

UC DAVIS
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NEW EMPLOYEE HANDBOOK



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Go-getters, change makers and problem solvers arrive at UC Davis by different paths. But once here, get involved and discover a vast community of resources.





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UC Davis Chancellor Gary S. May

Welcome to our university!





[click here to go to video](#)

UC Davis Chief Human Resource Officer Christine Lovely

Welcome to UC Davis!

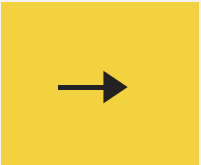


You Belong Here!



Let's get the ball rolling.

UC Davis is the home of the Aggies — go-getters, change makers and problem solvers who make their mark at one of the top public universities in the United States. Since we first opened in 1908, we've been known for standout academics, sustainability and Aggie Pride as well as valuing the Northern California lifestyle. These themes are woven into our 100-plus-year history and our reputation for solving problems related to food, health, the environment and society.



Did you know?

UC Davis was once known as the University Farm School.

UC Davis Through the Years

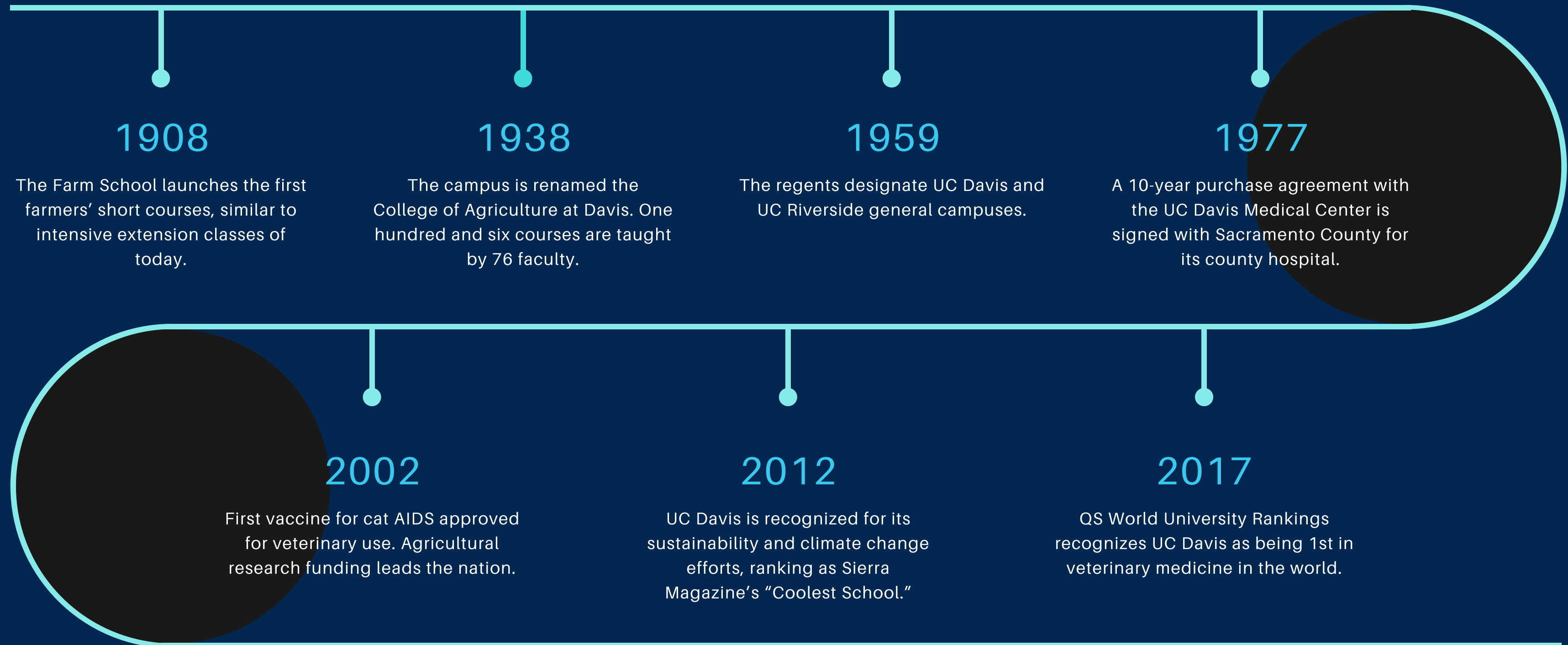
Our history at a glance

We first opened our doors in 1908 as the University Farm, the research and science-based instruction extension of UC Berkeley. As the century evolved, our mission expanded beyond agriculture to match a larger understanding of how we should be serving the public. By 1959, UC Davis had grown into a general campus with its own personality and strengths.



