



## **Student Employee Manual**

**I have read and understood all information pertaining to the Associated Students Staff Manual. All required duties and expectations have been thoroughly reviewed. I recognize my obligation to the policies and acknowledge that failure to comply with all rules, regulations, and procedures set forth by management will result in disciplinary action or possible termination.**

**Student Employee: \_\_\_\_\_ Date: \_\_\_\_\_**

**Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_**

**\*\*\*\*\*This document will be separated from the Manual and it is to be signed by the Student Staff after he/she has review the entire document\*\*\*\*\***

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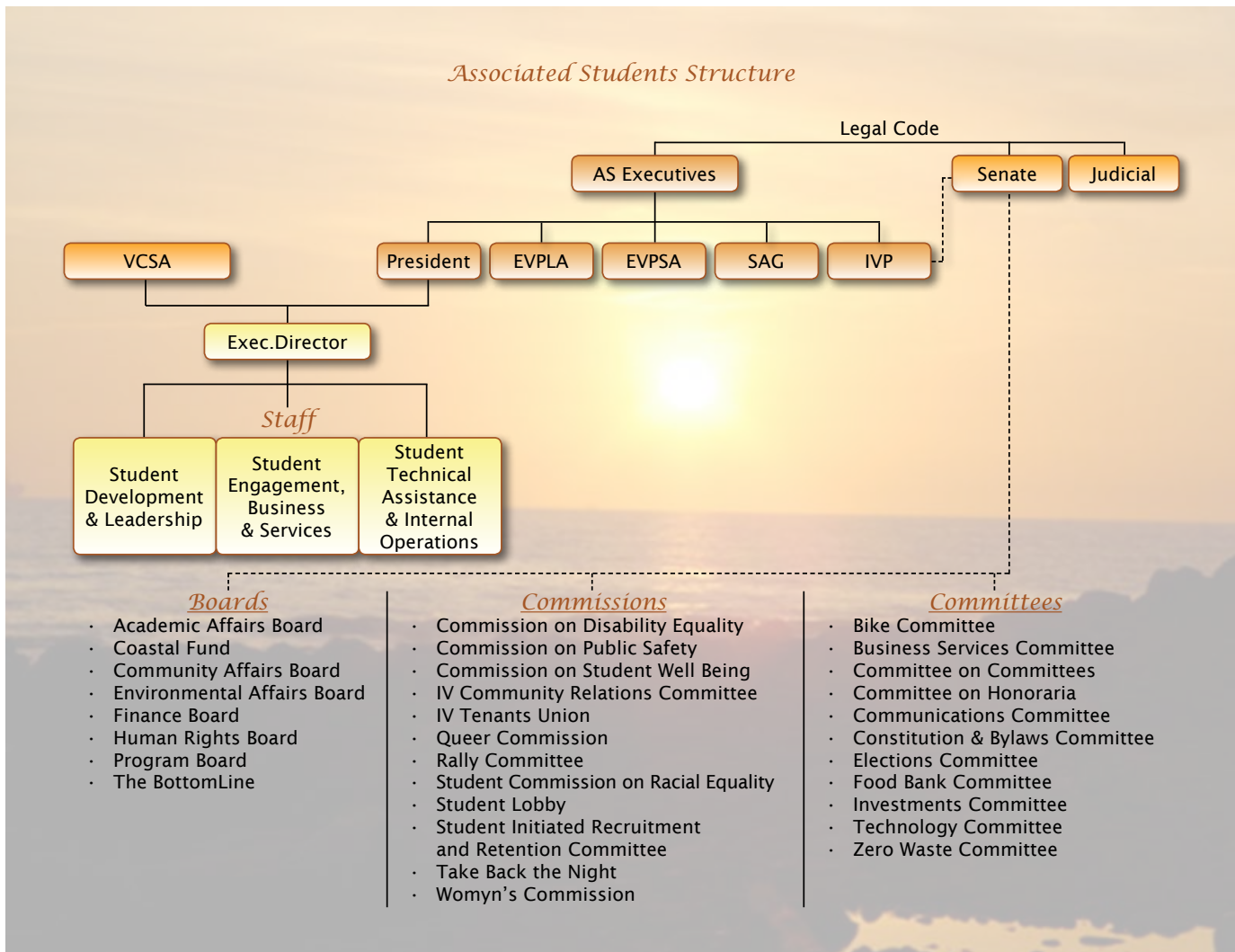
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# Associated Students

Associated Students (A.S.) of the University of California, Santa Barbara, is a non-state funded non-profit organization paid for by the undergraduate student fees. Through [elected student positions](#) and appointments, students voice concerns and express student opinion to the UCSB administration, UC system, and state and local governments. There are thirty-four [boards, committees, and commissions](#) (BCC's) that are organized and funded through A.S. to enrich student life and give students services and opportunities not offered by the administration. Our mission is to help students uphold the high academic standards and give them leadership, employment, cultural and growth opportunities to serve the campus community.



