# VOLUNTEER CHECK-OFF LIST

**Name of Volunteer:**

**Start Date for Volunteer:**

**End Date for Volunteer (max is one year):**

<table>
<thead>
<tr>
<th>Description</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is volunteer over the age of 18?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If no:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attach a copy of the Work Permit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attach a copy of Written Authorization from Parents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oath/Patent Signed &amp; Witnessed on <em>first day</em> of volunteer work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Data Form completed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child/Adult Abuse Form read and signed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Volunteer Form Completed &amp; Signed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Original Forms sent to Business office</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## FOR BUSINESS OFFICE ONLY

<table>
<thead>
<tr>
<th>Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Entered into Paradox</td>
<td></td>
</tr>
<tr>
<td>Make 1 copy</td>
<td></td>
</tr>
<tr>
<td>Send originals to KC Causey</td>
<td></td>
</tr>
<tr>
<td>Make file</td>
<td></td>
</tr>
</tbody>
</table>
SECTION I (To be completed by the department)

Name: ___________________________  Date Prepared: ___________________________

   Last    First    Middle

Begin Date: ___________/End Date: ___________

Home Department Name: Family & Preventive Medicine

Department Contact: Maria Bongiovanni

Please check as appropriate: Citizen __Yes __No

UC Student Status (please check)  Social Sec. No. ___________________________

   Registered
   Not Registered
   Undergraduate
   Graduate
   Not Registered/Degree Candidate

Are you currently on UCSD pay status? __Yes __No

If yes, please check one of the following:  Career  Casual

   Contract  Student

Title: Volunteer  Title Code: 9900 – Without Salary

Explanation of changes comments: ____________________________________________

SECTION II (To be completed by the volunteer)

I am volunteering my services to the University of California, San Diego for the purpose of __________________________________________

in the Department of Family and Preventive Medicine solely for

my personal purpose or benefit without promise or expectation of compensation or University benefits. My

volunteer services will not be performed in my regular department or in connection with regular duties, and I

understand that I will not displace a regular status employee.

Volunteer Employee’s Signature  Date

Departmental Authorization Signature  Date

Prepared by: ___________________________  Mail Code: 0631-C

Date

Please forward the original and one copy of this form to the Human Resources Department, Records Unit, at mail code 0922 for

review and authorization. The Records Unit will return an approved copy of the Staff Volunteer Employment Form to the department.

Human Resources Records Unit Signature  Date
CALIFORNIA STATE LAW requires providing you with information about the following:

I. CHILD ABUSE REPORTING
II. ELDER/DEPENDENT ADULT ABUSE REPORTING

Please read this attached information and **SIGN AND RETURN** this page with any other forms necessary for your appointment.

Please retain the reporting requirements for your own information.

(Your signature is required for completion of your appointment)

________________________________________________________________________________________

**ACKNOWLEDGMENT OF CHILD ABUSE REPORTING REQUIREMENTS**

I have read this statement and will comply with the reporting requirements expressed therein.

**ELDER/DEPENDENT ADULT ABUSE REPORT**

I certify that I have read and understand this statement and will comply with my obligations under Section 15630 of the Welfare and Institutions Code.

I have retained the written statements for my own information.

________________________________________________________________________________________

Signature

________________________________________________________________________________________

Family & Preventive Medicine

Department

________________________________________________________________________________________

Name - Please Print

________________________________________________________________________________________

Date
I. ACKNOWLEDGMENT OF CHILD ABUSE REPORTING REQUIREMENTS

State law requires that any person who enters into employment on or after Jan. 1, 1985, as a child care custodian, medical practitioner, or nonmedical practitioner, or with a child protective agency, prior to commencing employment shall sign a statement that he/she has knowledge of the provisions of Section 11166 of the Penal Code and will comply with its provisions.

Section 11166 of the Penal Code requires any child care custodian, medical practitioner, nonmedical practitioner, or employee of a child protective agency who has knowledge of or observes a child in his/her professional capacity, or within the scope of his/her employment, whom he/she knows or reasonably suspects has been the victim of a child abuse to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone, and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

Any person who fails to report an instance of child abuse which he/she knows to exist or reasonably should know to exist, as required, is guilty of a misdemeanor and is punishable by confinement in the county jail for a term not to exceed six months or by a fine of not more than $500 or by both.

The law also provides that a person who does report as required, or who provides a child protective agency with access to a victim, shall not be civilly or criminally liable for doing so.

II. ELDER/DEPENDENT ADULT ABUSE REPORT

As amended, Section 15632 of the Welfare and Institutions code now reads in part:

Any person who enters into employment on or after January 1, 1986, as a care custodian, health practitioner, or with an adult protective services agency or a local law enforcement agency, prior to commencing his or her employment and as a prerequisite to that employment shall sign a statement on a form, which shall be provided by the prospective employer, to the effect that he or she has knowledge of the provisions of Section 15630 and will comply with its provisions. The signed statements shall be retained by the employer.