UC Davis Timeline

Early years to the 21st Century



Our mission

[RETURN TO AGGIE MENU](#)



→ **Be a go-getter, change maker, and problem solver**

UC Davis is dedicated to academic excellence and scholarship in service to the public good. As a land-grant research institution, UC Davis takes a holistic approach in addressing the most critical issues faced by the region, state and the world. The university embraces the principles of diversity, inclusion and equity to sustain a culture of mutual respect.





Our vision

→ **Be the leader in
innovation and
change**

UC Davis aspires to empower our lifelong learners to be agents of their own career success, our transdisciplinary community of scholars and innovators to be influential in addressing the most significant societal challenges, and our staff professionals to be motivated to perform at the highest standards, all to enable the university to serve the public good, improve the quality of life, and act as an essential resource for the state, the nation, and the world.



The Principles of Community

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.





Chancellor

Gary S. May

Associate Chancellor & Chief of Staff

Karl M. Engelbach

**Vice Chancellor-
Finance, Operations
& Administration**
Kelly Ratliff

**Vice Chancellor
Development and
Alumni Relations**
Shaun B. Keister

**Provost & Executive
Vice Chancellor**
Mary Croughan

**Vice Chancellor-
Human Health Sciences &
CEO of UC Davis Health**
David Lubarsky

**Vice Chancellor-
Research**
Prasant Mopapatra

**Vice Chancellor-
Student Affairs**
Pablo Reguerin

**Vice Chancellor-
Diversity, Equity &
Inclusion**
Renetta Garrison Tull

**Dean - College of Agricultural
and
Environmental Sciences**
Helene Dillard

**Interim Dean - College of
Engineering**
Jeffery Gibeling

**Dean - Graduate School of
Management**
H. Rao Unnava

Dean - School of Law
Kevin R. Johnson

Dean - School of Veterinary
Medicine
Michael D. Lairmore

Vice Provost -
Academic Affairs
Phil Kass

**Interim Vice Provost & Dean -
Undergraduate Education**
Cynthia Ching

**University Librarian & Vice
Provost - Digital Scholarship**
MacKenzie Smith

**Dean - College of
Biological Sciences**
Mark Winey

Dean - School of Education
Lauren Lindstrom

**Interim Dean - College of
Letters and Science**
Ari Kelman

**Dean - Division of Professional
& Continuing Education**
Susan Catron

**Vice Provost - Graduate Education
& Dean - Graduate Studies**
JP Delplanque

**CIO & Vice Provst -
Information
and Educational Technology**
Viji Murali

**Vice Provost & Dean -
Global Affairs**
Joanna Regulska

**Vice Provost - Public
Scholarship and Engagement**
Michael Rios

**Director - Mondavi Center
for the Performing Arts**
Don F. Roth

**Interim Director -
Intercollegiate Athletics**
Rocko DeLuca

**Chief Marketing &
Communications Officer
Strategic Communications**
Dana Topousis

**Interim CEO -
UC Davis Medical Center**
Brad Simmons

Dean - School of Medicine
Allison Brashear

Dean - School of Nursing
Stephen Cavanagh

Chief Compliance Officer
Wendi Delmendo

**Chief Campus Counsel -
Campus Counsel**
Michael Sweeney

**Director - Audit and
Management Advisory
Services**
Leslyn Kraus

UNIVERSITY OF CALIFORNIA, DAVIS ORGANIZATION CHART

UC Davis Community Resources



Welcome to the UC Davis community. You belong here! As a member of the university family, you have access to many resources. Take a look, around here you'll find human resources information, commonly used online tools and other useful and current information.





ACADEMIC AND STAFF ASSISTANCE PROGRAM (ASAP)

UC DAVIS EMPLOYEES: (530) 752-2727

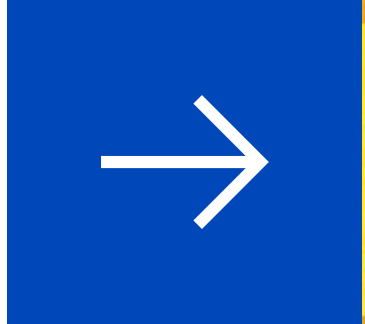
Whether the problem is work-related or personal, administrative or individual, career or relationship focused, our experienced staff can assist you in recognizing and resolving the problem. When additional resources are needed, we can link you to the appropriate services in your community.



AFRICAN AMERICAN FACULTY AND STAFF ASSOCIATION (AAFSA)

AAFSA serves as an advocate for faculty and staff members at the University of California - Davis; addresses key issues impacting the African diaspora communities; facilitates connections amongst the African diaspora on campus and surrounding communities; encourages recruitment, retention, mentorship, and career advancement of AAFSA members; and serves in an advisory capacity for senior university leadership on equity, diversity, and inclusion.





