UCRS Advisory Board

Meeting of February 25, 2011

AGENDA ITEM E

UCRS Advisory Board – Election of Staff Members

This item provides an update on the UCRS Advisory Board election for the two staff seats currently held by Tricia Heimstra, UCSB Interim Human Resources Director and John Sandbrook (Retired), UCLA. The new UCRS Advisory Board members' terms will begin on July 1, 2011 and end on June 30, 2015. The UCRS Advisory Board election nomination period will begin March 25, 2011. The nomination period closes on May 6, 2011. Election information and nomination materials will be available on the Human Resources and Benefits website: http://atyourservice.ucop.edu.

All Active UCRP Members are eligible to submit their nominations for candidacy, with the exception of Academic Senate members and employees in the Office of the President, who in their job functions are either engaged in making UCRS policy or work in a department where UCRS policy is made. Employees who are engaged in providing legal advice regarding UCRS policy and employees in the offices of Internal Audit are also ineligible for Board membership. All Active Members of UCRP who are not members of the Academic Senate are eligible to vote in the election.

Note that this election is for two active staff (non-Academic Senate) members. As there are now designated retirees on the UCRS Advisory Board, if an elected active staff member separates from service or retires, the position will be filled by the candidate who received the next highest number of votes in the most recent election, provided the candidate is an active member of UCRP and meets all other eligibility requirements.

Process

Eligible employees who are interested in running for UCRS Advisory Board membership can complete the necessary election forms (sample attached) online and print them from the website. These forms are also available at local benefits offices for employees' convenience. All required election forms must be received by HR/Pension & Retirement Programs no later than 5 p.m. on May 6, 2011. The proposed election materials include:

- Petition for Nomination form
- Background Information and Candidate Statement
- Rules of Campaign Conduct
- UCRS Advisory Board Information Sheet

As with past years' elections, potential candidates must obtain at least 50 signatures from Active UCRP Members who are not members of the Academic Senate and complete and return all required election forms by the nomination deadline. Qualified candidates will be notified by UCRP staff and announced on the *At Your Service* website.

Voting will be conducted through an Internet application using an external, third party vendor, VR Election Services (VRES). Celebrating its 26th year, VRES has successfully conducted multiple elections for organizations of similar size and scope as the University of California, including California State Teachers' Retirement System, State Bar of California, State Teachers Retirement System of Ohio, Minnesota Teachers Association, Texas Teachers Retirement System and the Massachusetts Teachers' Retirement System, many of which have large numbers of employees who are represented by a union. Members of the Public Retirement Information Systems Management (PRISM) organization were recently surveyed and asked who they use for election services. Of the eight agencies that responded, all use VRES.

VRES will send broadcast e-mails about the election to all known UC e-mail addresses (which will be provided to them by UC), maintain hard copy files in support of certification and provide customer service through a live toll-free help line and a 24hr e-mail help desk. Additionally, VRES will mail ballot and statement information directly to members without a UC email address. Such members can then vote by Internet after they receive the ballot package in the mail (employees without computers at home or work can vote via the internet by accessing computers that are available at all HR/Benefits offices and/or UC libraries). Only those active UCRP members who have been pre-determined as eligible to vote will be able to access the voting site (using a PIN provided by VRES). To ensure security, the website will only allow an eligible voter to enter the voting platform once, and cast one vote each for the two applicable UCRS Advisory Board opening positions.

Communications

This election will be supported by a multi-channel communication campaign to inform eligible candidates about nomination requirements, inform eligible voters about the voting process, and remind employees of important deadlines. The campaign will include:

- web page announcements
- broadcast emails
- press releases
- newsletters

Human Resource's *At Your Service* (AYS) website will post all necessary information, including nomination and rules of campaign conduct. Candidates' statements will be translated into Spanish. Paper copies of nomination materials available on AYS will be provided to local HR and Benefit Offices; translations into Spanish will be made available, as was done with Open Enrollment.