Section 15630 of the Welfare and Institutions Code provides:

Any elder or dependent adult care custodian, health practitioner, or employee of a county adult protective services agency or a local law enforcement agency, who in his or her professional capacity or within the scope of his or her employment, either has observed an incident that reasonably appears to be physical abuse, has observed a physical injury where the nature of the injury, its location on the body, or the repetition of the injury, clearly indicates that he or she has experienced behavior constituting physical abuse, shall report the known or suspected instance of physical abuse either to the long-term care ombudsman coordinator or to a local law enforcement agency when the physical abuse is alleged to have occurred in a long-term care facility, or to either the county adult protective services agency or to a local law enforcement agency when the physical abuse is alleged to have occurred anywhere else, immediately or as soon as possible by telephone, and shall prepare and send a written report thereof within 36 hours.
Any care custodian, health practitioner, or employee of an adult protective services agency or local law enforcement agency who has knowledge of or reasonably suspects that other types of elder or dependent adult abuse have been inflicted upon an older or dependent adult or that his or her emotional well-being is endangered in any other way, may report such known or suspected instance of abuse either to a long-term care ombudsman coordinator or to a local law enforcement agency when the abuse is alleged to have occurred in a long-term care facility, or to either the county adult protective services agency when the abuse is alleged to have occurred anywhere else.

When two or more persons who are required to report are present and jointly have knowledge of a known or suspected instance of abuse of an elder or a dependent adult, and when there is agreement among them, the telephone report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report.

The reporting duties under this section are individual, and no supervisor or administrator may impede or inhibit the reporting duties and no person making such a report shall be subject to any sanction for making the report. However, internal procedures to facilitate reporting, ensure confidentiality, and apprise supervisors and administrators of reports may be established, provided they are not inconsistent with the provisions of this chapter.

An adult protective services agency shall immediately or as soon as practically possible report by telephone to the law enforcement agency having jurisdiction over the case and to any public agency given responsibility for investigation in that jurisdiction of cases of elder and dependent adult abuse every known or suspected instance of physical abuse of an elder or dependent adult. A county adult protective services agency shall also send a written report thereof within 36 hours of receiving the information concerning the incident to each agency to which it is required to make a telephone report under this subdivision.

Only a written report, sent within 36 hours, shall be required in the case of types of elder and dependent adult abuse other than physical abuse. If an adult protective services agency receives a report of abuse alleged to have occurred in a long-term care facility, that adult protective services agency shall immediately inform the person making the report that he or she must make it known to the long-term care ombudsman coordinator or to a local law enforcement agency. The adult protective services agency shall not accept the reports.

A law enforcement agency shall immediately or as soon as practically possible report by telephone to the long-term care ombudsman coordinator when the abuse is alleged to have occurred in a long-term care facility or to the county adult protective services agency when it is alleged to have occurred anywhere else, and to the agency given responsibility for the investigation of cases of elder or dependent adult abuse every known or suspected instance of abuse of an elder or a dependent adult. A law enforcement agency shall also send a written report thereof within 36 hours of receiving the information concerning the incident to any agency to which it is required to make a telephone report under this subdivision.

A long-term care ombudsman coordinator may report the instance of abuse to the county adult protective services agency or to the local law enforcement agency for assistance in the investigation of the abuse if the victim gives his or her consent.
When a county adult protective services agency, a long-term care ombudsman coordinator or a local law enforcement agency receives a report of abuse, neglect, or abandonment of an elder or dependent adult alleges to have occurred in a long-term care facility, that county adult protective services agency, long-term care ombudsman coordinator, or local law enforcement agency shall report the incident to the licensing agency by telephone as soon as possible.

Each long-term care ombudsman coordinator shall report to the county adult protective services agency monthly on the reports it receives pursuant to this chapter. The reports shall be on forms adopted by the department. The information reported shall include, but shall not be limited to the number of incidents of abuse, the number of persons abused, the type of abuse, and the actions taken on such reports. For purposes of these reports, sexual abuse shall be reported separately from physical abuse.

Each county adult protective services agency shall report to the State Department of Social Services monthly on the reports received pursuant to this chapter. The reports shall be made on forms adopted by the department. The information reported shall include, but shall not be limited to the number of incidents of abuse, the number of persons abused, the type of abuse sustained, and the actions taken on the reports. For purposes of these reports, sexual abuse shall be reported separately from physical abuse.

The county’s report to the department shall include reports it receives from the long-term care ombudsman coordinator pursuant to subdivision (I).

DEFINITIONS:

ELDER - A person residing in the state who is 65 years of age or older.

DEPENDENT ADULT - Any person residing in the state who is between the ages of 18 and 64, who has physical or mental limitations which restrict his or her ability to carry out normal activities or to protect his or her rights, including, but not limited to, persons who have physical or developmental disabilities or whose physical or mental abilities have diminished because of age. Also includes any person between the age of 18 and 64 who is admitted as an inpatient to a 24-hour health facility.