AGGIE KICKBACKS

The Aggie Kickbacks loyalty program allows you to earn points on every purchase you make at UC Davis Stores locations and online. The more you purchase, the more points you earn! You can register for the Aggie Kickbacks program at any Campus Store or online.



AGGIE STORES

In support of the Division of Student Affairs, the UC Davis Stores vision is to provide students and all members of the university with the tools, technology and services that contribute to the advancement of the campus community. Stores will provide new and innovative ideas that support the academic, institutional and civic missions of the university. Here you will find store items like technology deals, clothing, gifts, and UCD swag!





AGGIE HOST

[HTTPS://POLICE.UCDAVIS.EDU/AGGIE-HOST](https://police.ucdavis.edu/aggie-host)

The Aggie Host Security (AHS) officer program provides security and support at UC Davis campus events. In addition, AHS personnel facilitate the UC Davis Safe Ride Service that is free of cost to UC Davis students, faculty and staff. Aggie Host Security Officers are non-sworn, student security personnel who support the mission of the UC Davis Police Department by providing a variety of public safety services to the campus, including: Safe Ride Services, Special Event Security and Site Surveillance.



AGGIE SURPLUS/ FURNITURE PROGRAM

AggieSurplus is one of the AggieSupply stores, and supports sustainability as it returns into circulation excess campus and UC Davis Health equipment, furniture, and supplies and sells surplus property to the general public and university departments, while ensuring compliance with campus policy concerning surplus sales. University employees may purchase items from AggieSurplus for their own personal use.

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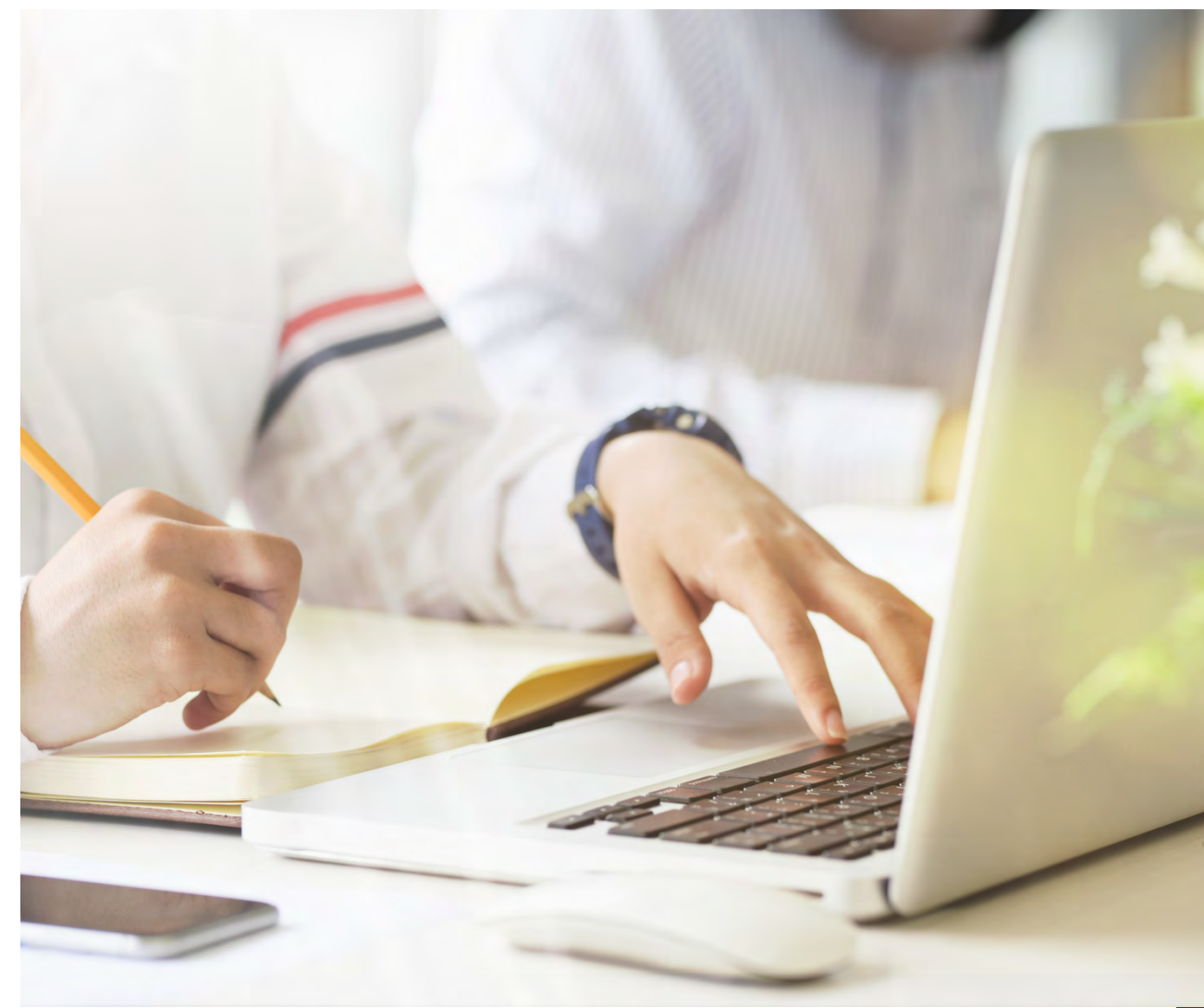


