

Family Accommodation Policies and Programs for Ladder-Rank Faculty

The University of California and UCSD are committed to helping faculty balance the needs of career and family. Toward this end, programs and policies have been established to create a supportive, equitable, and productive academic environment.

Family accommodation policies for ladder-rank faculty provide benefits that meet or exceed Family and Medical Leave Act and California Family Rights Act requirements. These include paid childbearing leave, work accommodations during pregnancy, periods of active service with modified duties, parental leave without pay, extension of the probationary period for assistant-level faculty, deferral of merit reviews, and periods of flexible workload for assistant-level faculty.

Family-friendly services and programs include employment assistance for faculty spouses and partners, child-care services and referrals, summer camps and year-round recreation programs for children, confidential counseling services, eldercare support, and

a lactation accommodation program for nursing mothers.

UCSD also offers an extensive **benefits program** in support of its employees and their families and **family and medical leave provisions** for oneself or to care for family members in the event of serious illness.

For complete details, please refer to the Web resources and telephone contacts provided. For advice regarding individual situations, contact your department's academic personnel representative.

This pamphlet is available on the Academic Personnel Web page at <http://academicaffairs.ucsd.edu/offices/apo/default.htm/>.



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UCSD family accommodation policies

The following is a brief description of UCSD's family accommodation policies for ladder-rank faculty. For complete details, please refer to Section 230-15 of the UCSD Policy and Procedure Manual, available at <http://adminrecords.ucsd.edu/ppm/docs/230-15.pdf>.

Childbearing leave

Childbearing leave is provided to all faculty, regardless of length of service, for the period of time before, during, and after childbirth that the faculty member is temporarily disabled due to pregnancy, childbirth, and recovery. The normal childbearing leave period is six weeks, although up to four months will be provided if necessary for medical reasons.

Faculty on childbearing leave will be relieved of all duties for the duration of the leave and should have no teaching duties in the quarter during which childbearing leave is taken. Childbearing leave need not be taken in one continuous period of time, but may be taken on an as-needed basis, and may be preceded and/or followed by a period of Active Service–Modified Duties.

A faculty member on childbearing leave will receive her approved base salary for up to six weeks during the time she is on leave.

If a faculty member is disabled for more than six weeks because of pregnancy, childbirth, or related medical conditions, she should consult her department academic personnel representative or the Benefits Office at (858) 534-9686 for information on disability and other benefits.

Additional pregnancy accommodations

As an alternative to or in addition to childbearing leave, the university will provide reasonable accommodations to a pregnant faculty member upon request and if medically necessary. The accommodations will vary, depending on the faculty member's needs and the nature of her work. Pregnancy accommodations are not



considered a leave and are not counted as child-bearing leave, pregnancy disability leave, family and medical leave, or Active Service–Modified Duties, unless the accommodations take the form of intermittent leave or a reduced work schedule. Faculty should direct their requests for pregnancy accommodations to their department chairs.

Active Service–Modified Duties

Active Service–Modified Duties (ASMD) is a period of reduced responsibilities to allow a faculty member to prepare and/or care for his or her own newborn child or that of a spouse or domestic partner, or to care for a child under age five placed for adoption or foster care in the faculty member’s home. A period of ASMD is not a leave of absence, and faculty members are required to be in residence at UCSD during this time.

ASMD is available to any faculty member who has substantial responsibility for the care of an eligible child. A faculty member is considered to have substantial responsibility if he or she has

more than half of the day-to-day responsibility for the care of the child.

Modification of duties will normally consist of either partial or full relief from scheduled teaching responsibilities, and no additional teaching duties will be assigned in the previous or subsequent quarters. During a period of ASMD, a faculty member is on active status and will receive at least his or her approved base salary.

Eligibility for a period of ASMD extends from three months before to twelve months following the birth or placement of a child. A birth mother is entitled to up to two quarters (or the equivalent) of combined childbearing leave and ASMD. All other faculty are entitled to up to one quarter (or the equivalent) of ASMD for each event of birth or placement of a child.

Parental leave without pay

A faculty member may take up to one year of full-time or part-time parental leave without pay for the purpose of caring for his or her own child

or the child of a spouse or domestic partner. Parental leave combined with childbearing leave and/or a period of Active Service–Modified Duties may not exceed one year.

Parental leave is without pay, although faculty who accrue vacation (those appointed on a fiscal-year basis) may substitute accrued vacation for unpaid parental leave.

Except when parental leave runs concurrently with family and medical leave, a faculty member on parental leave is responsible for ensuring that his or her benefits are continued and for payment of applicable premiums. For information on continuation of specific benefits, contact the UCSD Benefits Office at (858) 534-9686. For information on premium costs for continuing benefits, call the UCSD Payroll Division at (858) 534-2270.

