How 3 Simple Solutions Turned Confusion into Confidence

Wednesday, April 4, 2018

Hilary Wolf & Terri Syverson in partnership with Leah Mejia & Shereef Abdou
Recruitment Coordinators UC Davis Health HR Shared Service Organization & UC Davis Health Talent Acquisition
I can’t wait to start my new career at UC Davis!
What are my next steps?
3 Simple Solutions

How YOU can make a difference
3 Simple Solutions

- Email Communications
Hello,

Congratulations, and welcome to UC Davis Health System!

To complete the process, please complete the following 4 steps:

**STEP 1: COMPLETE THE ADDRESS ON YOUR APPLICATION:**

1. Log in to the UC Davis site. Click go to “update contact information” to locate any address information. In particular, you must provide your mailing address. This step is required as a part of the process.

2. Select the following website: [http://www.ucdavis.edu/hs/](http://www.ucdavis.edu/hs/)

3. Directly apply the contact changes.

4. Select “My application is in process and I have completed all required items.”

5. Select “My application is completed and I have completed all required items.”

6. Select “My application is completed and I have completed all required items.”

**STEP 2: UC Davis Online Background Authorization/Release Form**

To complete the UCDH Online background authorization/release form, please follow the instructions below:

1. Click the “New Application” button.
2. Click on the drop-down menu “Background Check Report.”
3. Click on the “Submit” button.

**STEP 3: DRUG SCREEN ADMINISTERED BY GUEST DIAGNOSTICS LABORATORY**

Within two hours of this confirmation, under a separate notification process from Guest Diagnostics, you will receive notice that you must appear for a drug screening procedure. Please be sure to check your email, online, and have your Mac/Secure. The process must be completed within 48 hours of receipt of the documentation. The testing process, the creation documentation must be completed prior to specific drug confirmation.

**NOTE:** If the test results are negative, then no further action is required. It must be completed within 48 hours of receipt of the documentation. If you miss your appointment, call the appointment line now.

**STEP 4: PROVIDE AVAILABILITY FOR PRE-EMPLOYMENT PHYSICAL EXAM / NEW HIRE PAPERWORK**

Please reply to this email with available days and times. This email will be sent to your health care provider. This will provide you with specific health care provider requirements for your appointment.


Enrollment with UC Davis Health System requires a preemployment health clearance administered by our Employee Health Services Office. After clearance is completed, you will be scheduled for a final selection interview. Interviews are conducted Monday through Friday, 9:00 am to 5:00 pm. Interviews are very lengthy. The employee health department will administer all health evaluations at no cost to you.

We will send you an email after Employee Health Services has confirmed your appointment. Again, welcome to UC Davis and thank you for joining our team!
Background check

Live Scan

Drug screen

Update Address

Physical Availability

Functional Capacity Assessment
Dear Name,

You have accepted the 100N Cancer "job title" position (Ex. x x hourly) with UC Davis Health Department, starting January 0, 2018. Your start date is contingent on successful completion of a clearance of Hospital required background check, drug screening and physical evaluation.

To proceed with the hiring process, please complete the following steps.

STEP 1: COMPLETE THE ADDRESS ON YOUR APPLICATION
Log back in to the UC Davis Health jobs site and go to "Update Contact Information" to include any omitted information. This step must be completed in order to proceed to Step 2.

STEP 2: UCDOH ONLINE BACKGROUND AUTHORIZATION RELEASE FORM
To complete the UCDOH On-line Background Authorization Release Form please follow the instructions below. Please use Internet Explorer and allow for pop-up blockers.
1. Select the following webpage: http://www.ucdoh.uchsc.edu/hs/
2. Select Apply for Jobs Online
3. Select "Yes, I acknowledge and accept the above expectations for UC Davis Health"
4. Select link for System Applicants (including UC Davis Campus Employees)
5. Log-in to your applicant account using your email address and password as you did when submitting the Employment Application. If you have forgotten your password, there is a link available on the Applicant Home Page. Click to have a new password sent to your email address.
6. Click "View Application Status"
7. Click on the highlighted words "Background Check Form"
8. Enter complete information in ALL fields.
9. Submit

STEP 3: DRUG SCREEN ADMINISTERED BY QUEST DIAGNOSTICS LABORATORY
You will be receiving an e-mail from Quest Diagnostics in the next 2 hours.
- Please review the Quest Diagnostics authorization form for the expiration date and time. The drug screen must be completed in the noted time frame.
- When reporting for the drug screen, the e-mailed documentation must be presented with appropriate photo identification.
- Be careful not to consume fluids prior to a drug screen as this could result in a diluted specimen.
- If you have a delayed drug screening you will need to reschedule it within 24 hours. A 2nd delay test is an automatic fail.