AGGIECARD

The AggieCard is the official UC Davis ID card; it identifies you as a UC Davis faculty and staff member at UC Davis and at other UC campuses. Your AggieCard is honored at many Davis businesses for discounted prices on services and food. Submit a request for your AggieCard to employeeid@ucdavis.edu. For urgent requests please call 530-754-4772.

AGGIESERVICES

The AggieService case management system tracks all human resource and payroll transactions for clients of UC Davis' shared services centers, including the Shared Services Organization (SSO), the Academic Unit Shared Services Center (AUSS-C), the Distributed Shared Services Center (DiSSC), and the Health Service Channel. All UC Davis employees can use AggieService to ask a question, report a problem or get access to a live person for help with: Talent acquisition and recruitment, reclassification and compensation, payroll, and benefits.





ASIAN PACIFIC AMERICAN SYSTEMWIDE ALLIANCE (APASA)

APASA promotes the general welfare and interests of the Asian Pacific American faculty, staff and students at UC Davis. APASA serve Asian Pacific American staff and faculty: as official representatives of the Asian Pacific American community, strengthen professional and social relationships with the University, encourage recruitment, hiring and retention of promote career and personal development opportunities, and promote, pursue and implement diversity on the UC Davis campus.



CAMPUS COMMUNITY BOOK PROJECT

The Campus Community Book Project (CCBP) promotes dialogue and builds community by encouraging diverse members of the campus and surrounding communities to read the same book and attend related events. The book project—a signature initiative out of the Office of Diversity, Equity, and Inclusion—advances the mission to improve both the campus climate and community relations, to foster diversity, and to promote equity and inclusiveness.





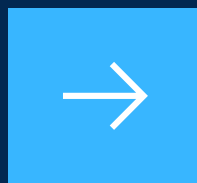
CAMPUS PLANNING & ENVIRONMENTAL STEWARDSHIP

We integrate campus planning with the operations that directly affect people's experience of the campus environment. Planning is combined with units responsible for landscape management, visitor services, transportation and parking, and the marketing and communications of UC Davis as a welcoming destination.

CAMPUS RECREATION

Campus Recreation enhances well-being and the educational experience in the UC Davis community through personal development and involvement in our dynamic programs, services and facilities. We create an inclusive and engaging environment that inspires passion, excellence and a healthy quality of life.

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COMPUTING RESOURCES

Resource webpage where you can find links to email services, help and training, software and hardware, network and telecommunications, security, news and guides.

CONFERENCE AND EVENT SERVICES

UC Davis Conference and Event Services is an event planning team in the Davis area specializing in corporate, athletic, and special events hosted on the UC Davis campus. We are committed to helping on- and off-campus customers organize and experience the events they envision through a planning process that is personable every step of the way. Explore all of our reservable facilities, arranged by district. From elegant to rustic, historic to contemporary, formal to casual, and everything in between, this celebrated university has a facility to suit any event.





CONTINUING AND PROFESSIONAL EDUCATION

Education has the power to transform lives. We believe that professional education plays a vital role in building our economy, improving our community and enriching the lives of the students we serve. We are passionate about sharing the resources, expertise and knowledge of UC Davis with working professionals and other adult learners around the world. And we are committed to providing adult learners with access to the right education in the right format at the right time throughout their careers and lives.



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DEVELOPMENT AND ALUMNI RELATIONS (DEVAR)

UC Davis greatly values its alumni, retirees, many friends and supporters around the world. Development and Alumni Relations is engaged in helping UC Davis reach its potential through philanthropic support and in supporting UC Davis alumni and retirees to maintain a lifelong connection to the university. Led by Vice Chancellor Shaun B. Keister, the Development and Alumni Relations office includes University Development, Alumni and Affiliate Relations, Business and Administrative Services, and Advancement Services.





DISABILITY MANAGEMENT SERVICES (DMS)

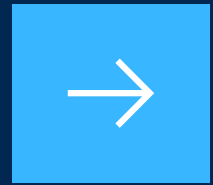
Disability Management Services provides assistance to staff, faculty, supervisors, and managers on all aspects of disability management, compliance and reasonable accommodations. DMS provides services mandated by federal and state laws; UC Policies and Procedures to faculty and staff with disabilities. This program provides guidance on all aspects of disability management, Americans with Disabilities Act compliance, and reasonable accommodations, whether work-related or non-industrial.

