

UNIVERSITY OF CALIFORNIA, LOS ANGELES

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LOS ANGELES, CALIFORNIA 90024

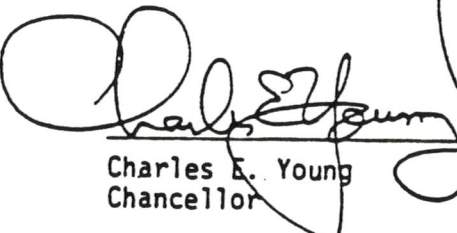
October 1974

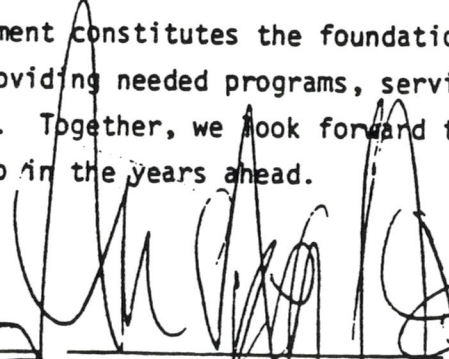
TO: Interested Members of the UCLA Campus Community

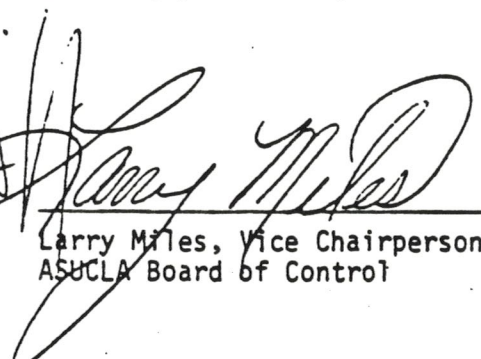
FROM: Charles E. Young, Chancellor
Andrea Hill, Chairperson, ASUCLA Board of Control
Larry Miles, Vice Chairperson, ASUCLA Board of Control

Attached is a copy of a document entitled "Statement of Understanding of ASUCLA Relationships with the University". This document, which was approved in July of this year, represents the culmination of more than two years of "integration" discussions between the University and ASUCLA concerning the nature of their relationship to one another. As such, it confirms the close and interdependent nature of that relationship and sets forth for the first time in a comprehensive manner the understandings which have developed over the years concerning the financial and operational duties and prerogatives of ASUCLA. The Statement of Understanding also sets forth the agreement reached between the University and ASUCLA for bringing its personnel and various other functions into conformity with those of the University.

This document constitutes the foundation upon which ASUCLA will continue its role of providing needed programs, services, and facilities to the University community. Together, we look forward to a close, productive, and friendly relationship in the years ahead.


Charles E. Young
Chancellor


Andrea Hill, Chairperson
ASUCLA Board of Control


Larry Miles, Vice Chairperson
ASUCLA Board of Control

RESOLUTION
June 24, 1974

A. On May 24, 1974, the ASUCLA Board of Control passed a resolution approving and adopting the Agreement between ASUCLA and the University of California (the "University") entitled "Statement of Understanding of ASUCLA Relationships with the University" (the "Statement of Understanding").

B. In connection with the University's final review and consideration of the Statement of Understanding, a question has been raised concerning the meaning of certain language contained in that portion of the Statement of Understanding entitled "Definition of Basic Relationship".

C. Following consultation with legal counsel, it has been determined that the questioned language merely reiterates certain basic tenets set forth elsewhere or otherwise inherent in the Statement of Understanding. Therefore, in order to remove the question which has been raised and to expedite the University's final approval of the Statement of Understanding, it is desired to amend the Statement of Understanding.

NOW, THEREFORE, BE IT RESOLVED that the first sentence of that portion of the Statement of Understanding entitled "Definition of Basic Relationship" be amended by deleting the following parenthetical clause:

"...(provided, however, that no such policies shall have been the effect of modifying this document, unless the conditions for "Modification" set forth hereinafter exist)...;"
and

RESOLVED FURTHER that the Board of Control's resolution of May 24, 1974 shall apply with full force and effect to the Statement of Understanding as so amended.

This Resolution was voted and approved by the Board of Control on June 25, 1974.

STATEMENT OF UNDERSTANDING OF
ASUCLA RELATIONSHIPS WITH THE UNIVERSITY

This statement of understanding is intended to set forth major aspects of the basic relationship between the University of California and the Associated Students-UCLA. Through such a presentation, it is hoped that a clearer definition of the relationship of the ASUCLA with the University can be achieved.

From the inception of the Los Angeles campus, the University has granted to ASUCLA the exclusive right and authority to perform and provide an increasingly broad range of functions and services. These have included the conduct of student government activities and various programmatic and commercial activities. ASUCLA has consistently carried out such functions and services to the satisfaction of its members and the University. The precise nature of the relationship between the University and ASUCLA, however, has suffered from a lack of clear definition. The result has been frequent and unproductive discussion of relationships, rights, prerogatives, and delegations. Because these problems have stemmed in large measure from a lack of systematically written and compiled delegations, agreements, and assurances between the University and ASUCLA, we have consulted with each other and agreed upon the provisions of this document which establishes a clearer definition of the scope and continuing nature of the University's grant of right and authority to ASUCLA.

Definition of Basic Relationship

Although the Association is subject to all applicable Regents and University policies it is understood that the Associated Students UCLA has maximum feasible operating and decision-making freedom constrained only by the Chancellor's responsibility to insure:

- overall fiscal soundness
- equitable treatment of personnel, consistent with standards set by University policies and procedures
- conformity with BOC, USA, GSA constitutions and By-Laws
- fulfillment of conditions spelled out in specific agreements.

At the same time, it is also understood that:

- University personnel policies shall apply to Association personnel as hereinafter set forth
- the Association's buildings are assumed to be property of The Regents, although their use as a matter of normal operation is determined by ASUCLA

This definition of the basic relationship between ASUCLA and the administration serves as the background for the specific understandings detailed below, and is understood to apply to each as appropriate.