PLEASE NOTE: If the pre-selected collection site is not convenient for you, please visit www.questlabs.com or call their National Customer Service line at (800) 577-7464 to find a

new location and/or make an appointment. If you miss your appointment or have scheduling issues, please call our office at 510-734-1230.

Although recreational marijuana is now legal under California law, using distributing and possessing marijuana remains illegal under federal law. The Drug Free Schools and Communities Act and the Drug Free Workplace Act require that UC, as a recipient of federal funding, establish policies that prohibit marijuana use, possession and distribution on campus and in the workplace.

STEP 4: PRE-EMPLOYMENT PHYSICAL EVALUATION
Employment with UC Davis Health requires pre-employment health clearance administered by our Employee Health. Appointments are scheduled from 7:00 a.m. - 2:00 p.m. on Monday through Friday excluding holidays or the 3 days before a holiday.

Please complete the Health Clearance TB Review Form at the following link. This will enable Employee Health to schedule your appointment accordingly.
http://www.ucdmc.ucdavis.edu/hr/typhus/edu/ServiceFront

PLEASE NOTE: The health clearance appointment will be requested for the first available date and time. If you have not received a response within 48 hours with your requested availability, Employee Health will administer required testing/evaluations at no rent to you.

Once the following steps have been completed, please contact me with your availability for a physical and paperwork.

Thank you,

Hillary Wolf
Recruitment Coordinator
UC Davis Health | Shared Services Center
2750 Stockton Blvd, Sacramento, CA 96817
916-734-1743 | Fax: 916-734-8658
Email: Health@ucdavis.edu
New Hire Checklist

1. Update Address
2. Background Check
3. Drug Screening
4. Physical Evaluation

✓ Feeling Confident
3 Simple Solutions

- Email Communications
- Welcome Packet
How we distribute important information

As recruitment coordinators it’s our job to ensure that all UC Davis Health employees feel welcome, informed and confident going into their new roles. How we distribute the most important information is key to their success.

Our responsibility is to inform employees about the following:

- New Employee Welcome
- Parking Permits and Rates
- Benefit Selection Seminar
- Payroll Contacts
- Orientation Schedules for Nurses and Medical Assistants
- Building locations on campus
- Uniform Information
Welcome to UC Davis Health

Please open your packets
3 Simple Solutions

- Email Communications
- Welcome Packet
- Qualtrics Survey
UC Davis Shared Service Organization
How Metrics Matter

Since coming under the Shared Service Organization in March 2017, we have restructured how we approach the work we do. The Shared Service Organization, strongly believes in metrics to manage improvements. Their mission to provide excellence in customer services, drives our work to best serve the UC Davis Health Employees we engage with each and every day. We implemented a Qualtrics survey to receive positive and constructive feedback to improve our customer service.
Dear Jane,

Please accept our congratulations on your appointment! We would appreciate it if you would take a few minutes to complete a survey about your onboarding experience. The survey will take approximately 3-5 minutes to complete, and your feedback is important for us to continue to improve and enhance the onboarding experience. The link to the survey can be found by clicking here.

Should you have any questions about the survey, or any technical issues accessing it, please reply to this email.

Thank you,
Thank you for taking a few moments to provide input on your onboarding experience. All information submitted will be considered confidential and will only be used to improve the quality of services provided.