Student government, which consist of Senators and Executive Officers, have authority and responsibility over matters that are consistent with their enabling documents such as constitutions and by-laws, and with the University's purposes for such governments as defined by these *Policies* and implementing campus regulations. They be the responsibility of student governments, in consultation with the Chancellor or the Chancellor's designee, to ensure that their enabling documents, as well as all their programs and activities, are consistent with the status of such governments as official units of the University, and with the University's purposes for such governments as set forth in Section 61.10-15 of these *Policies*, as well as with all other provisions of these *Policies* and with implementing campus regulations. Associated Students is a department housed under the Division of Student Affairs at UCSB. Even though A.S. is housed under

Student Affairs, the shared governance ordinance that the association governs itself by gives A.S. its autonomy and its own subset of policies, The Legal Code. The Legal Code is updated constantly.

There are thirty-five Boards, Committees and Commissions that are a part of Associated Students.

- Academic Affairs Board (AAB)
- America Reads
- AS Greek Liaisons
- Attorney General
- B.I.K.E.S.
- Business Services Committee
- Coastal Fund
- Commission on Disability Equality (CODE)
- Commission on Public Safety (COPS)
- Commission on Student Well Being (COSWB)
- Committee on Committees (CoC)
- Committee on Honoraria
- Community Affairs Board (CAB)
- Constitution and By-Law Committee
- Department of Public Works (DPW)
- Elections Committee
- Environmental Affairs Board (EAB)
- Finance Board
- Human Rights Board (HRB)
- Investment Advisory Committee
- Isla Vista Community Relations Committee (IVCRC)
- Isla Vista Tenants Union (IVTU)
- Judicial Council
- KCSB
- Legal Resource Center (LRC)
- Media Relations Committee
- Program Board (ASPB)
- Queer Commission (QCOMM)
- Rally Committee
- Student Commission on Racial Equality (SCORE)
- Student Initiated Recruitment and Retention Committee (SIRRC)
- Student Lobby
- Take Back the Night (TBTN)
- Technology Services Committee (TECH)
- The Bottom Line (TBL)
- Womyn's Commission
- Zero Waste Committee

## AS Lingo

### *People*

**AS-** Associated Students

**ED-** Executive Director

**Execs-** The five executive officers; EVPLA, EVPSA, IVP, President, and Student Advocate General

**EVPLA-**Executive Vice President of Local Affairs

**IVP-**Internal Vice President

**EVSPA-** Executive Vice-President of Statewide Affairs

**EVC-** Executive Vice Chancellor

**SGA-** Student Government

**MOSA's-** Main Office Student Assistants

*Board, Committees, and Commissions,*

**BCC-** Boards, Committees, and Commissions

*Campus wide*

**OSL** –Office of Student Life

**IV-** Isla Vista

**SRB-** Student Resource Building

*National and Statewide*

**UCSA-** University of California Student Association

**USSA-** United States student Association

**QPOCC-** Queer People of Color

**SOCC-** Student of Color Conference

*MISC*

**SIOC-** Summer Internship Oversight Committee

**Req-** Requisition

**Bill Book-** The binder that houses all of AS Legislation for the year

**Legal Code-** The AS governing policies and procedures

# Associated Students Staff

**Associated Students Staff Mission Statement:** The UCSB AS Professionals, empower, mentor, guide and support UCSB students to deepen and enhance civic engagement and social responsibility by:

- Facilitating learning through student initiated projects and programs.
- Ensuring student inclusion in shared governance of the university.
- Initiating and facilitating collaboration within the UCSB community and beyond.
- Safeguarding the continuity, financial stability and institutional memory of the AS organization for current and future students.
- Respecting student agency to create their own path.

Associated Students is an expansive department with over eight offices across campus and into Isla Vista. Each office has one or more staff member and student assistants. The following is a list of all the offices and the full-time staff that work in them.

