

## NEW EMPLOYEE ORIENTATIONS

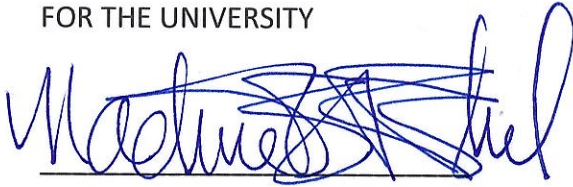
### SIDE LETTER

#### **UCSF Non-Senate Instructional (IX) Bargaining Unit**

1. The parties to this Side Letter are the University of California San Francisco (hereinafter referred to as "UCSF") and the American Federation of Teachers (hereinafter referred to as the "Union").
2. When UCSF hires a new bargaining unit employee, UCSF shall notify the Union fifteen (15) days in advance, if practicable, of the date the on-boarding process shall take place, which is generally the first day of employment. UCSF shall provide the Union (designated local union representative at each campus) with the date, time and location for the Union's access to the new employee.
3. The on-boarding process is defined as the process which commences on the date the new bargaining unit employee reports to work and signs the employment paperwork such as an I-9 form, patent and oath and receives an employee identification number.
4. Following the on-boarding, UCSF shall arrange for a space for the Union to meet with the new bargaining unit member for a maximum of thirty (30) minutes. However, the new bargaining unit member does not have to meet with the union if the employee does not want to do so as the meeting with the union is voluntary.
5. The Union's availability will not be taken into consideration when the on-boarding meeting is scheduled.
6. Should the Union fail to arrive at the designated location at the designated time, no make-up meeting shall be scheduled nor shall the new bargaining unit employee wait past ten (10) minutes into the scheduled time period.

7. 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

A handwritten signature in blue ink, appearing to read "Nadine Baron Fishel", written over a horizontal line.

Nadine Baron Fishel

11 December 17

Date

FOR THE UNION

A handwritten signature in blue ink, appearing to read "Mia J. McIver", written over a horizontal line.

Mia McIver

13 December 2017

Date