EMPLOYEE GIVING

When you are part of something bigger, giving matters. As a UC Davis employee, you won't have to look far to find a program at UC Davis or UC Davis Health that is doing meaningful work in such areas as: social justice and equality, climate change and the environment, animal health and welfare, the arts and free expression or life-changing student programs

Treatments for some of the most debilitating illnesses of our time. Learn how other employees are giving in a variety of areas and ways. You can harness the power of UC Davis' remarkable and influential programs to make a real difference in our community and our world. Join the many faculty and staff inspired to create a brighter future by helping these programs succeed.

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ENVIRONMENTAL HEALTH-FOOD PROTECTION & PUBLIC HEALTH

UC Davis Food Protection Program is designed to reduce the potential for foodborne illness by evaluating and inspecting food facilities on campus for compliance with current state laws.



ERGONOMICS PROGRAM

The UC Davis Ergonomics Program provides employees with ergonomic information, training and evaluations in Animal Handling, Laboratory, Material Handling, Office & Computer, and Services.





FACILITIES

Facilities Management is an operating unit under the university's Finance, Operations and Administration that aims to provide, maintain and improve the campus built environment. We are: leaders in our industries, excellent communicators, customer-focused

Our skilled trades employees have experience with the campus's full range of advanced research and teaching facilities—from high tech classrooms to biosafety labs to historic barns. We know how our facilities are built, their functions, and what to look for when repairing or altering any space. Above all, we share the campus vision of excellence in research and teaching, and serving that mission is our basis for decision-making.



HARASSMENT AND DISCRIMINATION ASSISTANCE AND PREVENTION PROGRAM (HDAPP)

HDAPP at UC Davis supports the University's commitment to a harassment and discrimination-free work and learning environment for all members of the UC Davis, UC Davis Health, and University of California Agriculture and Natural Resources (ANR) campuses by: preventing harassment and discrimination from occurring at UC Davis, UC Davis Health, and ANR by educating the campus communities about the issues, assisting individuals and campus units to resolve conflicts and complaints related to harassment, discrimination, sexual harassment, sexual violence and hate and bias, serving as the central office for receiving reports and maintaining records of these types of complaints.





HR BENEFITS

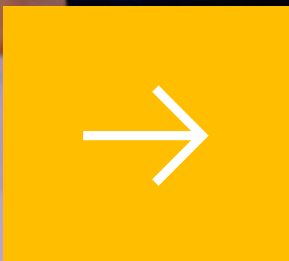
The benefits of belonging. The UC Davis benefits office administers the University of California's unique array of employee benefits. We are committed to offering a high-quality benefits package to support faculty, staff, and their families.



INTERCOLLEGIATE ATHLETICS

UC Davis intercollegiate athletics are open to everyone — spectators as well as participants. Being a UC Davis member means you can cheer on 25 NCAA varsity teams. The Aggies have won conference championships in men's basketball, women's basketball and men's water polo. UC Davis also holds individual conference titles in gymnastics, swimming and diving, and track and field.

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LATINO STAFF AND FACULTY ASSOCIATION

The mission of the Latinx Staff and Faculty Association (LSFA) is to provide information about the campus community and to offer professional guidance to those seeking support or career advancement. LSFA will act as a collaborative unit and advocate for the concerns and issues at the University and Community level for staff, faculty, and students.

MANETTI SHREM MUSEUM

With the same passion for experimentation that first brought prominence to the arts at UC Davis, the Manetti Shrem Museum cultivates transformational art experiences to inspire new thinking and the open exchange of ideas. Serving both the public and our university community with a dynamic artistic program, the museum: presents exhibitions and events that advance students' understanding of their place in the world; connects to faculty teaching and research; and creates a lively forum for community engagement and creative practice.

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ROBERT AND MARGRIT MONDAVI CENTER FOR THE PERFORMING ARTS

The Mondavi Center for the Performing Arts presents a rich program of diverse artists and thinkers in public performance. As a UC Davis Faculty or Staff Member, you are a special part of the Mondavi Center family. UC Davis faculty and staff save 25% on all Mondavi Center Presenting Program subscriptions and 10% on all individual event purchases. We hope you'll view the opportunity to attend events at the Mondavi Center as one of the benefits of belonging to the UC Davis campus community, and we look forward to seeing you during our season!



OCCUPATIONAL HEALTH

Occupational Health Services is a Campus-based medical clinic that offers prevention of and treatment for work-related injuries and illness. We offer work-related preventive medicine and injury & illness prevention services as well as OSHA- and departmentally-mandated medical surveillance programs. Medical care is provided by physicians board certified in Occupational and Environmental Medicine.