Throughout, ASUCLA is referred to in the general sense--it is meant to include component parts of the Association. These include the Undergraduate Student Association, governed by the Student Legislative Council, and the Graduate

Student Association, governed by the Graduate Student Senate—whose existence is dependent upon the continued receipt of mandatory student fees collected by the University, and which function as the ASUCLA's governing and programming units. ASUCLA also refers to the self-supporting commercial services and student union operations overseen by the Board of Control, but which are not supported by mandatorily collected student fees.

Internal Administrative Systems - Personnel

1. Personnel Function: ASUCLA has the right to maintain a separate personnel system providing it is reasonably consistent with the University's personnel system, and providing that Association employees, with the parameters of this document and Exhibit A hereto, shall be deemed to be University employees. ASUCLA employees shall have all the rights and privileges of University employees, including the right to participate in University benefit programs.
2. Executive Director Tenure: The Board of Control has the right to hire, and establish the terms of employment of the Executive Director of the Association, subject to the Chancellor's prior approval, and the Board of Control has the right to dismiss the Executive Director in accordance with terms of the employment contract.

Internal Administration - Financial Matters

1. Finance and Accounting Function: The ASUCLA Board of Control has the right to maintain separate finance and accounting functions (which include the right to establish its own budgets, reporting formats, account numbers, audits, and data processing procedures), providing these are reasonably consistent with applicable University policies and procedures, conform with normally accepted business practices, and that summary data can be interfaced with the University accounting system.
2. Fiscal Policies: The ASUCLA Board of Control has the right to determine the internal fiscal policies which shall guide its various activities. These will be reviewed by the Chancellor only when overall fiscal soundness is at issue.
3. Use of Net Revenue: The ASUCLA Board of Control has the right to determine the disposition of any net revenue resulting from its various operations for purposes which are appropriate activities for the Board of Control to undertake within the framework of the relationship described herein. Similarly, the Board must take appropriate remedial action relative to any operating net loss which may be experienced.
4. Use of Indenture Funds: The ASUCLA Board of Control may determine and approve the use of Student Union Indenture Funds for maintenance, equipment, and fee account uses within the legal restrictions set by the terms of the indenture.
5. Banking and Investing: ASUCLA has the right to maintain separate banking relationships. ASUCLA also has the right to invest any surplus funds as necessary to the conduct of its programs and service activities, subject only to the guidance of the "Prudent Person Rule" and within policies and procedures established by the Treasurer of the Board of Regents.

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Internal Administration - Other Business Aspects

1. Purchasing Function: The ASUCLA Board of Control has the right to maintain a separate Purchasing function providing its policies and procedures conform to normally accepted business practices for public institutions.
2. Contracts: The Board of Control has the right to delegate to the Executive Director and Controller the authority to enter into all normal and necessary legal agreements committing ASUCLA funds or assets (not including Indenture Funds or assets), subject only to prior review as to form in the case of new arrangements or procedures.
3. Legal Counsel: The General Counsel of the Regents shall advise ASUCLA on legal questions and shall provide legal services pertaining to the business of ASUCLA as may be required, but when judged necessary by the Board of Control, ASUCLA may obtain outside legal services on its own behalf.
4. Start and Stop Services: The component parts of ASUCLA may start, stop, or alter commercial or programmatic services but any such action, if it is likely to affect the University adversely, will be subject to prior discussion with the Chancellor.
5. Protection of Services: Any change in University policy or other administrative procedure which would adversely affect ASUCLA services and programs will be subject to prior discussion with representatives of ASUCLA, and when requested by the Board of Control or the SLC or GSA Senate, subject to appeal to the Chancellor. (See list of existing services attached.)

Internal Administration - Space Allocation

1. Allocation of Space: ASUCLA has the right to determine the allocation and use of all space in Kerckhoff Hall and Ackerman Union which has been provided for or is under the jurisdiction of ASUCLA, subject only to applicable University policies, and the understanding that if any proposed change in such allocation adversely affects the University, it will be subject to prior discussion with the Chancellor.
2. Reimbursement of Utility and Maintenance Expenses: The Association has the right to assess non-Association tenants to the two buildings an appropriate share of the maintenance and utility costs, and the University will share with ASUCLA in bearing the costs of public areas. Maintenance levels and costs are to apply equally to University occupied areas.

Programs

1. Programming Units: ASUCLA is an official programming unit on this campus subject only to applicable University and campus policies and regulations.
2. Non-Interference in Use of Student Government Funds: There will be no interference by University units, such as CPAO, over student government funds or programs other than as delineated in the UCLA Activity Guidelines: Services and Facilities Regulations or in agreements between the administration and ASUCLA.

Relations with the University

1. Direct Reports to Chancellor: ASUCLA shall make periodic reports on its own behalf directly to the Chancellor to keep him informed of developments, progress, and concerns.

2. Right to Information: ASUCLA has the right to request and receive full information from the University regarding matters of legitimate concern to the Association, and all University correspondence concerning the Association should be made available to the Association as a matter of common courtesy. It is also understood that the same courtesies extend from ASUCLA to the University.

3. Collection of Mandatory Fees: The University agrees to continue its practice of collecting mandatory fees for USA and GSA providing these bodies agree to continue to expend these revenues in compliance with existing University policies. The University further agrees to increase such fees upon a showing by these bodies that such an increase is necessary and desirable, providing such showing of need meets standards similar to those required by the University in the past and upon compliance with all applicable procedures.

4. Chancellorial Vetoes: Any action of ASUCLA which is inconsistent with the terms of this document may be vetoed by the Chancellor. Any such veto shall be in writing, shall be delivered to the office of the President or Chairman of the appropriate body (BOC, SLC, or GSA) and the ASUCLA Executive Director, and shall be accompanied by a written statement of the basis of such action.

External Relationships

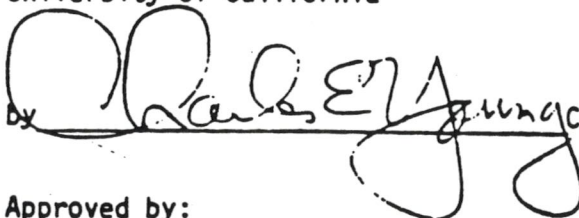
1. Student Lobby: GSA and/or USA may participate in the sponsorship of the Student Lobby, and the Student Lobby may take positions on legislation related to University issues regardless of the position taken by the University.

