

June 22, 2004

**TRANSMITTAL NOTICE--
PERSONNEL POLICIES FOR STAFF MEMBERS**

After inserting these sections in your department's manual, please post or circulate this transmittal notice so employees will be aware of policy in these areas. If any pages are missing from this transmittal, notify Irene Fecht, Chancellor's Office, (530)752-9745 or ilfecht@ucdavis.edu.

UC Davis policies and procedures and Universitywide policies are available on the Web at <http://manuals.ucdavis.edu>. You may also register at this site to be notified by email when policies and procedures change.

The Office of the President has issued the following Universitywide policies.

1. TRANSMITTED: [Policy 12](#), Nondiscrimination in Employment, 1/1/04.
SUPERSEDES: Policy 12, 6/21/02.
PURPOSE: Revises nondiscrimination policies to clarify that discrimination on the basis of gender identity and pregnancy is prohibited.
2. TRANSMITTED: [Appendix I-1](#), Policy for Protection from Retaliation (Whistleblower Protection Policy), 10/4/02.
SUPERSEDES: Appendix I-1, Policy for Reporting Improper Governmental Activities and Protection Against Retaliation for Reporting Improper Activities, 1/1/90.
PURPOSE: Revises policies to implement the amended California Whistleblower Protection Act. Changes were previously announced in [UCD Directive 00-021](#), New Whistleblower Provisions.

The Office of the Chancellor has issued the following UCD sections.

3. TRANSMITTED: [UCD Table of Contents](#), 6/22/04.
SUPERSEDES: UCD Table of Contents, 12/18/03.
4. TECHNICAL CHANGE to [UCD Procedure 20](#), Recruitment. In UCD Procedure 20.1 (PSS Recruitment), Step e, change the link for the Job Machine to <http://jobs.hr.ucdavis.edu/jm/login.html>. This was updated on the Manuals Web site on 5/19/04.
5. TRANSMITTED: [UCD Procedure 21](#), Appointment, and [Exhibit D](#), Background Checks, 5/30/04.
SUPERSEDES: UCD Procedure 21 and Exhibit D, 9/13/02. KEEP Exhibits A, B, and C.
PURPOSE: Updates the policy to reflect procedural changes (Procedures 21.1 and 21.2 and Exhibit D) previously announced in [UCD Directive 02-136b](#).

6. TECHNICAL CHANGE to **UCD Procedure 31**, Hours of Work, [Exhibit A](#), Monthly Working Hours, revised 2/27/04. Exhibit A is updated to provide a direct link to the Monthly Working Hours table on the Human Resources' Web site.
7. TRANSMITTED: [UCD Procedure 46](#), Administrative Leave, 1/12/04.

SUPERSEDES: UCD Procedure 46, 6/11/98.

PURPOSE: Streamlines and simplifies; renumbers paragraphs; employee must notify supervisor of need for leave in a timely manner; simplifies rules on grievance hearings and emergencies; added cross-references to other PPSM sections on curtailments and job interviews.
8. TRANSMITTED: [UCD Procedure 50](#), Professional Development, 1/12/04.

SUPERSEDES: UCD Procedure 50, 10/24/97.

PURPOSE: Streamlines and simplifies; adds emphasis on the employee's professional growth as a factor in decision making; adds information on central training and development funding; adds cross-reference to UCDHS Hospital Policies and Procedures Manual.
9. TRANSMITTED: [UCD Procedure 51](#), Reduced Fee Enrollment, and [Exhibit A](#), 3/2/04.

SUPERSEDES: UCD Procedure 51 and Exhibit A, 10/24/97.

PURPOSE: Updates unit names and contact information; replaces Social Security Number with employee ID and deletes SSN disclosure in Exhibit A.
10. TRANSMITTED: [UCD Procedure 82](#), Conflict of Interest, 3/17/04.

SUPERSEDES: UCD Procedure 82, 6/11/98.

PURPOSE: Streamlines and simplifies; updates department names and policy cross-references; Conflict of Interest Coordinator for staff employees has been changed to Campus Counsel's Office (campus) and UCDHS Compliance office; adds Web address for the list of designated officials.

Dott Turner
Coordinator of Administrative Policy

Attachments

04-065