ABUSE - physical abuse, neglect, intimidation, cruel punishment, fiduciary abuse, abandonment, or other treatment with resulting physical harm or pain or mental suffering, or the deprivation by a care custodian of goods and services which are necessary to avoid physical harm or mental suffering.

CARE CUSTODIAN - an administrator or an employee, except persons who do not work directly with elders or dependent adults as part of their official duties, including members of support staff and maintenance staff, of any of the following public or private facilities:

1. Twenty-four hour health facilities
2. Clinics
3. Home health agencies
4. Adult day health care centers
5. Secondary schools which serve 18 to 22 year old dependent adults and post-secondary educational institutions which serve dependent adults or elders
6. Sheltered workshops
7. Camps
8. Community care facilities and residential care facilities for the elderly
9. Respite care facilities
10. Foster homes
11. Regional centers for persons with developmental disabilities
12. State Department of Social Services and State Department of Health Services licensing divisions
13. County welfare departments
14. Offices of patients’ rights advocates
15. Office of the long-term care ombudsman
16. Offices of public conservators and public guardians
17. Any other protective or public assistance agency which provides health services or social services to elders or dependent adults.

HEALTH PRACTITIONER - physician, surgeon, psychiatrist, psychologist, dentist, resident, intern, podiatrist, chiropractor, licensed nurse, dental hygienist, licensed clinical social worker, marriage, family, and child counselor, or any other person who is currently licensed under Division 2 of the Business and Professions Code, any emergency medical technician I or II, paramedic, a person certified pursuant to Division 2.5 of the Health and Safety code, a psychological assistant, a marriage, family and child counselor trainee or an unlicensed marriage, family and child counselor intern, a state or county public health employee who treats an elder or dependent adult for any condition, a coroner, or a religious practitioner who diagnoses, examines or treats elders or dependent adults.
STATE OATH OF ALLEGIANCE

I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of California against all enemies, foreign and domestic, that I will bear true faith and allegiance to the Constitution of the United States and the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties which I am about to enter.

Taken and subscribed before me:

Signature of Authorized Official: ______________________

Statement: No fee may be charged for administering this oath.

Oath must be administered either (1) a person having general authority by law to administer oaths—example Notaries Public, Civil Executive Officers (Section 1001 of Government Code), Judicial Officers, Justices of the Peace, and county officials named in Section 3000, 2407 of Government Code or (2) by any University Officer or employee who has been authorized in writing by The Regents to administer such oaths.

WHO MUST SIGN THE OATH:

All persons (other than aliens) employed by the University, in common with all other California public employees, whether with or without compensation, must sign the oath. (Calif. Constitution Article XX, Section 2, Calif. Government Codes Sections 3100-3102.)

All persons re-employed by the University after a termination of service must sign a new Oath if the date of re-employment is more than one year after the date on which the previous Oath was signed. (Calif. Government Code, Section 3102).

WHEN OATH MUST BE SIGNED:
The Oath must be signed BEFORE the individual enters upon the duties of employment. (Calif. Constitution, Article XX, Section 3, Calif. Government Code Section 3102.)

PATENT ACKNOWLEDGMENT

This acknowledgment is made by me to The Regents of the University of California, a corporation, hereinafter called "University," in part consideration of my employment, and of wages and/or salary to be paid to me during any period of my employment, by University, and/or my utilization of University research facilities and/or my receipt of gift, grant, or contract research funds through the University.

By execution of this acknowledgment, I understand that I am not waiving any rights to a percentage of royalty payments received by University, as set forth in the University of California Patent Policy, hereinafter called "Policy."

I also understand and acknowledge that the University has the right to change the Policy from time to time, including the percentage of net royalties paid to inventors, and that the policy in effect at the time an invention is disclosed shall govern the University's disposition of royalties, if any, from that invention. Further, I acknowledge that the percentage of net royalties paid to inventors is derived only from consideration in the form of money or equity received under: (a) a license or license agreement for licensed rights, or (b) an option or letter agreement leading to a license or license agreement.

I also acknowledge that the percentage of net royalties paid to inventors is not derived from research funds or any other consideration of any kind received by the University. The Policy on Accepting Equity When Licensing University Technology governs the treatment of equity received in consideration for a license.

I acknowledge my obligation to assign inventions and patents that I conceive or develop while employed by University or during the course of my utilization of any University research facilities or any connection with my use of gift, grant or contract research funds received through the University. I further acknowledge my obligation to promptly report and fully disclose the conception and/or reduction to practice of potentially patentable inventions to the Office of Technology Transfer or authorized licensing office.