2. Right to Take Positions: Members of any of the components of ASUCLA—BOC, SLC, GSA Senate—may take a position on any issue as members of the body.

Modification: The terms of this document may be modified by the University administration following suitable discussion and full exchange of information, only as follows:

1. Upon the written agreement of the University and ASUCLA; or
2. In order to comply with the constitution or laws of the State of California; or
3. In order to conform the relationship to basic changes within the University or ASUCLA; or
4. In order to conform the relationship to substantial and continuing social, political, or economic conditions, directly and significantly bearing on the relationship between the University and ASUCLA; or
5. In order to prevent material and irreparable harm to the University or ASUCLA.

The Regents of the
University of California

by  Chancellor

Approved by:



President

Date June 28, 1974

EXHIBIT A

ASUCLA PERSONNEL FUNCTION

It is considered essential to maintain a degree of separateness of the ASUCLA Personnel function from the University's function for reasons outlined below:

1. Many ASUCLA functions are operationally unique within the University, and these differences can be adjusted to more efficient and effective through a separate Personnel function.
2. Because ASUCLA's services are operated on a profit and loss basis, speed and flexibility are most important, and is better supported through a more specifically directed personnel function.
3. Operating through the University Personnel Office requires maintaining additional operational and coordinating relationships, resulting in administrative time expenditures and additional review and approval levels which are not necessary to assure consistency of ASUCLA Personnel administration with University administration.
4. The Association employs a great number of students (over 500 at times) in a wide variety of ways often requiring special arrangements for which there is little or no applicable policy. Such situations can be accommodated more easily and efficiently by a separate personnel function.
5. In large measure, the right to hire and fire is the essence of managerial control and the Board of Control's viability rests in the fact that it has definite control of ASUCLA's operation and direction.

To provide a consistent personnel system which shall maintain the desired degree of separateness, it is intended that the ASUCLA Board of Control has the right to maintain reasonable differences from campus and University policies and procedures when these exceptions can be expected to improve the ability of ASUCLA to handle its affairs more effectively and efficiently without infringing on employees' rights.

Based on the above, it is intended that the ASUCLA has the authority to conduct its affairs relative to personnel functions in accordance with the following:

1. Personnel Manual, Policies, and Procedures: ASUCLA may maintain its own Personnel Manual, and therefore policies and procedures, providing any substantive differences from the University's Manual are filed with the UCLA Personnel Manager, together with explanation for the difference.
2. Personnel Classification System: ASUCLA is expected to adopt the same classification system wherever it is applicable and appropriate; where no applicable classifications exists, ASUCLA may develop specific ones for its organization providing the same format and procedure for determining the classification is used and that these are filed with the UCLA Personnel Manager, together with explanation.

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3. Pay Scales and Range Adjustments: ASUCLA wherever feasible is expected to adopt the University payscale and to participate in all range adjustments granted by the University; should exceptions be necessary, they may be made only with approval of the Board of Control and providing the deviations, together with full explanation, are filed with the UCLA Personnel Manager.
4. Grievance Procedure: ASUCLA now has and will maintain a grievance procedure substantially consistent with the University's system.
5. Payroll: ASUCLA may maintain and process its own payroll as long as it provides accurate, timely reports to the University of any information it requires in a format acceptable to the University.
6. Employee Benefits: ASUCLA should offer equivalent benefits or will participate in all University benefit programs, and may be expected to pay their appropriate share; limited exceptions may be granted to employees which would be disadvantaged by this arrangement, but no new exceptions may be granted.

To prevent excessive number of differences which could result in ASUCLA having a personnel function inconsistent with that of the University and to insure that differences are within the limits of this agreement, the UCLA Personnel Manager may:

1. Request additional information of justification for exceptions when in his opinion the information provided is not sufficient to justify an exception.
2. Request that the ASUCLA Executive Director or the Board of Control Personnel Committee modify its personnel actions.
3. Report to the Board of Control and/or the Chancellor that it is his opinion that certain Personnel actions are inconsistent with the relationship outlined in this document.
4. Audit ASUCLA Personnel proceedings and records at any time and expect full cooperation of ASUCLA in so doing.

LOYALTY OATH AND PATENT AGREEMENT

ASUCLA will comply with the State of California's requirements regarding Loyalty Oaths and the University's requirements regarding Patent Agreements. This compliance will affect all employees who begin work on or after the implementation date, as a condition of employment.

All ASUCLA employees, except aliens for whom it is not required, who are currently working will be required to sign both documents.

UNEMPLOYMENT INSURANCE/WORKMEN'S COMPENSATION

Unemployment Insurance

On April 1, 1973, the ASUCLA initiated the same method of handling Unemployment Insurance as that used by the University. This change was a result of the February 1973 ruling by the Department of Human Resources Development. The method of handling claims will parallel that of the University. Minor differences may occur since ASUCLA has a relatively small number of covered employees. The effect of the change will not be clearly reflected in the claims area until when the quarters used for determining the amount of benefits to a former employee begins to encompass the second quarter of 1973. Any procedural changes in ASUCLA claims handling should be effected at that time.

With the change in coverage status, the State Disability Insurance deductions were discontinued effective April 1, 1973. The ASUCLA will offer all career employees a voluntary disability plan through the University Insurance office effective . There will be no lapse in coverage since the State Disability Insurance carries full benefits through June 30, 1973, and ASUCLA may offer its part-time employees supplemental short-term disability insurance; if this is deemed desirable.

ASUCLA employees who are enrolled UCLA students will no longer be covered by either Unemployment or State Disability as is the situation with students who are employed by UCLA directly.

Workmen's Compensation

The ASUCLA has been covered for Workman's Compensation Insurance through the University plan since July 1, 1972. ASUCLA follows the same procedures as those of the University.

