

August 2017

## REMINDERS, UPDATES & NEWS

### REMINDERS

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- **Travel Reimbursements**

- When attending meetings and conferences on travel status, it must be determined if any meals were provided as part of the meeting or conference registration. Please provide agendas for conferences along with your travel reimbursement requests to determine if meals were included as part of the program. If there was a meal that was provided as part of the meeting or conference, a traveler should not claim expenses for that meal if they decided to forgo that meal and purchase one on their own.
- When arranging receipts to provide along with a request for reimbursement, please tape each individual receipt as flat as possible onto a blank or recycled piece of paper, and be sure not to overlap or staple.
- Please provide signatures in an ink color other than black so that it is easy to distinguish an original signature. This is particularly helpful for our central campus processing of payments in the Business & Financial Services unit.



- **Reporting an Injury at Work**

- If you are injured at work, please report it to your supervisor immediately! It may be covered under Workers' Compensation.
  - Workers' Compensation is a state-mandated insurance plan designed to provide benefits and assistance to all workers who are injured as a result of their employment or who develop job-related illnesses. This is a "no fault" system that does not try to place blame on either the employer or the employee.
  - Benefits may include: medical costs, temporary disability, permanent disability, vocational rehabilitation, or death benefits. The objective of the UCSB Workers' Compensation Program is to assist in your quick recovery and return to work.
  - Generally, Workers' Compensation coverage begins the first minute you are on the job and continues any time you are officially on the job performing a service for the University as an employee or official volunteer.
  - Workers' Compensation does not provide coverage for injuries that occur during the normal commute to or from work; that occur during an unpaid

mealtime; that result from recreational activities; that result from substance abuse or intoxication; or that result from starting a physical fight or engaging in horseplay.

How to Report an Injury at Work:

1. Immediately report your injury to your supervisor. Your supervisor will make arrangements for you to see a doctor if necessary. You will be sent to Occupational Medicine Center for treatment. If you want to be treated by your own doctor, you must fill out the [Designation of Physician form](#) in advance and have it on file with the Workers' Compensation Office (mail code 5132).
2. You and your supervisor need to complete the [Incident Report Form](#) and fax the form to the Workers' Compensation Office at 805.893.8521.
3. You or your supervisor should call the Reporting Line (1.877.682.7778) to report the incident.



- **Family & Medical Leave**

- Family & Medical Leave (FML) is a type of leave intended to help employees balance work and life when a serious illness or medical condition of an employee or his/her family member is involved.
- FML leave entitles eligible employees to take unpaid, job-protected leave for family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.
- UC is required by federal law to designate a qualifying leave as approved FML. It is the policy of UC to provide family care and medical leave to eligible employees in accordance with the federal [Family & Medical Leave \(FML\) Act](#), the [California Family Rights Act \(CFRA\)](#) and the [California Pregnancy Disability Leave Act \(PDL\)](#).
- The [FML Fact Sheet](#) contains comprehensive information about how FML works, and specific information on what happens to your benefits during FML and what to do after Family & Medical Leave, whether you are returning to work, not returning, or retiring.



- **Update UCSB Directory Info**

- It's a good time of year to update your UCSB Directory entry by going to the Directory Editor section at <http://www.identity.ucsb.edu/>. Log in with your UCSBnetID and password.



**Identity Manager**  
Manage your UCSBnetID and Identity Account



**People Finder**  
Search the UCSB Faculty & Staff Directory



**Directory Editor**  
Update your Directory Information



**Student Directory**  
Search the UCSB Student E-Mail Directory

## UPDATES



- Supervisors of Student Employees: Please notify Kristina Hansen as soon as you are going to hire a new student employee, or that a student employee will be ending their employment.
  - If you have any student employees who have left for the summer and plan to return in the fall, please also contact Kristina in advance of their return to determine if they need to complete new hire paperwork again and get fingerprinted for a background check.
    - *If a student has been inactive for more than 4 months, they must be "rehired" and complete new hire paperwork again.*
    - *New fingerprinting/background check policy for campus requires all new hires to have it completed upon hire. In addition, those who are rehired after a break in service of more than six months, they will be subject to a background check.*



- Emergency & Safety Updates
  - Kristina Hansen has already begun to update our internal emergency information that we keep on file. She has asked for individual personal emergency contact updates and will be updating each department Emergency Phone Tree that will be distributed upon completion.



- DSRs: Please be aware of the Department Safety Representatives for your office. Each department has one or more employees appointed by their office to serve as the Department Safety Representative (DSR).

- Their responsibilities are to:
  - Help integrate health and safety programs into routine departmental operations
  - Ensure that an effective internal network exists for communicating health and safety information to their department
  - Coordinate, communicate and maintain the department programs noted herein
  - Be available to liaison with EH&S and convey information back to their department
  - Periodically assess the department's compliance status with the various programs and report to the department head

Admissions DSRs:

Sylvia Vargas – Primary DSR

Khadijah Clark – Alternate DSR for Cheadle 1210, 1226, 1234

Yessica Arroyo – Alternate DSR for SAASB 1201

Myles Parrino – Alternate DSR for Visitor Center (SAASB)

Registrar DSRs:

Kristina Hansen – Primary DSR

Danielle Greene – Alternate DSR

EAO DSRs:

Rosa Martinez – Primary DSR

Luis Melgoza – Alternate DSR

Financial Aid DSR:

Jasmine Moses – Primary DSR

Julie Portillo – Alternate DSR

## NEWS

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- Student Affairs Grants & Development staff have moved to space within the Office of Financial Aid & Scholarships. New offices will be built in the “admin area” in the near future to accommodate space for Grants & Development staff and the space needed for staff in the OFAS Fiscal Unit.
- California Governor Brown signed into law Assembly Bill No. 1887 on Sept. 27, 2016. This law prohibits state-funded travel to states that have passed a law after June 26, 2015, that:
  - Authorized discrimination based on sexual orientation, gender identity, and gender expression; or
  - Repealed existing state or local protections against such discrimination.

Restricted Travel Law AB 1887 prohibits state-funded UC travel to a total of 8 states that include:

- Alabama
- Kentucky
- South Dakota
- Texas
- Kansas
- Mississippi
- North Carolina

- Tennessee
  - Admissions is the only department in the Enrollment Services cluster that has non-state funds specifically for non-resident recruitment that may be used for special/mandated travel to these states.
- Attention Managers and Supervisors!
  - Two special presentations by the Admin Unit on the Hiring, Onboarding, Managing, and Separating processes for Career Staff and Student Staff have been scheduled for August 14<sup>th</sup> and 15<sup>th</sup>. Please attend one or both if you supervise both career and student staff. If you cannot attend any of these times, we will be sure to provide you with a copy of the presentation.
    - Monday, Aug. 14 @ 8:15am – Supervisors of Career Employees
    - Monday, Aug. 14 @ 9:00am – Supervisors of Student Employees
    - Tuesday, Aug. 15 @ 8:15am – Supervisors of Student Employees
    - Tuesday, Aug. 15 @ 9:00am – Supervisors of Career Employees