

ARTICLE 05 EMPLOYMENT INFORMATION

A. GENERAL PROVISIONS

Employment information, listed below, shall be sent to employees in career appointments by email or other electronic systems no later than seven (7) business days from the employee's start date. The Union shall abstain from filing grievances related to the issuance of employment information for one-hundred twenty (120) days from the date of ratification, and only employees hired after ratification of the Collective Bargaining Agreement are eligible to receive this information.

1. The applicable job title / classification;
2. Job code;
3. Working title (if applicable);
4. Start date;
5. Position FTE percentage;
6. Annual compensation (exempt employees) / Hourly rate (non-exempt employees);
7. Links to UC websites for Health and other applicable benefits or deductions;
8. Department;
9. Supervisor contact information;
10. A job description (i.e., "position description"), which is a summary of a specific position, including the nature and level of the work performed;
11. A statement that the position is covered by the Collective Bargaining Agreement between the parties;
12. A statement that information on access to all-gender restrooms and/or lactation support can be found in Article 18 – Non-Discrimination in Employment;
13. The following statement on reasonable accommodation: "Staff who are disabled or become disabled should notify their supervisor or department to request reasonable accommodations, in advance of their start date or any time during their appointment, in accordance with Article 23 – Reasonable Accommodation."; and
14. Information regarding how employees will learn about the time and place of any applicable Union orientations for new employees.

B. ADDITIONAL EMPLOYMENT INFORMATION

1. Locations may provide additional employment information.

2. Any employee may contact their supervisor to receive a copy of their job description, as outlined in Section A.10 of this Article.