RETIREMENT

It is intended that the University Retirement Program will be made available to all ASUCLA employees as of . All new ASUCLA employees and all current ASUCLA employees not now covered under the ASUCLA Retirement Program will be covered by the University of California Retirement System. It will be recommended to The Regents that ASUCLA employees currently covered under the ASUCLA Retirement System be given the opportunity to elect to come under the University Retirement System or to continue under the ASUCLA Retirement System. Prior to their elections employees will be counseled regarding the benefits under both plans.

With the approval of The Regents and ASUCLA, concurrence of the Social Security Administration, and completion of the referendum process pursuant to federal law, those employees not electing to come under the University Retirement System will be able to continue under the ASUCLA Retirement System until their separation or retirement as ASUCLA employees. Such elections will be final.

It is not intended that either ASUCLA or the University be responsible for any further contributions for services prior to employees being covered by the University system.

GROUP INSURANCE PLANS

(Employee Life, Dependent Life, Accidental Death,
and Dismemberment, Short Term Disability, Health, Auto)

The ASUCLA will participate in the group health insurance plans offered by the University. The method of handling the various insurance plans for the ASUCLA employees will be the same as that used by the University. Because ASUCLA will maintain a separate payroll, there may be some problems in the initial administration of the group plans. However, these problems should be resolved as the ASUCLA procedures are modified and the ASUCLA employees become more familiar with the extensive benefits of the University group insurance plans.

For purposes of enrollment in the University plans, all ASUCLA career employees will be considered as new employees. If an ASUCLA employee chooses not to enroll in any one of the group insurance coverages (except automobile insurance) 30 days after the implementation date, he will during the first two months after the adoption of this plan be required to submit a Statement of Health or wait for an Open Enrollment period, and thereafter will be required to follow the procedures which apply to all University employees for purposes of enrollment.

ASUCLA contributions to employee health insurance for each eligible employee will be the same as The Regents' contribution for University employees.

PROCEDURE FOR ADMINISTRATION OF GROUP INSURANCE PLANS

The ASUCLA will operate as a separate administrative entity for purposes of handling the group insurance plans. The procedures of the ASUCLA will be as though ASUCLA were an independent campus unit. All procedures will be like those of the University insurance offices with reports and responsibility to the Statewide offices. The University insurance office will assist the ASUCLA Personnel Office in any new procedures or modifications. It is impossible for the University insurance office to administer the group insurance plans without immediate access to current and past payroll records.

ASUCLA will utilize University forms and will work directly with the insurance companies. For detailed counseling with individual employees, the ASUCLA employees may be referred to the University insurance office. All payments for ASUCLA insurance coverage will be made from payroll deduction registers as is the case of the University payrolls. These payments will be made directly from ASUCLA to the appropriate company.

AFFIRMATIVE ACTION PROGRAM

ASUCLA has participated in Affirmative Action programs on the UCLA campus for several years. The Association is fully committed to meeting or bettering the goals and timetables established for ASUCLA by the University's plan for equal employment opportunities. ASUCLA will be treated as a separate Affirmative Action Unit within the Campus Affirmative Action Plan.

RELATIONS WITH EMPLOYEE ORGANIZATIONS

ASUCLA has followed the University policy on relations with employee organizations for several years although the ASUCLA policies have not been as specific as those of the University to this date. ASUCLA is now modifying its procedures to be largely consistent with the general University policy, although its procedures will vary somewhat from UCLA procedures to reflect the special needs of the Association.

PAYROLL

Appropriate policies and procedures will be adopted by ASUCLA for payroll handling so that the requirements of University employee status, such as membership and contributions for retirement systems and health plans can be accommodated. Within these constraints, ASUCLA will continue to operate its own payroll function in accordance with the revised ASUCLA Personnel Manual and applicable Federal and State laws. Necessary data will be supplied to appropriate University departments to facilitate reporting of financial results and permit proper recording of fringe benefits. Following are the decisions that have been reached regarding payroll-related matters:

1. Payroll Check Identification: Payroll checks issued after the implementation date, will bear the prominent identification:

ASSOCIATED STUDENTS - UNIVERSITY OF CALIFORNIA, LOS ANGELES

While this style might be modified at some time in the future because of system requirements or forms design, the designation "University of California" will always appear on the Association's payroll checks in a prominent location.

2. Income Tax Withholding (Federal and State): Income tax will be withheld from payroll checks in accordance with the applicable laws and regulation. The Associated Students UCLA will maintain Federal and State employer identification numbers for use in reporting such amounts withheld.
3. Social Security Taxes (FICA): FICA taxes will continue to be withheld from the earnings of existing non-student employees until resolution of the retirement options. This arrangement may be continued for certain of these employees based on the options selected. The taxes will be reported to the IRS under ASUCLA's Federal employer identification number.
4. Retirement: All employees hired after the implementation date, will be included in UCRS. Based on the study of the effect of UCRS on current employees, a recommendation for the method of including all or a part of these employees in UCRS will be made soon after the implementation date.

Deductions for UCRS contributions will be made from covered employees' checks and transmitted along with ASUCLA's contribution to the UCRS office. Supporting payroll information will be supplied to UCRS on magnetic tape to meet UCRS specifications.

5. State Disability Insurance (SDI): ASUCLA has stopped the withholding of SDI from employee payroll checks. ASUCLA career employees will be given the option to purchase disability insurance effective as of the implementation date, on the same basis as other University employees. The employee cost of such insurance will be deducted from the payroll check and transmitted to the insurance carrier along with an employee deduction register.

6. State Unemployment Insurance (SUI): ASUCLA stopped regular reporting of SUI wages as of March 31, 1973 under its former number. ASUCLA has been assigned an employer identification number which relates it to the University of California. Non-students wages are now subject to an SUI premium which is to be paid by ASUCLA and which will be remitted monthly to the appropriate University Department.
7. Group Health Insurance: The ASUCLA sponsored employee health insurance program will be discontinued 30 days after the implementation date, in favor of the University's plans. ASUCLA employees will be given the choice of any of the University's plans and the cost of their selection (including the cost of dependent coverage) will be deducted from each semi-monthly payroll check. The ASUCLA Board of Control will provide, as do The Regents of the University of California, subvention of \$8 per covered employee per pay period (\$16 per month) but not to exceed the actual cost of the employees' coverage. The subvention and deduction will be recorded separately on each payroll check.

