

Please complete, sign, and submit all paperwork prior to the hiring appointment.

Date of Birth (MM/DD/YYYY): 06/02/1999

Non-UCSD Email Address: jkoeb8762@gmail.com

Phone Number: 8584057893

Mailing Address: 10683 Golden Willow Unit 162

Mailing Address Line 2:

City: San Diego

State: CA

Zip Code: 92130

Country:



Employee Data Gathering Form

PERSONAL INFORMATION

Please enter legal name information as it appears on your Social Security Card or legal work authorization documents.

Employee Legal First Name	Chun Ruei	
Employee Preferred First Name	Ray	
Employee Legal Middle Initial		(N/A if no middle initial)
Employee Legal Middle Name	N/A	(N/A if no middle name)
Employee Legal Last Name	Huang	
Employee Legal Name Suffix		

PERSONAL INFORMATION, CITIZENSHIP INFORMATION

Are you a US Citizen?	Yes	No	<input checked="" type="checkbox"/>
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Do you have an unexpired Permanent Resident Card?	Yes	No	<input checked="" type="checkbox"/>
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Are you a U.S. Resident for tax purposes in the current calendar year?	Yes	No	<input type="checkbox"/>
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What was your previous country of Tax Residence?

What is your country of Tax Residence?

What is the original date of entry to the U.S. for this visit?

Please note that visits separated by less than a full calendar year are considered one visit, even if immigration status changed.

When does your Work Authorization end? I-20 06/30/2023

This date can be found on the document(s) used for Work Authorization.

Link to country full name and associated abbreviation:

http://payroll.ucop.edu/CTL_PDF/PPP0428.PDF

Do you have relatives employed at UCSD?

Yes No x

If yes, indicate name(s), relationship(s) & department(s)

	Name	Relationship	Department
#1			
#2			
#3			

PRIOR SERVICE VERIFICATION

Please complete this section to notify of prior service that may impact accruals.

Did you previously work for:

UC San Diego at **50% time or more?**

Yes No

	Campus Name	Dates Employed	
#1	UC San Diego	From:	To:
#2	UC San Diego	From:	To:
#3	UC San Diego	From:	To:

Another UC Campus at **50% time or more?**

Yes No

	Campus Name	Dates Employed	
#1		From:	To:
#2		From:	To:
#3		From:	To:

Did you previously work for a CSU campus, DOE Lab or an Agency or

Department of the State of California at **50% time or more?**

Yes No

	Campus/Agency Name	Dates Employed	
#1		From:	To:
#2		From:	To:
#3		From:	To:

Any **other** Prior or Concurrent UC/State Employment?

Yes No

(Includes ERDA Labs)

	Campus/Lab/Agency	Dates Employed	
#1		From:	To:
#2		From:	To:
#3		From:	To:

Previous Retirement System(s) if known?

Did you use a different name while employed there?

Yes No

Provide names or aliases (please include maiden and nicknames):

	First Name	Middle Name	Last Name
#1			
#2			
#3			

PRIVACY NOTIFICATION STATEMENT

The State of California Information Practices Act of 1977 (effective July 1, 1978) requires the University to provide the following information to individuals who are asked to supply information:

The principal purpose for requesting the information on this form is for payment of earnings, and for miscellaneous payroll and personnel matters, such as, but not limited to withholding of taxes, benefits, administration, and changes in title and pay status. University policy and State and Federal statutes authorize the maintenance of this information.

Furnishing all information requested on this form is mandatory- -failure to provide such information will delay or may even prevent completion of the action for which the form is being filled out. Information furnished on this form may be used by various University departments for payroll and personnel administration, and will be transmitted to the Federal and State governments as required by law.

Individuals have the right to review their own records in accordance with University personnel policy and collective bargaining agreements. Information on applicable policies and agreements can be obtained from campus or Office of the President Staff and Academic Personnel Offices.



The officials responsible for maintaining the information contained on this form are:
Office of the President and Campus Academic and Staff Personnel Offices.

