Welcome

New Employee Resource Manual

UCDAVIS HEALTH

Special thanks to the following departments for their contributions to this manual:

Academic and Staff Assistance Program

Benefits

Community Relations

Equal Opportunity & Diversity

Office of Strategic Planning

Public Affairs

UC Davis Health
Training & Development
https://hr.ucdavis.edu/departments/learning-dev

July, 2020

For more information about UC Davis Health,
Follow Us!

http://intranet.ucdmc.ucdavis.edu/ucdhs/communicationtools/social/index.shtml

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UC DAVIS HEALTH

UC DAVIS MEDICAL CENTER

2315 STOCKTON BLVD.

SACRAMENTO, CA 95817

MEDICAL CENTER OPERATOR

(916) 734—2011

UC DAVIS
SCHOOL OF MEDICINE

4610 X STREET

SACRAMENTO, CA 95817

(916) 734—7131

What to Expect

Welcome to UC Davis Health! The following guide is a tool to help ease the process of settling into your new position, giving you an idea of what to expect in the next few months. It highlights time-sensitive items such as enrolling in benefits and suggests ways to learn more about what the health system has to offer. Your Supervisor or Manager may have additional items to discuss with you specific to your position.

Your First Few Days

□ Meet your HR Recruitment Coordinator, review and sign new-hire paperwork.

□ Obtain your temporary Employee ID and badge from your HR Recruitment Coordinator.

□ Attend the in-person "New Employee Welcome" within your first 30 days of employment.

□ Get fingerprinted, if required.

□ Visit the UCPath website to learn about your paycheck, direct deposit, pay dates, and deductions at https://ucpath.ucdavis.edu

□ Visit the Transportation website to learn about commuting options and/or to obtain relevant parking permit. (p. 20)

□ Review map to locate relevant buildings and parking lots (p. 29).

□ Determine if you are a policy-covered employee or represented by an exclusive bargaining agent (union): http://ucnet.universityofcalifornia.edu/

□ Learn about your vacation and sick leave accruals: http://ucnet.universityofcalifornia.edu/

□ Visit and peruse the Human Resources Website to learn about the services offered and who to contact.

□ Set up your Kerberos computing account: https://computingaccounts.ucdavis.edu

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Your First Month

□ Pick up your new badge at Medical Illustration upon receiving email notification.

□ Set up your office voicemail, email, and workstation.

□ Tour your building and get to know your surroundings.

□ Have one-on-one meetings with your Manager to discuss expectations, work rules, and department-specific organizational structure, vision, and current goals/priorities.

□ Have one-on-one conversations with your team members.

□ Read and analyze your Benefits Package, if eligible.

□ Career employees: Attend the mandatory Benefits Selection Training, part two of the New Employee Welcome.

□ Enroll in benefits within your Period of Initial Eligibility (PIE) – You have 31 days after your hire date: http://ucnet.universityofcalifornia.edu

□ Ensure you have completed all Mandatory Classes within your first 31 days of employment (p. 53) – New Employee Welcome & Benefits Selection Training, Mandatory Annual Safety Training, Privacy & Security, Cyber Security Awareness, Ethical Values and Conduct Training, and Sexual Violence & Sexual Harassment Prevention.

□ Program the UCDH Police non-emergency phone number into your cell phone (916-734-2555).

□ Check your medical plan ID card when it arrives in the mail to be sure it reflects your benefits choices if benefits eligible.

□ Review your first paycheck to be sure it reflects your health and welfare choices, payroll deductions, personal information, and more.

□ Check the UC Davis directory to make sure your name, department, and contact information is correct: http://directory.ucdavis.edu/

□ Learn about your department-specific emergency procedures and your role.

□ Ensure you have access to the varying Information Technology systems required for your position.

□ Establish your Kerberos login and passphrase (p.54).

□ Log in to the UC Learning Center to review assigned trainings and learning opportunities (p. 55): http://lms.ucdavis.edu

□ Find out your department's process to request vacation and/or sick leave.

□ Conduct an ergonomic self-assessment by taking the 'Ergo eSAT' course via the UC Learning Center.

First Few Months

□ Check out the Training and Development Catalog to learn about classes and development opportunities for staff.

□ Plan now for your future retirement: https://ucfocusonyourfuture.mysecurebenefitsportal.com/

□ Try out the Total Compensation calculator: http://atyourservice.ucop.edu/applications/total_comp/index.php

□ Learn how easy it is to use the Shuttle around the health system.

□ Attend all required competency training for your new position.

□ Learn about policies and procedures that drive processes that relate to your work: http://intranet.ucdmc.ucdavis.edu/policies/

□ For new Supervisors and Managers, enroll in and attend (within 18 months) the classes in the Developing as a Supervisor certificate series.

□ Visit The Insider to find out what's happening at the health system and on the UC Davis campus (e.g. The Insider, Mondavi Center, UC Davis events and sports, and "Thank Goodness for Staff Day").

□ Check out the various Employee Resource Groups and find out how to join.

□ Learn more about the health system's core values of integrity, excellence, accountability, and respect.

□ Give back to the community by volunteering at one of the many opportunities around the Sacramento Area (e.g. Community Relations, Staff Offering Services).

□ Learn more about work life balance and employee wellness by joining UC Living Fit Forever, walking routes, and ergonomics at your Desk.

□ Learn more about employee discounts: https://hr.ucdavis.edu/departments/worklife-wellness/discounts

□ Check out cafés and stores on campus such as the Pavilion.

□ Revisit the UC Learning Center to explore ongoing learning opportunities from Training and Development.

□ Familiarize yourself with the tuition assistance programs outlined on the Learning and Development webpage at https://hr.ucdavis.edu/departments/learning-dev/tuition-assist

□ Visit the UCOP website to learn more about the Office of the President.

□ Have a one-on-one meeting with your Manager to discuss training progress and development goals at the 3-month and 6-month checkpoints.

Ongoing Items

□ Read the health system and UC Davis publications to stay informed (e.g. The Insider, First Tuesday, California Aggie).

□ Attend campus-wide functions to network, meet colleagues, and stay informed.

□ Make changes to your personal and payroll information as your life events affect it.

□ Visit the health system organizational structure to learn more about the structure.

□ Review the health system policies.

□ Revisit UC Learning Center to explore new classes and learning opportunities from Training and Development.

□ Learn more about department cross-training opportunities through Training and Development.

□ Receive Annual Flu Shot and TB shot at Employee Health Services.

□ Take the annual mandatory classes via the UC Learning Center.

How to Report Workplace Injuries

- Notify supervisor/manager
- Complete workers comp illness/injury form
- Call workers comp line to report an injury
- Call Employee Health to make an appointment (triaged)
- Do not go to the ER unless you have a life threatening illness or injury
- If you cannot perform your work duties and need a modified change to your job functions, you need to be seen by EHS- or go to our identified Urgent Care
- If you just want to report an injury and don't require treatment – complete the illness report form.

For more information, please contact Workers' Compensation at (916)734-6180.

Avoid the Flu

Healthy habits and simple actions will help reduce your risk of flu and other illnesses.

- **Wash your hands.** Use soap and water often, especially after coughing or sneezing. Carry alcohol-based hand cleaners in your car, backpack or purse when soap and water are not available.
- **Keep your distance.** Avoid close contact with people who are sick. If you're ill, stay home. You can help prevent others from getting sick.
- **Cover your cough.** Use a tissue when coughing or sneezing. It can prevent the spread of germs. If you don't have a tissue, cough or sneeze into your upper arm or elbow. Sneezing and coughing into your hand puts the virus in an excellent spot for further spreading of the disease.
- **Don't contaminate.** Try not to touch your eyes, nose or mouth. Germs are often spread this way, which is why hand washing is so important.
- **Maintain good health.** Get plenty of sleep. Drink lots of water and eat nutritious foods. Get regular exercise. Manage stress. Being healthy improves your immunity and helps fight the flu.
- **Get a flu vaccination.** Protect yourself against seasonal illness. It's the single best way to prevent the flu.
- **Stay informed.** For more flue prevention tips and resource links, visit www.ucdmc.ucdavis.edu/flu.

Who to Call

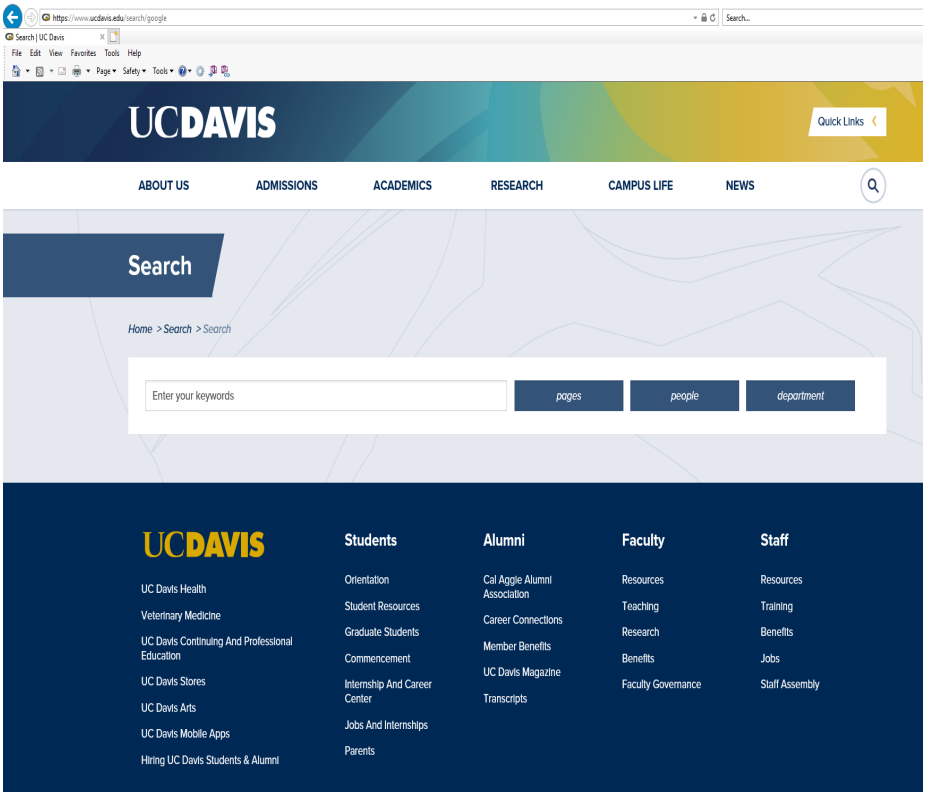
EMPLOYEE DIRECTORY

Contact information and the location of employees of the UC Davis Health System and the UC Davis main campus can be found through the on-line directory at the URL below.

http://directory.ucdavis.edu/index.html

Simply enter the employee's name into the search box and click *people.*

You can also search for individual departments by typing the department name in the search bar, then click *department*.



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HUMAN RESOURCES—www.ucdmc.ucdavis.edu/hr

All Human Resources departments are located in the Ticon III building at 2730 Stockton Blvd. All phone numbers below begin with area code (916) 734—xxxx.

HR UNIT/DEPARTMENT	PHONE	ROOM
ACADEMIC AND STAFF ASSISTANCE PROGRAM (ASAP)	4 - 2727	2100
BENEFITS	4 - 8099	2300
COMPENSATION	4 - 5009	3102
HARASSMENT & DISCRIMINATION ASSISTANCE PREVENTION PROGRAM	4 - 3417	2200
EMPLOYEE AND LABOR RELATIONS	4 - 3362	3208
HR RECEPTION	4 - 2362	3201
MEDICAL ILLUSTRATION (PICTURE ID'S)	4 - 2133	2300
NURSE RECRUITMENT	4 - 2742	2500
RECORDS UNIT	4 - 2705	3202
RESIDENT PROGRAM	4 - 6387	2200
STAFF RECRUITMENT	4 - 2362	2500
TRAINING AND DEVELOPMENT	4 - 2676	2600
DISABILITY MANAGEMENT SERVICES	4 - 3553	3117
WORKERS' COMPENSATION	4 - 6180	3204
WORKLIFE	4-2760	2600

SAFETY RELATED CONTACTS

ENVIRONMENTAL HEALTH & SAFETY	4 - 3355
CLINICAL ENGINEERING	4 - 2846
EMPLOYEE HEALTH SERVICES	4 - 3572
ENVIRONMENTAL SERVICES	4 - 3777
INFECTION CONTROL	4 - 3377
PO&M URGENT REQUESTS	4 - 2763
TELECOMMUNICATIONS	4 - 8700
UC DAVIS HEALTH FIRE & POLICE	4 - 2555
WORKERS COMPENSATION	4 - 6180

OTHER CONTACTS

IT HELP DESK	4 - 4357 (4 - HELP)
PAYROLL	4-9150

ONE HR COMMUNITY
OneUCDAVIS
Human Resources

EMPLOYEE BENEFITS

Telephone: (916) 734-8099
Fax: (916) 734-5338
Email: benefits@ucdavis.edu

Hours: M-F 8:00am – 5:00 pm
Address: 2730 Stockton Boulevard
TICON III Building, Suite 2300

UCPATH

UCPATH Customer Service (website: ucal.us/ucnet) 855-982-7284
- Benefits Enrollment
- Benefits LOA Billing
- General inquiry

UC HR/BENEFITS

UCOP CUSTOMER SERVICE (website: ucal.us/ucnet) 800-888-8267

RETIREMENT ADMINISTRATION SERVICE CENTER (RASC)
- Pre-retirement planning (retirement counseling and election)
- General UCRP Inquiries
- Reciprocity
- Termed employees trying to access retirement savings or CAP balances
- UCRP service credit inquiries
- Service Credit Buyback inquiries and processing
- Transitioning from UC Disability Income to Service Retirement
- Post-retirement service credit adjustments

UCD/UCDHS HEALTH CARE FACILITATOR PROGRAM (http://www.hr.ucdavis.edu/hcf) 530-752-4264
UC DAVIS CAMPUS BENEFITS OFFICE 530-752-1774

MEDICAL INSURANCE

PPO PLANS	*PHONE NUMBER*
ANTHEM Blue Cross – UC CARE, CORE MEDICAL, UC Health Savings Plan	844-437-0486
Website: ucppoplans.com	
Blue Card	800-810-2583
24/7 Nurse Line	800-700-9186
Health Equity Website (HSA) for UC Health Savings Plan (healthequity.com/uc)	866-212-4729

HMO PLANS	*GROUP NUMBER*	*PHONE NUMBER*
UC Blue & Gold HMO (formerly: HEALTH NET BLUE & GOLD)	5047WI	
Website: http://healthnet.com/uc		
Customer Service		800-539-4072
KAISER PERMANENTE	603604-2	
Website: http://my.kp.org/ca/universityofcalifornia		
Customer Service		800-464-4000
Pre-Enrollment Support		800-324-9208
WESTERN HEALTH ADVANTAGE Website: www.westernhealth.com	001021	
Customer Service		888-563-2250

(EFFECTIVE THROUGH 12/31/2019)

BEHAVIORAL HEALTH

ACADEMIC & STAFF ASSISTANCE PROGRAM (ASAP) 916-734-2727
HUMAN RESOURCES BUILDING/ TICON III
2730 Stockton Boulevard, Room 2100
Sacramento, CA 95817
Managed Health Network (UC Blue & Gold) 800-663-9355
OPTUM (*Kaiser & Western Health Advantage*) 888-440-8225
KAISER *(enrollees may also access Kaiser's mental health services)* 800-900-3277
Anthem Behavioral Health (UC Care & UC Health Savings Plan) 844-792-5141

DENTAL INSURANCE

GROUP NUMBER

DELTA DENTAL /PPO/PREMIER 18066-00301
Website: http://deltadentalins.com
Customer Service.....800-777-5854
DELTACARE USA 72039-0031
Website: http://deltadentalins.com
Customer Service.....800-422-4234

LEGAL INSURANCE

ARAG LEGAL PLAN 11700 (Access Code: 11700UC)
Website: http://araglegalcenter.com
Customer Service.....800-828-1395

SUPPLEMENTAL HEALTH PLANS

UCPLUS *(Aflac Accident, Critical Illness, and Hospital Indemnity)*
Website: http://ucplus.com
Customer Service.....888-212-7201

MEDICARE

SOCIAL SECURITY ADMINISTRATION
Website: http://www.ssa.gov
Customer Service.....800-772-1213
California Public Employees' Retirement System (CalPERS)
(http://www.calpers.ca.gov)
Customer Service:.....888-877-4934
California State Teachers Retirement System (CalTRS)
Customer Service.....800-228-5453
MEDICARE
http://www.medicare.gov
Customer Service:.....800-MEDICARE

SAVINGS/INVESTMENTS

UC RETIREMENT SAVINGS PROGRAM (RSVP)
FIDELITY
Website: http://netbenefits.com
Customer Service:.....866-682-7787

SCHOLARSHARE COLLEGES SAVINGS PLAN

529 College Savings Program
Website: http://www.scholarshare.com
Customer Service.....800-544-5248
TIAA-CREF: (SCHOLARESHARE RECORD KEEPER)
1-800-842-2252 (24-HOUR SERVICE)

FLEXIBLE SPENDING ACCOUNTS/COBRA

WAGE WORKS
P.O. BOX 660427, DALLAS, TX 75266-0427
Website: https://www.wageworks.com/
Customer Service.....800-482-4120
Fax.....800-482-4174
COBRA.....877-422-2767

FAMILY MEMBER VERIFICATION

UNIFYHR
P.O. BOX 143605, IRIVING, TX 75014
Website: http://app.unifyhr.com
Email: fmev@unifyhr.com
Customer Service.....844-718-3970
Fax.....469-844-3240

VISION INSURANCE

GROUP NUMBER

VISION SERVICE PLAN 0010192300040004
Website: http://www.vsp.com
Customer Service.....866-240-8344

LIFE INSURANCE/ACCIDENTAL DEATH & DISMEMBERMENT

PRUDENTIAL LIFE EE paid: GO-79000, UC Paid: G97000
Customer Service.....800-524-0542

DISABILITY INSURANCE

Lincoln Financial Group ***(formerly Liberty Mutual)***
Customer Service.....800-838-4461
FAX.....877-664-7264
GROUP BENEFITS DISABILITY CLAIMS
LIBERTY LIFE ASSURANCE COMPANY
OF BOSTON
P.O. BOX 7209
LONDON, KY 40742-7209
CALIFORNIA STATE DISABILITY
Customer Service.....800-480-3287
http://www.edd.ca.gov/disability/SDI_Online.htm
WORKERS' COMPENSATION
Phone: 916-734-6180
Claim Line (24 hours) 916-734-8789

UC DAVIS HEALTH SYSTEM-OTHER CAMPUS RESOURCES

TO FIND DOCTORS:
NEW PATIENTS 916-734-9900
INSURANCE ACCEPTED. 800-2-UCDAVIS
MEMBER SERVICES 916-734-9900
PATIENT RELATIONS 916-734-9777

UCDHS PAYROLL
Phone Number.....916-734-9150
Fax.....916-734-9166
DAVIS CAMPUS PAYROLL.....530-757-8550

AUTO/HOME OWNERS/RENTERS INSURANCE

CALIFORNIA CASUALTY
Website: http://www.calcas.com
Customer Service.....866-680-5142

SITTERCITY/STAYWELL

Website: http://www.sittercity.com/universityofcalifornia
https://uclivingwell.online.staywell.com
Customer Service.....800-721-2693

PET INSURANCE

NATIONWIDE INSURANCE
Enrollment 877-738-7874
Customer Service.....800-540-2016
Website: petinsurance.com/uc

History & Mission

University of California

Founded in the wake of the gold rush in 1868, the University of California (UC) is a public university system in the U.S. state of California. Under the California Master Plan for Higher Education, the University of California is a part of the state's three-tier public higher education system, which also includes the California State University system and the California Community Colleges system.