Employee deduction registers and funds to cover the net premiums due will be transmitted to the appropriate insurance company.
8. Other Group Insurance: ASUCLA employees will be eligible to participate in all University group plans. Employee deductions will be made and remitted along with employee deduction registers to the insurance company.
9. Parking: Deductions for parking are made currently from the payroll checks of participating employees. Funds are remitted to the UCLA Parking Office.
10. University Credit Union: ASUCLA employees will continue to enjoy the advantage of payroll deduction for share deposits and loan payments to the University Credit Union.
11. U.S. Series E. Bonds: ASUCLA employees may purchase Series E Bonds by regular payroll deduction.
12. Execution of Judgments: As provided by law, the earnings of ASUCLA employees are subject to the procedures for the execution of judgments set forth in the California Code of Civil Procedure, Section 710.
13. Pay Dates: Monthly and hourly rated employees are paid semi-monthly on the 22nd of each month for the pay period 1st through 15th and on the 7th of the following month for the pay period 16th through month's end. If the pay date falls on a non-business day, payment is made on the immediately preceding business day.
14. Workman's Compensation Insurance: Since July 1, 1972, ASUCLA has participated in the University's Workman's Compensation Insurance program. Monthly reports and remittances are made, and will continue to be made to the UCLA Payroll Office.

15. Vacation Checks: Upon proper application, payroll checks may be issued in advance of regularly scheduled pay days to employees who will not be at work to pick up their payroll checks because of scheduled vacations. Such disbursements are normally made on the last working day prior to the employees' vacation.
16. W-2's: As provided by Federal and State law, wage and tax statements (W-2's) will be provided to each employee.
17. W-4's: As provided by Federal and State law, Employee's Withholding Exemption Certificates (W-4's) are obtained from each employee. W-4E's (Exemption from Withholding) will be accepted from those qualified employees.
18. Charitable Contributions: Employees will be solicited for payroll deductions only for UCLA approved charities and funds so withheld will be remitted to UCLA for retransmission to the charitable institution in the name of ASUCLA employees.
19. Employee Organization Dues Deductions: Deductions for employee organization dues will be made in accordance with the procedures outlined in the section entitled "Relations with Employee Organizations". Dues so deducted will be transmitted to the employee organization with an appropriate deduction register.
20. ASUCLA shall have the right to institute and maintain incentive and other benefit programs, consistent with its unique functions and operation, similar to those now available to ASUCLA employees.

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Classification and Pay Structure

ASUCLA has agreed to adopt the same classification system as the University wherever it is applicable and appropriate. Nearly all ASUCLA classifications have a direct University equivalent and identical pay scale. Specific job titles are different in some instances, and ASUCLA has retained its own system of job numbering. The following exhibits displays the data necessary to establish equivalency in 87 out of 93 ASUCLA job classifications.

Where no applicable classification exists, we have agreed that ASUCLA may develop their own classifications to reflect their specific and unique needs. Through careful analysis, it was found necessary to make an exception in only six job classifications. Justification for requesting these follows:

1. Executive Director

This position is unique within the University system in that the position is contracted directly by the Board of Control, with the two student body presidents and the Executive Director signing the contract. This position best typifies the uniqueness of ASUCLA.

The position is exceptionally broad and places many highly unusual requirements upon the job holder. Sufficient business background and expertise to oversee a \$8,000,000 enterprise on a profit and loss basis, but within University constraints, is required. The enterprise themselves vary widely from a retail store, to food service, to union operations, to child care. Beyond this requirement, the Executive Director serves the two student governments, overseeing all administrative responsibilities for accounting and personnel. He also advises Student Legislative Council and is expected to represent the interests and viewpoints of the ASUCLA Board of Control to various segments of the campus and University administration.

2. Students Store Manager

The ASUCLA Students' Store is the largest on-campus store in the country with a sales volume in excess of \$5,000,000. The Students' Store Manager oversees the entire Textbook operations, some eight general merchandise departments, and a large branch store in the Center for Health Sciences. The size of the position and the capabilities required exceed existing University classifications. The salary range established is similar to those used by other major west coast college stores.

3. Food Service Director

ASUCLA provides food service for the entire campus, exclusive of the dormitories and hospital. Facilities include the 900 seat Terrace Room, the 250 seat Coop (both in Ackerman Union), and four outlying operations. Food Service also handles all concessions for both Pauley Pavilion and Drake

Food Service Director (Cont'd.)

Stadium. Volume exceeds \$1,200,000 and is generated on a cash basis (as opposed to contract) wherein competence in menu variation and merchandising are key requirements of the job. University classifications do not apply to a job of this magnitude in our combined judgment, and a higher pay range is required to satisfactorily staff the position.

4. Controller

There is no comparable position in the University. The ASUCLA Controller takes responsibility for all financial aspects of the ASUCLA enterprises, including budgeting, accounting, disbursements, banking, and cash security—all within a profit and loss mode of operation. He also oversees budgetary aspects of all administrative and support service departments, including Personnel, Purchasing, Receiving, Shipping, and Cashiering. Existing University classifications do not encompass the breadth of responsibility and diversity of capabilities which are required of this position.

5. Photography Manager

The existing University classification of Principal Photographer is not directly comparable, in that the ASUCLA Manager oversees an entire department with sales of nearly \$200,000 operated on a profit and loss basis. An unusually wide range of talents are required in that the Manager provides all photographic services to the UCLA Athletic Department, as well as portraiture, press photography, yearbook photography, and so forth. Talents required necessitate a higher rate of pay than the University's closest equivalent classification.

6. Student Office Supervisor

Within ASUCLA, there are three highly unique positions which report to elected or appointed student officers. Because of the high degree of uncertainty entailed in the positions, a pay range in excess of Secretary and Principal Clerk is required, yet the positions do not generally qualify for Administrative Assistant classification. To reflect this, as well as to establish a unique classification for these especially unique positions, an exception is requested.