Extension of the probationary period

Faculty members at the assistant level are subject to an eight-year appointment limit, which provides that they may not continue in

Combining Leave Time with ASMD

The charts below provide an example of possible combinations of leave time and Active Service–Modified Duties (ASMD) available to a faculty member who bears a child, as well as faculty with substantial responsibility for the care of a child. Individual circumstances will vary, however, and therefore it is important to discuss possible options with your department academic personnel representative.

Example of leave and ASMD options for a faculty member who bears a child

MONTH 1	MONTH 2	MONTH 3	MONTH 4	MONTH 5	MONTH 6	MONTH 7	MONTH 8	MONTH 9	MONTH 10	MONTH 11	MONTH 12
quarter			quarter			quarter			summer		
Childbearing leave with pay											
		ASMD with pay									
						Parental leave without pay					

Example of leave and ASMD options for a faculty member with substantial responsibility

MONTH 1	MONTH 2	MONTH 3	MONTH 4	MONTH 5	MONTH 6	MONTH 7	MONTH 8	MONTH 9	MONTH 10	MONTH 11	MONTH 12
quarter			quarter			quarter			summer		
ASMD with pay											
			Parental leave without pay								

the ladder-rank series after the eighth year of appointment unless they are promoted to tenure at the associate or full level. The period of time prior to consideration of an assistant professor for promotion to tenure is referred to as the probationary period.

The probationary period will automatically be extended by one year for faculty members who report childbearing leave and/or parental leave for one or more quarters, unless they decline the extension.

An assistant professor who has substantial responsibility for the care of a newborn child or a newly adopted child under age five during the probationary period will also receive a one-year extension of the probationary period if requested. It is not necessary for a faculty member to take a formal leave or a period of Active Service–Modified Duties in order to receive a one-year extension.

An assistant professor is eligible to receive a one-year extension of the probationary period for each event of birth or adoption, up to a maximum of two extensions. An extension

cannot be provided if the birth or adoption is reported after the beginning of the sixth year of appointment, or if it is reported after an academic review has already resulted in a decision not to continue the faculty member's appointment.

Deferral of merit reviews

Any faculty member who has substantial responsibility for the care of a newborn child or a newly adopted child under age five may request a one-year deferral of his or her normally scheduled merit review as a family accommodation. Faculty members may receive a maximum of two merit review deferrals. A deferral may be granted even if the faculty member does not take a formal leave. For assistant-level faculty, deferral of a merit review may only be requested in conjunction with an extension of the probationary period. A deferral cannot be granted after initiation of the merit review.

Flexible workload for assistant professors

An assistant professor who is engaged in undergraduate teaching and has substantial responsi-

bility for the care of his or her own child or that of a spouse or domestic partner may request a flexible workload for a period of up to two years to accommodate family responsibilities.

A flexible workload provides relief from structured teaching and most service responsibilities for the specified period. The faculty member is not relieved of scholarly responsibilities and is expected to participate in other department activities, such as attending and participating in seminars and department meetings and engaging in research and student advising.

A flexible workload may be granted in one-year increments for a total of two years and may be granted only once during appointment at the assistant rank.

During the period of flexible workload, the faculty member's ladder-rank appointment will be temporarily reduced to 50 percent time. Accrued sabbatical credits or extramural grant funding may be used to supplement the faculty member's salary.



UCSD Benefits Program

UCSD employees are offered an extensive range of benefits. These include medical plan options, dental plan options, a vision care plan, life insurance, a group legal plan, and accidental death and dismemberment insurance for employees and their eligible family members. A short-term disability plan and an employee-paid supplemental disability plan are available to employees only. The benefits package also includes two pre-tax flexible spending accounts, one for eligible health-care expenses not covered by the medical, dental, and vision plans, and the other for dependent care. In addition, auto and home insurance are available.

Faculty who are appointed on an academic-year (nine-month) basis are strongly encouraged to review the supplemental disability plan. These faculty do not accrue sick leave and need to know the impact of waiting-day periods on disability benefits.

For further details on benefits, choose Blink from the Quick Links menu at the top of the UCSD home page (<http://ucsd.edu/>) and search

on “Menu: Benefits.” This page includes links to complete information on all benefits listed. Under the heading “Publications,” the booklet titled “Your Group Insurance Plans” provides a comprehensive overview.

Information on benefits is also presented at orientation meetings for new faculty, which they are strongly encouraged to attend.

Benefits enrollment is done on the Web. Using Blink, search for “How to enroll for benefits.” Information is also available on the “At Your Service” Web page (<http://atyourservice.ucop.edu/>).

Faculty members are reminded to enroll new dependents within specified time limits and to periodically review their benefits coverage. Naming and updating beneficiaries is also recommended. For advice or information regarding individual situations, or for information on continuation of benefits while on extended leave, consult your department’s academic personnel representative, or call the UCSD Benefits Office at (858) 534-9686.