Comprised of 10 campuses, 3 national laboratories, and 5 medical centers, the UC system has grown to more than 238,000 students, over 190,000 faculty and staff, and more than 1,700,000 living alumni, their missions being teaching, research, and public service.

UC's campuses provide exciting environments that foster world-class educational and research opportunities and generate a wide range of benefits and services that touch the lives of Californians every day.

UC's medical centers support the clinical teaching programs of the University's medical and health sciences schools and handle more than 3 million patient visits each year. Providing a full range of health care services in their communities, they are sites for the development and testing of new diagnostic and therapeutic techniques. Collectively, these centers comprise one of the largest health care systems in California.

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UC Davis

Since 1908, UC Davis has transformed itself from a pioneering “ag” school into a university that is not only the largest UC campus, but is ranked among the top 10 public universities in the nation. With a student population of more than 39,000, UC Davis stands out as the only UC campus with professional schools in all of the following disciplines: business management, education, law, medicine, nursing and veterinary medicine.

UC Davis is widely known for specialties in agriculture, viticulture and enology, the biological sciences and veterinary medicine. Teaching and research are grounded in a century-plus tradition of excellence that stretches across all of the disciplines.

UC Davis Health

The history of UC Davis Medical Center dates to May 3, 1850 when the Sacramento City Council recommended that a hospital be built. The Sacramento County Hospital was established as a result, in 1852.

In 1871, the hospital was moved to a parcel of land on Stockton Blvd in Sacramento, CA which incorporates some of the buildings of the former Sacramento Medical Center (which was acquired from the County of Sacramento in 1973) as well as much of the land previously occupied by the California State Fair until its 1967 move to a new location.

A fire destroyed the original facility in 1876. Four years later, a new hospital designed by N.D. Goodell, architect of the Governors Mansion in Sacramento was completed and accepted by the county. It stood until 1914, when construction of an entirely new facility was proposed. The main hospital building was completed in 1928, and still stands today. It was incorporated into the north/south wing of the main hospital in 1950.

In 1965, the regents voted to establish a medical school at Davis, paving the way for the UC Davis Medical Center to be officially part of UC Davis in 1977.

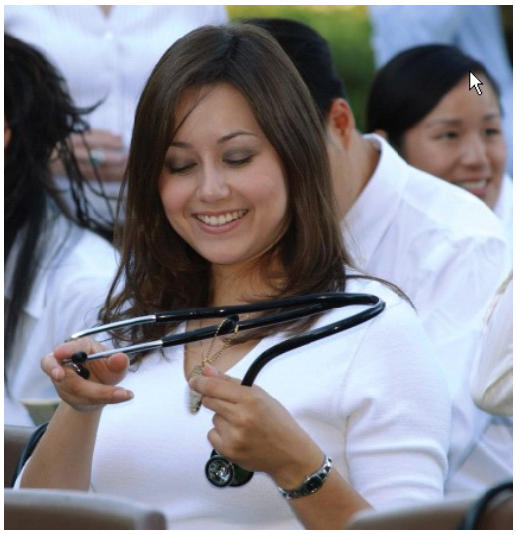
Today, the health system includes one of the country's best medical schools, UC Davis School of Medicine, a 625-bed acute-care teaching hospital, the UC Davis Medical Center, an 800+member medical group and the Betty Irene Moore School of Nursing. Combined, it has over 10,000 staff and handles more than 900,000 visits a year.

The health system operates the only Level 1 trauma centers for both adult and pediatric emergencies in inland Northern California. It is also home to a Comprehensive Cancer Center, an international neurodevelopmental institute, a stem cell institute and a comprehensive children's hospital. Other nationally prominent centers focus on advancing telemedicine, improving vascular care, and translating research findings into new treatments for patients. Together, they make UC Davis a hub of innovation that is transforming health for all.

Teaching Hospitals:
An academic approach to health care

What is a teaching hospital?
A teaching hospital or academic medical center is a hospital that is associated with a major medical and professional schools, such as UC Davis. Teaching hospitals conduct research to discover new and improved treatments for patients, and train medical students, nursing students, residents and others to become skilled medical professionals.

A medical student has completed college and is working towards an M.D. degree (short for "doctor of medicine"). He or she is learning basic skills such as how to communicate with patients and make diagnoses. Medical students are always directly supervised by a licensed physician.



A resident physician (resident) is a doctor who has completed medical school, earned an M.D. degree and is now undertaking intensive training for a medical or surgical specialty. Residents write orders and make care-related decisions under the direct supervision of a faculty (attending) physician.

The attending physician is the doctor who directs your care and provides oversight and guidance to fellows, residents and medical students. You may ask to see your attending physician if you ever feel additional clarification is needed.

Because of a rigorous three- to four-year training program, residents' schedules change frequently as they learn about different aspects of their medical specialty. Residents and faculty team up to ensure comprehensive, timely, state-of-the-art, culturally sensitive and compassionate care. Your care will always be anchored by one of our many experienced, board certified physicians.

What are the advantages of a teaching hospital?
Because they are at the forefront of scientific development, teaching hospitals provide a distinctive brand of high-quality patient care, informed by the latest science and medical insights. UC Davis Health System is recognized nationally and internationally for excellence in patient care, teaching and research.

Patients find unique advantages at teaching hospitals, including access to:

- Advanced primary and specialty care
- New treatments and cures
- Help for the most complex and severe conditions
- State-of-the-art technologies, and
- The expertise of an accomplished physician faculty

For more information, visit **medicalcenter.ucdavis.edu**

UC Davis Health Facts & Figures

Faculty, Staff and Students

School of Medicine, Betty Irene Moore School of Nursing and Medical Center

Faculty and other academic personnel, full- and part-time	1,526
Residents and Fellows	933
Students	1,009
Staff, full- and part-time	11,310

Discovery

UC Davis health research encompasses basic-science, translational and clinical studies, with an emphasis on collaboration and on improving health for individuals, communities and populations. Selected highlights:

Of the nation's 1,400-plus cancer centers, UC Davis Comprehensive Cancer Center is one of 47 **designated "comprehensive" by the National Cancer Institute**.

The UC Davis MIND Institute includes one of 15 **Intellectual and Developmental Disabilities Research Centers** funded through the Eunice Kennedy Shriver National Institute of Child Health and Human Development.

The UC Davis Alzheimer's Disease Center has earned **30 years of continuous support** from the National Institute on Aging.

The UC Davis Institute for Regenerative Cures has **36 clinical trials using stem cells** ongoing, planned or completed as of early 2017.

Clinical and Translational Science Center-supported investigators have published 1,300+ papers in 500+ journals that have been **cited 34,000 times**.

Research areas at the Betty Irene Moore School of Nursing at UC Davis include **chronic disease management,** health technology, **pain management,** population health and quality improvement.

Units such as the Center for Reducing Health Disparities, Center for Healthcare Policy and Research, Institute for Population Health Improvement and Center for Health and Technology help drive our work to **improve health for all**.

Nearly 1,000 studies are underway in basic-science, translational and clinical research areas**,** funded by federal and state governments, the pharmaceutical and biotechnology industries, private foundations and philanthropy.

Hospital, patient statistics (for year ending June 30, 2018)

Licensed beds	625
ER visits	80,574
Clinic/office visits	908,542
Admissions*	34,763

** Inpatient admissions; does not include 7,188 observation days.*

UC Davis Health Goals and Objectives | 2017–2022

Goal 1 – Lead person-centered care	Goal 2 – Reimagine education	Goal 3 – Accelerate innovative research	Goal 4 – Improve population health	Goal 5 – Transform our culture	Goal 6 – Promote sustainability
OBJECTIVES	OBJECTIVES	OBJECTIVES	OBJECTIVES	OBJECTIVES	OBJECTIVES
We will lead person-centered care in the best way, at the best time, in the best place, and with the best team	We cultivate diverse, trans-disciplinary, life-long learners who will lead transformation in health care to advance well-being and equity for all	We improve lives and reduce the burden of disease through the discovery, implementation and dissemination of new knowledge	We enhance population and community health and wellness through the use of big data and precision health	We boldly engage all with compassion, inclusion and a vision to inspire innovative ideas and empower each other	Our shared goals, balanced priorities, investment in our workforce and in our community promote health and well-being
1.1 – Increase shared decision making, incorporating patient values and preferences and using innovative, evidence-based practices	2.1 – Welcome, inspire and nurture diverse learners/scholars at all stages of development; implement innovative approaches to engage all in lifelong active learning and wellness	3.1 – Enhance and improve core foundational infrastructure needed to support innovative research	4.1 – Identify key patient populations • Our local community • The broader region • UC Health • The nation • Focused international populations • The global community	5.1 – Promote cross-pollination in departments and programs to emphasize collaboration	6.1 – Identify shared goals and balance priorities across UC Davis Health
1.2 – Enhance timeliness of care to maximize quality of life for each individual	2.2 – Apply technological advances to transform the learning environment	3.2 – Optimize and recruit a sustainable pool of research talent	4.2 – Assemble collaborative, multi-disciplinary teams and novel tools	5.2 – Embrace change to increase nimbleness and efficiency	6.2 – Invest in our workforce and community to promote health and well-being
1.3 – Efficiently apply appropriate resources and technology to bring our expertise to the patient	2.3 – Revolutionize education through active interprofessional learning focused on clinical and research excellence and systems improvement across settings	3.3 – Lead a culture of transparency, teamwork and engagement to support our research mission	4.3 – Expand infrastructure to seamlessly collect, structure and analyze big data	5.3 – Improve communication for transparency of information	6.3 – Educate, empower and reward our workforce and stakeholders at all levels to achieve and exceed our shared goals
1.4 – Increase expert, coordinated care to achieve optimal outcomes	2.4 – Incentivize faculty and staff development, mentorship and coaching to ensure educational innovation and effective use of technology in teaching and learning	3.4 – Integrate research into the fabric of our institution	4.4 – Provide access to stakeholders in all missions	5.4 – Eliminate barriers to diversity and inclusion	6.4 – Improve collection and dissemination of relevant clinical, research and education data to maximize efficiency and capacity
		3.5 – Maintain an active and creative dialogue with the external environment to stimulate idea exchange	4.5 – Develop initiatives and interventions with measurable outcomes	5.5 – Foster mutual respect, integrity, and accountability for all	6.5 – Increase transparency in decision-making and feedback in the use of resources and outcomes
			4.6 – Measure outcomes and impact to inform future actions	5.6 – Promote a flexible work environment and develop a fully engaged workforce	6.6 – Create a structure to invest and accept risk
					6.7 – Diversify revenue sources • Build philanthropic base ($100 million/year) • Achieve #25 NIH ranking • Increase all extramural funding • Build collaboration with investment partners

The Insider: Your News and Information Source -
http://intranet.ucdmc.ucdavis.edu/ucdhs/index.shtml

The Insider is the UC Davis Health System's on-line news and information source where you will find special announcements, information on upcoming events, free classes and workshops, recognition we have received, the Vice Chancellor's weekly update, on-the-job resource links, and much, much more. We encourage every employee to make The Insider their internet home page on their work computer.

Dateline UC Davis - http://dateline.ucdavis.edu/

A weekly newspaper for faculty and staff, covering issues, news and events involving the UC Davis community. The paper publishes each Friday during the academic year.

First Tuesday - http://insiderblog/ft/

A blog which serves as a single, comprehensive source of information and resources devoted to Patient Care Services posted on the first Tuesday of every month.

Friday Update - http://fridayupdate.ucdavis.edu/

A weekly electronic newsletter published by the UC Davis News Service that highlights the campus's top news stories and upcoming events.

Staff Voice – http://staff.ucdavis.edu/News

Staff Assembly's email newsletter, Staff Voice, is published biweekly for UC Davis Staff. This newsletter was created to inform staff of upcoming staff events, current staff issues, and Staff Assembly's programs.

The California Aggie - http://www.theaggie.org/

The student-operated newspaper of UC Davis publishes daily during the academic year.

UC Davis Magazine - http://ucdavismagazine.ucdavis.edu/issues/sp13/

A quarterly magazine for more than 145,000 alumni and friends of UC Davis.

UC Davis Leadership

Gary S. May, As chancellor and chief executive officer, he oversees all aspects of the university's teaching, research and public service mission, including UC Davis Health and its acute-care teaching hospital, medical school, school of nursing, and physician group.

Mary S. Croughan, Provost and Executive Vice Chancellor, is the chief academic officer of UC Davis. Under the direction of the chancellor, she assumes primary responsibility for the academic and organizational functioning of the campus and the advancement of the university's excellence and impact in its mission of education, research, and public service.

UC Davis Health Executive Leadership

David A. Lubarsky, M.D., M.B.A., Vice Chancellor for Human Health Sciences and Chief Executive Officer, oversees the School of Medicine, School of Nursing, UC Davis Medical Center, and Primary Care Network.

Tim Maurice, M.B.A., Chief Financial Officer for UC Davis Health, responsible for overall financial operations of the health system.

Allison Brashear, M.D., M.B.A., Dean of the School of Medicine, oversees all aspects of the School of Medicine, including the school's clinical, education and research missions.

Chong Porter, Associate Vice Chancellor of Health Sciences Development and Alumni Relations, responsible for enhancing the culture of philanthropy at UC Davis Health and expanding the base of donor support through alumni relations and community engagement.

Stephen J. Cavanagh, Ph.D., M.P.A., Dean of the Betty Irene Moore School of Nursing at UC Davis.

Mark E. Servis, M.D. is Vice Dean for Medical Education and leads the Office of Medical Education. He is responsible for all aspects of undergraduate medical education.

Brad Simmons, Interim Chief Executive Officer for UC Davis Medical Center, responsible for a wide variety of operational, logistical and patient support services.

Steven Telliano, Assistant Vice Chancellor for Strategic Communications and the academic health system's Chief Communications Officer.

Colleen E. Clancy, Ph.D., Associate Vice Chancellor for Academic Personnel , oversees academic recruitment, appointment, onboarding, merit and promotion review, faculty development, and mentoring.

Hendry Ton, M.D., M.S., Associate Vice Chancellor of Health Equity, Diversity and Inclusion, Associate Dean for Faculty Development and Diversity, and Clinical Professor of Psychiatry and Behavioral Science.

Mission Statement

Improving Lives and Transforming Healthcare

Vision Statement

Creating a Healthier World through Bold Innovation

Guiding Principles

Getting Around

Virtual Permits

Unless marked otherwise, all parking areas at UC Davis Medical Center, including off-site and leased facilities, are reserved for permit-only parking for staff, government or vendor/service vehicles. To use these areas, vehicles must display a valid permit and/or license plate. All permits must be authorized and issued by Parking Services. In lots 14, 16, 18 and 25, one-day permits can be purchased from a dispensing machine.

- The new permit management system offers expanded online services and virtual permits: No more lost/forgotten permits; your plate is your permit. If you have any questions please contact the parking office.
- Faculty, staff and students who hold a Disabled Person's parking placard or plate will need to acquire a DSB permit designation from Parking Services to use Disabled Spaces on the Sacramento campus
- Courier permits have a 3-hour maximum time limit unless otherwise posted and are valid in all UC Davis Health Courier designated parking spaces. Courier permits must accompany A, B, or D permit/ or license plate. (Not permitted in PS2 or PS3.)

Where to Park

- Permit holders may park in designated unattended lots anytime as posted on signs at the entrance to the lots.
- Permit holders (current A, B, or D permit/ or license plate) may park in attended parking lots only during the hours of 5:00 p.m. to 8 a.m., Monday-Friday and all day Saturday and Sunday.
- Motorcycle permit holders may park in designated motorcycle parking spaces only.
- Carpool (CP) permits have access to designated CP parking areas and B permit parking areas.
- For the most up to date information follow UCDH Parking on Facebook.

Displaying Permits *20*

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Campus Eating Facilities *32*

Parking & Transportation

Facilities Support Services Building

4800 2nd Avenue, Suite 1100

916.734.2687

Parking Tips to Avoid Citations

- To ensure adequate patient/visitor parking, employees may not park in attended or metered parking lots during the hours of 8:00 a.m. to 6:30 p.m. and may be subject to a parking violation citation.
- Read the signs at the entrance to lots and parking structures. This will let you know which permits are valid in that area.
- If a permit holder receives a citation , the citation should be paid or appealed within 21 days of the citation issuance date.

Reciprocity Agreement

The University of California campuses offer reciprocity of faculty and staff for parking permits. Each campus has a unique set of circumstances relating to various parking issues (parking spaces available, various rates, access by gate, kiosks, specific designated lots, etc.). Because of these differences the permit holder should contact the campus parking office to arrange reciprocal parking. Contacting the campus before a visit, afford faculty and staff the opportunity to know what to expect ahead of time.