Notice: This acknowledgment does not apply to an invention which qualifies under the provisions of the Federal law of 2870 of the State of California which provides that (a) Any provision in an employment agreement which provides that an employee shall assign, or offer to assign, any of his or her rights in an invention to his or her employer shall not apply to an invention that the employee developed entirely on his or her own time using the employer's equipment, supplies, facilities or trade secret information except for those inventions that either: (1) Result from work performed by the employee for the employer; (2) To the extent a provision is an employment agreement purports to require an employee to assign an invention otherwise excluded from being required to be assigned under subsection (a), the provision is against the public policy of this state and is unenforceable. In any suit or action arising under this law, the burden of proof shall be on the individual claiming the benefits of its provisions.

RETENTION: Accounting: 5 years after separation, except in cases of disabity, retirement or disciplinary action, in which cases retain until age 70. Other copies: 0-5 each after separation.

Employee/Guest Name (please print): ____________________________
Employee/Guest Signature: ____________________________
Witness Signature: ____________________________
Date: ____________________________

PLEASE SIGN STATE OATH AND PATENT ACKNOWLEDGEMENT – ATTACH TO PAF, UPAY560
UNIVERSITY OF CALIFORNIA PATENT POLICY – OCTOBER 1, 1997

I. PREAMBLE
It is the intent of the President of the University of California, in administering intellectual property rights for the public benefit, to encourage and assist members of the faculty, staff, and others associated with the University in the use of the patent system with respect to their discoveries and inventions in a manner that is equitable to all parties involved.

The University recognizes the need for and desirability of encouraging the broad utilization of the results of University research, not only by scholars but also in practical application for the general public benefit, and acknowledges the importance of the patent system in bringing innovative research findings to practical application.

Within the University, innovative research findings often give rise to patentable inventions as fortuitous by-products, even though the research was conducted for the primary purpose of gaining new knowledge.

The following University of California Patent Policy is adopted to encourage the practical application of University research for the broad public benefit; to appraise and determine relative rights and equities of all parties concerned; to facilitate patent applications, licensing, and the equitable distribution of royalties, if any; to assist in obtaining funds for research; to provide for the use of invention-related income for the further support of research and education; and to provide a uniform procedure in patent matters when the University has a right or equity.

II. STATEMENT OF POLICY
A. An agreement to assign inventions and patents to the University, except those resulting from permissible consulting activities without use of University facilities, shall be mandatory for all employees, for persons not employed by the University but who use University research facilities, and for those who receive gift, grant, or contract funds through the University. Such an agreement may be in the form of an acknowledgment of obligation to assign. Exceptions from such agreements to assign may be authorized in those circumstances where the mission of the University is better served by such action, provided that overriding obligations to other parties are met and such exceptions are not inconsistent with other University policies.

B. Those individuals who have so agreed to assign inventions and patents shall promptly report and fully disclose the conception and/or reduction to practice of potentially patentable inventions to the Office of Technology Transfer or authorized licensing office. They shall execute such declarations, assignments, or other documents as may be necessary in the course of invention evaluation, patent prosecution, or protection of patent or analogous property rights, to assure that title to other such inventions shall be held by the University as may be appropriate under the circumstances. Such circumstances would include, but no limited to, those situations where there are overriding patent obligations of the University arising from gifts, grants, contracts, or other agreements with outside organizations.

C. Subject to restrictions arising from overriding obligations of the University pursuant to gifts, grants contracts, or other agreements with outside organizations, the University agrees, following said assignment of inventions and patent rights, to pay annually to the inventor(s)/, or to the inventor(s)' heirs, successors, or assigns, 35% of the net royalties and fees per invention received by the University. An additional 15% of net royalties and fees per invention shall be allocated for research-related purposes on the inventor’s campus or Laboratory. Net royalties are defined as gross royalties and fees, less the costs of patenting, protecting, and preserving rights, and such other costs, taxes, or reimbursements as may be necessary or required by law. Inventor shares paid to University employees pursuant to this paragraph represent an employee benefit.

When there are two or more inventors, each inventor shall share equally in the inventor’s share of royalties, unless all inventors previously have agreed in writing to a different solution of such share.

Distribution of the inventor’s share of royalties shall be made annually in November from the amount received during the previous fiscal year ending June 30th, except as provided for in Section II.D. below. In the event a litigation, actual or imminent, or an other action to protect patent rights, the University may withhold distribution and impound royalties until resolution of the matter.

D. The DOE laboratories may establish separate royalty distribution formulas, subject to approval by the President. Distribution of the inventor’s share of DOE Laboratory royalties shall be made annually in February from the amount received during the previous fiscal year ending September 30th. All other elements of this policy shall continue to apply.

E. Equity received by the University in licensing transactions, whether in the form of stock or any other instrument conveying ownership interest in a corporation, shall be distributed in accordance with the Policy on Accepting Equity When Licensing University Technology.

F. In the disposition of any net income accruing to the University from patents, first consideration shall be given to the support of research.
III. PATENT RESPONSIBILITIES AND ADMINISTRATION

A. Pursuant to Regents' Standing Order 100.4(mm), the President has responsibility for all matters relating to patents in which the University of California is in any way concerned. This policy is an exercise of that responsibility, and the President may make changes to any part of this policy from time to time, including the percentage of net royalties paid to inventors.

