

 **Q&A for MANAGERS AND SUPERVISORS
REGARDING SEPTEMBER 24, 2009 WALKOUT**

SEPT 2009

**Important Questions and Answers about Proposed
Walkout by Faculty, Staff and Students on September 24, 2009**

Faculty, students and staff from the University of California's 10 campuses are calling for a system-wide walk out on September 24, 2009, which is the first day of classes on many campuses.

Below are answers to some important questions about your staff employees' rights and what managers may say/not say to staff employees:

Q. What will UC do if staff employees walk out on September 24th?

- A.** Managers should advise staff employees in advance that if any staff employee does not report to work as assigned, the University will presume—absent medical certification or approved leave—that her/his absence from is without authorization and that the staff employee will not be paid for the absence.

Authorization for an absence from work (e.g., vacation leave or furlough) may or may not be granted, depending upon operational necessity and without regard to the staff employee's reason for the requested leave.

Q. What can a staff employee do if s/he wants to work, but is being pressured to walkout from other faculty, staff or students?

- A.** If a staff employee feels s/he is being harassed or pressured not to working, the employee should notify his/her supervisor or campus/hospital Labor Relations office.

Q. If a staff employee comes to work during a walkout, what pay and benefits will s/he receive?

- A.** Staff employees who come to work will receive their normal compensation and benefits.

Q. If the staff employee doesn't come to work on September 24 as a result of the walkout, will the employee's pay and benefits continue?

- A.** Staff employees will not be paid for time not worked. The only exceptions to this are absences that are approved in advance by the staff employee's supervisor (e.g., scheduled vacation or furlough) or medical absence with proper certification. Benefits that are affected by the percentage of time worked during the month may be affected.

Q. Can managers ask staff employees if they plan to work during the walkout?

- A.** Managers **may** ask staff employees if they plan to come to work on a particular day or days for the purposes of determining staffing needs.

Q. What actions can the University take if staff employees are absent during the walkout?

- A.** The University will presume that—absent medical certification or authorization absence (e.g. vacation leave or furlough) – absences from work during the walkout are unauthorized. Requests for leaves may or may not be given depending on operational necessity and without

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regard to the employee's reason for the requested leave. Staff employees who are absent from work without authorization will not be paid for the absence.

- Q. In preparation for an walkout, can the University make plans such as hiring temporary employees or temporarily assigning staff to different job duties or departments?**
- A.** The University may take reasonable and prudent actions to prepare for a walkout such as hiring temporary employees or reassigning work. However, all plans should be made in consultation with your Labor Relations department. In general, all actions must be firmly based on operational necessity.
- Q. If there is any unanswered question, or an incident related to the walkout, whom should I contact?**
- A.** Call your UCSF LER representative, or call the main LER number at 415.476.3201.

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