When you arrive at the UC Davis Medical Center campus, contact the parking office to make them aware of your arrival. This will enable the host campus to give appropriate information about available parking and additional access if needed. The individual must present a current, valid parking permit from their home campus as well as a current UC ID in order to be eligible for reciprocal parking. If a different permit has been suggested for use during your visit, you may obtain that permit at no additional cost.

Reciprocity Among UC Campuses

Reciprocity among the UC campuses is for the purpose of expediting the university business for the faculty or staff member at the host campus and is valid for not more than five consecutive days. If an employee from another UC campus is working or teaching for a longer period than five days, they must purchase a permit appropriate to the host campus.

Note: Student permits do not have reciprocity. Students from other UC campuses must purchase parking at each individual campus according to the availability, rate, etc. for that campus.

Parking and Transportation Emergency Vehicle Services

- Vehicle Unlock
- Emergency Gas
- Tire Service
- Battery Service

7:30am—11:45pm (Monday—Friday)

8:30am—10:00pm (Saturday/ Sunday)

Excluding holidays

Ran out of gas? Tires low? Locked keys in the car? Don't waste another minute, call the Parking and Transportation office. Service is free to permit holders.

Call:

(916) 734-2687

WE CAN HELP!!

Convenient Transportation Options

UC Davis Health's Med Transit (On-Site) Shuttle service offers convenient transportation within the UC Davis Medical Center campus. Routes connect the hospital with various buildings, parking lots, and other locations within the Medical Center area, including public transportation.

There is no charge for trips around the UC Davis Medical Center campus.

Intercampus Shuttle

The UCD-UCDH Shuttle provides transportation between the UC Davis campus and the UC Davis Medical Center (Sacramento, CA). Service is available Monday through Friday, except University holidays. All of our shuttles are ADA accessible.

Intercampus shuttle services are for persons affiliated with the University of California (this includes faculty, staff, students, interns, volunteers, patients, and visitors). Seats are available on a first-come, first-served basis. Tickets or passes are required and must be purchased in advance and presented at the time of boarding.

Visit the Parking and Transportation Services website for the various routes offered, schedules and the most up to date information.

Zipcar is available at the Sacramento Campus!

Zipcar is a self-service hourly car share program. Designed for local, short-term usage for personal and business reasons. Zipcar rentals include insurance and gas, starting at the discounted rate of $9 an hour. Cars are available for when you need to run errands, have lunch with friends or anything else you may need to do.

There are four vehicles on the Sacramento campus. Three are located in Lot 20 (FSSB) and one in Lot 12.

Register to join Zipcar and have access to the vehicles!

Register for a personal account: www.zipcar.com/ucdmcpersonal

The Green Commuter Program

The Green Commuter program is designed to promote environmental stewardship while saving you money and providing an opportunity to win great prizes. This can all be achieved by becoming a Green Commuter.

Becoming a member says you are committed to the reduction of greenhouse gas emission and air pollution through vanpooling, carpooling, biking, walking, taking Regional Transit and Amtrak to work or school at least three times a week.

Have You Considered the Benefits?

There are a number of great benefits from using alternative "green options" to get to work!

- Reduction in personal insurance premiums
- Reduction in car maintenance
- Savings in commute time through the use of commuter lanes
- Use of the vanpool to run personal errands
- Guaranteed Ride Home Program to get you home in cases of emergency
- Reserved parking
- 24-courtesy parking options available each fiscal year when you have to drive

Regional Prize Drawings for logging your miles. Your commute miles can put you in the drawing for some very exciting prizes. Please log your commute miles with the Sacramento Transportation Management Association by visiting www.sacregioncommuterclub.com. Create your password and you are on your way!

What are my Options?

Carpool: 2 and 3-person carpools are available at a significantly reduced parking rate.

Vanpool: A vanpool consists of 6 or more employees who commute from the same area who have similar schedules. A subsidy is provided each month to each individual to help offset the cost.

Regional Transit/Light Rail: Discounted monthly Regional Transit passes are available at a reduced rate in the Parking Office.

Other Transit including Amtrak: A subsidy is provided to employees who take transit as their commute mode.

Bike: Employees who wish to bike to the medical center campus can utilize three locked bike cages located near the hospital or the Ellison Ambulatory Care Center garage. Most buildings have outdoor bike racks located near their entrances. Please review campus map to identify the bike rack locations.

Walk to Work: Relieve stress, clear your head and improve your health by walking to work. One must live within an one mile radius.

Drop Off: Employees who are dropped off and picked up each day can register as a Drop Off commuter.

http://www.ucdmc.ucdavis.edu/parking/green_commuter/

Alternative Transportation Options

Public Transit

- **RT Light Rail/Bus** (www.sacrt.com)
  Sacramento Regional Transit buses and light rail run 365 days a year. Buses operate daily from 5 a.m. to 11 p.m. every 12 to 75 minutes, depending on the route. Light rail trains begin operation at 4 a.m. with service every 15 minutes during the day and every 30 minutes in the evening and on weekends. *The UC Davis Med-Transit (on-site) Courtesy Shuttle picks up at 39th St. Light Rail station.* For routes, schedules and additional information, visit the Sac RT web site.

- **e-Tran** (www.e-tran.org)
  e-Tran Commuter routes pick up at bus stops around Elk Grove, including 14 Park and Ride lots, Monday through Friday. Commuter routes stop at locations throughout Downtown Sacramento with connections to RT services for service to other areas. For additional information, visit the E-Tran web site.

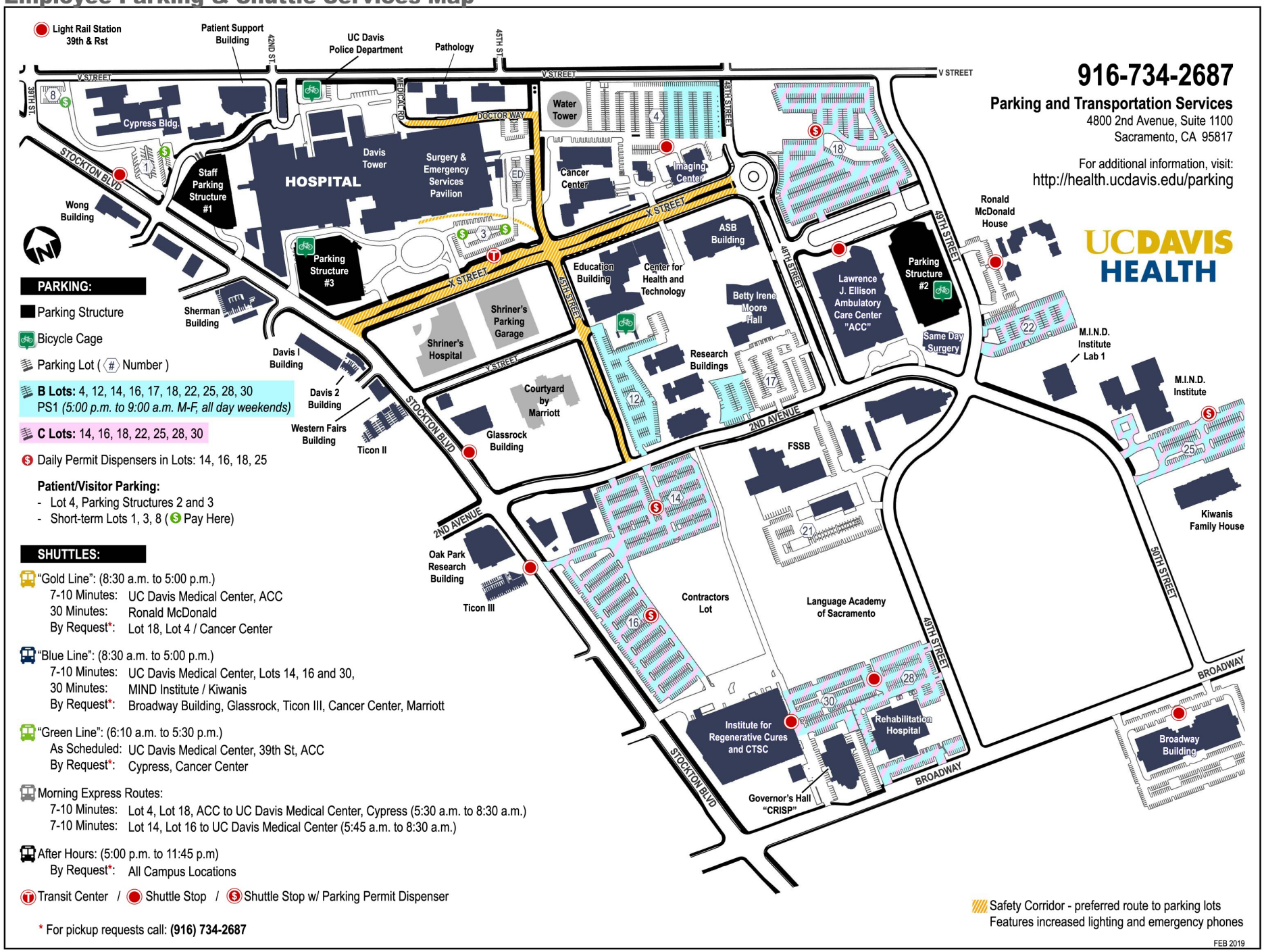
- **Roseville Transit** (www.roseville.ca.us/transit)
  Commuter Service offers express routes between Roseville and downtown Sacramento. The service operates Monday - Friday during peak commute hours. For additional information, visit the Roseville Transit web site.

- **Yolobus** (www.yolobus.com)
  The Yolo County Transportation District administers YOLOBUS, which operates local and intercity bus service 365 days a year in Yolo County and neighboring areas. As an added convenience for our riders, Yolobus makes connections with other local public transportation systems. With connections to Unitrans and Fairfield-Suisun Transit in Davis, and Regional Transit and Light Rail in Sacramento, for a wide range of options. For additional information, visit the Yolo County web site.

- **El Dorado Transit** (www.eldoradotransit.com)
  The Sacramento Commuter provides 11 trips in the morning from Park and Ride locations in Western El Dorado County to downtown Sacramento and 11 return trips in the afternoons Monday through Friday, as well as "Reverse Commuter" trips twice daily. For additional information, visit the El Dorado Transit web site.

- **Yuba Sutter Transit** (www.yubasuttertransit.com)
  The Commuter Express provides peak hour service to downtown Sacramento on our special commuter buses with nine convenient schedules each weekday morning and afternoon. The Midday Express offers three weekday schedules to downtown Sacramento during non-commute hours including a noon-hour schedule. Yuba-Sutter Transit offers convenient connections to light rail and major regional bus routes in downtown Sacramento. For additional information, visit the Yuba Sutter Transit web site.

Employee Parking & Shuttle Services Map



916-734-2687

Parking and Transportation Services
4800 2nd Avenue, Suite 1100
Sacramento, CA 95817

For additional information, visit:
http://health.ucdavis.edu/parking

UCDAVIS HEALTH

PARKING:

- Parking Structure
- Bicycle Cage
- Parking Lot (# Number)
- **B Lots:** 4, 12, 14, 16, 17, 18, 22, 25, 28, 30
  PS1 *(5:00 p.m. to 9:00 a.m. M-F, all day weekends)*
- **C Lots:** 14, 16, 18, 22, 25, 28, 30
- Daily Permit Dispensers in Lots: 14, 16, 18, 25

Patient/Visitor Parking:
- Lot 4, Parking Structures 2 and 3
- Short-term Lots 1, 3, 8 (Pay Here)

SHUTTLES:

"Gold Line": (8:30 a.m. to 5:00 p.m.)
- 7-10 Minutes: UC Davis Medical Center, ACC
- 30 Minutes: Ronald McDonald
- By Request*: Lot 18, Lot 4 / Cancer Center

"Blue Line": (8:30 a.m. to 5:00 p.m.)
- 7-10 Minutes: UC Davis Medical Center, Lots 14, 16 and 30,
- 30 Minutes: MIND Institute / Kiwanis
- By Request*: Broadway Building, Glassrock, Ticon III, Cancer Center, Marriott

"Green Line": (6:10 a.m. to 5:30 p.m.)
- As Scheduled: UC Davis Medical Center, 39th St, ACC
- By Request*: Cypress, Cancer Center

Morning Express Routes:
- 7-10 Minutes: Lot 4, Lot 18, ACC to UC Davis Medical Center, Cypress (5:30 a.m. to 8:30 a.m.)
- 7-10 Minutes: Lot 14, Lot 16 to UC Davis Medical Center (5:45 a.m. to 8:30 a.m.)

After Hours: (5:00 p.m. to 11:45 p.m)
- By Request*: All Campus Locations

Transit Center / Shuttle Stop / Shuttle Stop w/ Parking Permit Dispenser

* For pickup requests call: **(916) 734-2687**

Safety Corridor - preferred route to parking lots
Features increased lighting and emergency phones

FEB 2019

WALK THE *healthy* UC DAVIS ACC LOOP

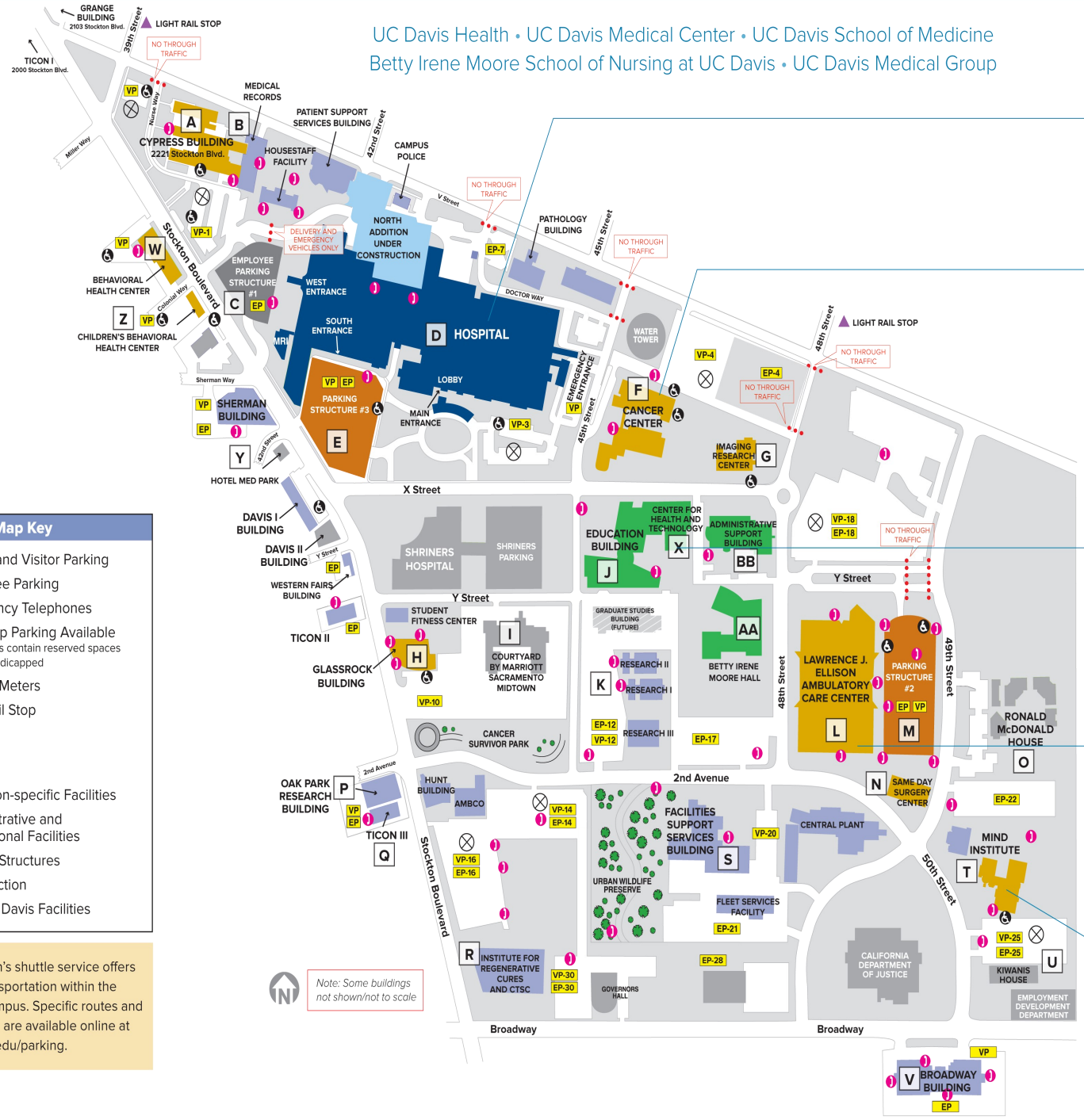
Learn more at healthy.ucdavis.edu

WALK THE *healthy* UC DAVIS MOORE PATH

Learn more at healthy.ucdavis.edu

THE SACRAMENTO CAMPUS OF UC DAVIS

UC Davis Health • UC Davis Medical Center • UC Davis School of Medicine
Betty Irene Moore School of Nursing at UC Davis • UC Davis Medical Group



Map Key

- VP — Patient and Visitor Parking
- EP — Employee Parking
- Emergency Telephones
- Handicap Parking Available
  Parking lots contain reserved spaces for the handicapped
- Parking Meters
- Light Rail Stop

- Hospital
- Clinics
- Education-specific Facilities
- Administrative and Professional Facilities
- Parking Structures
- Construction
- Non UC Davis Facilities

UC Davis Health's shuttle service offers convenient transportation within the Sacramento campus. Specific routes and operating hours are available online at health.ucdavis.edu/parking.

UC Davis Medical Center and Children's Hospital

UC Davis Comprehensive Cancer Center

Education Building and F. William Blaisdell, M.D. Medical Library

Lawrence J. Ellison Ambulatory Care Center

UC Davis MIND Institute

THE SACRAMENTO CAMPUS OF UC DAVIS

The **Sacramento campus of UC Davis** is home to the region's only academic health center, **UC Davis Health.** We're honored to help advance health here in our region and beyond through excellent clinical care, groundbreaking research, innovative interprofessional education and dynamic community partnerships.