**For more information regarding our AS Staff and the AS Staff structure visit <http://www.as.ucsb.edu/about-us/staff/>.**

## **Associated Students (Insert Unit Mission Here)**

### **Example:**

The Student Engagement, Businesses, and Services unit strives to empower, mentor, and support students and community participants by facilitating learning and designing curricula which develop skills to provide services and programs that enhance and complement student life and enrich the community.

## **Associated Students (Insert Service or Department's Mission here)**

### **Example:**

The Associated Students Food Bank is a student-run service that is available to all UCSB students, both graduate and undergraduate. We aim to eradicate hunger from our campus community by providing basic food supplies, toiletries, and information about additional resources to students in need. Visit our website, [foodbank.as.ucsb.edu](http://foodbank.as.ucsb.edu), for more information.

In order to promote the comfort and moral support of students, the AS Food Bank will be accessible during regular school hours and will respect the confidentiality of its users.



## **Role of (Insert Service) Staff**

Insert Service's Purpose/Role here with a description of staff's role in relation to AS, the University, and anyone else such as UCSB, IV, and Santa Barbara Community.

**Example:** *The AS Food Bank Staff team works to maintain the daily distribution of food and toiletries to students while providing exceptional friendly and confidential service. The team is responsible for the inventory control of items donated and distributed and reporting to AS Food Bank Committee, Associated Students, the University, and our donors. We also work to assist the AS Food Bank Committee on any administrative work on an as needed basis. Lastly, it is the responsibility of the staff to uphold the mission of the AS Food Bank through increasing funding, education, and service to the UCSB Campus.*

All AS Staff and its leadership are accountable to students for money spent within the organization in accordance to AS and University Policies as well as lock-in fee language relevant the service or program. **(To be added to statement above)**

Organization: Insert Service

Pay: Insert Starting pay

Supervisor: Insert Immediate Supervisor and anyone related

## **Student's job description- Insert the Job Description for the staff position.**

- Greet students and community members and provide necessary information
- Correspond with students and community members in person, on the phone, and through email.
- Check students into the pantry
- Collect and database shopping check list
- Provide crowd control in the pantry when necessary
- Collect and data base the survey into the system
- File necessary paperwork
- Complete inventory at the end of the day
- Restock inventory and assist in the disposal of expired or damaged food
- Complete inventory of incoming products and verify expiration dates
- Assist with the upkeep of the pantry, front desk area, and the lobby
- Assist with the purchase of food
- Assist with loading and unloading of food from donation site or shopping centers
- Provide students with the necessary information about Associated Students and campus wide resources
- Must have a driver license and able to drive electric car
- Must Be able to at least lift 25 lbs.

## **Employment Policies**

Associated Students is committed to creating a safe and comfortable work environment for everyone. We have an open door policy regarding any problems or concerns that you might have regarding the work place. You are encouraged to contact your supervisor if any issues arise. If for any reason you are concern about speaking with your supervisor directly, please follow the following chain of communication within Associated Students, and if you feel that Associated Students will not be able to address your concerns, there are University Offices listed below for you as a resource. This document includes your rights and responsibilities as an AS staff member.

### **Chain of Communication**

- (Insert Immediate Supervisor), immediate supervisor
  - [tuyenn@as.ucsb.edu](mailto:tuyenn@as.ucsb.edu), 805-893-2276
- Insert Area or Unit Manager Here
  - [lisac@as.ucsb.edu](mailto:lisac@as.ucsb.edu), 805-893-2236
- Marisela Marquez, AS Executive Director
  - [marisela@as.ucsb.edu](mailto:marisela@as.ucsb.edu), 805-893-4141

### **Rights of all employees:**

As an employee, you have specific rights given by Federal and State Laws as well as University Employment Policies. Below are some of those policies for your reference. If you would like to view all of your rights as an employee of the University of California, Santa Barbara, visit the UCSB Human Resources webpage.

- **UCSB Human Resources Office-** For all other information regarding your rights as an employee at the University of California, Santa Barbara visit <http://hr.ucsb.edu> for more information.

### **Issues and Concerns**

If you have any concerns or conflict with your co-workers, please let your supervisor know. If the conflict is with your supervisor or if your supervisor is unable to assist you, contact the Unit or Area Manager or the Executive Director. For any reason, you do not feel those are comfortable steps for you and you need advise on how to approach the situation, contact the Office of the OMBUDS.