What is your primary job category?
- Staff
- Academic Physician
- Nurse

Which Recruitment Coordinator did you primarily work with during your onboarding process?
- Beverly Hucar
- Oge Santi
- Dan Garcia
- Hiley Wolf
- I don’t recall

Please rate how prepared you feel you were for the onboarding session based on advance communication you received from your Recruitment Coordinator regarding instructions, forms, meeting location/time, etc.
- Not at all well
- Moderately well
- Quite well
- Extremely well

How would you rate the in-person onboarding session?
- Poor
- Fair
- Good
- Excellent

Please rate the helpfulness and customer service of the staff leading up to your onboarding appointment.
- Poor
- Fair
- Good
- Excellent

Please rate your experience with Employee Health Services (EHS) prior to your onboarding appointment.
- Poor
- Fair
- Good
- Excellent

How would you rate the overall onboarding experience?
- Poor
- Fair
- Good
- Excellent

Could we have done something differently - or added/removed something - to make the onboarding experience better for you?
- No
- Yes

Please share suggestions/Recommendations that would improve the onboarding experience:
Q3 - Please rate how prepared you feel you were for the onboarding session based on advance communication you received from your Recruitment Coordinator regarding instructions.

- Not at all well: 1.10%
- Moderately well: 4.40%
- Sort of well: 19.23%
- Entirely well: 75.27%

Q4 - How would you rate the in-person onboarding session?

- Poor: 0.55%
- Fair: 2.20%
- Good: 15.93%
- Excellent: 81.32%
Q5 - Please rate the helpfulness and customer service of the staff leading up to your onboarding appointment.

- Poor: 0.56%
- Fair: 2.22%
- Good: 15.56%
- Excellent: 81.67%

Q8 - Could we have done something differently - or added/removed something - to make the onboarding experience better for you?

- No: 163
- Yes: 19
What can we do better?

The amount of paperwork, screening appointments, and time that it took to complete the hiring process was excessive.

Continue to manage the number of onboarding personnel to be around 3-6 when possible. Onboarding is often a second interaction with UCDMC staff (first being the interview panel). There is a sense of personal, and professional self-value when sharing the experience with others, as we begin to start making our own communities within a community.

Additional information regarding W2 would have been excellent. The whole process felt pretty rushed.

I came from the UCD main campus. It would have been good if more of my information were imported from already existing systems.

Emphasize/highlight the onboarding date and time. Other than that excellent job!

One on one session is preferred rather than group. Or group hirers with same status.

It would be good to get the full timeline of the onboarding process and all the various steps. I felt I was fed a few items at a time instead of understanding all the steps I needed to take.
What we did well!

Hilary Wolf was very helpful. She respond to my call immediately. She provided all the information I needed. Very professional. She's excellent!!

Olga did a excellent job helping me with any questions or concerns. Hands down this experience could not have even been better. I was happy from start to finish.

All my appointments were scheduled in a timely manner and within my availability. I sincerely appreciated that. Thank you

Beverly was so helpful leading up to and during my onboarding experience. I can't say enough positive things about her! My onboarding experience has given me a great first impression of UC Davis Health.

Thank you so much for being friendly and approachable!

Great communication and response to questions. Thanks.

The on boarding process went well.

Diane Garcia is very effective communicator and super friendly. She made the whole process from day one stress free by email and other form of communication and clarifying and making it simple and easy to understand. In Person she's welcoming and warm.

Thank you for being extremely helpful and nice!!!

Great experience
Summary

What we do!

We provide First-Class service at a World Class University
How can this information benefit your department?

- Improve your communication with professional email correspondences
- Organize, and professionally distribute important documents
- Ask how you can do better, provide outlet for clients and customers to give feedback

UC Davis Human Resources Mission Statement:

Strategic Goals:

Exceed Customer Expectations: achieve excellence in customer service by being proactive, responsive, consistent, innovative and compassionate in all we do.
Questions?
WELCOME TO UC DAVIDS HEALTH

CONTENTS

Hire Letter
Copy of Position Description/Contract (if applicable)
Table of Contents
UC Davis Health Map
New Employee Welcome Flyer
Parking Permit - New Employee Welcome
Benefit Selection Training Flyer
Parking Permit Rates
Payroll Calendar
Payroll Contacts
Labor Commissioner's Knowing Your Rights
Additional Information
UC DAVIS HEALTH CAMPUS MAP- UC Davis Health campus map highlights Human Resources (Ticon III), FSSB (Parking Services), Parking Structure 2 (complimentary parking for New Employee Welcome), MIND Institute (New Employee Welcome), Cancer Center Auditorium (Benefits selection meeting – 1 of 2 possible locations) and the Broadway Building (Payroll/Nurse orientation)