Our health system includes one of the country's best medical schools, **UC Davis School of Medicine;** the innovative **Betty Irene Moore School of Nursing;** a nationally ranked teaching hospital, **UC Davis Medical Center;** and the **UC Davis Medical Group** physician's practice, offering primary and specialty care. The National Cancer Institute-designated **UC Davis Comprehensive Cancer Center;** the internationally renowned **UC Davis MIND Institute;** a hub for stem cell research, the **Institute for Regenerative Cures;** and the nationally ranked **UC Davis Children's Hospital** also are based on the campus. Other nationally prominent centers focus on advancing telemedicine, improving vascular care, eliminating health disparities and translating research into new treatments.

All together, we're proud to offer a regionally unique level of comprehensive, state-of-the-art health care, research and education. For more information, visit **health.ucdavis.edu.**

Telephone numbers

Admissions	916-734-2450
Consumer Resource Center	1-800-2-UCDAVIS
Emergency	9-1-1
Guest Assistance	916-734-5527
Hospital Operator	916-734-2011
Interpreting Services	916-734-2321
Parking Information	916-734-2687
Police Services	916-734-2555
Wheelchair/Mobility Assistance	916-703-4309

Driving directions

From the south (Stockton), follow Highway 99 or Interstate 5 to Business 80-Reno. Exit at T Street. Turn right on T Street and follow it across Alhambra Boulevard to reach Stockton Boulevard. Turn right on Stockton Boulevard. Turn left on X Street to reach the hospital main entrance and parking.

From the east (Placerville), take Highway 50 to the Stockton Boulevard exit. Turn left on Stockton Boulevard. Turn left on X Street to reach the hospital main entrance and parking.

From the north (Redding, Reno) from Interstate 5, follow signs to Highway 50 east. Take the 34th Street exit and turn left onto 34th. Turn right on T Street and right again onto Stockton Boulevard. Turn left on X Street to reach the hospital main entrance and parking.

Buildings (alphabetical order)

Administrative Support Building, BB
Behavioral Health Center, W
Betty Irene Moore Hall, AA
Broadway Building, V
Center for Health and Technology, X
Children's Behavioral Health Center, Z
Comprehensive Cancer Center, F
Courtyard by Marriott, I
Cypress Building, A
Education Building and F. William Blaisdell, M.D. Medical Library, J
Facilities Support Services Building, S
Glassrock Building, H
Hospital, D
Hotel Med Park, Y
Imaging Research Center, G
Institute for Regenerative Cures/CTSC, R
Kiwanis Family House, U
Lawrence J. Ellison Ambulatory Care Center, L
Medical Records Building, B
MIND Institute, T
Oak Park Research Building, P
Parking Structure #1 (staff only), C
Parking Structure #2, M
Parking Structure #3 (Hospital Main Parking), E
Research Buildings, K
Ronald McDonald House, O
Same Day Surgery Center, N
Ticon III, Q

Map guide

- A Cypress Building
- B Medical Records Building
- C Parking Structure #1 (Staff only)
- D Hospital
- E Parking Structure #3 (Hospital main parking)
- F Comprehensive Cancer Center
- G Imaging Research Center
- H Glassrock Building
- I Courtyard by Marriott
- J Education Building and F. William Blaisdell, M.D. Medical Library
- K Research Buildings
- L Lawrence J. Ellison Ambulatory Care Center
- M Parking Structure #2
- N Same Day Surgery Center
- O Ronald McDonald House
- P Oak Park Research Building
- Q Ticon III
- R Institute for Regenerative Cures/CTSC
- S Facilities Support Services Building
- T MIND Institute
- U Kiwanis Family House
- V Broadway Building
- W Behavioral Health Center
- X Center for Health and Technology
- Y Hotel Med Park
- Z Children's Behavioral Health Center
- AA Betty Irene Moore Hall
- BB Administrative Support Building

UC DAVIS HEALTH

ATM Locations on the UCDMC Campus

- Main Hospital, Room 1003 (Near West Entrance)
- Main Hospital, Pavilion, Room IP200
- Ambulatory Care Center (ACC), Room 1301C (Near the Café)

Eating Facilities on the UC Davis Medical Center Campus

Courtyard by Marriott

- Bistro Café
  Serving breakfast, soups, salads, sandwiches, starters, Starbucks products, and more.

Broadway Building, first floor

- Broadway Bakery Café
  Offering a selection of breakfast and lunch items including breakfast burritos, baked goods, soups, sandwiches, pasta, and salads.

Education Building, first floor

- Scrubs Café East
  Along with its wide selection of coffees, the eatery specializes in espresso and other beverages, which a barista prepares to order. Those selections are complemented by freshly baked breakfast items, including croissants, scones, muffins, bagels and pastries. For lunch, choose from crisp salads, homemade soups, prepared sandwiches and fruit parfait cups. Fountain drinks and bottled beverages are also available.

Lawrence J. Ellison Ambulatory Care Center

- Lawrence J. Ellison Building Café
  A grill station for daily breakfast and lunch favorites is provided. Other items include freshly baked pizza, a daily menu each day with entrées as varied as Indian chicken curry, Mexican enchiladas, Cajun jambalaya, catfish, grilled pork chops, herbed baked chicken and paella. Selections also encompass delicious hot and cold sandwiches, garden-fresh salads, homemade soups, hot and cold beverages, and tasty treats, including ice cream, yogurt, candy and snacks. Fountain drinks and bottled beverages are also available.

M.I.N.D. Institute, second floor

- M.I.N.D. Café
  The M.I.N.D Café offers freshly prepared salads, sandwiches including fresh panini sandwiches, homemade soups, freshly baked pastries, and a variety of hot and cold beverages, as well as specialty coffees created by a barista.

UC Davis Medical Center, first floor

- Black Rhino Coffee Kiosk

- Pavilion Café
  A variety of services and food items are offered such as a grill station which produces hearty breakfast and lunch items, a pizza oven where we make freshly baked pizzas and flatbreads, a deli station that offers gourmet sandwiches and salads, a wok station that stir fries fresh Asian cuisine daily, a rotisserie station that offers hand carved meats, casseroles, and ethnic cuisine, a buffet style salad bar, homemade soup area, and a dessert counter. In the morning, freshly baked breakfast delicacies including croissants, scones, muffins, bagels and pastries are available. For those on the go, a grab-n-go case provides delicious cold sandwiches, garden fresh salads, fresh sushi and an array of delicious cold desserts and snacks.

Campus Climate & Culture

Definition: Diversity

Diversity is a defining feature of the University of California and we embrace it as a source of strength. Our differences — of race, ethnicity, gender, religion, sexual orientation, gender identity, age, socioeconomic status, abilities, experience and more — enhance our ability to achieve the university's core missions of public service, teaching and research. We welcome faculty, staff and students from all backgrounds and want everyone at UC to feel respected and valued.

Definition: Cross Cultural Competence

- **Organizational** – Cultural competence in health care describes the ability of organized systems to provide care to patients with diverse values, beliefs and behaviors, including tailoring delivery to meet patients' social, cultural and linguistic needs.
- **Individual** – At the individual level, cultural competence refers to the ability to communicate and work effectively in cross-cultural and multicultural situations.

Culture and Language May Influence:

- Health, healing and wellness beliefs
- How illness, disease and their causes are perceived both by the patient/ consumer and the provider
- The behaviors of patients/consumers who are seeking health care
- The attitudes of patients/consumers toward their health-care providers
- The delivery of services by the provider who looks at the world through his or her own set of values.

Cross Cultural Competence *33*

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Statement of Ethical Values *40*

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Important Policies *48*

To be culturally competent doesn't mean you are an authority in the values and beliefs of every culture. What it means is that you hold a deep respect for cultural differences and that you are eager to learn, and willing to accept, that there are many ways of viewing the world. – Okokon O. Udo

Common Features of Culturally Competent Communication

- Flexibility with cultural differences
- Enthusiasm about inter-cultural/ cross-cultural relationships
- Willingness to communicate across cultures
- Effective conflict resolution skills

Five Steps to Cultural Competence

1. Awareness of self and the other: We are all unique in our experiences and perspectives. To appreciate the worldview of another, we must first understand our own.
2. Acknowledgement of differences and similarities: When we accept that it's natural for others to differ from us, then others can accept this as well.
3. Honest validation: We can respect the viewpoint of another without having to fully understand or agree with it.
4. Negotiation: Set ground rules for communication, identify common interests, establish trust, confirm expectations.
5. Action: Provide choices and options. Agree to a plan. Follow through.

Informational Resources

- HRSA Cultural Competence for Health Care Providers: www.hrsa.gov/culturalcompetence
- Cultural Diversity in Nursing: http://www.culturediversity.org/cultcomp.htm
- Joint Commission on Accreditation of Healthcare Organizations: Hospital Language and Culture: http://www.jointcommission.org/PatientSafety/HLC/
- Office of Minority Health: Guides and Resources: http://www.omhrc.gov/templates/browse.aspx?lvl=1&lvlID=3
- National Center for Cultural Competence: http://www11.georgetown.edu/research/gucchd/nccc
- EthnoMed: http://www.ethnomed.org

Inclusive Working Environment

"An environment where everyone is treated with dignity and respect, where the talents and skills of different groups are valued, and where productivity and customer service improves because the workforce is happier, more motivated and more aware of the benefits that inclusion can *bring."*

Equality and Human Rights Commission, 2010

For more information contact:

Office for Equity, Diversity and Inclusion
(916) 734-2926
hs-oedi@ucdavis.edu

Medical Interpreting Services

UC Davis Health Medical Interpreting Services (MIS) provides assistance in 18 languages, including American Sign Language, as well as written translation services in six languages.

Our mission is to provide a full-range of language-related services of the highest quality and utility, in the most friendly manner and at the lowest cost consistent with good value. We are dedicated to enhancing access to health care services for our linguistically and culturally diverse patient population through professional medical interpretation, translation services and cross-cultural communication.

Services provided

- Oral interpretation in a medical setting
- Interpretation over-the-phone
- Video interpretation, including staff in-service training
- Document translation
- Website translation
- Health care interpreter training
- Voice-over services
- Assistance in building cultural competency
- Training for staff and providers on working with interpreting services

For more information, please visit health.ucdavis.edu/interpreting_services/

UC DAVIS HEALTH

Language services available in-house

- American Sign Language (ASL)
- Cambodian ■ Cantonese ■ French ■ Hindi
- Hmong ■ Korean ■ Lao ■ Mandarin ■ Mien
- Portuguese ■ Punjabi ■ Russian ■ Spanish
- Thai ■ Ukrainian ■ Urdu ■ Vietnamese

Interpreting services for all other languages are available over the phone by dialing 734-2321.

Availability

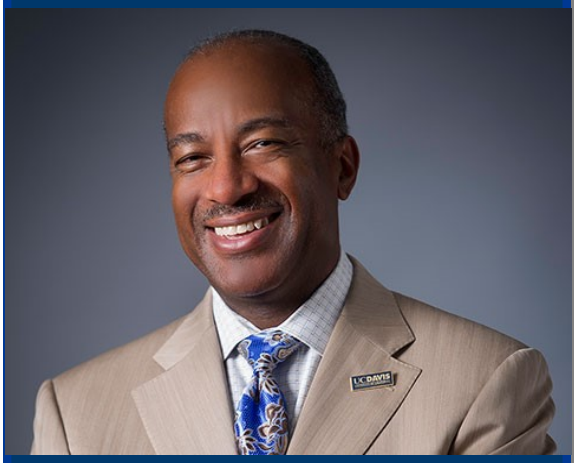
- Interpreters are available in-person Monday through Friday from 8 a.m. to 5 p.m.
- To request an interpreter, please enter your request into the MIS application in the Citrix Neighborhood or call 916-734-2321
- A Spanish language interpreter is available in the hospital seven days a week from 8 a.m. to 7 p.m. by calling Vocera 916-734-0775 and asking for "Spanish interpreter"
- For ASL requests for deaf and hard-of-hearing patients, please contact the ASL coordinator at 916-734-6104
- On-call interpreters are available Monday through Friday until 10 p.m. and on weekends through the hospital operator. Medical Interpreting on-call schedule is posted at oncall/ocs/jsp/index.jsp
- Interpreting services are available over the phone 24/7 – call 916-734-2321 during business hours; after hours, please contact the hospital operator at 916-734-2011

Medical Interpreting Services promotes the health system's goal of providing person- and family-centered care. We also support the health system's goal of the strategic use of technology. Notably, UC Davis is the first health system in the Sacramento region to use video technology to provide language services to our patients and their families.

16-0485 (6/17)

"The community's broad vision encompasses themes of outreach and access, and a commitment to inclusive working, learning, and living environments for all members of our community."

- Gary S. May, Chancellor



Principles of Community

University of California, Davis:

Prologue: UC Davis is a diverse community comprised of individuals having many perspectives and identities. We come from a multitude of backgrounds and experiences, with distinct needs and goals. We recognize that to create an inclusive and intellectually vibrant community, we must understand and value both our individual differences and our common ground. The UC Davis Principles of Community is an aspirational statement that embodies this commitment, and reflects the ideals we seek to uphold.

Principles of Community

The University of California, Davis, is first and foremost an institution of learning, teaching, research and public service. UC Davis reflects and is committed to serving the needs of a global society comprising all people and a multiplicity of identities. The university expects that every member of our community acknowledge, value, and practice the following guiding principles.

We affirm the dignity inherent in all of us, and we strive to maintain a climate of equity and justice demonstrated by respect for one another. We acknowledge that our society carries within it historical and deep-rooted injustices and biases. Therefore, we endeavor to foster mutual understanding and respect among the many parts of our whole.

We affirm the right of freedom of expression within our community. We affirm our commitment to non-violent exchange and the highest standards of conduct and decency toward all. Within this context we reject violence in all forms. We promote open expression of our individuality and our diversity within the bounds of courtesy, sensitivity and respect. We further recognize the right of every individual to think, speak, express and debate any idea limited only by university regulations governing time, place and manner.

We confront and reject all manifestations of discrimination, including those based on race, ethnicity, gender and gender expression, age, visible and non-visible disability, nationality, sexual orientation, citizenship status, veteran status, religious/non-religious, spiritual, or political beliefs, socio-economic class, status within or outside the university, or any of the other differences among people which have been excuses for misunderstanding, dissension or hatred. We recognize and cherish the richness contributed to our lives by our diversity. We take pride in all our achievements, and we celebrate our differences.

We recognize that each of us has an obligation to the UC Davis community of which we have chosen to be a part. We will strive to build and maintain a culture and climate based on mutual respect and caring.

-April 20, 1990; reaffirmed 1996, 2001, 2010, 2015

http://occr.ucdavis.edu/poc

Achieving Inclusion Excellence

1. **Demonstrated commitment to diversity**
   - *In an inclusive organization, visible and invisible heterogeneity is present and valued through all departmental units and at all levels of responsibility.*
   - *Human differences are welcomed, valued and leveraged – not just our similarities.*
   - *The benefits of diversity are recognized, encouraged, valued and embraced.*

2. **Holistic view of employees**
   - *An inclusive organization is one in which all employees are viewed and respected as whole persons with multiple identities that extend beyond the organization.*
   - *Employees feel safe and are free to express their identities and behave truthfully in the work environment.*

3. **Participatory work organization and work process**
   - *An inclusive organization is one that recognizes the traditional and non-traditional skills, aptitudes, educational experiences, bases of knowledge, personal potential and life experiences of each employee, and structures work organization and processes to utilize and leverage these diverse skills.*

4. **Access to opportunity**
   - *An inclusive organization is one that creates a professionally nurturing environment in which all employees have equitable access to opportunities for personal and professional growth.*
   - *An inclusive organization opens opportunity to persons with diverse physical, developmental and mental abilities offering effective adaptations in the workplace to eliminate barriers to work performance and workplace participation.*

5. **Demonstrated commitment to continuous learning**
   - *An inclusive organization acknowledges that every employee is a learner and teacher, and creates a flexible, fluid organizational culture that prioritizes continuous. Collaborative, cross-organizational learning.*

6. **Equitable systems of recognition and reward**
   - *An inclusive organization establishes systems to recognize, acknowledge and reward the diverse contributions and achievements of employees at all levels of responsibility.*

7. **360◦ communication and information sharing**
   - *An inclusive organization is one in which communication and information flow from all directions, in all directions and across all levels of responsibility.*

8. **Shared accountability and responsibility**
   - *An inclusive organization is one in which accountability and responsibility to uphold organizational values and achieve clear organizational goals and objectives in a mutually respectful work environment is shared by employees at all levels, and reflected with customers and clients, vendors, suppliers, partners and subcontractors as well.*

9. Alignment of organizational culture and process

- *An inclusive organization is one that acknowledges the existence of an explicit and implicit organizational "culture", and continuously seeks to align this culture to support organizational values and the synthesis of divergent perspectives.*

10. Collaborative conflict resolution processes

- *An inclusive organization values and utilizes progressive conflict resolution procedures that empower employees at all levels, across all departments, to work collaboratively to solve problems, resolve interpersonal conflicts and achieve mutually satisfying dispute resolutions.*
- *An inclusive organization is committed to providing crucial confrontation skills training and negotiation skills training for all employees at all levels.*

11. Demonstrated commitment to community relationships

- *An inclusive organization functions as a responsible citizen neighbor by forging constructive alliances with the local communities it serves to expand access or promote understanding to overcome prejudice and biases.*
- *An inclusive organization understands and values the social contract that it has with the local communities it serves, and holds itself socially accountable to them.*

Adapted with permission and modified from "The Netter Principles: A Framework for Building Organizational Inclusion", the Workplace Diversity Network, 2000

Harassment & Discrimination Assistance and Prevention Program at UC Davis supports the University's commitment to a harassment and discrimination-free work and learning environment. To discuss a discrimination or harassment concern, please contact:

Harassment, Discrimination Assistance and Prevention Program (HDAPP)
2730 Stockton Blvd - Ticon III, Room 2200
916.734-3417 or 530.757-3864
Anonymous Call Line: 734-2255 **Website**: http://hdapp.ucdavis.edu/

HDAPP assist individuals and campus units to resolve conflicts and complaints related to harassment, discrimination, sexual harassment, sexual violence and hate and bias.

To maintain your privacy and confidentiality, we encourage you to use the Anonymous Call Line to discuss specific concerns related to harassment and discrimination.

