UNIVERSITY OF CALIFORNIA

Overview of the University of California Retirement System Advisory Board

BOARD RESPONSIBILITIES

The University of California Retirement System (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 in excess of $70 billion. The UCRS Board generally meets three 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 chief investment officer (CIO) of the Regents or the CIO's designee; two persons selected by the Academic Senate from the ten UC campuses; 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; and two retired UCRP members currently serving as chair of the Council of UC Emeriti Associations (CUCEA) and/or the Council of UC Retiree Associations (CUCRA).

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.

2015 ELECTION

An election will be held May 19 to June 17, 2015, 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, 2015 through June 30, 2019.

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 1, 2015.

Qualifying candidates will be notified by May 12, 2015 and announced to the University community prior to the voting period, which runs from May 19, 2015 to 5:00 p.m. PT on June 17, 2015.

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Are You Eligible to Vote in the 2015 UCRS Advisory Board Election?

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 2015 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

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2015 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 by the candidate or by any individual, group or organization acting on behalf of a candidate is not permitted. However, election and voting materials, as well as candidate statements will be available to UC employees on the UC employee website UCnet (ucnet.universityofcalifornia.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:

Retirement Programs & Services
UC Human Resources
300 Lakeside Drive, 10th Floor
Oakland, CA 94612

UC Human Resources will provide responses to any questions/petitions **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

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2015 UCRS Advisory Board Election
Prospective Candidate Information and Instructions

Thank you for your interest in seeking nomination as an active UCRP staff member to the University of California Retirement System (UCRS) Advisory Board. Information about the UCRS Advisory Board and the election, as well as election forms, are available on UCnet (ucnet.universityofcalifornia.edu). This information is also available at local Benefits Offices.

To qualify as a candidate for this election, the following must be received by Pension and Retirement Programs. UC Human Resources , 300 Lakeside Drive, 10th Floor, Oakland, CA 94612, by May 1, 2015:

- the signed *Background Information and Candidate Statement Sheet*
- the *Petition for Nomination*, which must include at least 50 valid signatures of Active Members of the University of California Retirement Plan (UCRP) who are not members of the Academic Senate (see definition of Active UCRP Member in *Are You Eligible to Vote?* and
- the signed *Rules of Campaign Conduct*.

You will be sent confirmation of your candidacy if all completed and signed forms above have been verified and received by the May 1, 2015 deadline. Notification will be sent to those nominees who do not qualify as candidates.

Note that this election is for two active 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.

Candidates for the 2015 election may submit a statement of 120 words maximum. Your statement, which can include biographical information, is intended to communicate to voters your qualifications for the position. While a sentence or two may be appropriate in stating why you believe your background and qualifications make you a good candidate, this statement is not intended to serve as a platform or a political forum. If your statement exceeds 120 words, you will be contacted and asked to revise the statement to conform with the word limitation requirements. Your statement will be posted on the UC employee website, UCnet (ucnet.universityofcalifornia.edu), along with the candidate statements of other qualified candidates. Your statement will be posted on UCnet in both English and Spanish.

In addition to information relevant to your qualifications for the position, the statement may contain information about honorariums, memberships in professional organizations, career interests or specialization, and union affiliations. The information contained in the candidate statement is the responsibility of the candidate. Any misrepresentation in this statement may result in the disqualification of your candidacy. When you sign the *Background Information and Candidate Statement Sheet*, you are certifying that the statements made therein are truthful and accurate.

Note that for purposes of uniform presentation and for adherence to campaign policies contained here and in the enclosed materials, candidate statements are subject to editorial review. Any inclusion of external websites or web links will be removed before posting. If the

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edits are substantial, we will request your review of the edited version prior to publication. Finally, the notice regarding the *Rules of Campaign Conduct* specifies which election activities are permissible and those that will result in disqualification. Please review this notice carefully. Your signature verifies that you understand that these rules will be strictly enforced and that failure to abide by the *Rules of Campaign Conduct* will disqualify your candidacy.

The following employees are not eligible for initial or continuing membership on the UCRS Advisory Board:

- Employees in the University of California Office of the President who, in their job functions, are either engaged in making UCRS policy or work in a department where such UCRS policy is made;
- Employees who are engaged in providing legal advice to the University of California Retirement Plan (UCRP), the Tax-Deferred 403(b) Plan, the 457(b) Deferred Compensation Plan or the Defined Contribution Plan;
- Employees of the Offices of Internal Audit at the campuses, laboratory and the Office of the President.

Staff (non-Academic Senate) elected UCRS Board members must be from different University locations; therefore, in the event that two candidates from the same location hold the highest number of votes, the candidate with the most votes from that location will win one seat, and the candidate with the next highest number of votes from a different location will win the second seat.

Good luck, and thank you for your interest in the UCRS Advisory Board.

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2015 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, medical center 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

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2015 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 2015 UCRS Advisory Board election. (See the Overview of the UCRS Advisory Board or the Prospective Candidate Information and Instructions for additional exclusions concerning membership on the UCRS Advisory Board.)

For a valid nomination, this petition must contain the signature of at least 50 active University of California Retirement Plan (UCRP) members (see definition of active UCRP member in *Are You Eligible to Vote?*) 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. UC Human Resources in Oakland must receive the petition by May 1, 2015.

Submit the completed petition to:

Retirement Programs & Services
UC Human Resources
300 Lakeside Drive, 10th 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, 2015 through June 30, 2019.

Print Last Name, First Name and Middle Initial	Signature
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____

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2015 UCRS Advisory Board Election Petition for Nomination

Name of nominee _____

Print Last Name, First Name and Middle Initial	Signature
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2015 UCRS Advisory Board Election Petition for Nomination

Name of nominee _____

Print Last Name, First Name and Middle Initial	Signature
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2015 UCRS Advisory Board Election Petition for Nomination

Name of nominee _____

Print Last Name, First Name and Middle Initial	Signature
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68. _____	_____
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70. _____	_____
71. _____	_____
72. _____	_____
73. _____	_____
74. _____	_____
75. _____	_____

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