NEW EMPLOYEE WELCOME– New Employee Welcome will be held at the MIND Institute, 2825 50th St, Sacramento, CA 95817. All new hires are required to attend on your scheduled day found in your hire letter. New Employee Welcome runs from 8:00 – 12:00 with optional hot breakfast served from 7:30 – 8:00. Nursing positions and Medical Assistants will be attending 8:00 – 4:30.

NEW EMPLOYEE WELCOME PARKING PERMIT - You have been provided a parking permit for 1 day use only for your New Employee Welcome date. Please park in Parking Structure 2 located by the ACC/Ellison building. You will need to park on the 3rd floor or above and display the provided parking permit in your window. Please be aware the entrance to the parking structure is located off of 48th and Y.

BENEFITS SELECTION TRAINING – If you are eligible for UC Davis Health Benefits it is strongly recommended that you attend the Benefits Selection Training that has been assigned to you in your hire letter. The Benefits Selection Training is located at the Cancer Center Auditorium, 2279 45th Street OR the MIND Institute Auditorium, 2825 50th Street. You can find the location of the session you have been requested to attend on this flyer. You have 31 days in which to elect your benefits and we have selected the next session within that 31 day period. You will hear about all mandatory and optional benefits as well as retirements options available to you. This is not when you will enroll. Enrollment is done online through the "At Your Service" portal. Benefits specific to you will be found at https://atyourserviceonline.ucop.edu/ayso/ approximately 2 weeks after your start date.

PARKING PERMIT RATES – For most UC Davis Health employees parking will need to be purchased at the FSSB (Facilities Support Services Building) located at 4800 2nd Avenue, Sacramento, CA 95817. The rate sheet provided is for your information. We recommend that you talk to Parking and Transportation to discuss the available options that meet your parking needs.

PAYROLL CALENDAR – You have been provided with either a Biweekly or Monthly payroll calendar depending on your pay schedule. You will find the pay periods indicated as well as pay dates and holidays.

UCDH PAYROLL SERVICES – You have been provided a list of payroll contacts which are assigned by last name of the employee. If you have any payroll related questions you can contact payroll by e-mail at ecotime@ucdmc.ucdavis.edu or by phone, (916) 734-9150. Your e-mail or phone call will be directed to your payroll contact person.

RIGHTS OF VICTIMS OF DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING – You have been provided a copy of your employee rights per the Labor Commissioner's Office.
MANDATORY
NEW EMPLOYEE
Welcome

8AM - 12PM | MIND INSTITUTE AUDITORIUM*
(2825 50th Street | Sacramento, CA 95817)

7:30AM - 8AM Full “Welcome” Breakfast and
New Employee Resource Fair (Optional)

As an official welcome to UC Davis Health, new employees are
required to attend the New Employee Welcome within the first 30
days of employment. The following topics will be covered:

- History & Mission
- Parking & Transportation
- UC Retirement & Savings
- Campus Culture & Values
- Employee Discounts & Resources
- Campus & Community Engagement

At 7:30am, enjoy an optional full “welcome” breakfast and meet
with UC Davis Health campus representatives at the New Employee
Resource Fair. Topics include: Discounts, Employee Resource
Groups, Green Commuting, Giving, Uniforms, Wellness, and more.

PART 2: BENEFITS SELECTION TRAINING
(Career Employees Only)

This in-person, two and a half hour training educates Career employ-
ees in UC benefit options, important deadlines, the enrollment pro-
cess, and more. Attend this class within your 31 day Period of Initial
Eligibility (PIE).

Additional Trainings:

New employees must also complete the following online mandated train-
ings within the first 30 days of employment:

- Mandatory Annual Training
- Privacy & Security Training
- UC Cyber Security Awareness
- UC Ethical Values & Conduct
- UC Sexual Violence and Sexual Harassment
  Prevention for Non-Supervisors
- Workplace Violence Prevention in
  Healthcare

Supervisors & Managers
- Developing as a Supervisor Certificate
  Series (18 months to complete)

Register through the UC Learning Center:
lms.ucdavis.edu

* Please confirm with your Recruitment Coor-
dinator the day and location of the NEW and
to obtain a day parking permit.