These are the only exceptions required at the present time, but it is agreed that ASUCLA may bring forth additional requests at any time its organizational requirements make this desirable. Such requests for exception are to be filed with the UCLA Personnel Manager.

PERSONNEL POLICIES AND PROCEDURES

The ASUCLA has for a number of years maintained a Personnel Policies and Procedures Manual which paralleled that of the University, but which reflected the nature of the ASUCLA organization. The Association is presently revising certain policies as listed below to make its policies more consistent with the University policies. Further, as changes are made in the University policies, these changes will be integrated in the ASUCLA manual or differences will be effected as appropriate. The procedure for insuring that ASUCLA policies reflect the needs of the operation but remain consistent with University policies is outlined at the end of this section.

Below are listed the differences from University policy which are required along with the rationale for these differences:

DIFFERENCES

1. Casual Increase Eligibility

The University policy restricts increases to casual employees to one-half step maximum, 1260 hours and 12-months service. The ASUCLA policy provides for increases for casual employees who display exceptional merit based on either six-month or 12-month periods or 520 or 1040 hours of work. (The ASUCLA also has a policy similar to that of the University for those who do not merit exceptional performance evaluations.)

Rationale:

The provision for exceptional merit is effective in eliminating the "automatic" merit increase when a certain number of hours or months of work has been reached. This enables the management to control the assistance budget and to reward those who are deserving. The number of hours for eligibility reflects the 20-hour per-week limit on most casual employees, with the 1040 hours being the multiple of 20 hours for 52 weeks. The ASUCLA also takes into account the fact that the casual student employees generally take the summer off, during the slow season for the ASUCLA, and gives them continuous credit toward their merit review for the hours prior to the leave.

2. Bonus

The ASUCLA policy states that an exempt employee may receive a bonus for outstanding performance for the benefit of the Association. The University has no policy of this sort.

Rationale:

The bonus program, an incentive plan operating similar to those of many non-University commercial concerns, has proven so successful that we feel it should be continued.

3. Jury Duty

The University grants time off for time served on a jury. The ASUCLA policy calls for time off and for the employee to return the reimbursement for jury duty since the employee remains on full pay during jury duty.

Rationale:

This duty is, like voting, a privilege as well. The employee should not lose by doing this duty, but his/her benefit is in the essence of the service and he/she should not benefit monetarily above and beyond his/her normal compensation. This is especially so in that all employees are not given the opportunity for jury duty.

4. Delayed Merit Increases

The University policy allows for merit increase only on the scheduled review date. The ASUCLA policy allows the supervisor or manager to delay a merit increase for up to three months following the review date.

Rationale:

If a University employee is not recommended for a merit increase on his/her review date, he/she must wait until his/her next review date (usually one year) for a merit increase. The ASUCLA has given the employee an opportunity to improve his/her performance during a three month extension of the review period. This procedure enables a borderline employee to improve sufficiently to receive an increase and if some other personnel action is necessary to prepare the employee and the department.

A number of other less significant differences exist between the two personnel manuals. ASUCLA has agreed to change the following policies to make them consistent with the University policy:

- Definitions
- Policy on close familial relationships
- Salary Increase—Qualifying service
- Six month increase eligibility
- Credit toward increases while on military leave
- Over—maximum increase
- Outstanding Performance Awards
- Performance Evaluations
- Sick Leave and Vacation accruals while off pay status due to Workman's Compensation injury
- Holiday eligibility
- Vacation accruals after 10, 15, 20 years
- Sick Leave and Vacation prorated accruals
- Sick leave pay maximum
- Sick leave reinstatement upon rehire
- Sick leave usage for family care and/or death
- Time loss due to on-the-job-injury
- Employee Development
- Reduced Fee Enrollment
- Garnishments
- Voting
- Subpoenaed to court appearance
- Layoff
- Rehire of layoff employee with Preferential status
- Discharge
- Rehire after Discharge
- Release of employee information
- Type of Separation—
 - Medical Separation
 - Release
 - Dismissal
 - Quit without notice
- Moving Expenses
- Affirmative Action
- Travel Time
- On-Call
- Maternity Leave
- Military Leave for Training
- Automatic Career Status

The differences which pertain to payroll and fringe benefits will be discussed in those specific sections of this letter.

Procedure for Personnel Policy and Classification Notification to University Personnel Manager

1. Analysis and Recommendations:

Any new ASUCLA policy or new categories of classifications for personnel will be reviewed and written as specified for the existing ASUCLA policies and procedures. The ASUCLA Personnel Officer will discuss informally with University Personnel representatives any changes or additions to ascertain any input which might be of importance to ASUCLA policy or classification. The ASUCLA Personnel Officer will in turn make a recommendation to the ASUCLA Executive Director for his approval. Once the Executive Director has approved any changes in policy or additional classifications, all of which require Board of Control approval, he will request a meeting of the Board of Control Personnel Committee. The Personnel Committee will convene and approve and recommend to the full Board of Control all personnel policy changes and new classifications. The Board of Control will approve or return for further review all policy changes and new classifications.

The UCLA Personnel Manager will keep ASUCLA informed of University and Campus policy changes. Procedures similar to the above will be utilized to deal with such changes.

2. Recording:

All changes in ASUCLA personnel policy and changes in categories of classifications will be recorded with the University Personnel Manager. These changes will be transmitted following the Board of Control approval to the UCLA Personnel Manager's office with an accompanying letter explaining the reason for the changes. The transmittal letter will include for new classifications: a job description, a statement of whether this is an equivalent position or an exception, and the range for position; or in case of a personnel policy, will indicate clearly the wording of the policy, where it is placed in the ASUCLA Personnel Manual and any substantiation which is necessary.

3. Reviews:

On a biannual basis, the ASUCLA Personnel Officer will review the ASUCLA Personnel Manual to assure that all changes have been recorded with the UCLA Personnel Manager and that coordination with the University Manual and the ASUCLA Personnel Manual is at the level of greatest coordination feasible.

