Teaching or Other Services for University of California - B

Brief

Title: Teaching or Other Services for University of California
Publication date: 4/8/2015
Effective date: 12/2009

BRIEF

Policy Summary

This policy provides information and guidance for Lawrence Berkeley National Laboratory (Berkeley Lab) employees who are considering either teaching or providing any work/service at a University of California (UC) location. Under no circumstances should an employee's combined appointments from Berkeley Lab and UC locations exceed 100 percent.

Who Should Read This Policy

- This policy applies to all employees, except for faculty appointment employees, who are considering either teaching a course or seminar or providing any work/service at a UC location.
- This policy does apply to Lab employees with an adjunct faculty appointment at a UC location.
- Employees who are represented by an exclusive bargaining agent should refer to their collective bargaining agreement (CBA).

To Read the Full Policy, Go To:

The POLICY tab on this wiki page

Contact Information

For more information, contact your division's Human Resources Center.

Feedback on HR policies or procedures is welcomed. Send comments to hrpolicies@lbl.gov.

Policy

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POLICY

Details of this policy have not yet been converted to the new format.

In the meantime, please refer to the table below for a summary of Berkeley Lab's policy on teaching for the University of California:

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2. UC courses where University reports position to an exclusive bargaining agent.
Requires an adjustment in Laboratory time, based on a specific teaching appointment (unless at a de minimis level, as described below).
Employee will receive separate paychecks from University and Laboratory.
Division director or designee.
Use the Request to Teach at University of California form to obtain approval.

3. UC campus courses where University does not report position to an exclusive bargaining agent.
Requires approval of a multilocation appointment agreement between the Laboratory and the UC campus.
Employee will receive full pay and benefits from the Laboratory. The UC campus will reimburse Laboratory directly.
Division director or designee.
Arrangements are made through the employee’s Human Resources Center.

4. UC campus de minimis course assignment.
No special time reporting required or reduction in Laboratory hours.
No University compensation is involved.
Division director or designee.
De minimis levels of teaching are allowed during normal Laboratory work hours as long as the employee is fully responsible for accomplishing his or her Laboratory science responsibilities, and the teaching does not exceed the equivalent of one semester or quarter course every other year. Use Request to Teach at University of California form to obtain approval.

5. Seminars
No special time reporting required or reduction in Laboratory hours if no more than one seminar is taught per employee per year.
No University compensation is involved.
Division director or designee
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Revision History

<table>
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<tr>
<th>Date</th>
<th>Revision</th>
<th>By whom</th>
<th>Revision Description</th>
<th>Section(s) affected</th>
<th>Change Type</th>
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<tr>
<td>2/26/2013</td>
<td>0</td>
<td>M. Bello</td>
<td>Post Brief with link to old</td>
<td></td>
<td>Minor</td>
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<tr>
<td>4/8/2015</td>
<td>0.1</td>
<td>RPM editor</td>
<td>Included table from old html RPM page (html RPM site now redirects to the RPM wiki). Updated link to HR contacts. Corrected use of Berkeley Lab name.</td>
<td>Brief and Policy tabs</td>
<td>Editorial</td>
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Document Information

DOCUMENT INFORMATION

Title: Teaching or Other Services for UC

Document number: 02.06.010.000
Revision number: 0.1
Publication date: 4/8/2015
Effective date: 12/2009
Next review date:
Policy Area:
RPM Section (home): Human Resources
RPM Section (cross-reference): Appendix I: Table 10.02 (E)
Functional Division: Human Resources, RIIO
Prior reference information (optional):

Source Requirements Documents
## Implementing Documents

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