Updated: 1/30/2017
BENEFITS SELECTION TRAINING

9 - 11:30am
No Registration Required

January 16
MIND Auditorium

May 2
Cancer Center Auditorium

August 1
Cancer Center Auditorium

October 17
Cancer Center Auditorium

January 31
Cancer Center Auditorium

May 17
Cancer Center Auditorium

August 15
Cancer Center Auditorium

October 31
Cancer Center Auditorium

February 22
Cancer Center Auditorium

May 30
Cancer Center Auditorium

September 5
Cancer Center Auditorium

November 14
MIND Auditorium

March 6
MIND Auditorium

June 20
Cancer Center Auditorium

September 20
Cancer Center Auditorium

December 5
Cancer Center Auditorium

March 28
Cancer Center Auditorium

July 5
Cancer Center Auditorium

October 4
Cancer Center Auditorium

December 19
Cancer Center Auditorium

April 18
Cancer Center Auditorium

July 19
Cancer Center Auditorium

Career employees will learn about UC benefit options, important deadlines, the enrollment process, and more.

IMPORTANT REMINDERS

- Mandatory part two of the New Employee Welcome (NEW).
- Attend this class following your New Employee Welcome or hire date within your 31 day Period of Initial Eligibility. Attendance is not required to select benefits.

Location
Specified under each date
- Cancer Center Auditorium | 2279 45th Street
- MIND Auditorium | 2825 50th Street

Updated: 11/21/17
# Parking Permit Rates

<table>
<thead>
<tr>
<th>B Permit</th>
<th>Rate</th>
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<tbody>
<tr>
<td>B - Payroll Deducted</td>
<td>$48.00 / mo.</td>
</tr>
<tr>
<td>B - Temporary 1 month</td>
<td>$56.00 / mo.</td>
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<tr>
<td>B - Temporary 2+ months…</td>
<td>$48.00 / mo.</td>
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<tr>
<td>Resident B - Payroll Deducted</td>
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<tr>
<td>Vendor - Monthly</td>
<td>$99.00 / mo.</td>
</tr>
<tr>
<td>Vendor - Daily</td>
<td>$6.00 / ea.</td>
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<tr>
<td>Vendor - Pack of 20</td>
<td>$120.00 / ea.</td>
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<table>
<thead>
<tr>
<th>Visitor Permits</th>
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<td>Visitor - Daily</td>
<td>$6.00 / ea.</td>
</tr>
<tr>
<td>Visitor - Pack of 20</td>
<td>$120.00 / ea.</td>
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<td>SLP - 5 day visitor permit</td>
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<th>Other Permits</th>
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<tr>
<td>Courtesy</td>
<td>$125.00 / yr.</td>
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<tr>
<td>Grad. School of Mgmt.</td>
<td>$60.00 / 3 mo.</td>
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<tr>
<td>Motorcycle</td>
<td>$21.00 / mo.</td>
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<tr>
<td>School of Nursing</td>
<td>$60.00 / 3 mo.</td>
</tr>
<tr>
<td>Volunteer</td>
<td>$40.00 / qtr.</td>
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<tr>
<td>Volunteer Clinical Faculty</td>
<td>$125.00 / yr.</td>
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### Green Commuter Permits

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<tbody>
<tr>
<td>Carpool - 2 Person</td>
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<tr>
<td>Carpool - 3 Person</td>
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<tr>
<td>Clean Air Commuter</td>
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<tr>
<td>Temporary Ride Share</td>
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### Shuttle Pass Rates

<table>
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<th>Rate</th>
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</thead>
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<tr>
<td>RT - Monthly</td>
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</tr>
<tr>
<td>RT - Senior/Disabled</td>
<td>$39.00 / mo.</td>
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<tr>
<td>RT - Student</td>
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<table>
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<tr>
<th>UC Davis / UC Davis Medical Center Shuttle</th>
<th>Rate</th>
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<tr>
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<td>Shuttle Pass - Ten Ride</td>
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<td>Shuttle Pass - Monthly</td>
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### 2018 Bi-Weekly Payroll Calendar