GRIEVANCE PROCEDURES

The ASUCLA Grievance Procedure has been similar to that of the University for over two years. The differences between the procedures reflect the special needs of the ASUCLA. As in other personnel policy areas, revisions may be required to be made by ASUCLA in order to reflect the changing special needs of ASUCLA. The ASUCLA grievance procedure is being modified as shown below to include additional appeal steps to the Chancellor and finally to the President.

H. Grievance (This policy and procedure is available to all casual and career employees)

1. General

This Personnel grievance procedure has been established for the ASUCLA as parallel to the University procedure and provides employees with an additional means of resolving individual problems arising out of their employment relationship with the Association. The informal aspect of the procedure apply to all individual grievances. The formal review applies to all grievances except those specifically related to job classification and appeals of salary actions (see Section III B. 3. 1. and Section III F.). This procedure covers all employees of the ASUCLA.

It is the policy of the ASUCLA to encourage employees and supervisors to informally discuss and settle any problems which may arise in the work setting. The Personnel Officer is available to advise and assist both employees and supervisors in resolving employment-related problems.

If a satisfactory solution to the individual problem cannot be reached through informal discussions, the employee may select a formal review of the grievance. This formal review procedure consists of three steps. Step I requires that the employee submit a written statement of his grievance, through the Personnel Office to his Division Manager. If the Division Manager is unable to resolve the grievance the employee may elect to request Step II of the procedure, which involves obtaining the assistance of an impartial mediator in finding a solution to the employee's problem. If the grievance is not successfully resolved at Step II or if the employee or the Division Manager wishes to by-pass mediation, the employee may elect to continue to Step III, by a written request to the Personnel Officer for a formal hearing of the appeal by an impartial hearing officer. The hearing officer conducts a formal hearing and makes a report with recommendations to the Executive Director who will render a final decision to the employee and the Division Manager.

2. Definitions

a. Formal Grievance - For the purpose of this procedure, a formal grievance is an individual employee's request for request and resolution of any problems arising out of the employee's employment relationship with the Association except for the following type of problems which are resolved under the Personnel policies indicated below.

1. Appeals regarding individual's job classification may be appealed under provisions of Section III F. only.

2. Appeals of salary action items such as merit increase action may be appealed under the provisions of Section III B. 3. 1.

3. Dismissal of a career or casual employee who has not successfully completed the initial period of employment, may not be appealed under the formal appeals procedure (see Section VIII D. 1.).

b. Mediator - A list of mediators, experienced in employee relations, is on file in the ASUCLA Personnel Office. At the request of the ASUCLA Personnel Officer, a mediator acts to mediate an employee's appeal with the employee and management. The ASUCLA Personnel Officer may request the assistance of a mediator at any point in the appeals procedure, and specifically, mediators will be utilized at Step II.

c. Hearing Officers - A list of neutral hearing officers is maintained to provide individuals to conduct hearings under the provisions of Step III of the formal review procedure. The hearing officers are experienced and well-qualified in matters of appeals and employee grievances. The neutral hearing officer must be acceptable to all parties involved in the appeal.

3. Informal Review of Grievance

An employee is encouraged to consult with his supervisor and, if necessary, with his Division Manager, concerning conditions of employment and personnel policies. In addition, the employee may discuss his employment situation with the ASUCLA Personnel Officer. Further, where appropriate, both the supervisor and the employee may meet with the ASUCLA Personnel Officer to facilitate an impartial and equitable review of any employment problems.

4. Formal Review of Grievance (See definition of Formal Grievance)

a. Step I - Formal Appeal to Division Manager

If an employee is unable to settle a grievance through informal procedures, he or she may initiate a formal grievance.

1. Time limits for submission - The formal grievance must be submitted in writing within 45 calendar days from the date on which the employee first acquired knowledge regarding the event or action which gave rise to the complaint, or, if the employee has been terminated, within 15 calendar days after the date of termination of employment.

2. Procedure for submission - The formal grievance must be presented in writing to the ASUCLA Personnel Officer on forms furnished by that department. The grievance will be immediately delivered by the ASUCLA Personnel Officer to the applicable Division Manager.

3. Answer to grievance - The Division Manager must respond to the employee in writing stating his findings in investigating the grievance and stating any action which he intends to take as a result of the grievance. This response must be delivered to the ASUCLA Personnel Officer within seven (7) calendar days from the Division Manager's date of receipt of the employee's formal grievance. The Division Manager's response will be transmitted immediately to the employee by the ASUCLA Personnel Officer.

b. Step II - Mediation (Optional)

If the employee is not satisfied with the resolution of the grievance as recommended by the Division Manager in Step I, the employee will consult with the ASUCLA Personnel Officer concerning mediation of the disagreement.

1. Time limit for submission - If the employee desires mediation, he must request this assistance within seven (7) calendar days of the employee's receipt of the Division Manager's written response to the Step I appeal.

2. Procedure for mediation - The employee must notify the ASUCLA Personnel Officer that the grievance was not satisfactorily resolved and request that it be referred to mediation in writing. With the concurrence of the Division Manager, the ASUCLA Personnel Officer will attempt to work out a solution with the two parties. If mediation is not successful, or if either party to the grievance refuses mediation, the employee may take the appeal to the next appeal step without delay.

3. Time limits for mediation - The ASUCLA Personnel Officer will appoint a mediator within ten (10) calendar days from the date the employee submits the request for mediation. Normally, the mediation will require no more than 14 days from the date the mediator is appointed.

c. Step III - Appeal to Hearing Officer

If a formal grievance is not resolved at Step I or if mediation is unsuccessful or refused, the employee may request a formal hearing through the ASUCLA Personnel Officer.

1. Time limit for submission - The Step III appeal must be made within seven (7) calendar days of the employee's receipt of the Division Manager's written response to the Step I appeal, excluding time spent in mediation.

2. Procedure for submission - The employee must notify the ASUCLA Personnel Officer in writing that the grievance be referred to a hearing officer.