Specifically, we offer physical therapy, laboratory, x-ray and physician consultations - to schedule an appointment, contact Occupational Health.





OMBUDS OFFICE

The Ombuds Office is an informal and confidential resource designed to help members of the UC Davis and UC Davis Health (UCDH) communities successfully navigate conflict. Our mission is to provide a safe place for all members of the UC Davis community to discover pathways for conflict management and problem solving in support of fair and collaborative professional and academic experiences in a diverse and changing world.

POLICE DEPARTMENT

At the UC Davis Police Department, our goal is to serve our students and the public and provide a safe environment for all those who come to our campuses, whether to study, work, as patients or just to visit. We are a part of the UC Davis community and we reflect its diversity and values; and the community is part of our department and helps us do our work. Every day we strive to become a model campus law enforcement agency and to make our community proud. That's what we call the UC Davis Difference.





REPRO GRAPHICS

UC Davis Repro Graphics serves the print, copy, design and promotional needs of the UC Davis community.

SAFE RIDES

UC Davis Police Safe Rides offers secure rides or escorts after dark on campus, late night between campus and city locations, and throughout the day for wheelchair users. The Safe Rides service is available to anyone who prefers an alternative to walking alone or in a small group at night. Those using the service are given a ride in a clearly marked security vehicle or are escorted on foot by an Aggie Host Security Officer.

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SAFETY SERVICES

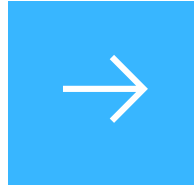
Safety Services aims to maintain a culture of safety and envision an incident-free campus where students and employees alike are educated and equipped to work safely. With support from campus safety professionals, be empowered to take responsibility for safety at work, at home and in your community.



SHARED SERVICES ORGANIZATION

A trusted service partner. The Shared Services Organization provides administrative support functions for both UC Davis and UC Davis Health in Human Resources, Payroll, Purchasing, and Accounts Payable Disbursement Vouchers. As a valued team member, we want you to feel prepared for your new role by highlighting the services available to you and what you can do to get ready. One of the first things you can do is obtain your new AggieCard — this will help identify you as a UC Davis employee. You can also start to become familiar with AggieService, a case management tracking system. You will have plenty of time to learn the ins and outs of SSO, but starting early is always recommended!

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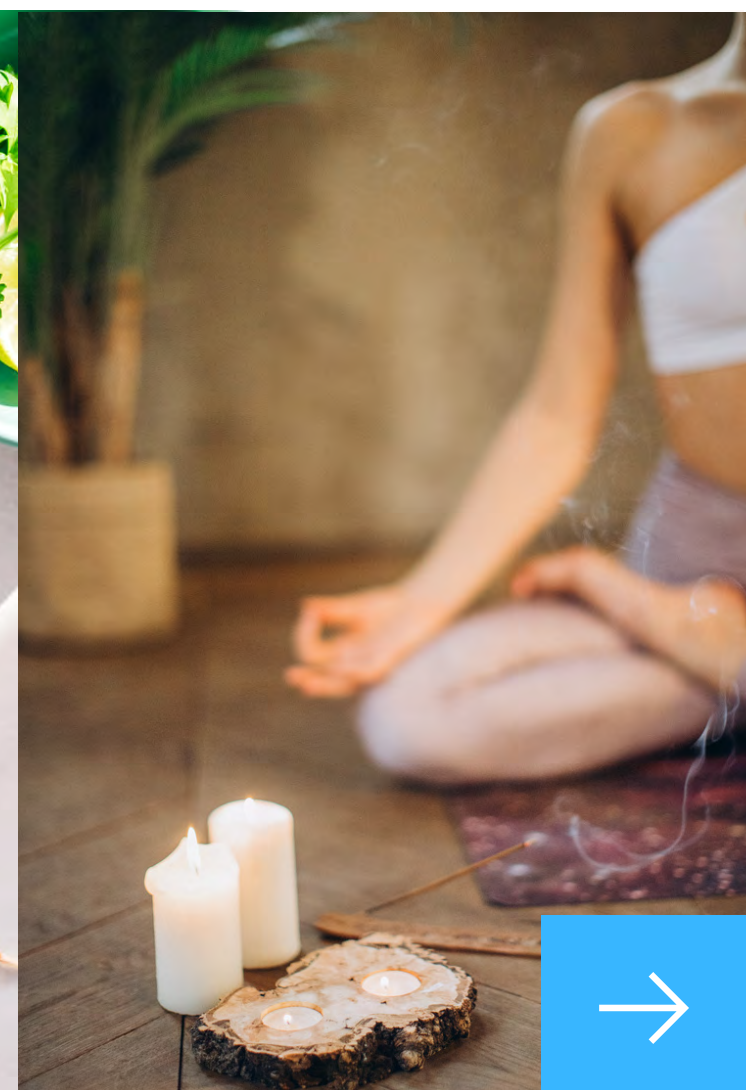
SMOKE & TOBACCO FREE PROGRAM

The Smoke & Tobacco Free program is committed to improving the health of the campus community by providing a safe and clean environment. Their initiatives focus on communication and outreach and encouraging an environment of cooperation related to the University of California Smoke and Tobacco Free policy.