Family-friendly services and programs

Partner Opportunities Program

UCSD recognizes that decisions about seeking, accepting, and maintaining employment often involve considerations concerning two careers. The Partner Opportunities Program (POP) provides assistance in the employment search for spouses or partners of ladder-rank faculty candidates and appointees and of those in senior management positions who hold academic appointments. Clients must be referred to POP by the department in which their spouse or partner is a candidate or appointee.

The program offers assistance to those conducting their own job searches by assessing their needs, arranging job contacts and informational interviews, and serving as a central resource for information regarding employment opportunities.

The POP Web page (<http://academicaffairs.ucsd.edu/offices/partneropp/>) includes information

on procedures for using the program, job listings, information on area companies, job search tips, and relocation resources. For further information, contact program directors Becky Skov at bskov@ucsd.edu or (858) 534-2121, or Jennifer Park at jennifer@ucsd.edu or (858) 822-5862.

Southern California Higher Education Recruitment Consortium

In conjunction with the Partner Opportunities Program, UCSD has established an employment network with other institutions of higher education in Southern California, including other UC campuses, the California State Universities, the California Community Colleges system, and private colleges. This network, the Southern California Higher Education Recruitment Consortium (SoCal HERC), has developed a Web page (<http://www.socalherc.org/>) listing employment opportunities at all member institutions.

Web page users can use the “myjobs” feature to create a custom job-search profile and receive email alerts of positions matching their profiles. Anyone can use the Web page to conduct job searches. Dual-career couples can also link their job searches to receive notifications of jobs that match both of their backgrounds.

Child care, enrichment programs, and recreation programs

UCSD offers on-campus child care and numerous enrichment and recreation programs for children and families, as well as referrals to off-campus child care and other off-campus resources. For complete information, go to Quick Links at the top of the UCSD home page (<http://ucsd.edu/>), select Blink, and search on “summer camps” or any of the following specific topics.

On-campus child care

The Early Childhood Education Center (ECEC), located at 9224 Regents Road in the Mesa

Graduate and Married Student Apartment Housing, provides full-time day care for children of UCSD faculty, staff, and students. For information on enrollment, hours of operation, curriculum, fees, and other details, search Blink or call (858) 534-2768.



The International Cooperative Nursery School, located adjacent to the International Center on the main campus, is operated by the Friends of the International Center and provides cooperative part-time and full-time care for children of UCSD faculty, staff, and students and members of the community. For information on enrollment, hours of operation, curriculum, fees, and other details, search Blink, log on to the ICNS

Web page (www.geocities.com/icnshome), or call (858) 455-9310.

Off-campus child-care referrals

The Early Childhood Education Center offers referrals to infant and toddler home care programs, child care centers, and preschool programs throughout the San Diego area. The ECEC provides guidance on identifying high-quality care and follow-up assessments to help parents evaluate their child-care arrangements. For information, call (858) 534-2768.

UCSD Recreation classes and camps

UCSD Recreation offers a wide variety of year-round recreation classes for both children and adults. For a catalog of classes, visit the Web site at <http://recreation.ucsd.edu>. UCSD Recreation also offers the Knock Around Summer Camps Program for children ages 5 through 14, including the Knock Around Day Camp, Leadership Camp, Knock Around Sports Camp, and Knock Around Beach Camp. For prices, February registration dates, hours of operation, and other details, visit the Web site listed above or call (858) 534-3772.

Mission Bay Youth Water Sports Camps

The Peninsula Family YMCA sponsors the Mission Bay Youth Water Sports Camps at the Mission Bay Aquatic Center, which is operated jointly by UCSD and San Diego State University. The week-long camps provide specialized instruction in wakeboarding, waterskiing, surfing, windsurfing, sailing, kayaking, and marine sciences. For details, visit the Web page at <http://www.missionbayyouthwatersportscamp.com> or call (858) 539-2003.

Birch Aquarium summer camps

The Birch Aquarium at the Scripps Institution of Oceanography offers summer camps with age-appropriate activities for children in pre-kindergarten through grade nine. Single-day (half-day) camps are offered for children in pre-kindergarten through third grade, and week-long programs are offered for children in pre-kindergarten through ninth grade. The Birch Aquarium also offers year-round activities and events for children and families. For information, visit the Web page (<http://aquarium.ucsd.edu>), or call (858) 534-8665 or (858) 534-7336.

Other summer programs at UCSD

A number of outside organizations offer summer camps and other youth programs at UCSD. For a listing, search Blink for “Summer Camp Programs at UCSD.”

Camps and enrichment programs outside UCSD

Search for this topic on Blink for the *San Diego Union-Tribune's* annual listing of summer camps and information on after-school and other activities for children.