3. Time limits for hearing - The Personnel Officer will appoint a hearing officer from the list of hearing officers who is mutually acceptable to all of the parties concerned within ten (10) calendar days from the date the employee submits the Step III formal grievance. The hearing officer will set a date for the formal hearing, such date to be no later than fourteen (14) calendar days after his or her appointment.

4. Procedure for conduct of hearing - In conducting the hearing, the hearing officer shall provide the employee, the Division Manager, and their representatives, if applicable, with an opportunity to examine witnesses and to submit relevant documentary evidence. The Personnel Officer will be represented at the hearing to advise and to assist the hearing officer in effecting a settlement of the grievance where feasible. Attendance at hearings shall be restricted to those parties having a direct relationship to the appeal. All other individuals must obtain approval from the Executive Director for admittance. Hearings shall be tape-recorded.

e. Hearing officer report and recommendations - The hearing committee shall forward its report of the hearing and recommendations for resolving the grievance to the Executive Director via the Personnel Officer for final decision within fourteen (14) calendar days from the date of the hearing.

f. Review by Executive Director - The Executive Director shall make a decision on the grievance within fourteen (14) days after receipt of the report of the hearing officer. The decision will be based on the report of the hearing officer and any further clarification of evidence which may be requested by the Executive Director.

No more than 90 calendar days is normally allowed for the entire appeal, including mediation, from initial filing of the formal appeal to the decision by the Executive Director. However, the Personnel Officer may grant a reasonable extension of time for cause. If a satisfactory solution to the grievance can be reached at any point, the appeal will be dismissed and the procedure discontinued at that point.

An employee may petition for a review of the appeal by the Board of Control within 30 calendar days after notice of an adverse decision by the Executive Director. Such petition is to be transmitted to the Board of Control via the Personnel Officer. This appeal based on written record.

g. An employee may petition the Chancellor for a review of the decision by the Board of Control within 15 calendar days after an adverse notice. Such petition is to be transmitted to the Chancellor via the UCLA Campus Personnel Manager. This appeal may be based on the written record only. Further, the employee may petition for a review of the appeal by the President within 30 calendar days after notice of an adverse decision by the Chancellor. This petition is to be transmitted to the President via the UCLA Campus Personnel Manager.

ASUCLA
BOARD OF CONTROL
RESOLUTION

Unanimously Adopted May 24, 1974,
by a Vote of 7-0-0 by the
Duly Constituted Board of Control

A. ASUCLA and its predecessor organizations at the University of California, Los Angeles, have functioned as autonomous legal entities since 1911, providing a variety of programs and services to students and the University community in general both at its own initiative and pursuant to a number of contracts and other arrangements between it and the University of California.

B. On May 18, 1972, the Regents of the University of California in total disregard of the legal status of ASUCLA and the several Associated Student organizations at other campuses of the University and the contractual and other long-established relationships between them, adopted a resolution entitled "Regents' Item 513," which asserted that ASUCLA and the other Associated Student organizations are official units of the University and directed the President of the University to take action, inter alia, "to confirm that employees of the Associated Students are employees of the University."

C. On August 10, 1972, the University, through the office of Vice President Robert L. Johnson, issued a statement directing that the Chancellor of each of the University's campuses implement a seven point program to effectuate Regents' Item 513.

D. On November 6, 1973, following extensive but unsuccessful negotiations between ASUCLA and the University, the Chancellor directed ASUCLA to implement the various programs set forth in Vice President Johnson's August 10, 1972, directive. On November 27, 1973, on advice of legal counsel, the Board of Control voted to commence implementation of Vice President Johnson's directives under protest pending its receipt of an opinion of counsel concerning ASUCLA's legal status vis-a-vis the University and the validity of Regents Item 513 and Vice President Johnson's August 10, 1972, directive.

E. On January 25, 1974, ASUCLA received an opinion of counsel advising it, in part, that "it is an autonomous legal entity, not subject by the terms of its existence to control or intervention by the University or the Regents" and that "it possesses rights, inter alia, to own and manage property, to contract, to retain counsel, to sue and be sued--and to enter into agreements with UCLA and the Regents."

F. On February 21, 1974, the Board of Control voted to rescind its earlier action taken under protest to implement Vice President Johnson's August 10, 1972, directive. The Board of Control voted to reject the directive, but authorized a study to determine whether ASUCLA should adopt, in whole or in part, any of the specific actions set forth therein on their merits.

G. As a result of this study, it was concluded that many of the specific points set forth in Vice President Johnson's August 10, 1972, directive could be voluntarily implemented in such a manner as to enable ASUCLA to achieve increased efficiencies of organization and administration and to

make additional benefits available to its employees without impairing its autonomous legal existence and its historic contractual and other arrangements with the University, and no implication of compliance with Regents' Item 513 would arise.

H. Following extensive further negotiations with the Chancellor, the President of the University and Regents' General Counsel, the Board of Control has arrived at an agreement with the Chancellor and the President entitled "Statement of Understanding of ASUCLA Relationships with the University" pursuant to which ASUCLA agrees to conform certain of its fiscal and accounting functions with those of the University, that its employees shall, for the limited purposes set forth therein, be deemed to be employees of the University, and to adopt, with certain exceptions, University personnel policies. The Agreement is not intended to and does not state or imply that ASUCLA is an official unit or part of the University, or that ASUCLA employees are University employees. To the contrary, the Agreement, although expressly silent on such questions, recognizes ASUCLA's right to maintain separate banking relationships and control its own funds, to enter into contractual agreements, to use and to allocate use of space in Kerckhoff Hall and Ackerman Student Union, to retain independent legal counsel and other matters which reflect its autonomous legal existence and the uninterrupted continuation of its historical relationships with the University.

NOW, THEREFORE, BE IT RESOLVED that, contingent upon its acceptance and execution by the University no later than June 30, 1974, the Agreement between ASUCLA and the UNIVERSITY OF CALIFORNIA entitled "Statement of Understanding of ASUCLA Relationships with the University," a copy of which is attached hereto, be and it hereby is approved and adopted by the Board of Control on behalf of ASUCLA.