Timeline

Attached for the Board's information is a timeline showing important election dates to remember. Important dates include:

- Availability of nomination materials: March 25
- Deadline for nominations: May 6
- Announcement of candidates: May 16
- Voting period start date: May 23
- Voting period end date: June 17

Attachments:

Overview of the University of California Retirement System (UCRS) Advisory Board

Board Responsibilities

The UCRS Advisory Board develops ideas or new approaches to the provisions of UCRS benefits and communicates them to the President of the University. The UCRS Advisory Board discusses concerns relating to all Members, Participants and their Beneficiaries. The UCRS plans are:

- University of California Retirement Plan (UCRP)
- Tax-Deferred 403(b) Plan (403(b) Plan)
- Defined Contribution Plan (DC Plan)
- 457(b) Deferred Compensation Plan (457(b) Plan)

The retirement plans administered by UCRS hold assets of $50 billion. The UCRS Board generally meets three or four times a year in Oakland at the Office of the President. Members serve without compensation but are reimbursed for necessary expenses.

Board Members

The UCRS Advisory Board consists of eleven members: an officer of the University appointed by the President of the University; three persons appointed by the President of the University; The Treasurer of The Regents or the Treasurer's designee; two persons selected by the Academic Senate from the ten UC campuses; and two persons from different UC locations elected by those Active Members of the University of California Retirement Plan who are not members of the Academic Senate. Note that this election is for two active UCRP staff (non-Academic Senate) members. As there are designated retirees on the UCRS Advisory Board, if an elected active staff member separates from service or retires, the position will be filled by the candidate who received the next highest number of votes in the most recent election, provided the candidate is an active member of UCRP and meets all other eligibility requirements.

2011 Election

An election will be held May 23 to June 17, 2011, to select two employees (active UCRP members who are not members of the Academic Senate) to the UCRS Advisory Board. All Active UCRP Members who are not members of the Academic Senate are eligible to vote. The elected UCRS Board members will serve from July 1, 2011 through June 30, 2015.

The following employees are not eligible for initial or continuing membership on the UCRS Advisory Board: employees of the University of California Office of the President who, in their job functions, are directly engaged in making UCRS policy, work in a department where such policy is made, or are engaged in providing legal advice to UCRS; employees of the Offices of Internal Audit at the campuses, laboratories and the Office of the President. Non-Academic Senate elected UCRS Board members must be from different University locations.

The deadline for submission of nomination materials is May 6, 2011.

Qualifying candidates will be notified by May 16, 2011 and announced to the University community prior to the voting period, which runs from May 23, 2011 to 5:00 p.m. PDT on June 17, 2011.

2011 UCRS Advisory Board Election
Are You Eligible to Vote?

Employees who are active members of the University of California Retirement Plan (UCRP), AND who are not members of the Academic Senate, are eligible to vote in the 2011 election.

Active UCRP Member

Active UCRP members are those employees who meet the following eligibility requirements for membership in the plan:

Retirement Plan membership is automatic and mandatory for eligible employees and begins the first day of an eligible appointment. An eligible appointment is at least 50 percent time or more on a fixed or variable basis for one year or longer. Employees with limited appointments, employees in contract positions, employees in "noncareer" positions at the Department of Energy laboratory and certain academic employees may become eligible for membership after working 1,000 hours in a rolling, continuous 12-month period. (Members of the Non-Senate Instructional Unit qualify for UCRP membership after working 750 hours in an eligible position.) Membership is effective no later than the first of the month following the month in which 1,000 hours (or 750 hours) is reached.

Exceptions: A University employee is not eligible for Plan membership if he or she:

- is at the University primarily to obtain education or training;
- is in a Per Diem, Floater or Limited appointment;
- is an employee hired as a visiting appointee on or after August 1, 1989; or
- is a retired member.

Once you become a UCRP member, active membership continues until you have a break in service (see Definitions, below). Membership is not affected by a reduction in appointment without a break in service.

Break in Service

Leaving University employment, including any period on pay status but without covered compensation, or any period off pay status for four or more consecutive months. The following periods do not constitute a break in service for UCRP membership as long as the member returns to pay status at the end of the period:

- approved leave of absence without pay,
- temporary layoff (less than four months),
- furlough,
- period of right to recall and preference for reemployment,
- return to pay status the next working day after leaving University employment,
- return to pay status after a military leave in accordance with employees' reemployment rights, or
- return to pay status from a medical separation within the time allowed under University policy.