B. The President is advised on such affairs by Technology Transfer Advisory Committee (TTAC), which is chaired by the Senior Vice President—Business and Senior Vice-President—Academic Affairs, the Director of the Office of Technology Transfer, and representatives from the campuses, DOE Laboratories, Academic Senate, the Division of Agriculture and Natural Resources and the Office of the General Counsel. TTAC is responsible for:

1. Reviewing and proposing University policy on intellectual property matters including patents, copyrights, trademarks, and tangible research products;
2. Reviewing the administration of intellectual property operations to ensure consistent application of policy and effectiveness toward program objectives and
3. Advising the President on related matters as requested.

C. The Senior Vice President—Business and Finance is responsible for implementation of this Policy, including the following:

1. Evaluating inventions and discoveries for patentability, as well as scientific merit and practical application, and requesting the filing and prosecution of patent applications.
2. Evaluating the patent or analogous property rights or equity held by the University in an invention, and negotiating agreements with cooperating organizations, if any, with respect to such rights or equities.
3. Negotiating licenses and license option agreements with other parties concerning patent and or analogous property rights held by the University.
4. Directing and arranging for the collection and appropriate distribution of royalties and fees.
5. Assisting University officers in negotiating agreements with cooperating organizations concerning prospective rights to patentable inventions or discoveries made as a result of research carried out under gifts, grants or contracts, or other agreements to be funded in whole or in part by such cooperating organizations, and negotiating with Federal agencies regarding the disposition of patent rights.
6. Approving exceptions from the agreement to assign inventions and patents to the University as required by Section II.A. above.
7. Approving exemptions to University policy on intellectual property matters including patents, copyrights, trademarks, and tangible research products.

PATENT POLICY FOR EMPLOYEE

PLEASE SIGN THE STATE OATH and PATENT ACKNOWLEDGEMENT on page 1 and ATTACH TO PAF (UPAY 560).
University of California, San Diego

COMPUTER SECURITY AND USE STATEMENT

Employee: ____________________  Employee Number: ____________________

1. I have reviewed and understand the *Rules of Conduct for University Employees involved with Information Regarding Individuals* on the second page of this agreement and I agree to be bound by them.

2. I acknowledge and agree:

   A. that University provided computer hardware, software, data files, and networks are the property of or licensed to the Regents of the University of California, and are to be used solely for official University business.

   B. that my intentional and unauthorized disclosure of personal/confidential information is an invasion of privacy and may result in disciplinary, civil and/or criminal actions against me.

   C. that it is against University policy to seek out or use university records including, but not limited to, confidential information relating to others for my personal interest or advantage.

   D. that under existing California State Law any person who, among other things, maliciously accesses, alters, deletes, damages or destroys any computer system, network, computer program, or data shall be guilty of a felony.

   E. that my account and password constitute my signature and I will be responsible for all entries made under my account; that either the use of another person’s account and password, or the delegation of my account and password to another person, would not absolve me of responsibility for actions taken under that account and password; and that I may delegate my account and password for the sole purpose of electronic mail retrieval upon prior approval of my supervisor.

   F. that information stored on my computer, in network files, or in my electronic mailbox is the property of the University and may be accessed by my supervisor or authorized department systems personnel.

   G. and, that I am governed by various University policies, rules and procedures and State and federal laws, including the references set forth on the other side.

3. I am advised that failure to comply with these policies, rules and regulations may result in disciplinary action, up to and including dismissal. Any violation of local, state or federal laws may carry the additional consequence of prosecution under the law, where judicial action may result in specific fines or imprisonment, or both; plus the costs of litigation or the payment of damages or both; or all.

Date: ____________________  Signature: ____________________
## PERSONAL DATA FORM

**UPAY544-6 (R9/00) F0-2195**

<table>
<thead>
<tr>
<th>EMPLOYEE #</th>
<th>NEW EMPLOYEE #</th>
<th>DATE</th>
</tr>
</thead>
</table>
| DEPARTMENT | PERSONNEL CODE | A- ACADEMIC  
1 - PROFESSIONAL & SUPPORT STAFF  
2 - MANAGEMENT OR PROFESSIONAL |

### TYPE OF ACTION (check appropriate box)

- [ ] EMPLOYMENT  (complete all information—attach to PAF)
- [ ] DATA CHANGE  (complete only information to be changed)
- [ ] SEPARATION  (complete only if permanent address has changed)

### ADDRESS INFORMATION

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<tr>
<th>PERMANENT ADDRESS: YOUR MAILING ADDRESS</th>
<th>CAMPUS MAILING ADDRESS</th>
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<td>MAIL CODE</td>
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<tr>
<td>CITY</td>
<td>STATE</td>
</tr>
<tr>
<td>HOME PHONE</td>
<td></td>
</tr>
<tr>
<td>SPouse’S NAME</td>
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</table>