Action Required

Responsible Employee
Any University employee who is not a Confidential Resource and who receives, in the course of employment, information that a student (undergraduate, graduate or professional) has suffered sexual violence, sexual harassment or other prohibited behaviors shall promptly notify the Title IX Officer or designee.

Supervisors have a broader responsibility and must report *all* complaints or matters involving prohibited conduct, including discrimination, by contacting the SH Officer at (916) 734-2255 or Title IX Officer (530) 752-9466.

Confidential Resources

Academic and Staff Assistance Program (ASAP)
916.734-2727 or 530.752-2727
http://www.ucdmc.ucdavis.edu/hr/hrdepts/asap/

Office of the Ombuds
530. 219-6750 http://ombuds.ucdavis.edu/

Center for Advocacy, Resources and Education (CARE)
530.752-3299 http://care.ucdavis.edu/
Services offered at UC Davis and Sacramento Campuses

Ethics Point Hotline
Claim of Retaliation
877.384-4272

University of California

Statement of Ethical Values

Members of the University of California community are committed to the highest ethical standards in furtherance of our mission of teaching, research and public service. We recognize that we hold the University in trust for the people of the State of California. Our policies, procedures, and standards provide guidance for application of the ethical values stated below in our daily life and work as members of this community.

We are committed to:

Integrity
We will conduct ourselves with integrity in our dealings with and on behalf of the University.

Excellence
We will conscientiously strive for excellence in our work.

Accountability
We will be accountable as individuals and as members of this community for our ethical conduct and for compliance with applicable laws and University policies and directives.

Respect
We will respect the rights and dignity of others.

University of California

Standards of Ethical Conduct

Purpose

Pursuit of the University of California mission of teaching, research and public service requires a shared commitment to the core values of the University as well as a commitment to the ethical conduct of all University activities. In that spirit, *the Standards of Ethical Conduct* are a statement of our belief in ethical, legal and professional behavior in all of our dealings inside and outside the University.

Applicability

The Standards of Ethical Conduct apply to all members of the University community, including The Regents, Officers of The Regents, faculty and other academic personnel, staff, students, volunteers, contractors, agents and others associated with the University. Organizationally, the *Standards* apply to campuses, the National Laboratories, the Office of the President, the Division of Agriculture and Natural Resources, campus organizations, foundations, alumni associations and support groups.

1. Fair Dealing

Members of the University community are expected to conduct themselves ethically, honestly and with integrity in all dealings. This means principles of fairness, good faith and respect consistent with laws, regulations and University policies govern our conduct with others both inside and outside the community. Each situation needs to be examined in accordance with the *Standards of Ethical Conduct*. No unlawful practice or a practice at odds with these standards can be justified on the basis of customary practice, expediency, or achieving a "higher" purpose.

2. Individual Responsibility and Accountability

Members of the University community are expected to exercise responsibility appropriate to their position and delegated authorities. They are responsible to each other, the University and the University's stakeholders both for their actions and their decisions not to act. Each individual is expected to conduct the business of the University in accordance with the *Core Values* and the *Standards of Ethical Conduct*, exercising sound judgment and serving the best interests of the institution and the community.

3. Respect for Others

The University is committed to the principle of treating each community member with respect and dignity. The University prohibits discrimination and harassment and provides equal opportunities for all community members and applicants regardless of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran. Further, romantic or sexual relationships between faculty responsible for academic supervision, evaluation or instruction and their students are prohibited. The University is committed to creating a safe and drug free workplace. Following is a list of the principal policies and reference materials available in support of this standard:

- *The Faculty Code of Conduct*
- *Academic Personnel Policy Manual*
- *The Faculty Handbook*
- *Personnel Policies for Staff Members*
- *Policies Applying to Campus Activities, Organizations and Students*
- *Policy on Sexual Harassment and Procedures for Responding to Reports of Sexual Harassment*
- *University policies on nondiscrimination and affirmative action*
- *Campus, laboratory and Office of the President Principles of Community*

The University's health sciences enterprises are committed to the ethical and compassionate treatment of patients and have established policies and statements of patient rights in support of this principle.

4. Compliance with Applicable Laws and Regulations

Institutions of higher education are subject to many of the same laws and regulations as other enterprises, as well as those particular to public entities. There are also additional requirements unique to higher education. Members of the University community are expected to become familiar with the laws and regulations bearing on their areas of responsibility. Many but not all legal requirements are embodied in University policies. Failure to comply can have serious adverse consequences both for individuals and for the University, in terms of reputation, finances and the health and safety of the community. University business is to be conducted in conformance with legal requirements, including contractual commitments undertaken by individuals authorized to bind the University to such commitments.

The Office of the General Counsel has responsibility for interpretation of legal requirements.

5. Compliance with Applicable University Policies, Procedures and Other Forms of Guidance

University policies and procedures are designed to inform our everyday responsibilities, to set minimum standards and to give University community members notice of expectations. Members of the University community are expected to transact all University business in conformance with policies and procedures and accordingly have an obligation to become familiar with those that bear on their areas of responsibility. Each member is expected to seek clarification on a policy or other University directive he or she finds to be unclear, outdated or at odds with University objectives. It is not acceptable to ignore or disobey policies if one is not in agreement with them, or to avoid compliance by deliberately seeking loopholes.

In some cases, University employees are also governed by ethical codes or standards of their professions or disciplines—some examples are attorneys, auditors, physicians and counseling staff. It is expected that those employees will comply with applicable professional standards in addition to laws and regulations.

6. Conflicts of Interest or Commitment

Employee members of the University community are expected to devote primary professional allegiance to the University and to the mission of teaching, research and public service. Outside employment must not interfere with University duties. Outside professional activities, personal financial interests, or acceptance of benefits

from third parties can create actual or perceived conflicts between the University's mission and an individual's private interests. University community members who have certain professional or financial interests are expected to disclose them in compliance with applicable conflict of interest/conflict of commitment policies. In all matters, community members are expected to take appropriate steps, including consultation if issues are unclear, to avoid both conflicts of interest and the appearance of such conflicts.

7. Ethical Conduct of Research

All members of the University community engaged in research are expected to conduct their research with integrity and intellectual honesty at all times and with appropriate regard for human and animal subjects. To protect the rights of human subjects, all research involving human subjects is to be reviewed by institutional review boards. Similarly, to protect the welfare of animal subjects, all research involving animal subjects is to be reviewed by institutional animal care and use committees. The University prohibits research misconduct. Members of the University community engaged in research are not to: fabricate data or results; change or knowingly omit data or results to misrepresent results in the research record; or intentionally misappropriate the ideas, writings, research, or findings of others. All those engaged in research are expected to pursue the advancement of knowledge while meeting the highest standards of honesty, accuracy, and objectivity. They are also expected to demonstrate accountability for sponsors' funds and to comply with specific terms and conditions of contracts and grants.

8. Records: Confidentiality/Privacy and Access

The University is the custodian of many types of information, including that which is confidential, proprietary and private. Individuals who have access to such information are expected to be familiar and to comply with applicable laws, University policies, directives and agreements pertaining to access, use, protection and disclosure of such information. Computer security and privacy are also subject to law and University policy.

Information on the University's principles of privacy or on specific privacy laws may be obtained from the respective campus or laboratory information privacy office.

The public right to information access and the individual's right to privacy are both governed by state and federal law, as well as by University policies and procedures. The legal provisions and the policies are based upon the principle that access to

information concerning the conduct of the people's business is a fundamental and necessary right of every person, as is the right of individuals to privacy.

9. Internal Controls

Internal controls are the processes employed to help ensure that the University's business is carried out in accordance with these *Standards*, University policies and procedures, applicable laws and regulations and sound business practices. They help to promote efficient operations, accurate financial reporting, protection of assets and responsible fiscal management. All members of the University community are responsible for internal controls. Each business unit or department head is specifically responsible for ensuring that internal controls are established, properly documented and maintained for activities within their jurisdiction. Any individual entrusted with funds, including principal investigators, is responsible for ensuring that adequate internal controls exist over the use and accountability of such funds. The University has adopted the principles of internal controls published by the Committee of Sponsoring Organizations (COSO) of the Treadway Commission.

10. Use of University Resources

University resources may only be used for activities on behalf of the University. They may not be used for private gain or personal purposes except in limited circumstances permitted by existing policy where incidental personal use does not conflict with and is reasonable in relation to University duties (e.g. telephones). Members of the University community are expected to treat University property with care and to adhere to laws, policies and procedures for the acquisition, use, maintenance, record keeping and disposal of University property. For purposes of applying this policy, *University resources* is defined to include but not be limited to the following, whether owned by or under the management of the University (for example, property of the federal government at the National Laboratories):

- Cash, and other assets whether tangible or intangible; real or personal property;
- Receivables and other rights or claims against third parties;
- Intellectual property rights;
- Effort of University personnel and of any non-University entity billing the University for effort;
- Facilities and the rights to use University facilities;
- The University's name;

- University records, including student and patient records; and
- The University information technology infrastructure.

11. Financial Reporting

All University accounting and financial records, tax reports, expense reports, time sheets and effort reports, and other documents including those submitted to government agencies must be accurate, clear and complete. All published financial reports will make full, fair, accurate, timely and understandable disclosures as required under generally accepted accounting principles for government entities, bond covenant agreements and other requirements. Certain individuals with responsibility for the preparation of financial statements and disclosures, or elements thereof, may be required to make attestations in support of the *Standards*.

12. Reporting Violations and Protection from Retaliation

Members of the University community are strongly encouraged to report all known or suspected improper governmental activities (IGAs) under the provisions of the *Policy on Reporting and Investigating Allegations of Suspected Improper Governmental Activities* (Whistleblower Policy). Managers and persons in supervisory roles are required to report allegations presented to them and to report suspected IGAs that come to their attention in the ordinary course of performing their supervisory duties. Reporting parties, including managers and supervisors, will be protected from retaliation for making such a report under the *Policy for Protection of Whistleblowers from Retaliation and Guidelines for Reviewing Retaliation Complaints* (Whistleblower Retaliation Policy).

Adopted by The Regents of the University of California, May, 2005.

The University of California, Davis

California State Auditor

REPORT IMPROPER ACTIVITY
Contact the Whistleblower Hotline
1-800-403-4744
universityofcalifornia.edu/hotline

What You Can Report

Any activity by UC or a UC employee that

- violates a state or federal law or regulation, such as
  - corruption
  - malfeasance
  - bribery
  - theft or misuse of government property
  - fraud
  - coercion
  - conversion
- wastes money, or
- involves gross misconduct, gross incompetence, or gross inefficiency

Where To Report

- Your Supervisor
- Another University Administrator
- *Locally Designated Official (530) 752-6550*
- *Campus Human Resources Office (530) 754-8892*
- *Health System Human Resources (916) 734-3362*
- *Health System Compliance Office (916) 734-8808*
- *Academic Personnel Office (530) 752-2072*
- *Internal Audit Office (530) 752-7596*
- University-wide Whistleblower Hotline:
  1-800-403-4744 or
  universityofcalifornia.edu/hotline

  (Our telephone & web hotline is independently operated to help ensure confidentiality.)

How To Report

- In writing or orally
- With as much specific factual information as possible (Report what you know, but don't investigate—leave that to the experts!)
- Anonymously, if preferred

Protection from Retaliation

If you believe you have been retaliated against for blowing the whistle on improper activity, please file a complaint with your Human Resources or Academic Personnel Office, your Locally Designated Official, or your supervisor.

For More Information

The University's Whistleblower and Whistleblower Protection policies, and additional information, can be found online at http://ucwhistleblower.ucop.edu.

Other Reporting Mechanisms

You also have the option of reporting improper activities directly to

- the **State Auditor's Whistleblower Hotline**, at **1-800-952-5665**
- the **California Attorney General's Hotline**, at **1-800-952-5225**

A Message from the State Auditor
REPORT IMPROPER ACTIVITY TODAY – *Contact the Whistleblower Hotline*

WHAT TO REPORT
- Any suspected misuse of Recovery Act Funds.
- Theft, fraud or conflicts of interest.
- Misuse or abuse, or anything that's wasteful of state property or employee time.
- Gross misconduct, incompetence, or inefficiency.

HOW TO REPORT

Contact the Whistleblower Hotline:
(800) 952-5665, (866) 293-8729 (TTY) or (916) 322-2603 (Fax)

Mail information to:
Investigations
Bureau of State Audits
555 Capitol Mall, Suite 300
Sacramento, California 95814

Submit a complaint online to:
www.bsa.ca.gov/hotline
Use our secure online Investigative Complaint Form at
https://www.bsa.ca.gov/contactus/complaint

(Note: complaints not accepted via e-mail.)

YOUR IDENTITY IS PROTECTED
The Whistleblower Protection Act requires the State Auditor to protect your identity.

COMPLAINTS ARE INVESTIGATED
The California State Auditor investigates complaints and reports the results of substantiated allegations to the:
- Head of the employing agency.
- The Legislature, the Governor, and appropriate law enforcement agencies.
- General public, keeping identities confidential.

YOU ARE LEGALLY PROTECTED FROM RETALIATION
Acts that could interfere with your right to report suspected improper governmental activities should be reported immediately.

University of California (UC) employees should contact the locally designated official for the UC facility at which you are employed. Check ucwhistleblower.ucop.edu for information on UC's current policy, or visit universityofcalifornia.edu/hotline to file a complaint.

PROTECT THE STATE.PROTECT YOURSELF.TAKE ACTION TODAY.
1-800-952-5665 – www.bsa.ca.gov

Rev. 5/21/10

All employees are required to follow hospital policies and procedures. The following policies **are linked** for your review. Please take a moment to click on and review each of the policies listed below. If you have any questions, please contact Human Resources for more information.

UC Davis Health System Policies for New Hires

Patient Rights & Responsibilities:	http://intranet.ucdmc.ucdavis.edu/policies/hosp/1402.htm
Attachment 1:	http://intranet.ucdmc.ucdavis.edu/policies/hosp/1402(1).pdf
Attachment 2:	http://intranet.ucdmc.ucdavis.edu/policies/hosp/1402(2).pdf
Attachment 3:	http://intranet.ucdmc.ucdavis.edu/policies/hosp/1402(3).pdf
Plan for Provision of Clinical Social Services:	http://intranet.ucdmc.ucdavis.edu/policies/hosp/3203.htm
Conflict of Interest:	http://intranet.ucdmc.ucdavis.edu/policies/hosp/1705.html
Attachment 1:	http://intranet.ucdmc.ucdavis.edu/policies/hosp/1705(1).html
Attachment 2:	http://intranet.ucdmc.ucdavis.edu/policies/hosp/1824(2).pdf
Attachment 3:	http://intranet.ucdmc.ucdavis.edu/policies/hosp/1824(3).pdf
Electronic Signature Capability:	http://intranet.ucdmc.ucdavis.edu/policies/hosp/2391.htm
Attachment:	http://intranet.ucdmc.ucdavis.edu/policies/hosp/2391a.htm
Information Systems & Security Access	http://intranet.ucdmc.ucdavis.edu/policies/hosp/1309.htm
University of California Policy on Substance Abuse:	http://www.ucop.edu/ucophome/coordrev/policy/11-01-90.html

Policy Locations:

Employees of the UC Davis Health System are required to adhere to policies at the Hospital, Campus, and UC levels. Policies related to each of these entities are located below:

UC Davis Health System Policies:
http://intranet.ucdmc.ucdavis.edu/policies/

UC Davis Campus Policies:
http://manuals.ucdavis.edu/

University of California, Office of the President Policies:
http://www.ucop.edu/ucophome/coordrev/ucpolicies/

No Smoking Policy

Our Sacramento campus became completely smoke free in 2008.

Smoking cessation classes are available free of charge for employees who wish to quit smoking. For more information, please call 734-8493.

UC Davis Health Violence in the Workplace Policies & Procedures

PPM 290-09 II Definitions

"Workplace violence," as used in this section, includes both violence and disruptive or threatening acts that can lead to violence. A finding that a violation of A or B below has occurred is not a finding that a violation of C has occurred.

- Disruptive behavior -- actions that disrupt normal work activities, such as yelling, wild gestures, or demands for an immediate answer.
- Threatening behavior -- a verbal or written statement or a physical action that would cause a reasonable person to fear for his or her safety or the safety of others.
- Violent behavior -- a physical assault on a person, or a physical action intended to damage property.

UC Davis Health will not ignore, condone or tolerate disruptive, intimidating threatening or violent behavior by any member of the University community or by any patient, family member or visitor. An individual may be removed and/or prevented from returning to UC Davis Health premises for disruptive, intimidating, threatening or violent behavior. Staff engaged in such behavior will be subject to appropriate disciplinary action, up to and including dismissal, under the applicable personnel policy or collective bargaining agreement. (Policy 1616 IV.A)

Chapter 380, Personnel—General
Section 18, Substance Abuse
Date: 8/22/12
Supersedes: 6/24/02
Responsible Department: Human Resources
Source Document: University of California Policy on Substance Abuse

I. Purpose

This section implements the University of California Policy on Substance Abuse, the Drug-Free Workplace Act, the Drug-Free Schools and Communities Act, and the California Drug-Free Workplace Act. This section applies to all UC Davis employees and students.

II. Definitions

A. Illegal substances—controlled substances that are obtained illegally.

B. Legal substances—controlled substances that are prescribed or administered by a licensed health care professional, over the counter drugs, or alcoholic beverages.

III. Policy

A. The University strives to maintain campus communities and worksites free from the illegal use, possession, or distribution of alcohol or controlled substances.

1. The University prohibits the unlawful use, sale, manufacture, distribution, dispensing, or possession of alcohol or controlled substances by University employees or students in the workplace, on University premises, at official University functions, or on University business.

2. Employees and students must not use illegal substances or abuse legal substances in a manner that impairs work performance, scholarly activities, or student life.

3. The use of alcohol is allowed on campus only as described in Section 270-21.

B. An employee or student who is found to be in violation of this policy may be subject to discipline.

1. At the University's discretion, an employee or student may be required to participate satisfactorily in a treatment program as a condition of continued employment or enrollment.

2. See the appropriate University policy or union contract for information on disciplinary procedures.

IV. Responsibilities

A. Employees

1. Report concerns or observations of student or coworker substance abuse problems to the supervisor or department head.

2. Report their own criminal drug law violations that occurred in the workplace or while on University business within 5 calendar days of a conviction (for employees directly engaged in the performance of work on a contract or grant).

