1/ General Provisions
YOUR RESPONSIBILITIES AS A UNIVERSITY OF CALIFORNIA EMPLOYEE

As a staff employee of the University of California, you are an important member of the University community, and accordingly, you have certain rights and privileges. In addition, you have responsibilities to the University, to your department, and to your fellow employees.

1. Be informed concerning your rights, benefits, and responsibilities. Read the UC Personnel Policies for Staff Members and know where to obtain a copy of the policies. Your supervisor or department head has a copy of the Personnel Policies, or you may read the policies on Blink at http://blink.ucsd.edu/go/policy.

2. Consult with your supervisor, department head, and/or Human Resources representative whenever you have questions concerning your job, employment status, insurance or retirement benefits, or other matters. Try to resolve any problems through informal consultations and discussions with your supervisor.

3. Know the safety regulations that apply to your job and help promote and maintain safety standards. Report any injuries or unsafe conditions to your supervisor immediately.

4. Observe University time, manner, and place regulations concerning meetings, posting materials, public speeches, and use of University facilities and services, and other related activities. You may obtain information about these regulations from Human Resources.

5. Report to work in accordance with the established hours of work in your department. Your work schedule is 8:00 a.m. to 4:30 p.m., Monday through Friday, with one-half hour for lunch, unless your supervisor or department head informs you that an alternate work schedule is required or has been approved.

6. Consult with your supervisor concerning unexpected absences from work as soon as you know you will be unable to report to work.

7. Inform your supervisor concerning expected absences from work.

8. Use University time, funds and property for University business only.

9. Observe and respect the rights and property of others.

10. Consult with your supervisor and know the standards of performance and conduct which are expected of you. You may be subject to discipline for inattention to duty, inefficiency, insubordination, absence without permission, violation of law or University regulations, intemperance, dishonesty, misuse of public funds or property, or other misconduct, which adversely affects the University.
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11. Try to resolve any differences concerning work relationships and conditions of employment through informal discussions with your supervisor, department head, or Human Resources Department Employee Relations Specialists. If satisfactory resolution of problems through discussions does not provide desired results, an appeal may be filed through the complaint resolution process.