

NEW EMPLOYEE ORIENTATIONS

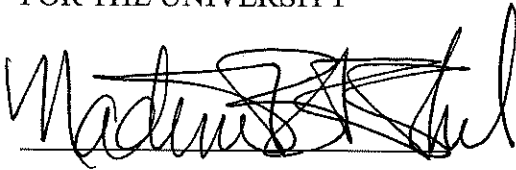
SIDE LETTER

Non-Senate Instructional (IX) Bargaining Unit

1. The parties to this Side Letter are the University of California (hereinafter referred to as “University”), with the exception of University of California San Francisco (UCSF is subject to a separate side letter) and the American Federation of Teachers (hereinafter referred to as the “Union”).
University Council-
2. By August 15 of each calendar year covered by this Side Letter, or at least ten (10) days prior to the Fall orientation, whichever is earlier, the University shall notify the Union of the scheduled campus-designated IX new employee orientation for the fall, winter, and spring quarters for quarter campuses or fall and spring semesters for semester campuses for the upcoming academic year.
3. **Non-Mandatory IX Orientations:**
 - a. The parties agree that attendance at the new IX employee orientations is not required nor does it constitute assigned work of any type; therefore, attendance is voluntary and the University shall make that clear in all notifications.
 - b. Should the University schedule the IX orientation prior to or following another campus orientation/meeting, the IX orientation may be held in an adjacent or near-by room.
 - c. The parties agree that providing the Union access to these three campus-designated in-person IX new employee orientations for quarter campuses and two campus-designated in-person IX new employee orientations for semester campuses shall fulfill the University’s obligations regardless of the number of IX employees that attend. There shall be no additional orientations scheduled for fiscal-year appointees or Summer Session appointees.
4. **Appointment Letter Notification:** The initial appointment letter shall include an electronic link to the IX voluntary new employee orientation schedule for the academic year appointees. The University shall discuss with the Union the language describing the posting online of the new employee orientation schedule.
5. **New IX Employee Orientations:** The Union representatives shall be permitted to meet with IX employees for thirty (30) minutes following the University’s portion of the orientation for the purpose of sharing information about the Union and/or the bargaining unit. The content of the University’s presentation and any materials will be determined solely by the University. The content of the Union’s presentation and any materials will be determined solely by the Union.

6. The Union's presentation time shall be included on the agenda for the new IX employee orientations.
7. The University shall provide copies of the sign-in sheet from the new IX employee orientations no later than 10 business days following the orientation.
8. During the University portion of the presentation, the Union's presenter and staff will not be present. Management will not discourage Union membership or attendance at the Union portion of the presentation. During the Union portion of the orientation, management employees and/or orientation presenters shall not be present.
9. By March 1, 2018, the University shall notify the Union of the date of the first new IX employee orientation, which will be scheduled during the month of April 2018. The parties agree that the University shall not be obligated to re-issue any initial appointment letters that have already been issued on or before March 1, 2018. However, initial appointment letters for spring quarter 2018 that are issued after March 1, 2018, shall include the electronic link consistent with paragraph 4.
10. The terms of the Side Letter will be effective no later than March 1, 2018 and shall remain in effect until January 31, 2020, the expiration date of the current IX contract.
11. This Side Letter constitutes the parties full agreement regarding adherence to the mandate in Assembly Bill 119. Any changes or further agreements shall be discussed during successor bargaining.

FOR THE UNIVERSITY



Nadine Baron Fishel

6 December 17

Date

FOR THE UNION



Mia McIver

7 December 2017

Date