B. Departments

1. Consult with Human Resources or Academic Affairs when an employee substance abuse problem is reported or suspected.

2. Consult with Student Judicial Affairs, the Student Health and Counseling Services departments of Counseling and Psychological Services or Alcohol Tobacco and Other Drugs, or other appropriate student support organizations when a student substance abuse problem is reported or suspected.
3. Documents work performance problems and reported violations of this policy.
4. Notifies Federal contract or grant agencies within 10 calendar days of receiving notice of a drug conviction of an employee directly engaged in the performance of work on a contract or grant.
5. Provide reasonable accommodation for employees disabled by alcoholism (see personnel policy or union contract regarding reasonable accommodation).
6. Refer employees or students who disclose a substance abuse problem to appropriate campus or community resources.

C. Student Affairs

1. Provides annual notice, as described in UC Implementing Guidelines, to students.
2. Provides training programs on substance abuse for students.

D. Human Resources

1. Provides annual notice, as described in UC Implementing Guidelines, to employees.
2. Provides training programs on substance abuse for staff, faculty, and academic appointees, including new and current supervisors.

E. Provost and Executive Vice Chancellor appoints an official or committee to conduct a biennial review of program effectiveness and sanction enforcement as required by the Drug-Free Schools and Communities Act.

V. Further Information

A. Employees seeking support or treatment programs may contact Academic and Staff Assistance Program (ASAP); 752-2727 (Davis campus); 916-734-2727 (Sacramento campus).

B. Students seeking support or treatment programs may contact Alcohol Tobacco and Other Drugs Program; 752-6334; or the Counseling and Psychological Services; 752-0871.

C. Information regarding other services described in this policy is available from the following units:

1. Disability Management Services, 752-7227 (Davis campus); Vocational Rehabilitation, 916-734-5388 (Sacramento campus).
2. Employee and Labor Relations; 754-8892 (Davis campus); 916-734-3392 (Sacramento campus).
3. Academic Affairs; 752-2072.
4. Student Disability Center; 752-3184.
5. Student Judicial Affairs; 752-1128.

VI. References and Related Policies

A. UC Office of the President:

1. University of California Policy on Substance Abuse (http://www.ucop.edu/ucophome/coordrev/policy/11-01-90.html).
2. Implementing Guidelines for the University of California Policy for Substance Abuse (http://www.ucop.edu/ucophome/coordrev/policy/12-10-90guide.html).
3. UC Policies Applying to Campus Activities, Organizations, and Students (http://www.ucop.edu/ucophome/uwnews/aospol/toc.html), Sections 102.00, 102.17, 102.18, 140.00.

B. UCD Administration of Student Discipline (http://sja.ucdavis.edu/disciplinary-process.html).

C. UCD Policy & Procedure Manual (http://manuals.ucdavis.edu):

1. Section 270-21, Sales, Service and Consumption of Alcoholic Beverages.
2. Section 290-70, Controlled Substances.
3. Section 380-22, Drug and Alcohol Testing of Transportation Employees.
4. Section 390-30, Disruptive Behavior in the Workplace.

D. University of California Davis, Medical Center, Medical Staff Administration Policy 128--Impaired http://www.ucdmc.ucdavis.edu/medstaffwellbeing/pdf/impaired_medical_staff_12-09.pdf.

E. UCDHS Resident Medical Staff (Resident Physicians & Clinical Fellows) Personnel Policy, Policy 501.Physical Impairment and Substance Abuse. http://www.ucdmc.ucdavis.edu/hr/hrdepts/resident_program/rmsppm.pdf

F. United States Code (http://www4.law.cornell.edu/uscode/

1. Drug-Free Schools and Communities Act, 20 U.S. Code 1011i.
2. Drug-Free Workplace Act, 41 U.S. Code Sections 701-707.
3. Schedule of Controlled Substances Act, 21 U.S. Code Section 812.

G. Code of Federal Regulations (http://www.access.gpo.gov/nara/cfr/):

1. Drug and Alcohol Abuse Prevention Regulations, 34 CFR Part 86.
2. Drug-Free Workplace Requirements, 41 CFR Section 105-68.600 et seq.
3. Schedules of Controlled Substances, 21 CFR Part 1308.
4. Confidentiality of Alcohol and Drug Abuse Patient Records, 42 CFR Part 2.

H. California law (http://www.leginfo.ca.gov/calaw.html):

1. Drug-Free Workplace Act, Government Code Section 8350-8357.
2. Uniform Controlled Substances Act, Health and Safety Code Section 11000 et seq.

Work & Life

Mandatory Training

In order to officially welcome new employees into the UC Davis Health System and get accustomed to our culture and values, new employees are required to attend the New Employee Welcome within the first 30 days of employment.

The New Employee Welcome includes the following mandatory trainings:

- New Employee Orientation

New employees will need to take the following online via the UC Learning Center:

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

Supervisors and Managers need to take the Developing as a Supervisor Certificate Series (18 months to complete).

Benefit Selection Training

The Benefits Selection Training is part of the mandatory New Employee Welcome for Career employees. UC benefit options and deadlines are discussed as well as how to enroll. A time for questions and answers will be provided at the in-person training.

Alternatively, benefits information is available online:

https://ucnet.universityofcalifornia.edu/compensation-and-benefits/roadmaps/new-employee.html

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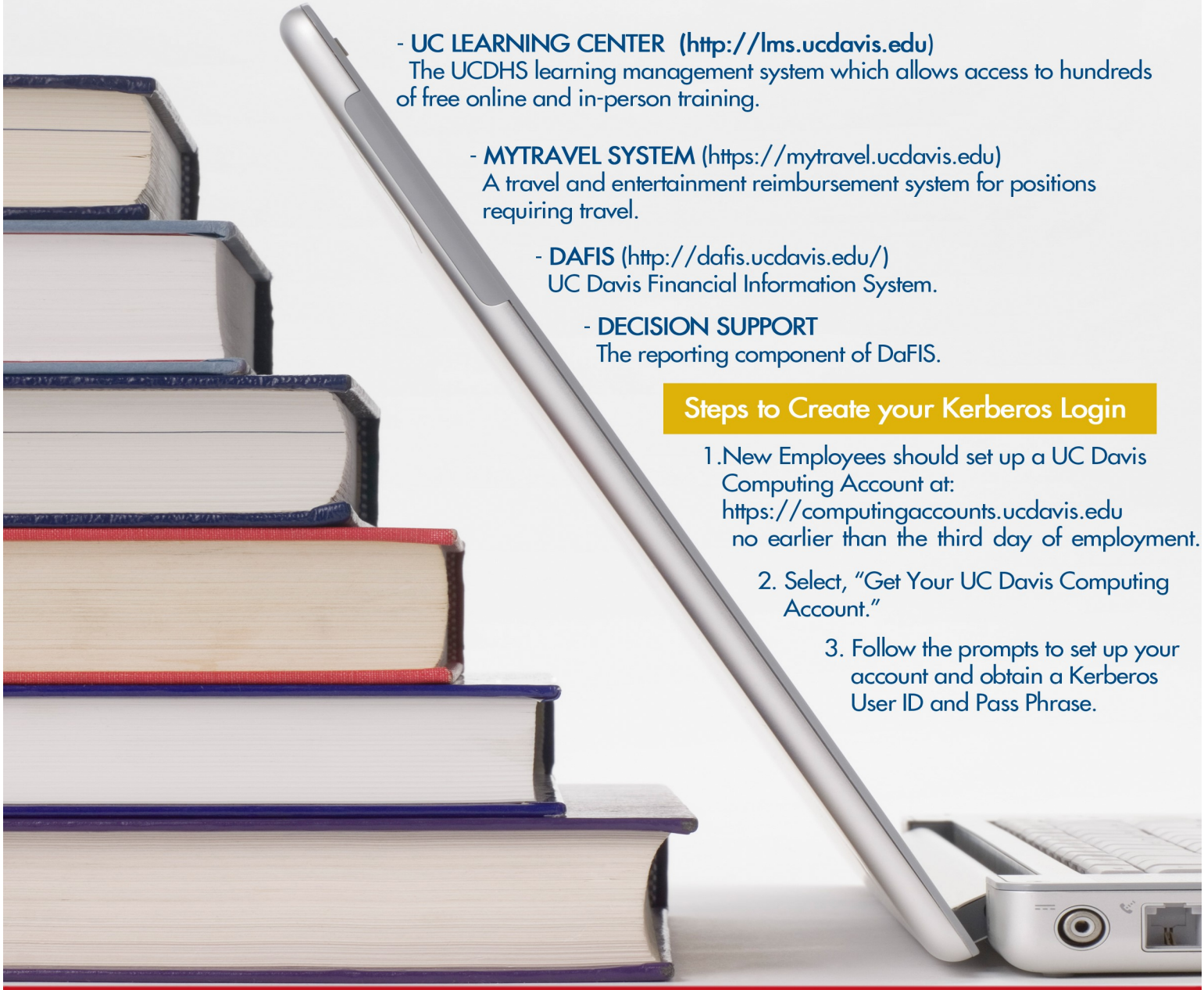
Kerberos Login

A UC Davis Computing Account, also known as 'Kerberos' is required by UC Davis Health System employees to be able to use the following applications:



- **UC LEARNING CENTER (http://lms.ucdavis.edu)**
  The UCDHS learning management system which allows access to hundreds of free online and in-person training.

- **MYTRAVEL SYSTEM** (https://mytravel.ucdavis.edu)
  A travel and entertainment reimbursement system for positions requiring travel.

- **DAFIS** (http://dafis.ucdavis.edu/)
  UC Davis Financial Information System.

- **DECISION SUPPORT**
  The reporting component of DaFIS.

Steps to Create your Kerberos Login

1. New Employees should set up a UC Davis Computing Account at: https://computingaccounts.ucdavis.edu no earlier than the third day of employment.
2. Select, "Get Your UC Davis Computing Account."
3. Follow the prompts to set up your account and obtain a Kerberos User ID and Pass Phrase.

For more information and assistance, please call the IT Express Help Desk on the Davis campus at (530) 754-HELP.

https://computingaccounts.ucdavis.edu

Training & Development:

Enroll in Classes

Enrollment in classes offered by UC Davis Health (UCDH) Training and Development is done online through the UC Learning Center (UCLC), a computer-based course management system utilized by all ten campuses within the UC System. Course offerings are tailored to your specific campus location.

UCLC allows you to:

- Register for classes
- Track your completed courses
- Print transcripts
- Explore class offerings
- Complete online courses

UCDH employees may enroll in courses offered at both our Sacramento and Davis campus locations. There are also extensive e-learning options that are continuously available to meet your training needs whenever the need arises.

How to Enroll

To access UCLC, you'll first need a Kerberos login which is provided by Information & Educational Technology. Submit a request at https://computingaccounts.ucdavis.edu/cgi-bin/services/index.cgi?action=NewAccount&From=main_menu

Once you receive your Kerberos login and passphrase, log in to UCLC at: http://lms.ucdavis.edu

Once in UCLC you can access user friendly tutorials by clicking on the *How Do I?/FAQ* icon.

For more information, please visit the Training & Development website at: https://hr.ucdavis.edu/departments/learning-dev.

T&D
Training & Development

Our people make UC Davis Health System a first class health care organization. Working here means being part of a vibrant institution that serves, teaches and innovates in ways that make California and the world a better place.

You play an important part in achieving these goals. That's why we are committed to providing you tools that tap your knowledge, skills and abilities which contribute to institutional and individual success. We support the Health System's most important asset—YOU!

Training & Development provides employees with a variety of services including:

- Hundreds of free online and instructor-led classes
- Tuition assistance programs
- Career Development
- Opportunity to become an instructor

Please visit the Training & Development website for more information:

https://hr.ucdavis.edu/departments/learning-dev

2020 BI-WEEKLY PAYROLL CALENDAR

Paydays | Sick Leave & Vacation Accruals Credited | Payroll Period Ending Dates | Holidays

JANUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

23 Days / 184 Hours

11-Jan

FEBRUARY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

20 Days / 160 Hours

8-Feb

MARCH

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

22 Days / 176 Hours

7-Mar

APRIL

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

22 Days / 176 Hours

4-Apr

MAY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

21 Days / 168 Hours

2 May & 30-May

JUNE

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

22 Days / 176 Hours

27-Jun

JULY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

23 Days / 184 Hours

25-Jul

AUGUST

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

21 Days / 168 Hours

22-Aug

SEPTEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

22 Days / 176 Hours

19-Sep

OCTOBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

22 Days / 176 Hours

17-Oct

NOVEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

21 Days / 168 Hours

14-Nov

DECEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

23 Days / 184 Hours

12-Dec

HMOs | More on UC Medical Plans

Choosing doctor = choosing group

If you choose an HMO, you must also choose a Primary Care Physician (PCP). When you pick your PCP you are also choosing, in advance, the medical group to which your doctor belongs—as well as the specialists and hospitals that you may use for non-emergency care.

The table to the right shows the availability of major, local medical groups by plan.

The table below shows the hospital affiliations for local medical groups. Groups may choose to refer you to other facilities.

Always check with your insurance company to verify the availability of your medical providers. If you intend to see a new doctor, also verify availability with that doctor's office. To search for a PCP, use your plan's website.

Medical Groups	UC Blue & Gold HMO (Health Net)	Kaiser Permanente/ Kaiser Senior Advantage
Hill Physicians	✓	
Mercy Medical Group	✓	
NorthBay Healthcare		
Permanente Medical Group		✓
Sutter Independent Physicians		
Sutter Medical Group		
Sutter Medical Group, Solano		
UC Davis Medical Group	✓	
Woodland Healthcare	✓	

Choosing group = choosing hospital

Medical Groups	Hospitals
Hill Physicians	*Carmichael*: Mercy San Juan; *Folsom*: Mercy Folsom; *Sacramento*: Mercy General, Methodist Hospital of Sacramento
Mercy Medical Group	*Carmichael*: Mercy San Juan; *Folsom*: Mercy Folsom; *Sacramento*: Mercy General, Methodist Hospital of Sacramento
NorthBay Healthcare	*Fairfield*: NorthBay Medical Center; *Vacaville*: VacaValley Hospital
Sutter Independent Physicians	*Auburn*: Sutter Auburn Faith; *Davis*: Sutter Davis; *Sacramento*: Sutter Medical Center, Sacramento; *Roseville*: Sutter Roseville
Sutter Medical Group	*Auburn*: Sutter Auburn Faith; *Davis*: Sutter Davis; *Sacramento*: Sutter Medical Center, Sacramento; *Roseville*: Sutter Roseville
Sutter Medical Group, Solano	*Vallejo*: Sutter Solano Medical Center
UC Davis	*Sacramento*: UC Davis Medical Center
Woodland Healthcare	*Woodland*: Woodland Memorial Hospital

Special points of interest:

- Kaiser contracts with one large group, the **Permanente Medical Group of Northern California**, and members must use Kaiser hospitals & pharmacies. Kaiser offers hospitals in Roseville, Sacramento & Vacaville.
- Your insurance company will usually let you change PCPs and groups mid-year; simply call the plan to request a change.
- If you don't choose a PCP, you may be assigned one.
- Core Medical, UC Care, UC Health Savings Plan, UC High Option, UC Medicare PPO, and UC Medicare Choice members are not limited to pre-paid medical groups and are not required to choose a PCP.

See reverse for PPOs

Revised 10/10/2019

PPOs | More on UC Medical Plans

Choosing provider = choosing network

Medical Groups/Hospitals	CORE/ UC Health Savings Plan Anthem Preferred network	UC Care		UC High Option/ UC Medicare PPO (Anthem Blue Cross)	UC Medicare Choice (United Healthcare)
		UC Select network	Anthem Preferred network		
Hill Physicians/Mercy San Juan; Mercy Folsom; Mercy General; Methodist Hospital of Sacramento	✓		✓	✓	✓
Mercy Medical Group/Mercy San Juan; Mercy Folsom; Mercy General; Methodist Hospital of Sacto	✓		✓	✓	✓
NorthBay Healthcare/NorthBay Medical Center; Vaca-Valley Hospital	✓		✓	✓	✓
Sutter Independent Physicians/Sutter Auburn Faith; Sutter Davis; Sutter Medical Center, Sacramento; Sutter Roseville Medical Center	✓		✓	✓	Check with MD's office
Sutter Medical Group/Sutter Auburn Faith; Sutter Davis; Sutter Medical Center, Sacramento; Sutter Roseville Medical Center	✓		✓	✓	Check with MD's office
Sutter Medical Group, Solano/Sutter Solano Medical Center	✓		✓	✓	Check with MD's office
UC Davis Medical Group/UC Davis Medical Center	✓	✓		✓	✓
Woodland Healthcare/Woodland Memorial Hospital	✓		✓	✓	✓

Special points of interest:

- The table above shows major Davis/Sacramento area medical providers and their general PPO network status.
- Always check with your insurance company to verify that they contract with your providers. If you intend to see a new doctor, also verify availability with that doctor's office. Medical providers contract with PPO networks individually; ***not all doctors/hospitals/labs/etc. within a medical group necessarily contract with the same PPO networks***.
- PPO = Preferred Provider Organization. **Preferred providers cannot "balance bill"** (charge more than their contractual rate with your plan). Anthem Preferred providers (and UC Select providers for UC Care) are considered In-Network because they have a contract with your plan. **Out-of-Network providers have no contract limiting what they can charge; the patient is responsible for balance billing.** To search for Anthem Preferred providers: ucppoplans.com/nh/find-a-provider
- For retiree plans where Medicare is the primary payer (**UC High Option, UC Medicare PPO**): Any Medicare provider can be used; see www.medicare.gov to search for providers. Exception: services covered by your plan but not covered by Medicare (e.g. acupuncture). Note: Sutter primary care physicians are not accepting new Medicare patients in Davis/Sacramento.
- For the retiree Medicare Advantage PPO plan **UC Medicare Choice** (UnitedHealthcare), any Medicare provider can be used; see www.medicare.gov to search for providers. Note: providers bill UnitedHealthcare, not Medicare.