- **Office of the OMBUDS-** The Office of the OMBUDS is a safe place at UC Santa Barbara to come and discuss workplace issues, interpersonal conflict, academic concerns, bureaucratic runarounds, and many other problems. We serve faculty, staff, students, parents, or anyone else with a campus-related concern. You can speak freely to them because they keep our discussions confidential. For more information visit. <http://www.ombuds.ucsb.edu>.

### **Harassment**

AS does not tolerate any form of sexual and other harassment and discrimination within the work place regarding one's religious beliefs, sexual orientation, age, gender, and personal beliefs. If you experience or is a witness to any type harassment between coworkers or other students within AS, please let your supervisor know. Your input is important to ensuring a safe and comfortable work environment. If you are uncomfortable in doing so follow the Chain of Communication or contact the Office of Equal Opportunity & Sexual Harassment Office directly.

- **The Office of Equal Opportunity & Sexual Harassment/Title IX Compliance-** Contact them if you need confidential reporting of a sexual harassment or would like advise on how to deal with a sexual harassment in the work place. They are located at 3217 Phelps Hall and phone number at 805-893-2701.

## **Conflict of Interest**

A conflict of interest is defined as:

1. Personal financial or material gain.
2. Personal gain of associates (friends or family members).
3. A conflict in the interests of ASUCSB with the interests of other Committees (clubs or other on-campus organizations) said Committee or Board member(s) may have, which cannot be resolved.

If you see a potential personal conflict of interests, please inform your supervisor and AS of such conflict. In order to acknowledge that there is a conflict of interest, the individual must complete the Conflict of Interest form found in the Attorney General's office and turn it in to the Executive Director.

If you are involved in an AS BCC related to your involvement, please refer to the following:

### ***AS LEGAL CODE: POLICY 6. CONFLICT OF INTEREST***

*A) In any Committee or Board voting matter of any kind whatsoever, any and all voting members are personally charged with the responsibility of bringing any personal interests said member(s) may have in the outcome(s) of said vote(s) to the attention of the Committee or Board, as a whole.*

*B) In the event that a conflict of interest is determined to exist, by the individual member(s) or the Committee or Board as a whole, the member(s) unable to objectively discharge their responsibility shall abstain from voting on said matter(s).*

## **Assigned Time vs. Volunteer Time**

**Assigned Time** is time that has been assigned and approved by your supervisor as work. Work assigned should reflect your job description.

**Volunteer Time** is time that has not been assigned and approved by your supervisor.

For example, if you are employed by the AS Food Bank and you volunteered with the AS Food Bank Committee at an event and your time has not been discussed and approved by your supervisor, then that is volunteered time. However, if you are asked or assigned by your supervisor to assist with an AS Food Bank Committee event, then it is paid time. You should be paid for any assigned time. Thus, it is important to clarify with your supervisor what is volunteer and paid time if you are involve with a BCC related to your position.

- **Whistle Blowing Policy** – The University of California is committed to maintaining the highest standards of conduct in the fulfillment of its education, research, public service and patient care mission. Our faculty and staff are encouraged to bring forward concerns about possible improper governmental activity directly to their supervisor, department head, locally designated official or any university administrator. In order to provide employees with multiple avenues for bringing forward concerns of possible wrongdoing, the UC Whistleblower Hotline was established.

The hotline is independently operated to allow for calls or web-based reporting from faculty, staff and students on an anonymous basis. The hotline relays the reported concerns to appropriate university officials for processing. This hotline is staffed seven days a week, 24 hours per day and is capable of receiving reports in a number of different languages.

The university-wide toll-free number is 1-800-403-4744. Web-based reports can be made by accessing <http://universityofcalifornia.edu/hotline>. More information about the whistleblower process is found on the University of California home page and on posters displayed in various employee areas. The university’s whistleblower poster identifies other channels for reporting improper governmental activity, including the California State Auditor and the California Attorney General.

### **Distressed Students Protocol**

The University can be a stressful environment for many students and staff. Below are some identifiers for students or staff who might need to assistance or be referral to other services.

**REFERRAL IDENTIFIERS:** Student distress may manifest in behavior or in the reaction the behavior elicits in others. If you notice any of the following behaviors, the Distressed Student Protocol will assist you in responding to the student and providing appropriate referrals.