Faculty and Staff Assistance Program

UCSD faculty experiencing work-related, personal, or family difficulties can receive counseling, referrals, and other services through the Faculty and Staff Assistance Program (FSAP). Services are free, and the content of any FSAP session is completely confidential.

Services include assessment, individual counseling sessions, and referrals to other services; conflict resolution; and eldercare information and support. Brief, solution-oriented therapy

and case management are offered for such issues as alcohol- and drug-related concerns, depression and other emotional problems, family concerns, financial difficulties, gambling, legal problems, marital and other relationship difficulties, and violence.

FSAP is located in Torrey Pines Center South, Suite 406. Shuttle service is available from the Faculty Club on the main campus. FSAP is open from 7:00 a.m. to 5:30 p.m. on weekdays. To contact FSAP, call (858) 534-5523. For further details, select Blink from Quick Links at the top of the UCSD home page (<http://ucsd.edu/>) and search on “FSAP.”

Eldercare support

With an estimated 30 million adults caring for parents or other dependent adults in the United States, eldercare has become a significant issue in the workplace, and UCSD offers support in this area.

UCSD employees who are eligible for family and medical leave are entitled to take up to 12 workweeks per year of unpaid leave to care for



family members with serious health conditions, including elderly parents.

In addition, the Faculty and Staff Assistance Program provides referrals to resources for the elderly, such as specialized medical care, transportation, and caretakers, and offers an eldercare support group for individuals responsible for the care and oversight of elderly persons. There is no charge for FSAP services. For further information, call (858) 534-2387 or go to Quick Links at the top of the UCSD home



page (<http://ucsd.edu/>), select Blink, and search on “Eldercare.”

Lactation accommodations

Recognizing the benefits of breastfeeding for both infants and mothers, and in compliance with state law, UCSD provides nursing mothers space near their work areas where they can express breast milk in private. Such locations include offices, conference rooms, and other rooms that can be locked for privacy. In addition, specific facilities have been and are continuing to be established. For a complete listing of these facilities, choose Blink from the Quick Links menu at the top of the UCSD home page (<http://ucsd.edu/>) and search on “lactation.”

To use one of the facilities, employees may register with the Women’s Center, which provides information packets and issues access codes to rooms with Omnilocks. To register, email lactation@ucsd.edu, call (858) 822-0074, or go to the Women’s Center in Student Center West, Building 290, second floor.

A steering committee is working to improve lactation accommodations at UCSD through the Lactation Facilities and Services Program. To provide feedback on the program, email lactation@ucsd.edu. For general lactation help, contact Lactation Services, UCSD Healthcare, (619) 543-7149.

Convenience services at UCSD

UCSD offers a number of convenience services for the UCSD community, including fast-service restaurants, a credit union branch office, a post office, a movie theater, a copy center, a travel agency, convenience stores, and ATMs, making it easier to take care of personal errands without leaving campus. With the expansion of the university’s Price Center, scheduled for completion in December 2007, planned additional services include a larger post office, a 5,000-square-foot grocery store, a hair salon, a bank, additional restaurants with more extensive seating, and a new Outback Adventures facility offering rental of camping gear.

Transportation services

UCSD offers a number of services and incentives for the convenience of commuters who use the Coaster rail service, carpools and vanpools, and other alternatives to single-occupant vehicles for transportation to campus. These include the Transit/Coaster Club and the Pedal

Club, which provide free occasional parking and rides for those who use public transportation or bicycle to campus; bus stickers for free, unlimited bus rides near campus; and the FlexCar program, which provides cars for personal or business-related trips for those who do not drive to campus (three free hours per month for those in the Rideshare Program and discounted

rates for others). For details, search Blink for “commuting alternatives.”



Information Resources

Academic Personnel (858) 534-0068
<http://academicaffairs.ucsd.edu/offices/apo/default.htm>

At Your Service
<http://atyourservice.ucop.edu>

Birch Aquarium (858) 534-FISH
<http://aquarium.ucsd.edu>

Blink
<http://blink.ucsd.edu>

Early Childhood Education Center (858) 534-2768

Faculty and Staff Assistance Program (858) 534-5523

International Cooperative Nursery School (858) 455-9310
www.geocities.com/icnshome

Mission Bay Youth Watersports Camp (858) 539-2003
<http://www.missionbayyouthwatersportscamp.com>

Partner Opportunities Program (858) 534-2121
<http://academicaffairs.ucsd.edu/offices/partnerop>

Southern California Higher Education Recruitment Consortium
<http://www.socalherc.org>

UCSD Benefits Office (858) 534-9686

UCSD home page
<http://ucsd.edu>

UCSD Payroll Division. (858) 534-2270

UCSD Policy and Procedure Manual, Family Accommodations Section
<http://adminrecords.ucsd.edu/ppm/docs/230-15.pdf>

UCSD Recreation (858) 534-4037
<http://recreation.ucsd.edu>

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