SIGNATURE

By signing below, I hereby attest that I completed this form and that to the best of my knowledge the information is true and correct.

Signature 	Date 2/13/2023
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**STATEMENT CONCERNING YOUR EMPLOYMENT IN A
UNIVERSITY POSITION NOT COVERED BY SOCIAL SECURITY**
UCRS 419 (R7/19) University of California Human Resources

Send completed form to:
UC RASC—Records Management
P.O. Box 24570
Oakland CA 94623-1570

1. EMPLOYEE AND UNIVERSITY INFORMATION

EMPLOYEE NAME (Last, First, Middle Initial) Huang Chun Ruei	EMPLOYEE NUMBER	SOCIAL SECURITY NUMBER 757-75-5153
CAMPUS/LAB UC San Diego	DEPARTMENT Biological Sciences	DATE OF HIRE 04/01/2023

Your earnings from this position are not covered under Social Security. When you retire, or if you become disabled, you may receive a UC defined contribution plan (DC plan) or UC Retirement Plan (UCRP) benefit based on earnings from this position. If you do, and you are also entitled to a benefit from Social Security based on either your own work or the work of your husband or wife, or former husband or wife, your DC plan or UCRP benefit may affect the amount of the Social Security benefit you receive. Your Medicare benefits, however, will not be affected.

Under the Social Security law, there are two ways your Social Security benefit amount may be affected.

1. Windfall Elimination Provision

Under the Windfall Elimination Provision, your Social Security retirement or disability benefit is figured using a modified formula when you are also entitled to a plan benefit from a job where you did not pay Social Security tax. As a result, you will receive a lower Social Security benefit than if you were not entitled to a plan benefit from this job.

For example, if you are age 62 in 2019, the maximum monthly reduction in your Social Security benefit as a result of this provision is the lesser of \$463 or one-half of your pension earned from employment not covered by Social Security. This amount is updated annually. This provision reduces, but does not totally eliminate, your Social Security benefit. For additional information, please refer to the Social Security publication, "Windfall Elimination Provision."

2. Government Pension Offset Provision

Under the Government Pension Offset Provision, any Social Security spouse or widow(er) benefit to which you become entitled will be offset if you also receive a federal, state or local government plan benefit based on work where you did not pay Social Security tax. The offset reduces the amount of your Social Security spouse or widow(er) benefit by two-thirds of the amount of your government plan benefit.

For example, if you receive a monthly government plan benefit of \$600 based on earnings that are not covered under Social Security, two-thirds of that amount, \$400, is used to offset your Social Security spouse or widow(er) benefit. If you are eligible for a \$500 widow(er) benefit, you will receive \$100 per month from Social Security (\$500 – \$400 = \$100).

Even if your government plan benefit is high enough to totally offset your spouse or widow(er) Social Security benefit, you are still eligible for Medicare at age 65. For additional information, please refer to the Social Security publication, "Government Pension Offset."

2. FOR ADDITIONAL INFORMATION

Social Security publications and additional information, including information about exceptions to each provision, are available at www.socialsecurity.gov. You may also call toll free 1-800-772-1213, or, for the deaf or hard of hearing, call the TTY number 1-800-325-0778, or contact your local Social Security office.

3. REQUIRED SIGNATURE

I certify that I have received Form UCRS 419 that contains information about the possible effects of the Windfall Elimination Provision and the Government Pension Offset Provision on my potential future Social Security benefits.

SIGNATURE OF EMPLOYEE

Fay Huang

DATE

2/13/2023

PRIVACY NOTIFICATIONS

STATE

The State of California Information Practices Act of 1977 (effective July 1, 1978) requires the University to provide the following information to individuals who are asked to supply information about themselves.

The principal purpose for requesting information on this form, including your Social Security number, is to verify your identity, and/or for benefits administration, and/or for federal and state income tax reporting. University policy and state and federal statutes authorize the maintenance of this information.