#### **Student Behaviors**

- Behavioral or emotional change
- Withdrawal
- Change in hygiene or appearance
- Decline in academic performance
- Excessive or inappropriate anger
- Alcohol or drug abuse
- Bizarre thoughts or behavior

#### **Staff / Faculty Reactions to Student’s Behavior**

- Feeling uncomfortable about student’s comments or behavior

- Concern about student's ability to function
- Feeling alarmed or frightened

***Once you have identify behavior of a distress person, ask yourself if the person is a danger to his/herself or others.***

**If yes or student needs immediate attention,**

- 1) Call 911
- 2) After speaking with police: Call Student Mental Health Coordination Services 805-893-3030

**No or not sure, but I am concerned,**

- 1) Call Student Mental Health Coordination Services 805-893-3030 or Campus Social Work Services, Student Health 805-893-3087
- 2) Call UCSB After-Hours Phone Counseling weekend, evening, and holidays at 805-893-4411

**No, but the student is having academic or personal issues refer student to appropriate campus support services:**

- [Alcohol and Drug Program](#), 805-893-5013
- [Campus Learning Assistance Services](#), 805-893-3269
- [Campus Social Work Services](#), 805-893-3087
- [College of Creative Studies](#), 805-893-2364
- [College of Engineering](#), 805-893-2809
- [College of Letters & Science](#), 805-893-2038
- [Counseling Services](#), 805-893-4411
- [Disabled Students Program](#), 805-893-2668
- [Educational Opportunity Program](#), 805-893-4758
- [Graduate Division](#), 805-893-2277
- [Office of International Students & Scholars](#), 805-893-2929
- [Office of the Ombuds](#), 805-893-3285
- [Office of Student Life](#), 805-893-4550
- [Resource Center for Sexual & Gender Diversity](#), 805-893-5847
- [Student Health Services](#), 805-893-3371
- [Women's Center](#), 805-893-3778

For a complete list of resources visit: [www.sa.ucsb.edu/distressedstudentsguide](http://www.sa.ucsb.edu/distressedstudentsguide)

## **Scheduling (Language is dependent upon supervisor and department's policies)**

As an Associated Students (AS) student staff member, we will work in conjunction with your class schedule and create a working week to suit you. Students may work their regular or an amended schedule during Dead week and Finals week.

Associated Students will not require student employees to work during those 2 weeks. The details should be worked out with your immediate supervisor towards the end of the quarter.

You will need to submit your class schedule when requested to your supervisor. Your supervisor will create a schedule based on the availability of your team and this should be available for you at the start of each quarter. You will have the opportunity to adjust your schedule in the first week of the quarter as you are still crashing courses and solidifying your classes. Once you confirm your schedule in the 2<sup>nd</sup> week of the quarter, this will be your schedule for the remainder of the quarter.

In addition, you may be asked to work on some weekends depending on the needs of your department.

If you have to reschedule a shift, please notify your supervisor 3 days in advance.

Be punctual. We understand that classes are taken during the workweek but you need to call in if you're going to be late for your shift.

When you come into and leave work please follow the check in/check out procedure.

## **Time Off (Language is dependent upon supervisor and department's policies)**

If you're planning to take time off, find someone to take your shift and notify your supervisor. You should notify your supervisor a week in advance of any changes and time off. Obviously, the earlier you start to ask for a replacement, the better your chance are of success. Learn to plan ahead.

## **Call-In Procedure (Language is dependent upon supervisor and department's policies)**

**Sick:** Inform your supervisor if you are sick through phone or email immediately if you are able to do so.

**Emergency:** Inform your supervisor if you are going to miss a shift through phone or email immediately if you are able to do so.

**Tardiness:** If you are late due to class conflict or an emergency, inform your supervisor as soon as you are able to make sure there is coverage due to your tardiness.

- If you are late to a shift the first time, you will be given a verbal notice.
- You will be documented for any other tardiness.
- After a third tardiness without notice, it is subject to review for termination.

### **Missed Shift (Language is dependent upon supervisor and department's policies)**

A missed shift without notice or approval such as an illness or class conflict will be documented and is subject to review for termination.

### **Timesheets (Language is dependent upon supervisor and department's policies)**

As an AS student staff you are responsible for keeping track of your own hours. . It is expected that you record your time accurately and any misuse of false recording of time will be subject to review and termination. If you have any questions regarding your pay or time recorded contact your supervisor or Claudia Alphin.

