsc.edu/ppmanual/pdf/ehs0001.pdf>

•Substance Abuse and Dependency Policy: http://www.ucsc.edu/news_events/messages/text.asp?pid=2651

FORMS:

•Pay Disposition (Auto Deposit): Register and/or sign in to your account, go to the Income & Taxes section on right hand side of page, select Direct Deposit.

<http://atyourservice.ucop.edu/>

•Staff and Faculty Directory Listing:

<http://www2.ucsc.edu/its/cgi-bin/ucscaccount>

Revised: March 11, 2010

Macintosh HD:Users:jsmith01:Desktop:Employment Forms:NewEmployeeInfo.doc