**DISCLOSURE OF INFORMATION**

- CHECK THE FOLLOWING ITEMS YOU WANT DISCLOSED TO OUTSIDE PARTIES WHO REQUEST THIS INFORMATION:
- PERMANENT ADDRESS:
- HOME PHONE:
- SPOUSE’S NAME:
- EMPLOYEE ORGANIZATIONS:

**STUDENT STATUS AND EDUCATION**

<table>
<thead>
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<th>UC STUDENT STATUS</th>
<th>UC Student Status</th>
<th>UC Student Term</th>
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<tbody>
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<td>1 - Not Registered</td>
<td>5 - Not Reg. Grad. / Other Lang.</td>
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<tr>
<td>2 - Undergraduate</td>
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<tr>
<td>3 - Graduate</td>
<td>7 - Grad / Other Campus</td>
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**MARK HIGHEST DEGREE OBTAINED**

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<th>NO A.C.</th>
<th>H.S. OR GED</th>
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<th>ASSOC.</th>
<th>BACH.</th>
<th>MAST.</th>
<th>PH.D.</th>
<th>D.O.</th>
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<tbody>
<tr>
<td>CERT.</td>
<td>CERT.</td>
<td>CERT.</td>
<td>(A)</td>
<td>(B)</td>
<td>(M)</td>
<td>(P)</td>
<td>(D)</td>
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**YEAR AWARDED**

**PRIOR EMPLOYMENT (other than UC or State)**

<table>
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<tr>
<th>EMPLOYED FROM</th>
<th>TO</th>
<th>EMPLOYER NAME</th>
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**PRIOR OR CONCURRENT UC/STATE EMPLOYMENT (include ERDA Labs)**

<table>
<thead>
<tr>
<th>EMPLOYED FROM</th>
<th>TO</th>
<th>UC CAMPUS &amp; DEPARTMENT OR NAME OF STATE AGENCY</th>
<th>RETIRE SYS NAME</th>
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### PERSONAL INFORMATION

<table>
<thead>
<tr>
<th>SEX</th>
<th>DATE OF BIRTH</th>
<th>PROFESSIONAL LICENSE/CERTIFICATE NUMBER (IF APPROPRIATE)</th>
<th>RELATIVES EMPLOYED AT UC?</th>
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<tbody>
<tr>
<td>MALE</td>
<td>(Y)</td>
<td></td>
<td>EXP. DATE</td>
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<td>FEMALE</td>
<td>(F)</td>
<td></td>
<td>YES</td>
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</table>

### REMARKS

**REBTN ACCOUNTING:** 1 YEAR AFTER MODIFICATION  
**OTHER CHIPS:** 5 YEARS AFTER MODIFICATION

**SEE REVERSE SIDE FOR PRIVACY NOTIFICATION AND DISCLOSURE OF INFORMATION**

FO 2195
MANAGEMENT SERVICE OFFICERS AND SAFETY COORDINATORS

SUBJECT: Asbestos: Notice to Employees  
(Connelly Act, AB 3713)

State law requires notification to all UCSD personnel of the presence of asbestos in certain building materials used in the construction of University buildings.

Environment, Health and Safety has conducted an extensive survey to identify those areas at UCSD where asbestos containing building materials (ACBM) are present. For specific locations of ACBM, please contact Denise Devall-Hall at (858) 534-6748.

Certain buildings at UCSD, with the exception of those built since 1981, contain non-friable asbestos materials in public access areas. These materials include vinyl asbestos floor tiles and/or linoleum sheet flooring as well as the mastic used to secure them. In addition, some laboratory and machine shop areas have benches and/or fume hoods constructed of transite and/or colorith. The asbestos in these materials is bonded with vinyl, epoxy, cement or other materials and under normal conditions does not pose any danger to the user. If the material is cracked, drilled, sanded, or otherwise disturbed, however, it could result in the release of asbestos fibers into the air that could present a health risk. Such work must only be performed by trained personnel using proper work practices, containment equipment, and personal protection.

Some other areas contain sprayed-on acoustical material containing asbestos. These materials may be reduced to powder by hard pressure, but do not present a problem as long as they are not disturbed. Only trained workers with the proper equipment should perform work that would have the potential to disturb such materials.

Some fire doors used in stairwell smoke towers, and the entrances to mechanical rooms and cores in the larger buildings also contain asbestos. These doors are usually wooden and have a metal label on the inside edge or top identifying them as having a type "B" fire rating or a rating of one hour or greater. As long as these doors are intact, they pose no health risk to building occupants.

Some larger buildings have asbestos materials in areas of restricted public access such as mechanical rooms and cores. Asbestos was not used in air system ductwork. In very few instances, asbestos insulated pipes are in public corridors. As long as the outer canvas cover or metal sheathing on the pipes is intact, the insulation presents no health problem. If the protective covering is disturbed, call the Work Service Center (x42930) to report the problem.