**Recording Hours:** You will total up your hours and submit it to your supervisor. Make sure that you sign and date timesheets before submitting it. If you make any changes to your timesheets, please make sure to initial the changes.

**Due Dates:** Timesheets are due every two weeks. You will be given a calendar of the due dates.

When you turn in the timesheets, your supervisor will make sure the hours that are listed match the scheduled weekly hours. Once all timesheets are collected and have been checked, your supervisor will make a copy and turn them into the Admin Office. You will be paid every two weeks either through direct deposit or a check will be mailed to you.

### **Evaluation & Raises**

As of July 1<sup>st</sup>, 2013. You will be paid in accordance to the AS salary scale for student employees. After completing 200 hours, your supervisor will give you an evaluation and you will be eligible for a \$0.25 raise. Please refer to the students employee page for the AS salary scale.

### **W-2**

Your W-2 will be sent to your permanent address listed on your job application in February. If you do not receive it, please contact the UCSB Payroll staff.

Danielly Andrade 805.893.3085 [danielly.andrade@accounting.ucsb.edu](mailto:danielly.andrade@accounting.ucsb.edu) or

Lissett Gonzales 805.893.3654 [lissett.gonzales@accounting.ucsb.edu](mailto:lissett.gonzales@accounting.ucsb.edu)

### **Consumption of Alcohol**

- Consumption of Alcohol or any drugs that impair your judgment while performing a job related duties are grounds for termination.

### **Change of Address or Phone Number**

- Inform your supervisor immediately of any change in address, email, or contact phone number.

## Access & Security (Language is dependent upon supervisor and department's policies)

- **Finger Printing & Background Check-** As an employee of the AS Food Bank, you will be asked to undergo finger printing and a background check with the University of California Police.
- **Electronic Key Access-** You will be asked to get your Access card keyed to access some of the AS office. You will need to fill out a form with your supervisor or Claudia Alphin.

## Phone Use Policies (Language is dependent upon supervisor and department's policies)

- **Long Distance Calls**
  - Long distance calls may be made from any line.
  - Long distance phone calls are restricted to office business.
  - To make long distance call press 9, 1, then the area code and phone number.
- **Personal Calls**
  - Personal calls must be kept to an absolute minimum.
  - It is NOT acceptable to ignore customers while making/taking a personal call.
  - Incoming personal calls should be limited to extreme necessity. Personal calls detract from the service we are capable of providing.

## Directions to the Office (Please make appropriate changes for your department)

- By Car:** If you are driving on campus, you will need to get a student pass or park in Isla Vista and walk on to campus. You can get a parking permit at Parking Services at <http://www.tps.ucsb.edu/default.aspx>.
- By Bus:** If you are traveling by bus, you can take route 24x, 12x, 25, 11, or 6 depending on where you are coming from and arrive at the bus circle by the Red Barn. Walk towards the Red Barn going toward Storke Tower. Walk to the University Center and take the stairs to the 3<sup>rd</sup> floor to the AS Food Bank. Follow the marked signs.
- Biking:** From IV, take Pardall Road and walk towards Storke Tower. Take a right toward Storke Tower. Go forward and park your bike next to Storke Plaza across from the Corner Store. Enter the University Center. Take the stairs across from the Bookstore up to the 3<sup>rd</sup> Floor. Follow the marked signs to the AS Food Bank.

From Goleta Beach, continue on the bike path onto campus. Go forward towards IV. Make a left between Storke Tower and Music building. Park



bike in bike racks. Walk forward and enter the University Center. Take the stairs across from the Bookstore up to the 3<sup>rd</sup> Floor. Follow the marked signs to the AS Food Bank.

- d. Walking:** From IV, take Pardall Road and walk towards Storke Tower. Take a right toward Storke Tower. Go forward and enter the University Center. Take the stairs across from the Bookstore up to the 3<sup>rd</sup> Floor. Follow the marked signs to the AS Food Bank.

# Contact list

(Insert Contacts you would like staff would like to have for reference)

## *Supervisor/Advisor*

Tuyen Nguyen

[tuyenn@as.ucsb.edu](mailto:tuyenn@as.ucsb.edu)

510-361-1271- Cell

805-893-2276 - Work

## *Student Staff*

Tony Tran

Rachel Rouse

Joel Munoz

Ve'Cartier Johnson

## **Incident Reports**

**(Language is dependent upon supervisor and department's policies)**

Please report to your supervisors immediately about any issues that come up regarding customer utilize the service as well as anything **out of the ordinary** that arise during your shift. After notifying your supervisors, fill out an incident report (and put it in the Incident Report tab in the binder) so we can maintain a record of these problems for future reference.