Furnishing all information requested on this form is mandatory. Failure to provide such information will delay or may even prevent completion of the action for which the form is being filled out. Information furnished on this form may be transmitted to the federal and state governments when required by law.

Individuals have the right to review their own records in accordance with University personnel policy and collective bargaining agreements. Information on applicable policies and agreements can be obtained from campus or Office of the President Staff and Academic Personnel Offices.

The official responsible for maintaining the information contained on this form is the Vice President—University of California Human Resources, 1111 Franklin Street, Oakland, CA 94607-5200.

FEDERAL

Pursuant to the Federal Privacy Act of 1974, you are hereby notified that disclosure of your Social Security number is mandatory. The University's record keeping system was established prior to January 1, 1975 under the authority of The Regents of the University of California under Article IX, Section 9 of the California Constitution. The principal uses of your Social Security number shall be for state tax and federal income tax (under Internal Revenue Code sections 6011, 6051 and 6059) reporting, and/or for benefits administration, and/or to verify your identity.

	UNIVERSITY OF CALIFORNIA STATE OATH OF ALLEGIANCE. PATENT POLICY, AND PATENT ACKNOWLEDGMENT		EMPLOYEE'S NAME (Last, First, Middle Initial)		DATE PREPARED Mo/Dy/Yr
	UPAY585 (R 11/2011) E0420 71443-180		EMPLOYEE ID	DEPARTMENT Biological Sciences	EMPLOYMENT DATE Mo/Dy/Yr 04/01/2023
STATE OATH OF ALLEGIANCE I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.					
Taken and subscribed before me on: _____ Mo/Dy/Yr			Signature of Officer or Employee: _____ (Do not sign until in the presence of proper witness.)		
Signature of Authorized Official: _____ Title: <u>Human Resources Representative</u> County: <u>San Diego</u> State: <u>CA</u>			NOTE: No fee may be charged for administering this oath.		
The oath must be administered by either (1) a person having general authority by law to administer oaths—for example, Notaries Public, Civil Executive Officers (Gov. Code Sec. 1001), Judicial Officers, Justices of the Peace, and county officials named in Gov. Code Sections 24000, 24057, such as, district attorneys, sheriffs, county clerks, members of boards of supervisors, etc., or (2) by any University Officer or employee who has been authorized in writing by The Regents to administer such oaths.					
WHO MUST SIGN THE OATH: All persons (other than aliens) employed by the University, in common with all other California public employees, whether with or without compensation, must sign the oath. (Calif. Constitution, Article XX, Section 2, Calif. Gov. Code Sections 3100-3102.) All persons re-employed by the University after a termination of service must sign a new Oath if the date of re-employment is more than one year after the date on which the previous Oath was signed (Calif. Gov. Code Sec. 3102.) WHEN OATH MUST BE SIGNED: The Oath must be signed BEFORE the individual enters upon the duties of employment (Calif. Constitution, Article XX, Section 3: Calif. Gov. Code Sec. 3102.)			WHERE OATHS ARE FILED: The Oaths of all employees of the University shall be filed with the Campus Accounting Office. FAILURE TO SIGN OATH: No compensation for service performed prior to his subscribing to the Oath or affirmation may be paid to a University employee. And no reimbursement for expenses incurred may be paid prior to his subscribing to the Oath or affirmation. (Calif. Gov. Code Sec. 3107.) PENALTIES: "Every person who, while taking and subscribing to the Oath or affirmation required by this chapter, states as true any material which he knows to be false, is guilty of perjury, and is punishable by imprisonment in the state prison not less than one or more than 14 years." (Calif. Gov. Code Sec. 3108.)		
PATENT ACKNOWLEDGMENT This acknowledgment is made by me to The Regents of the University of California, a corporation, hereinafter called "University," in part consideration of my employment, and of wages and/or salary to be paid to me during any period of my employment, by University, and/or my utilization of University research facilities and/or my receipt of gift, grant, or contract research funds through the University. By execution of this acknowledgment, I understand that I am not waiving any rights to a percentage of royalty payments received by University, as set forth in the University of California Patent Policy, hereinafter called "Policy." I also understand and acknowledge that the University has the right to change the Policy from time to time, including the percentage of net royalties paid to inventors, and that the policy in effect at the time an invention is disclosed shall govern the University's disposition of royalties, if any, from that invention. Further, I acknowledge that