Please disseminate this information to all new employees in your respective departments. As asbestos containing building materials are abated, the database for asbestos is continually updated.

If you have any questions, or would like more information about asbestos, please contact the Asbestos Control Coordinator, Denise Devall-Hall in the EH&S Office at (858) 534-6748.

Martha M. McDougall, Director
Environment, Health and Safety
EMERGENCY NOTIFICATION

Employee Name: ____________________________

In Case of Emergency, please contact:

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(______) ____________________________ (______) ____________________________
Daytime Phone Number Message or Home Phone Number

Employee Signature ____________________________ Date ____________________________
UCSD Implementing Procedures

Staff Volunteer Employment

I. REFERENCES
A. UC SPP 3 - Types of Appointment
B. UC SPP 21 - Appointment, VIII/Near Relative Appointment
D. Policy and Procedure Manual - 200-6, State Oath of Allegiance (Loyalty Oath)

II. POLICY
A. General
University policy and the Fair Labor Standards Act (FLSA) permit individuals to volunteer for staff employment without compensation providing that such employment does not displace a regular staff employee. A person who renders services to a designated person and who is under the control or supervision of that person is deemed to be an employee of the designated person under the Worker's Compensation laws, even in the absence of compensation for such services rendered. Staff volunteers, as that term is used in this policy, are persons who directly volunteer their services for staff employment without compensation and who are subject to the control or supervision of the University. Conversely, individuals who volunteer their services through a sponsoring agency or organization (e.g., the Friends of the Library or the Red Cross) maintain their employer-employee relationship with that sponsoring agency during their volunteer service to the University. These volunteers are considered employees of the University for Worker's Compensation purposes only and, therefore, they are not required to sign the standard hiring or employment forms.

The Staff Volunteer Employment Procedures and Form shall be used for each volunteer appointment. The usual departmental approvals required for the hiring of staff employees are necessary, subject to final approval by the Human Resources Department. Those benefits which are based on pay status do not apply to staff volunteer appointments. Therefore, staff volunteers are not eligible for sick leave, holidays, vacation, retirement or insurance benefits other than those available under Worker's Compensation laws.

b. Age Requirements
Each staff volunteer must adhere to minimum age requirements. Minors under age eighteen (18) who have neither graduated from high school nor the equivalent, nor have been awarded a certificate of proficiency, may be employed with a permit issued in accordance with State law. Minors must provide certification of their age to support the staff volunteer employment authorization process and must adhere to the following:
1. Minors between the ages of sixteen (16) and eighteen (18) must provide a Work Permit from their school.
2. Minors under sixteen (16) years of age must provide Written Authorization from their parents.

c. Duration of Volunteer Appointment
Staff volunteer appointments may be approved for up to one year. Appointments may be extended by completing a new Staff Volunteer Employment Form (Appendix A) with the following wording noted in the comment section: To Extend Staff Volunteer Appointment.

III. PROCEDURES
The Staff Volunteer Employment transactions must not be entered into the Payroll Personnel System (PPS). The following procedures apply to Staff Volunteer Employment transactions:

A. Staff Volunteers Not Otherwise Employed by the University
In addition to individuals who volunteer their services for personal purposes or benefit and without affiliation, this category includes volunteer trainees associated with the University either independently or through a formal campus or Medical Center approved training or internship program.
A. Procedures

1. The Department:
   (a) Completes Appendix A, Section I of the Staff Volunteer Employment Form, and signs in Section II and
   (b) Completes the Loyalty Oath and Patent Agreement, and signs as witness for both sections.

2. The Staff Volunteer:
   (a) Completes Appendix A, Section II of the Staff Volunteer Employment Form,
   (b) Signs the Loyalty Oath (all persons other than aliens);
   (c) Signs the Patent Agreement; and
   (d) Completes and signs the Personal Data Form (PDF).
   (e) Reads the Child/Adult Abuse reporting laws, and signs Child/Adult Abuse Form
       The Staff Volunteer Employment Form and one copy of this form, the Loyalty Oath and Patent Form, and the Personal Data Form must be forwarded by the hiring department to the Human Resources Department, Records Unit for approval prior to the time that the staff volunteer reports for work.

B. Staff Volunteers Otherwise Employed by the University

University employees volunteering their services to another department may not perform their regular duties in such volunteer capacity, nor may they perform any volunteer tasks during regular working hours.

Procedures

1. The Department:
   Completes Appendix A, Section I of the Staff Volunteer Employment Form, and signs in Section II.
2. The Staff Volunteer:
   Completes Appendix A, Section II of the Staff Volunteer Employment Form.

The Staff Volunteer Employment Form and one copy of this form must be forwarded by the hiring department to the Human Resources Department, Records Unit for approval prior to the time that the staff volunteer reports for work.