<table>
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<tr>
<th>JANUARY</th>
<th>FEBRUARY</th>
<th>MARCH</th>
<th>APRIL</th>
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<td><img src="calendar_image4.png" alt="Calendar Image" /></td>
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**Paydays**

- **01/10/18**: 13-Jan
- **07/11/18**: 10-Feb
- **07/11/18**: 10-Mar
- **07/11/18**: 7-Apr
- **07/11/18**: 5-May
- **07/11/18**: 2-Jun & 30-Jun
- **07/11/18**: 25-Aug
- **07/11/18**: 22-Sep
- **07/11/18**: 20-Oct

**Sick Leave & Vacation Accruals Credited**

- **07/11/18**: 20-Oct

**Ecotime Approval**

- **07/11/18**: 20-Oct

**Payroll Period Ending Dates**

- **07/11/18**: 20-Oct

**Holidays**

- **07/11/18**: 20-Oct

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*Paydays 01/10/18 and 7/11/18 have no voluntary deductions.*
PAYROLL MAIN NUMBER 916-734-9150
PAYROLL SUPERVISOR 916-734-9151

<table>
<thead>
<tr>
<th>PAYROLL CONTACT</th>
<th>EMPLOYEE</th>
<th>EXTENSION</th>
<th>EMAIL</th>
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</thead>
<tbody>
<tr>
<td>Deanne (Dee) Lanza</td>
<td>A-CH</td>
<td>916-734-9150</td>
<td><a href="mailto:ecotime@ucdmc.ucdavis.edu">ecotime@ucdmc.ucdavis.edu</a></td>
</tr>
<tr>
<td>Roberta (Rosan) Dimaano</td>
<td>CL-GR</td>
<td>916-734-9150</td>
<td><a href="mailto:ecotime@ucdmc.ucdavis.edu">ecotime@ucdmc.ucdavis.edu</a></td>
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<tr>
<td>Laura Raiford</td>
<td>GS-LE</td>
<td>916-734-9150</td>
<td><a href="mailto:ecotime@ucdmc.ucdavis.edu">ecotime@ucdmc.ucdavis.edu</a></td>
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<tr>
<td>Roland Baluyot</td>
<td>LF-PAS</td>
<td>916-734-9150</td>
<td><a href="mailto:ecotime@ucdmc.ucdavis.edu">ecotime@ucdmc.ucdavis.edu</a></td>
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<td>Rhonda Benventano</td>
<td>PAT-SM</td>
<td>916-734-9150</td>
<td><a href="mailto:ecotime@ucdmc.ucdavis.edu">ecotime@ucdmc.ucdavis.edu</a></td>
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<tr>
<td>Anju Bhaskarakurup</td>
<td>SN-Z</td>
<td>916-734-9150</td>
<td><a href="mailto:ecotime@ucdmc.ucdavis.edu">ecotime@ucdmc.ucdavis.edu</a></td>
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</table>

Payroll Fax number 916-734-9167
Payroll website http://intranet.ucdmc.ucdavis.edu/finance/Payroll/index.shtml
EMPLOYERS MUST PROVIDE THIS INFORMATION TO NEW WORKERS WHEN HIRED AND TO OTHER WORKERS WHO ASK FOR IT

RIGHTS OF VICTIMS OF DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING

Your Right to Take Time Off:
- You have the right to take time off from work to get help to protect you and your children’s health, safety or welfare. You can take time off to get a restraining order or other court order.
- If your company has 25 or more workers, you can take time off from work to get medical attention or services from a domestic violence shelter, program or rape crisis center, psychological counseling, or receive safety planning related to domestic violence, sexual assault, or stalking.
- You may use available vacation, personal leave, accrued paid sick leave or compensatory time off for your leave unless you are covered by a union agreement that says something different. Even if you don’t have paid leave, you still have the right to time off.
- In general, you don’t have to give your employer proof to use leave for these reasons.
- If you can, you should tell your employer before you take time off. Even if you cannot tell your employer before, your employer cannot discipline you if you give proof explaining the reason for your absence within a reasonable time. Proof can be a police report, court order or doctor’s or counselor’s note or similar document.

