



UC MERCED STAFF ASSEMBLY
EXECUTIVE BOARD
5200 N. LAKE ROAD
MERCED, CALIFORNIA 95343

MEMORANDUM

TO: Steve Kang, Chancellor
FROM: UC Merced Staff Assembly Executive Board
RE: Staff Assembly Member Release Time
DATE: January 20, 2011

As the University of California, Merced, continues to grow in order to fulfill its ambition to “achieve excellence in carrying out the University’s mission of teaching, research and service,” it is with increasing frequency that a lack of familiarity with University of California employee policies has resulted in staff members having limited or no access to participate in UC Merced Staff Assembly activities.

With continued support of campus’ senior leadership, the UC Merced Staff Assembly has not only delivered tangible benefits to the campus community but has also constructed important bridges into the community of Merced that strengthen local community organizations. Given your strong support of the activities of the UC Merced Staff Assembly, we seek your assistance in more clearly communicating appropriate University policy to all campus supervisors.

As you are aware, according to the University “[Guidelines for Relations with Employee Associations/Advisory Groups](#),” participation in Staff Assembly is recognized as an official University function. These guidelines provide that “management support of approved associations may include...allowing a reasonable amount of time on pay status to be devoted to legitimate association activities by officers and members.” This policy is reiterated in the UC Merced Staff Assembly bylaws ([Article VII, section D](#)) that received the endorsement of our founding Chancellor, Carol Tomlinson-Keasey.

Despite the clear policy language regarding official Staff Assembly functions, it has been increasingly common that supervisors incorrectly inform UC Merced Staff Assembly members that they must use accrued leave time if they wish to attend official Staff Assembly functions. Contextually, official UC Merced Staff Assembly activities are largely represented by the following three functions:

- A monthly, one-hour meeting of the Executive Board, where all members are invited to attend.
- Limited-appointment committees that form to plan and deliver core Staff Assembly programs (the winter clothing and food drives; Staff Appreciation Week; the annual scholarship drive; and other such activities)
- Formal Staff Assembly representation on campus-wide committees (though the participation on such committees already requires the formal endorsement of the supervisor)

Therefore, we respectfully request your support in educating supervisors that they should encourage and support release time for employees who wish to participate in Staff Assembly activities.