2011 UCRS Advisory Board Election Rules of Campaign Conduct

In general, use of University resources to promote or advance candidacy is not permitted. Examples of permissible and impermissible activity are as follows:

Permissible:

- Face to face contact with employees
- Mail with U.S. postage paid by candidate
- Posting flyers on bulletin boards within campus/laboratory restrictions
- Letters to the editor or published ads (at candidate's expense) in campus or laboratory news vehicles
- Participation in forums sponsored by campus groups
- Telephone calls from candidate's personal telephone after work hours
- Use of campus/lab directories to discern addresses (work or home) for mailing campaign materials via U.S. mail within campus/laboratory restrictions

Impermissible, violation will disqualify candidacy:

- Use of electronic mail from University computers or to University electronic mail addresses for campaign purposes including the broadcast or posting of candidacy notice and statements. Use of University computers for campaign purposes is not permitted by the candidate or by any individual, group or organization acting on behalf of a candidate. However, election and voting materials, as well as candidate statements will be available to UC employees on the UC Human Resources and Benefits website At Your Service (atyourservice.ucop.edu)
- University-provided interoffice/intercampus mail services, or University equipment or supplies for promoting candidacy
- Misrepresentations

Candidates are solely responsible for the accuracy and veracity of statements made in the conduct of their campaign.

Questions regarding campaign conduct or about petitions not specifically noted here should be addressed **in writing** to:

Pension & Retirement Programs
UC Human Resources
300 Lakeside Drive, 12th Floor
Oakland, CA 94612

Responses to any questions/petitions will be provided by UC Human Resources and Benefits **via email** to all candidates. Every effort will be made to respond to questions in a timely manner.

The following statement must also be signed and dated in order to qualify for nomination:

I have read the Rules of Campaign Conduct and my signature below indicates that I understand that these rules will be strictly enforced and that failure to abide by the rules of the campaign will disqualify my candidacy.

_____ _____

Signature Date

2011 UCRS Advisory Board Election Background Information and Candidate Statement Sheet

Please complete all information

Name (last, first, middle initial) _____

Current University position (payroll title)
(If you have dual/multiple appointments, indicate each.) _____

_____

Location (campus or lab affiliation) _____

Email address _____

University phone number _____

Length of University service _____ years

Candidate Statement (Maximum 120 words)

The following statement must also be signed and dated to complete your application and qualify for nomination:

I certify the statements made above are truthful and accurate to the best of my knowledge. I understand that a misrepresentation will result in my disqualification from candidacy for the UCRS Advisory Board. I have read the attached Rules of Campaign Conduct and have signed the Rules of Campaign Conduct. I also understand that these rules will be strictly enforced and that failure to abide by the rules of the campaign will disqualify my candidacy.

_____ _____

Signature Date

2011 UCRS Advisory Board Election
Petition for Nomination of Candidate

Employees who are active members of the University of California Retirement Plan (UCRP), and who are not members of the Academic Senate, are eligible to run as a candidate in the 2011 UCRS Advisory Board election.

For a valid nomination, this petition must contain the signature of at least 50 Active UCRP Members (see definition of Active UCRP Member in *Are You Eligible to Vote?*) of the University of California Retirement Plan (UCRP) who are not members of the Academic Senate. We recommend obtaining more than 50 signatures in the event that any signers are found to be ineligible. This petition must be received by UC Human Resources in Oakland by May 6, 2011.

Submit the completed petition to: Pension & Retirement Programs
UC Human Resources
300 Lakeside Drive, 12th Floor
Oakland, CA 94612-3557

We, the undersigned Active Members of the University of California Retirement Plan (UCRP), who are not members of the Academic Senate, hereby nominate:

Name: _____

University position: _____

University location: _____

as a candidate for the non-Academic Senate position on the UCRS Advisory Board for the term July 1, 2011 through June 30, 2015.

	Print Last Name, First Name and Middle Initial	Signature
1.		
2.		
3.		
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10.		
11.		
12.		
13.		
14.		
15.		

2011 UCRS Advisory Board Election Petition for Nomination

Name of nominee _____

Print Last Name, First Name and Middle Initial	Signature
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____
21. _____	_____
22 _____	_____
23. _____	_____
24. _____	_____
25. _____	_____
26. _____	_____
27. _____	_____
28. _____	_____
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47. _____	_____
48. _____	_____
49. _____	_____
50. _____	_____

20011 UCRS Advisory Board Election Petition for Nomination

Name of nominee _____

Print Last Name, First Name and Middle Initial	Signature
51. _____	_____
52. _____	_____
53. _____	_____
54. _____	_____
55. _____	_____
56. _____	_____
57. _____	_____
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72. _____	_____
73. _____	_____
74. _____	_____
75. _____	_____