See reverse for HMOs

Revised 10/10/2019

University of California Retirement Plan (UCRP)
Benefit Percentages
Effective July 1, 2013

*For Employees whose UCRP membership begins or is reinstated on July 1, 2013 or later**

NOTE: The benefit percentage is shown as a multiplier on this table. This table does not apply to 1976 Tier, Safety or Tier Two members.

Age Factor:	0.0110	0.0124	0.0138	0.0152	0.0166	0.0180	0.0194	0.0208	0.0222	0.0236	0.0250
Retirement Age:	55	56	57	58	59	60	61	62	63	64	65 or older
Years of Service Credit											
5	0.0550	0.0620	0.0690	0.0760	0.0830	0.0900	0.0970	0.1040	0.1110	0.1180	0.1250
6	0.0660	0.0744	0.0828	0.0912	0.0996	0.1080	0.1164	0.1248	0.1332	0.1416	0.1500
7	0.0770	0.0868	0.0966	0.1064	0.1162	0.1260	0.1358	0.1456	0.1554	0.1652	0.1750
8	0.0880	0.0992	0.1104	0.1216	0.1328	0.1440	0.1552	0.1664	0.1776	0.1888	0.2000
9	0.0990	0.1116	0.1242	0.1368	0.1494	0.1620	0.1746	0.1872	0.1998	0.2124	0.2250
10	0.1100	0.1240	0.1380	0.1520	0.1660	0.1800	0.1940	0.2080	0.2220	0.2360	0.2500
11	0.1210	0.1364	0.1518	0.1672	0.1826	0.1980	0.2134	0.2288	0.2442	0.2596	0.2750
12	0.1320	0.1488	0.1656	0.1824	0.1992	0.2160	0.2328	0.2496	0.2664	0.2832	0.3000
13	0.1430	0.1612	0.1794	0.1976	0.2158	0.2340	0.2522	0.2704	0.2886	0.3068	0.3250
14	0.1540	0.1736	0.1932	0.2128	0.2324	0.2520	0.2716	0.2912	0.3108	0.3304	0.3500
15	0.1650	0.1860	0.2070	0.2280	0.2490	0.2700	0.2910	0.3120	0.3330	0.3540	0.3750
16	0.1760	0.1984	0.2208	0.2432	0.2656	0.2880	0.3104	0.3328	0.3552	0.3776	0.4000
17	0.1870	0.2108	0.2346	0.2584	0.2822	0.3060	0.3298	0.3536	0.3774	0.4012	0.4250
18	0.1980	0.2232	0.2484	0.2736	0.2988	0.3240	0.3492	0.3744	0.3996	0.4248	0.4500
19	0.2090	0.2356	0.2622	0.2888	0.3154	0.3420	0.3686	0.3952	0.4218	0.4484	0.4750
20	0.2200	0.2480	0.2760	0.3040	0.3320	0.3600	0.3880	0.4160	0.4440	0.4720	0.5000
21	0.2310	0.2604	0.2898	0.3192	0.3486	0.3780	0.4074	0.4368	0.4662	0.4956	0.5250
22	0.2420	0.2728	0.3036	0.3344	0.3652	0.3960	0.4268	0.4576	0.4884	0.5192	0.5500
23	0.2530	0.2852	0.3174	0.3496	0.3818	0.4140	0.4462	0.4784	0.5106	0.5428	0.5750
24	0.2640	0.2976	0.3312	0.3648	0.3984	0.4320	0.4656	0.4992	0.5328	0.5664	0.6000
25	0.2750	0.3100	0.3450	0.3800	0.4150	0.4500	0.4850	0.5200	0.5550	0.5900	0.6250
26	0.2860	0.3224	0.3588	0.3952	0.4316	0.4680	0.5044	0.5408	0.5772	0.6136	0.6500
27	0.2970	0.3348	0.3726	0.4104	0.4482	0.4860	0.5238	0.5616	0.5994	0.6372	0.6750
28	0.3080	0.3472	0.3864	0.4256	0.4648	0.5040	0.5432	0.5824	0.6216	0.6608	0.7000
29	0.3190	0.3596	0.4002	0.4408	0.4814	0.5220	0.5626	0.6032	0.6438	0.6844	0.7250
30	0.3300	0.3720	0.4140	0.4560	0.4980	0.5400	0.5820	0.6240	0.6660	0.7080	0.7500
31	0.3410	0.3844	0.4278	0.4712	0.5146	0.5580	0.6014	0.6448	0.6882	0.7316	0.7750
32	0.3520	0.3968	0.4416	0.4864	0.5312	0.5760	0.6208	0.6656	0.7104	0.7552	0.8000
33	0.3630	0.4092	0.4554	0.5016	0.5478	0.5940	0.6402	0.6864	0.7326	0.7788	0.8250
34	0.3740	0.4216	0.4692	0.5168	0.5644	0.6120	0.6596	0.7072	0.7548	0.8024	0.8500
35	0.3850	0.4340	0.4830	0.5320	0.5810	0.6300	0.6790	0.7280	0.7770	0.8260	0.8750
36	0.3960	0.4464	0.4968	0.5472	0.5976	0.6480	0.6984	0.7488	0.7992	0.8496	0.9000
37	0.4070	0.4588	0.5106	0.5624	0.6142	0.6660	0.7178	0.7696	0.8214	0.8732	0.9250
38	0.4180	0.4712	0.5244	0.5776	0.6308	0.6840	0.7372	0.7904	0.8436	0.8968	0.9500
39	0.4290	0.4836	0.5382	0.5928	0.6474	0.7020	0.7566	0.8112	0.8658	0.9204	0.9750
40	0.4400	0.4960	0.5520	0.6080	0.6640	0.7200	0.7760	0.8320	0.8880	0.9440	1.0000

* Multi-tier members need to refer to this chart as well as the chart for the 1976 Tier. 2013 Tier retirement income for Multi-tier members who retire prior to age 55 is deferred to age 55.

Note: Actual basic retirement income may vary depending on additional months of age/or an additional partial year of service credit, and any applicable offsets.

(6/26/2013)

UC Retirement System

PRIMARY

UC Retirement Plan

- 1976 Tier
- 2013 Tier

UC Retirement Choice Program

- Option 1 – Pension Choice
- Option 2 – Savings Choice

VOLUNTARY

UC Retirement Savings Program

- 403(b)
- 457(b)
- DCP (After Tax)

University Holidays

The University shall observe the following days as administrative holidays:

- New Year's Day
- Martin Luther King, Jr., Day
- Third (3rd) Monday in February (or announced equivalent)
- Cesar Chavez Day (Last Friday in March or announced equivalent)
- Last Monday in May
- Fourth (4th) of July
- Labor Day
- Veterans' Day (November 11th)
- Thanksgiving Day
- Friday following Thanksgiving Day (or announced equivalent)
- December 24th (or announced equivalent)
- December 25th
- December 31st (or announced equivalent)

ELIGIBILITY FOR HOLIDAY PAY

1. An employee is eligible for holiday pay if the employee is in pay status at least fifty percent (50%) of the hours in the month excluding holiday hours.

2. An employee on pay status on the employee's last scheduled work day before the holiday and first (1st) scheduled work day after the holiday shall be eligible to receive holiday compensation. No employee shall be eligible for compensation for any holiday which is immediately preceded by or followed by an unauthorized, unpaid absence or a disciplinary suspension.

3. New and rehired employees shall be eligible to receive pay or compensatory time off for holidays preceding their first (1st) day of work provided the holiday is the first (1st) working day(s) of the month. A terminating employee shall be eligible to receive pay for holidays immediately following the employee's last day of work provided the holiday is the last working day(s) of the month.

4. An eligible employee who is on approved leave without pay or temporary layoff for a period of not more than twenty (20) calendar days, including holidays, shall be eligible to receive pay for any holiday occurring during that period.

Academic & Staff Assistance Program

The Academic and Staff Assistance Program (ASAP) offers:

- Confidential & Free Counseling
- Assessments
- Referral Services
- Resources
- Available to all UCDH faculty, staff and their family members

Whether the problem is work-related, personal, career or relationship focused, ASAP can assist you in evaluating and resolving the problem.

Location: Ticon III, Suite 2100
916-734-2727
Visit us at: https://hr.ucdavis.edu/departments/asap

WorkLife

UC Davis Health WorkLife provides programs, policies, referrals and education that enable employees, faculty, staff, and students to be effective at work, school and home. WorkLife encompasses dependent care and family services, health and wellness workshops/fairs, breastfeeding support, discounts, and community involvement.

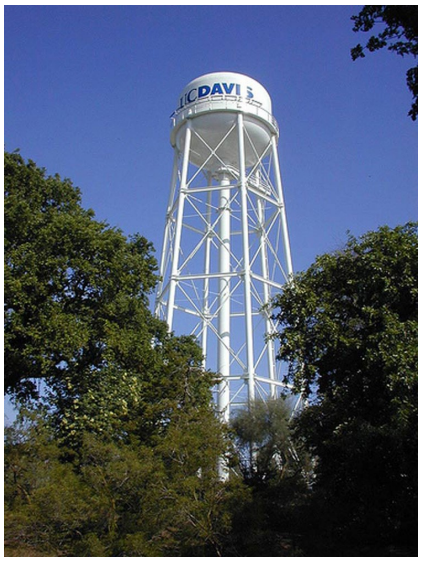
To be added to our mailing list to receive quarterly newsletters, monthly happenings and Brown Bag information, email us at worklife@ucdavis.edu

Contact: 916-734-2760

Visit us at: https://hr.ucdavis.edu/departments/worklife-wellness

Employee Discounts

UC Office of the President Discounts:
Information on a variety of discounts for UC employees can be found on the UC Office of the President website at https://www.ucop.edu/local-human-resources/op-life/employee-discounts/index.html.



Community Discounts: https://hr.ucdavis.edu/departments/worklife-wellness/discounts

As a UC Davis employee, discounts are available for a wide range of services & products in the community such as:

- Vacations/Entertainment
- Health/Fitness
- Electronics and Technology
- Restaurant and Specialty Foods
- Gifts and Special Occasions

Staff Pin Program: https://staff.ucdavis.edu/pin
"The gift that keeps on giving..." Staff Assembly is excited to offer our Staff Pin program to UC Davis Staff, Retirees, and Student Employees. We have a Partnership Program to increase funding for our Staff Dependent Scholarship Program while partnering with local vendors to offer discounts for Staff Pin Holders. We invite you to buy a pin today, support our Scholarship Program for Staff Dependents, and start saving!

UC Davis Campus Discounts: https://staff.ucdavis.edu/other-discounts

- University Dining Services – 20% off at all Dining Commons. Just show staff ID.
- Mondavi Center events – 10% discount.
- ARC (Activities & Recreation Center) – Discounted membership with payroll deduction.
- UC Davis Bookstore Tech Hub--Discounts on computers, electronics, software --
- Computer Software - Discounts offered for Staff/Faculty who work from home.
- Community Practice for Small Animals (School of Veterinary Medicine) - 10% discount for UC Davis staff and faculty for pet care in the community practice or anywhere else in the teaching hospital.

Disability Management Services

Disability Management Services is a resource to assist faculty and staff to remain working or return to work with reasonable accommodation when a medical condition or disability impacts the ability to perform their essential job functions. This program provides technical assistance to employees, supervisors and managers on all aspects of disability management, Federal Law (Americans with Disabilities Act) Compliance, California Law (DFEH), UC Policy and Collective Bargaining Agreements. The Disability Management Services mission is to ensure the University is fully compliant with engaging in the Interactive process and assisting employees to remain working with effective reasonable accommodations.

For more information, please contact:

Ann Preszler | 916-734-0292 | apreszler@ucdavis.edu

UC DAVIS SPECIALTY PHARMACY SERVICES

Specialty Pharmacy Programs Currently Offered

- Dermatology
- Gastroenterology
- Movement Disorders
- Infectious Diseases
- Endocrinology
- Solid Organ Transplant
- Pulmonology
- Hepatology
- Oncology
- Neurology
- Rheumatology

Services Offered:

- Conveniently located at the UC Davis Medical Center in Sacramento
- Confidential counseling and education about your medication by a clinical pharmacist
- Self-administration instruction by a clinical pharmacist
- Side effect management by a clinical pharmacist
- Medication pick up available
- Delivery available at no additional cost
- Convenient refill reminder service by telephone
- 24 / 7 clinical pharmacist available to address urgent needs
- Help accessing financial assistance programs
- Most major insurance plans accepted including Medicare Part B and D
- Interpreting services available

UC Davis Specialty Pharmacy

UCD Cypress Pharmacy
2221 Stockton Blvd., Room 1130
Sacramento, CA 95817

UCD Cancer Center Pharmacy
4501 X Street, Suite 1008
Sacramento, CA 95817

Monday – Friday:
9:00 a.m. – 5:00 p.m.

Closed weekends and University holidays

Telephone 916-734-0900

Toll-free 1-855-257-4938

V1-19

UC DAVIS HEALTH | MEDICAL CENTER

Improve your health with the help of UC Living Fit Forever.

Open to UC Davis Medical Center and SOM Employees, Faculty, Residents and Medical/Nursing Students

Sign up now for FREE!

Fitness Classes:
Aqua Aerobics
Barre
Essentrics
Strength Training
HIIT
Pilates
RIPPED
Boot Camp
P.O.W. People on Weights
Kickboxing
Self Defense/Boxing
Core Strengthening
Tai Chi
Yoga/Meditation
Zumba

Class Times:
5:30 – 6:30 AM
12:00 – 1:00 PM
3:15 – 4:15 PM
4:15 – 5:15 PM
5:00 – 5:45 PM
5:15 – 6:15 PM
5:30 – 6:30 PM
6:15 – 7:15 PM

Locations:
Variable locations on UCDH campus
C Street
Elk Grove
Folsom
Jackson Building
Midtown
Rancho Cordova
Rocklin

Health Coaching:
3 month program with enrollment and participation

Monthly Lunch & Learn Informational Classes:
Nutrition
Stress Reduction/Mindfulness
Aging Well
Preventing injuries
Snack demonstrations
Motivation

Enroll on our website:
http//:intranet.ucdmc.ucdavis.edu/clinops/resources/living_fit_forever.shtml
Email:
hs-uclivingfitforever@ucdavis.edu

Ergonomics Program

Ergonomic Office- 2730 Stockton Blvd. Ticon III (916) 734-6180

Ergonomics is the science of fitting workplace conditions and job demands to the worker. Proper ergonomics can assist with reducing employee injury, increase job satisfaction and productivity.

I. Scope

a. The ergonomics program at UC Davis Health covers staff at the Hospital, PCNs, Ambulatory Care clinics, and off site locations.

b. The goal of the program is to prevent and minimize the effects of work related injuries caused by repetitive motion, or musculoskeletal risks.

c. The program promotes ergonomics through on-line self-assessments, individual ergonomic reviews, task specific assessments, body mechanics, and patient handling training.

d. Other ergonomic services include, chair fittings, demo/loaner equipment program, and pre-move space/equipment reviews.

e. Areas covered include office settings, laboratory, patient care areas, and industrial and other non-office settings.

f. The ergonomics policy 1625 can be found on the Policy & Procedures web page. *http://intranet.ucdmc.ucdavis.edu/policies/hospital_policies_and_procedures/index.shtml*

II. Ergonomic Risk Factors

a. Repetition
b. Awkward postures
c. Contact Stress
d. Force
e. Static postures

III. Common Repetitive Motion/ Musculoskeletal Injuries

Information relating to injuries and treatment plans can be found on the Employee Health Services web page.
http://www.ucdmc.ucdavis.edu/hr/hrdepts/ehs/injury_fact_sheet.html

a. Tendonitis
b. Back/Neck Strain
c. Epicondylitis
d. De Quervain's Syndrome
e. Trigger Finger

IV. Control Strategies to Minimize Risk Factors

a. Engineering Controls
    i. Improving the design, or providing equipment to eliminate the risk
b. Administrative Controls
    i. Training of proper work methods, rotating tasks, or providing mini breaks
c. Worksite adjustments
    i. Providing appropriate equipment
    ii. Rearrangement of frequently used items
d. Stretching /Exercises

V. Requesting Ergonomic Services

a. Ergonomic assessments, training and equipment selection assistance can be requested through the on line form or by contacting the unit directly.

    http://www.ucdmc.ucdavis.edu/hr/forms/ergonomic-request.html

b. The on line ergonomic class, Ergo eSAT, course 07845 is available through the UC Learning Center to all employees.

UCD Health ERGONOMICS PROGRAM
Common Computer Workstation and Work Habit Recommendations

Avoid Awkward Neck Positions

A. Avoid trapping the phone between your ear and shoulder. Doing so takes your neck out of an upright position and requires tension in the neck/shoulder muscles to shrug your shoulder.

Possible solutions:

1. Hold the phone with your hand
2. Use a headset

B. Assure you are not tipping your head up to see the monitor, a common problem for bifocal users.

Head Tipped Up – Incorrect

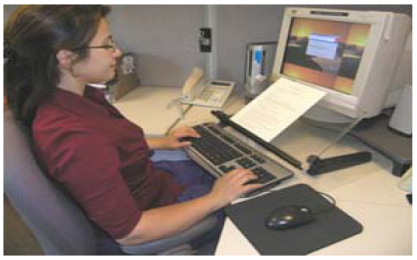
Upright head position-Correct

Possible solutions:

1. Lower the monitor
2. Raise your chair. Be sure to adjust keyboard and mouse height to maintain them at elbow height.
3. Lower contents on the computer screen so you no longer have to tip your head up to see them

C. Avoid sustained bending of your neck when viewing documents used for computer work or during deskwork.

Head Bent Down – Incorrect



Upright Head Position with Inclined Copy - Correct

Possible solutions:

1. Use a document holder for items needed when on the computer.
2. Incline items on your desk when writing. A 3-ring binder notebook can serve as a reading/writing board.