STAFF AND FACULTY HEALTH AND WELL-BEING (SFHWB)

The Staff and Faculty Health and Well-being (SFHWB) Program has a mission to develop, promote and support a thriving culture of health and well-being throughout the UC Davis community.

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STAFF ASSEMBLY

UC Davis Staff Assembly is dedicated to promoting the welfare, interests, and diversity of staff, the campus and the University of California. The UC Davis Staff Assembly meets regularly with UC Davis administration on a range of issues important to staff and works to enhance communication among the university community along with proposing and sponsoring programs and activities committed to the interests of staff.

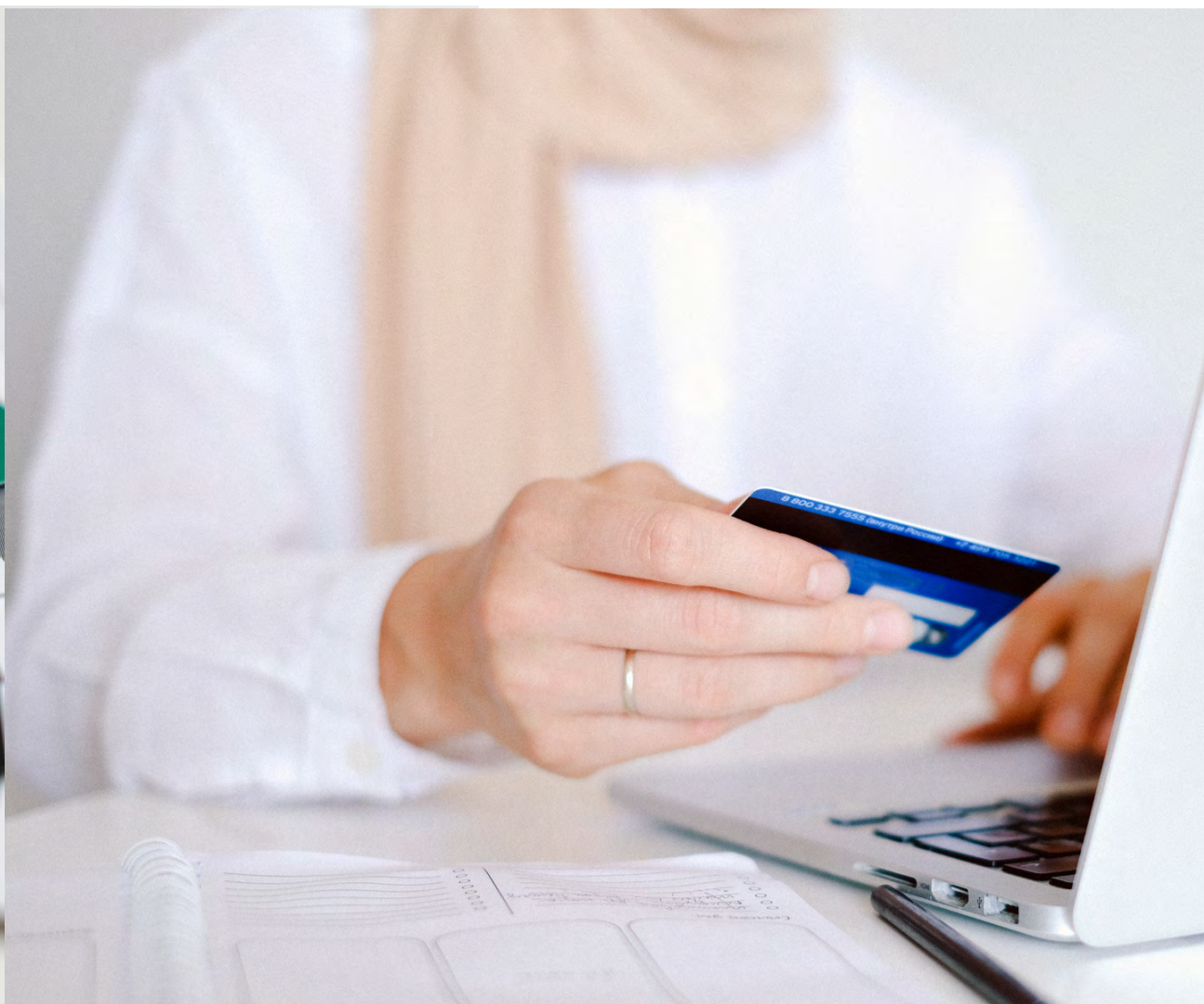




STAFF DEVELOPMENT & PROFESSIONAL SERVICES (SDPS)

Education is at the heart of UC Davis, not only for students, but also for employees. We don't just want you to work for a higher education and research institution, we want you to experience it too. SDPS is located at the UC Davis campus and supports the further education of faculty and staff by providing innovative, high-quality programs, resources and services. They offer courses, programs and certificate series on nearly 300 topics, as well as confidential career counseling, a resource library, online toolkits and management consultation regarding learning and performance support.