When you have an incident to report, please follow these guidelines:

- Who are you?
- What happened?
- Where did "it" happen?
- When did the incident occur?
- How did you handle the incident? (Who did you call? What did they do? Who ultimately handled the situation? Next steps?)

Example:

- Who: Kelly Bayer
- What: I walked outside of the office and saw a huge swarm of bees
- Where: Eucalyptus Grove
- When: Wednesday, May 12, 2011 around 11:30 am
- How: I called the AS main office and reported the incident to a staff person. They contacted the AS Environmental Safety officer who sent someone out to assess the situation/locate the beehive. They will handle the beehive this weekend.

**In the event of an emergency, notify your supervisor ASAP and if your supervisor is not available, follow the chain of communication. If you are in immediate danger call the campus police at 911 or 9-911 from the landline.**

## **Workers Compensation**

If you are injured while working, we may be able to assist you with any medical costs, temporary disability, permanent disability, job displacement voucher or death benefits. The objective of the UCSB Workers' Compensation Program is to assist in your quick recovery and return to work.

**Vehicle/Automobile Accidents**  
**(Language is dependent upon supervisor and department's policies)**

If you are involved in an auto accident, call 911 if you or the third party is in need of immediate medical attention. Once you have taken care of your well being, the steps below would be appropriate to follow:

- 1) Take down the information of the other party;
- 2) Document any property damage/loss with photographs;
- 3) Obtain contact information for witnesses of the incident, if available;
- 4) Contact the University's Third Party Claims Administrator- Sedgwick CMS: 1-800-416-4029 to report the Incident;
- 5) Give the other party involve the University's Third Party Claims Administrator - Sedgwick CMS: 1-800-416-4029. You may also give them Kathy Speer's number (Risk Management Coordinator) if they want to speak to someone on campus: 805-893-5837;
- 6) Fill out a Report of Vehicle Accident (found at <http://www.busserv.ucsb.edu/Forms/rm/ReportofVehicleAccident.pdf>). Make sure to include the Vehicle Number and License Plate (While a detailed incident report is helpful, we prefer that this form be submitted.)
- 7) Write up a written incident report for the department and attached a copy of the documents listed above.

**For all other incidents, use the incident report in the procedure manual.**

## **Emergency Protocol**

**Emergency Contacts**- If you are in immediate danger call 9-911, otherwise call your supervisor and follow the chain of communication. You are required to read the emergency chart on the wall and familiarize yourself with the different protocol for different emergency situations from natural disasters to active shooter.

**Evacuation Routes** - **(Please Insert Evacuation Route Appropriate to your department)**

Lagoon Lawn and Storke Lawn- refer to the emergency chart located on the wall for more information.

## **Operational Information**

**(Language is dependent upon supervisor and department's policies)**

### **Regular Hours:**

Mondays, Wednesdays, & Thursdays  
9:00am-6:00pm

### **Summer/Holiday Hours:**

If there are any changes in hours, it will be posted a week in advance on the Website and outside of the Office.

### **Location:**

### **Phone Numbers:**

Business lines:

### **Private Mgrs. line:**

510-316-1411

### **Email:**

**AS Food Bank [foodbank@as.ucsb.edu](mailto:foodbank@as.ucsb.edu)**

**Tuyen Nguyen [tuyenn@as.ucsb.edu](mailto:tuyenn@as.ucsb.edu)**

All relevant emails student staff needs to be aware of.

\*\*\*\*The AS Food Bank Procedural Manual will be given to you and you will be trained on your daily and weekly job duties\*\*\*

## **Opportunities for AS Student Staff**

Associated Students believes in fostering leadership development and provide opportunities for professional development among our students and staff. As a staff with AS, you have many opportunities through your employment to develop professionally. Our career staff can assist you with the following during your employment.

- 1) Career Development
- 2) Mentorship
- 3) Career Planning
- 4) Resume and Cover Letter Review and Feedback
- 5) Developing Transferable skills
- 6) Recommendation Letters
- 7) Referral to resources and other employment opportunities