D. Avoid extreme turning of the neck to see who is behind you

Extreme Turn of Head - Incorrect

Turning chair - Correct

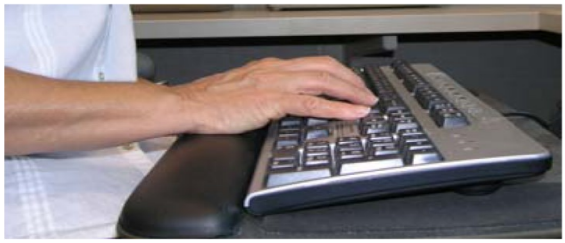
Possible solutions:

1. Get in the habit of turning your entire body instead of just your neck
2. Mount a mirror in front of you so you can view what is behind you without turning

Keep wrists straight

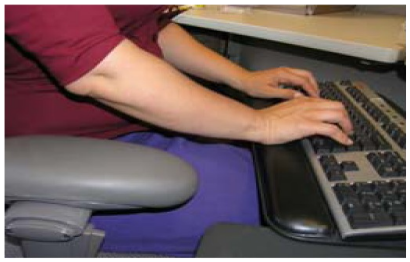
A. Assure keyboard remains flat for straight (neutral) wrist positions. Lower flippers on back side of the keyboard.

Keyboard Legs Up, Wrists Bent–Incorrect

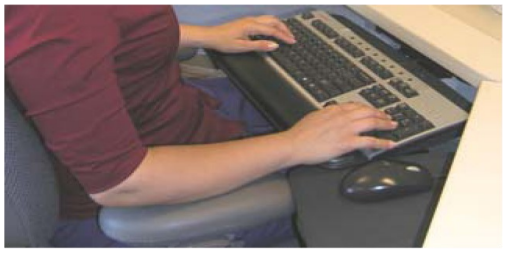


Keyboard flat, Wrists Straight - Correct

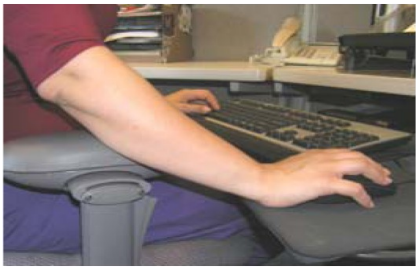
B. Work with keyboard and input device (mouse, trackball, touchpad) at your elbow height for straight (neutral) wrist positions.



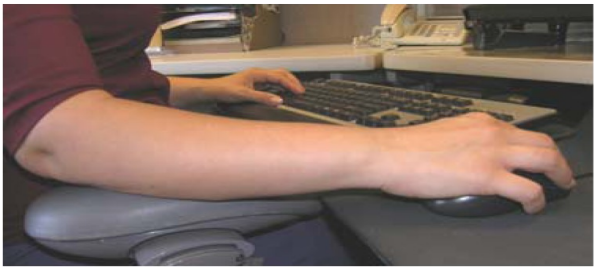
Keyboard Below Elbow Height – Incorrect



Keyboard at Elbow Height– Correct



Mouse Below Elbow Height – Incorrect



Mouse at Elbow Height - Correct

C. Use two hands when lifting large medical records, books, or binders. Use of two hands allows you to control your wrist position and requires less grip force.

D. Avoid side to side wrist movement when using the keyboard and input device. Side movement of the wrist increases if you rest your wrist firmly on a wrist rest. Allow your arm to move to the location needed instead of keeping your arm in a fixed position and deviating your wrist to the side.

Excess Reaching/Wrist Deviation – Incorrect

Move Arm/Straight Wrist - Correct

Wrist Deviation with Mouse – Incorrect

Move Arm/Straight Wrist - Correct

Reduce input device (e.g. mouse) use

A. Use arrow keys when possible instead of the mouse

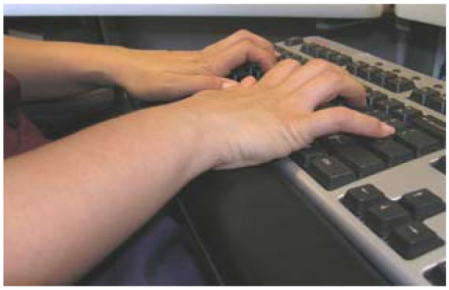
B. Use enter key instead of clicking mouse when dialogue boxes are highlighted

C. Learn and use short cut keys for commonly used functions. For a listing of short cut keys for a given program, open the program then search "help" for shortcut keys.

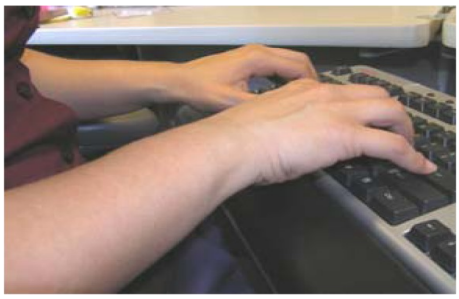
D. Alternate mouse use between right and left hands.

Reduce hand tension

A. Avoid resting palms of hands on a wrist rest when typing. It is fine to rest the palms between typing movements, but not recommended when actively typing. Resting when typing results in excessive reaching with the fingers to reach the keys and this increases tension in the hands.



Resting Wrists Results in Excess Reaching with Fingers - Incorrect



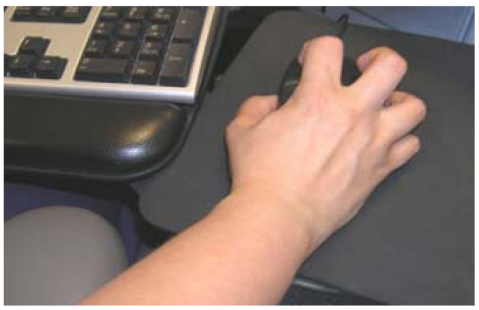
Instead, allow the wrists to remain straight with hands curved. Reaching the keys is done through small movements at the shoulders to move the hand over the key to be struck.

Curved Hand Position - Correct

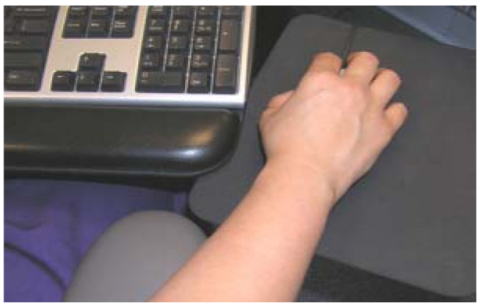
B. Type quietly. Many individuals press the keyboard keys with more force than necessary. The louder your typing, the harder you are pressing. Try to type quietly and be soft on the keys.

C. Slow typing speed slightly. Increased typing speed requires increased hand tension. By slowing your typing speed even 5-10%, you can greatly lessen hand tension.

D. Lighten and release grip on mouse. Check your grip on the mouse and try to lighten. When not actively using the mouse, remove your hand from it to release tension in your hand.



Tight Grip on Mouse – Incorrect



Relaxed Hold on Mouse - Correct

E. Lighten your grip on writing pens and pencils. Use of wider diameter pens and/or pencil grips tends to lighten grip. Use of RollerBall or very fine felt tip pens encourages use of lighter grip when writing.

F. Microbreaks interrupt hand tension. Microbreaks are 30-60 second breaks that allow the body to rest from activity. Gentle stretching of the neck, shoulder or forearms can be done in conjunction to microbreaks. Taken on a regular basis (every 30-60 minutes), microbreaks can prevent build up of neck, shoulder, forearm and hand tension.

G. Focus on normal breathing patterns to reduce muscle tension.

Prevent Eye Fatigue

A. Control glare on the computer monitor.
    a. When possible, orient the computer monitor perpendicular to any outside room windows. If this is not possible, control window light through use of window coverings.
    b. Avoid tipping the monitor excessively since this may cause glare from overhead lights. Instead, raise the monitor from the base.
    c. Assure task lighting does not reflect into the monitor as a source of glare.
    d. Use a glare screen if glare cannot be avoided
B. Avoid having a bright light source behind or directly over the monitor
    a. Avoid placing monitor in front of an outside window. If this is not possible, control window light through us of window coverings.
    b. Avoid placing monitor directly over a bright light source. If this is not possible, control the amount of light through use of existing light switches and/or asking to have lighting diminished.
C. Assure contents on monitor are easily seen
    a. Adjust distance from monitor to avoid straining to see contents
    b. Modify text size as needed
    c. Modify screen contrast/color as needed
D. Avoid extended periods of constant computer work. Include a change in eye focus distance with regular microbreaks
    a. Focus on distant items to change eye muscle position
    b. Shut or cover eyes to allow eye muscles to rest

Time and Attendance (ecotime®) and UC Davis Email

Time and Attendance Records

UC Davis Health System uses the online ecotime® Huntington Business System to schedule time off, complete hourly log in/log out shifts, bi-monthly and monthly salary employees time cards, and also assists managers and supervisors with team management functions. More information is available at **http://intranet.ucdmc.ucdavis.edu/hr/Ecotime/ecotime.shtml**

Online Training is available via short eLearning modules. Access UC Learning Center via the intranet (Type 'staff' into a browser url, then search for UCLC).

Search for Training Videos Course Code Numbers

- **08823** - ecotime® FMLA for Managers and FMLA Coordinators
- **08824** - ecotime® FMLA for Employees
- **08691** - ecotime® for Bi-Weekly Exempt Employees
- **08692** - ecotime® for Hourly Employees
- **08693** - ecotime® for Complete Only (For employees who use ANSOS Scheduling)

UC Davis Email

UC Davis Health System uses Microsoft Outlook as the email and meeting scheduling system. More information, including training materials and resources are available at

http://intranet.ucdmc.ucdavis.edu/it/news/Office365.shtml

Select the Training tab to see a variety of training tools and online training videos.

UNIVERSITY OF CALIFORNIA

WORKERS' COMPENSATION NOTIFICATION PHARMACY BENEFIT NETWORK

Your employer and your workers' compensation claims administrator have selected Helios as their workers' compensation pharmacy benefit network (PBN), to provide medications for your work- related injury through their pharmacy network, Tmesys®.

This plan provides that drugs (and other services) prescribed for treating your work injury can be obtained only from companies or providers specified in your plan.

If you have any questions about how to obtain prescribed medications, call 866.599.5426.

LOCATING A PLAN PHARMACY

More than 5,000 Locations in CA

1. Go to the Tmesys website at www.Tmesys.com
2. Click on Pharmacy Locator
3. Select the search method you prefer

Call 866.599.5426 to speak to a customer care specialist

Plan Limitations

- You must present your workers' compensation pharmacy card to a participating network pharmacy in order to receive medications.
- Only medications used to treat your work-related injury are covered.
- Some medications may not be on the authorized list, in which case the pharmacy will contact Helios to try to obtain approval while you are at the pharmacy.
- If a pharmacy that is part of the participating network charges you for medications, you are not subject to plan limitations.
- Your prescribed medication may be subject to Utilization Review at the request of your claims administrator.

How to Obtain Medicines

1. Your employer will provide you information and notification on the network and how to obtain medications upon implementation or when you were hired.
2. Upon receiving a notice of first injury, your employer will provide you with additional notification of requirements as well as a Tmesys First Fill Card.
3. Give the card to the pharmacist at a participating network pharmacy with your prescription.
4. The pharmacist will fill your prescription. You should not receive a bill for these medications.
5. A permanent workers' compensation pharmacy card will be mailed to you.
6. Use the permanent card each time you have a prescription filled for your work-related injury.

We look forward to serving you. If you have any questions about how to obtain prescribed medications, call 866.599.5426 or visit our Pharmacy Center on www.Tmesys.com.

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HELIOS

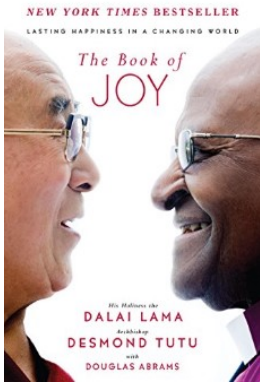
Campus & Community Engagement

UC Davis Athletics & Events

As a new employee, various discounts are available for UC Davis events and performances. To find out the latest Athletic schedule, visit: http://www.ucdavisaggies.com/index-main.html. For upcoming events in the performing arts, visit the Robert and Margrit Mondavi Center for the Performing Arts: http://www.ucdavisaggies.com/index-main.html. Show your 'aggie pride' and find out what UC Davis has to offer!

Mondavi Center for the Performing Arts

UC Davis Health Interprofessional Book Club



Each year, the UC Davis Campus Community Book Project selects a thought-provoking book to discuss. Discussions are held at UC Davis Health and fall between noon and 1pm. All Students, Faculty, and Staff are welcome. https://ccbp.ucdavis.edu/

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Staff Advisors to the Regents: A Resource for UC Employees

Just like you, the Staff Advisors are UC employees yet they serve as an information channel between staff and UC leadership. They are at the table for every UC Regents meeting, helping to make sure UC leaders understand the views and concerns of UC staff regarding workplace issues and policy decisions. They listen to staff and bring that input to their discussions with the regents, the president and other university decision-makers.

To contact the Staff Advisors, please visit their website: www.universityofcalifornia.edu/staffadvisors/.

Annual Events

Health system employees are invited to take part in the following events held on the Davis and Sacramento campuses.

Davis Campus

Picnic Day

This family friendly event is free for all to come and experience the richness of diversity and achievement at UC Davis and the surrounding community in the areas of research, teaching, service and campus life.

Whole Earth Festival

Whole Earth Festival was born when an art class taught by Jose Arguelles had an “Art Happening” on the University of California, Davis campus in 1969. The students used art to involve visitors in the ultimate goal of learning about activism, wellness, and the environment. Whole Earth Festival aims to ignite passion, propel creativity, and leave visitors with inspiration.

Following the United Nations declaration of “Earth Day” in 1970, the third “Art Happening” in 1971 was renamed “Whole Earth.” Later, Whole Earth Festival was sponsored by the Associated Student’s Experimental College, and has since become a self-sustaining unit. The Whole Earth Festival has evolved over four decades into what can be seen every Mother’s Day weekend on the U.C. Davis campus.

Sacramento Campus

Thank Goodness for Staff (TGFS)

Thank Goodness for Staff is a springtime celebration in honor of all health system staff. Employees will enjoy free lunch, music, dancing and other activities.

Visit the **ALL-NEW** Farmers Market at UC Davis Health

FARMERS MARKET

WEDNESDAYS • MAY – OCTOBER • 3 – 7 P.M.
AT THE CORNER OF 45TH AND X STREETS

Join us for the all-new Farmers Market at UC Davis Health, operated by NeighborWorks® Sacramento. Featuring new vendors offering seasonal fruits and vegetables, specialty items and freshly prepared foods. EBT/WIC accepted.

Learn more at **health.ucdavis.edu**
Email: **farmersmarket@nwsac.org**
Follow us on Facebook: **Farmers Market at UC Davis Health**
Instagram: **#FarmersMarketUCDH**

NeighborWorks® HomeOwnership Center SACRAMENTO REGION

UC DAVIS HEALTH

Employee Resource Groups

All UC Davis Health employees, faculty and staff are welcome to join any Employee Resource Group!

African American Faculty and Staff Association (AAFSA)
Charron Andrus, chair – hs-aafsa@ucdavis.edu
Website – health.ucdavis.edu/aafsa

Asian Pacific American Systemwide Alliance (APASA)
Maricel Lumaquin, chair – mlumaquin@ucdavis.edu

Latino Staff and Faculty Association (LSFA)
Art Hernandez, chair – arthernandez@ucdavis.edu

PRIDE – LGBTQ+ Resource Group
Taryn Casaleggio, chair – hs-pride@ucdavis.edu
Website – facebook.com/ucdpride

Staff Assembly
Annie Caruso, chair – hs-staff.assembly@ucdavis.edu
Website – staff.ucdavis.edu

Status of Women at Davis Administrative Advisory Committee (SWADAAC)
Lynette Mendoza, chair – lynmendoza@ucdavis.edu
Website – occr.ucdavis.edu/SWADAAC.html

Veterans Employee Association
Marian Brotzman, interim chair – mebrotzman@ucdavis.edu
Website – health.ucdavis.edu/veteran

UC DAVIS HEALTH

Staff Offering Service
UC DAVIS HEALTH

Want to give back to the community, while getting better acquainted with your UC Davis Health colleagues?

Join the Staff Offering Service (SOS) program!

About SOS

Staff Offering Service (SOS) is the UC Davis Health's employee volunteer program, which has provided thousands of donated hours of assistance for community and non-profit organizations since it started in 1992.

There is not a required time commitment to be involved in the SOS program. Health System faculty, students and staff interested in joining the SOS program can send an e-mail to hs-community.relations@ucdavis.edu.

Several volunteer opportunities are available each month with local non-profits, such as:

- Alzheimer's Association
- Bonnie J. Addario Lung Cancer Foundation
- Boys and Girls Club
- Cottage Housing, Inc.
- Make-A-Wish Foundation
- Meals on Wheels
- Project Birthday
- River City Food Bank
- Ronald McDonald House
- Sacramento Food Bank
- Sacramento Tree Foundation
- Sacramento Zoo
- Safetyville
- Soil Born Farms
- Saint John's Program for Real Change
- WEAVE
- Women's Empowerment

UC Davis Health Employee Giving Program

What is the Employee Giving Program?

The Employee Giving Program is designed to build and reinforce the culture of philanthropy at UC Davis Health, and provides an easy way for employees to **give back to any area** at the medical center. You can give a one-time gift, pledge, enroll in the payroll deduction program or speak with one of our staff about including the health system in your estate plans.

Payroll Deduct Program Specifics

The minimum commitment is $5 per paycheck, per fund, for a minimum of six months – that's the equivalent of giving up one coffee drink per pay period!

What area(s) can I support?

The Employee Giving Program provides many opportunities to support your passions at the health system. You can direct your support to *any* area in the health system.

How do I get involved?

You can sign up by completing a payroll deduct enrollment form online at **pledge.ucdmc.ucdavis.edu** and choosing the fund(s) that you would like to support. Please allow up to 30 days or 2 payroll cycles for all requests to take effect.

I already give so much of my time to UC Davis Health. Why should I contribute financially?

Philanthropy is a personal decision, and while your contributions as an employee are immeasurable, making a gift -- no matter the size -- is a wonderful way to support transformative teaching, innovative research and breakthroughs in health care.

Are my gifts tax deductible?

YES. Your gifts are tax deductible and you will receive a summary of your contributions through the payroll deduction program at the beginning of the year, for your prior year of giving.

Can I make an anonymous gift?

Absolutely. You can indicate that you wish to remain anonymous when you make your gift.

Additional Questions? We're here to help!

HS-EmployeeGiving@ucdavis.edu
Employee Giving Program
4900 Broadway, Suite 1830

JOIN YOUR COLLEAGUES TODAY!