SUPPLY CHAIN MANAGEMENT

Supply Chain Management is your trusted partner in the process of obtaining goods and services for UC Davis. Our goal is to deliver the most value for the university through internal services and external supplier partnerships. Here, you'll find all the services provided by Business and Financial Services, Distribution and Logistics, Procurement & Contracting Services, Repro Graphics, and Travel & Entertainment.



TRANSPORTATION SERVICES

Transportation Services facilitates the access and mobility needs of the campus community through the coordination of efforts among Transportation Services' units and with other campus departments and non-university entities, and ensures that services are provided in a professional, efficient, and service-oriented manner. Additionally, the department plays an integral role in operating and maintaining the agricultural equipment used on campus in addition to maintaining roads, paths and parking lots and the production and installation of campus signs.





UC DAVIS ARTS

The arts at UC Davis includes the Departments of Art and Art History, Cinema and Digital Media, Design, Music and Theatre and Dance. Each year these areas create more than 100 diverse performances, concerts, exhibitions and events, many of which are free, that engage, enlighten and entertain, not only students but faculty, staff and community members as well. For an overview of all arts events, please see the arts listings at arts.ucdavis.edu/calendar or subscribe to the monthly arts newsletter at <https://arts.ucdavis.edu/post/sign-arts-newsletter>.





UC DAVIS HEALTH

UC Davis Health is improving lives and transforming health care by providing excellent patient care, conducting groundbreaking research, fostering innovative, interprofessional education, and creating dynamic, productive partnerships with the community. Providing the region's only academic health center, UC Davis Health is focused on discovering and sharing knowledge and providing the highest quality of care. UC Davis Health is a hub of innovation that encompasses UC Davis Medical Center, UC Davis School of Medicine, The Betty Irene Moore School of Nursing at UC Davis and UC Davis Medical Group.



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UNIVERSITY LIBRARY

The library’s highly regarded research and academic services support the students and faculty of UC Davis, the health care professionals of UC Davis Health and the citizens of California. The library is an integral partner in the teaching, research and academic mission of UC Davis — one of the top 10 public universities in the nation and home to internationally renowned programs in agricultural sciences, environmental sciences and veterinary medicine. Supporting research, teaching and learning in every discipline, the UC Davis Library is the academic heart of the university. It encompasses three main libraries: Peter J. Shields Library, Carlson Health Sciences Library and Blaisdell Medical Library. As a staff or faculty member, you have full library privileges.

VETERAN CONSTITUENCY GROUP (VCG)

The Veteran Constituency Group's mission is to serve as a campus veteran resource that fosters unity and advocates on behalf of veteran staff, faculty and students in an effort to increase the presence, visibility and advocacy of the University of California, Davis veterans, service members and families. We will work to bring about a broad-based awareness, promote a shared environment of sensitivity and understanding, and encourage excellence and advancement at all levels within the UC Davis campus community.

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**You served your country.
You serve the University.
Now, let us serve you!**

Veteran Self-Identification Campaign
hr.ucdavis.edu/Veterans





VETERINARY MEDICAL TEACHING HOSPITAL (VMTH)

The William R. Pritchard Veterinary Medical Teaching Hospital at the University of California, Davis—a unit of the #1 ranked School of Veterinary Medicine—delivers state-of-the-art clinical care while providing training opportunities and clinical experiences for DVM students and post graduate veterinarians training to be specialists.



WARNME AND AGGIE ALERT

UC Davis WarnMe and Aggie Alert messages provide faculty, staff and students with timely information and instructions during emergencies or other urgent situations that may directly affect their well-being. The system sends messages by e-mail and text. The system complements other UC Davis communications including website postings, social media and news outreach. Subscribe by texting UCDAAlerts to 888777.





WORKLIFE

UC Davis supports faculty, staff, students, and retirees in their pursuit of a balanced lifestyle. The university offers programs, policies, referrals and education that enable people to be effective, engaged and satisfied at work, school and home. WorkLife recognizes the necessity of supporting its students and employees by honoring their often-competing commitments to both family and career. The WorkLife department at UC Davis provides programs, policies, referrals and education that enable employees and students to be effective at work, school and home.





“Always walk through life as if you have something new to learn, and you will.”

VERNON HOWARD