IV. RESPONSIBILITIES

A. The Department:
   1. Consults with the Human Resources Department Records Unit regarding staff volunteers prior to making a commitment to a prospective staff volunteer.
   2. Prepares and forwards the original and one copy of the Staff Volunteer Employment Authorization Form, Personal Data Form, and Loyalty Oath and Patent Agreements to the Human Resources Department, Records Unit at mail code 0922.

B. The Human Resources Department:
   As the Office of Records for staff volunteer employment, the Human Resources Department, Record Unit maintains records of staff volunteer appointments and related forms.

C. The UCSD Medical Center:
   For information about the UCSD Medical Center Hillcrest and Thornton volunteer services, please call the Medical Center Volunteer Services Office at (619) 543-6370.
Substance Abuse Program:
Official Notice to Academic & Staff Employees and Students

University of California Policy on Substance Abuse

The University of California recognizes dependency on alcohol and other drugs as a treatable condition and offers programs and services for University employees and students with substance dependency problems. Employees (including student employees) and students are encouraged to seek assistance, as appropriate, from Employee Support Programs, health centers, and counseling or psychological services available at University locations or through referral. Information obtained regarding an employee or student during participation in such programs or services will be treated as confidential, in accordance with Federal and State laws.

The University strives to maintain campus communities and worksites free from the illegal use, possession, or distribution of alcohol or of controlled substances, as defined in schedules I through V of the Controlled Substances Act, 21 United States Code 812, and by regulation at 21 Code of Federal Regulations 1308. Unlawful manufacture, distribution, dispensing, possession, use, or sale of alcohol or of controlled substances by University employees and students in the workplace, on University premises, at official University functions, or on University business is prohibited. In addition, employees and students shall not use illegal substances or abuse legal substances in a manner that impairs work performance, scholarly activities, or student life.

Employees found to be in violation of this Policy, including student employees if the circumstances warrant, may be subject to corrective action, up to and including dismissal, under applicable University policies and labor contracts, or may be required, at the discretion of the University, to participate satisfactorily in an Employee Support Program.

Students found to be in violation of this Policy may be subject to corrective action, up to and including dismissal, as set forth in the University of California Policies Applying to Campus Activities, Organizations, and Students (Part A) and in campus regulations, or may be required, at the discretion of the University, to participate satisfactorily in a treatment program.

Special requirements for employees engaged on Federal or State contracts and grants

The Federal Drug_Free Workplace Act of 1988 (Public Law 100_690, Title V, Subtitle D) and the State Drug_Free Workplace Act of 1990 require that University employees directly engaged in the performance of work on a Federal or State contract or grant shall abide by this Policy as a condition of employment.

Employees working on Federal contracts and grants shall notify the University within five calendar days if they are convicted of any criminal drug statute violation occurring in the workplace or while on University business. This requirement also applies to all indirect charge employees who perform support or overhead functions related to the Federal contract or grant and for which the Federal government pays its share of expenses, unless the employee's impact or involvement is insignificant to the performance of the contract or grant. The University is required to notify the Federal contracting or granting agency within ten calendar days of receiving notice of such conviction and to take appropriate corrective action or to require the employee to participate satisfactorily in available counseling, treatment, and approved substance_abuse assistance or rehabilitation programs within thirty calendar days of having received notice of such conviction.

Applicability: All Personnel and Students

Effective Date: 11/1/90
MANAGEMENT SERVICE OFFICERS AND SAFETY COORDINATORS

SUBJECT: Asbestos: Notice to Employees
              (Connelly Act, AB 3713)

State law requires notification to all UCSD personnel of the presence of asbestos in certain building materials used in the construction of University buildings.

Environment, Health and Safety has conducted an extensive survey to identify those areas at UCSD where asbestos containing building materials exist. Updated copies of this survey will be maintained at the following locations:

   All Libraries, public service desks
   EH&S, TPC 450
   Physical Plant Services, Campus Services Complex
   Facilities Design and Construction, TPC 470
   Medical Center, Facilities Engineering
   Medical Center, Facilities Management
   SANDNET Users, Login EHS1\H GUEST

Almost all buildings at UCSD, with the exception of those built in the past few years, contain non-friable asbestos materials in public access area. These materials include vinyl asbestos floor tiles and/or linoleum sheet flooring as well as the mastic used to secure them. In addition, some laboratory and machine shop areas have berches and/or fume hoods constructed of transite and/or colorliih. the asbestos in these materials is bonded with vinyl, epoxy, cement for other materials and under normal conditions does not pose any danger. If the material is cracked, drilled, sanded, or otherwise disturbed, however, it could result in the release of asbestos fibers into the air which could present a health risk. Such work should only be done by trained personnel using proper personal protection and containment equipment.

Some other areas contain sprayed-on acoustical material or ceiling tiles containing asbestos. These materials are friable (easily reduced to powder by hand pressure), but do not present a problem if they are not disturbed. Only trained workers with the proper equipment should perform work that would have the potential to disturb such materials.