Your Right to Reasonable Accommodation:
- You have the right to ask your employer for help or changes in your workplace to make sure you are safe at work. Your employer must work with you to see what changes can be made. Changes in the workplace may include putting in locks, changing your shift or phone number, transferring or reassigning you, or help with keeping a record of what happened to you. Your employer can ask you for a signed statement certifying that your request is for a proper purpose, and may also request proof showing your need for an accommodation. Your employer cannot tell your coworkers or anyone else about your request.

Your Right to Be Free from Retaliation and Discrimination:
Your employer cannot treat you differently or fire you because:
- You are a victim of domestic violence, sexual assault, or stalking.
- You asked for leave time to get help.
- You asked your employer for help or changes in the workplace to make sure you are safe at work.

You can file a complaint with the Labor Commissioner’s Office against your employer if he/she retaliates or discriminates against you.

For more information, contact the California Labor Commissioner’s Office. We can help you by phone at 213-897-6595, or you can find a local office on our website: www.dir.ca.gov/dlse/DistrictOffices.htm. If you do not speak English, we will provide an interpreter in your language at no cost to you. This Notice explains rights contained in California Labor Code sections 230 and 230.1. Employers may use this Notice or one substantially similar in content and clarity.

Labor Commissioner’s Office Victims of Domestic Violence, Sexual Assault and Stalking Notice 5/2017
ADDITIONAL INFORMATION

SUPERVISOR CONTACT – You will find your new Supervisor/Department Contact information on the front page of your Position Description. Please contact him/her if you have questions on where or what time to report on your first day as well as dress code for the department.

KERBEROS ACCOUNT / SYSTEMS USER ID

CLAIM YOUR ACCOUNT – Before your onboarding session you should have received via e-mail “Important Information for UC Davis Health Claim Your Account”. This will establish your “Active Directory Account” which gives you access to your computer.

KERBEROS ACCOUNT – On your start date or up to 1 week after (depending on onboarding date), you will be able to set up your KERBEROS account. This establishes your UC Davis e-mail account. This account will grant you access to any “programs” that you will need to perform your job functions. If your start date is within 24-48 hours after your onboarding you may not have access on your start date. Please do not contact your Recruitment Coordinator as they do not have the access or authority to expedite that access for you.

BADGE/KEY CARD- Your supervisor will be requesting your permanent badge/keycard. When Medical Illustrations is ready for you to report they will be contacting you by e-mail. Medical Illustrations is located at the Ticon III building on the 2nd floor.

CUSTOMER SERVICE STANDARDS- Please take the provided form with you to your new department and sign with your supervisor. This form will be kept in your department personnel file.

AT YOUR SERVICE ONLINE – At Your Service is your online portal to everything! You will be able to enroll in your "At Your Service Online" account about one week after your start date at https://atyourserviceonline.ucop.edu/ayso/login.do .

Here are some of the things you can do!

- Sign up for Direct Deposit
- Enroll in your benefits
- View your earning statement
- Change your address
- Change your W-4
- Receive your W-2
- Access UCRP (University of California Retirement Program)
- Employment Verification

UNIFORMS – If a uniform is required for your position you will be receiving the information on how to order your uniform from your Supervisor. You can also see the attached information sheet or visit the following link http://ucdhsuniforms.com/home.aspx.

SUPERVISOR TRAINING INFORMATION– If you are new to UC Davis Health in a Supervisor or Managerial role you are required to take the Developing as a Supervisor Certificate Series. You will find included a flyer outlining the course study and how to enroll in the required classes.

PAID TIME OFF – PTO is earned by all exempt employees. You should have received a flyer outlining how PTO is earned. If you are in a Union or non-exempt position you will be earning Sick and Vacation time. The accrual amounts are the same but dispersed through a Sick Leave and Vacation "bank" of time.

NURSE ORIENTATION SCHEDULE – You have been provided an orientation schedule for the Orientation group you have been assigned. Please see the schedule provided for complete details.