the percentage of net royalties paid to inventors is derived only from consideration in the form of money or equity received under: 1) a license or bailment agreement for licensed rights, or 2) an option or letter agreement leading to a license or bailment agreement. I also acknowledge that the percentage of net royalties paid to inventors is not derived from research funds or from any other consideration of any kind received by the University. The Policy on Accepting Equity When Licensing University Technology governs the treatment of equity received in consideration for a license. I acknowledge my obligation to assign, and do hereby assign, inventions and patents that I conceive or develop 1) within the course and scope of my University employment while employed by University, 2) during the course of my utilization of any University research facilities, or 3) through any connection with my use of gift, grant, or contract research funds received through the University. I further acknowledge my obligation to promptly report and fully disclose the conception and/or reduction to practice of potentially patentable inventions to the University authorized licensing office. Such inventions shall be examined by the University to determine rights and equities therein in			accordance with the Policy. I shall promptly furnish University with complete information with respect to each. In the event any such invention shall be deemed by University to be patentable or protectable by an analogous property right, and University desires, pursuant to determination by University as to its rights and equities therein, to seek patent or analogous protection thereon, I shall execute any documents and do all things necessary, at University's expense, to assign to University all rights, title, and interest therein and to assist University in securing patent or analogous protection thereon. The scope of this provision is limited by Calif. Labor Code Sec. 2870, to which notice is given below. In the event I protest the University's determination regarding any rights or interest in an invention, I acknowledge my obligation: (a) to proceed with any University requested assignment or assistance; (b) to give University notice of that protest no later than the execution date of any of the above-described documents or assignment; and (c) to reimburse University for all expenses and costs it encounters in its patent application attempts, if any such protest is subsequently sustained or agreed to. I acknowledge that I am bound to do all things necessary to enable University to perform its obligations to grantors of funds for research or contracting agencies as said obligations have been undertaken by University. University may relinquish to me all or a part of its right to any such invention, if, in its judgment, the criteria set forth in the Policy have been met. I acknowledge that I am bound during any periods of employment by University or for any period during which I conceive or develop any invention during the course of my utilization of any University research facilities, or any gift, grant, or contract research funds received through the University. In signing this acknowledgment, I understand that the law, of which notification is given below, applies to me, and that I am still required to disclose all my inventions to the University.		
NOTICE: This acknowledgment does not apply to an invention which qualifies under the provision of Calif. Labor Code Sec.2870 which provides that (a) Any provision in an employment agreement which provides that an employee shall assign, or offer to assign, any of his or her rights in an invention to his or her employer shall not apply to an invention that the employee developed entirely on his or her own time without using the employer's equipment, supplies, facilities, or trade secret information except for those inventions that either: (1) Relate at the time of conception or reduction to practice of the invention to the employer's business, or actual or demonstrably anticipated research or development of the employer; or (2) Result from any work performed by the employee for the employer. (b) To the extent a provision in an employment agreement purports to require an employee to assign an invention otherwise excluded from being required to be assigned under subdivision (a), the provision is against the public policy of this state and is unenforceable. In any suit or action arising under this law, the burden of proof shall be on the individual claiming the benefits of its provisions.					
RETENTION: Accounting: 5 years after separation, except in cases of disability, retirement or disciplinary action, in which case retain until age 70. Other Copies: 0-5 years after separation			Employee/Guest Name (Please print): _____ Employee/Guest Signature: _____ Date: _____ Witness Signature & University Acceptance: _____ Date: _____		

PLEASE SIGN STATE OATH AND PATENT ACKNOWLEDGMENT

UNIVERSITY OF CALIFORNIA PATENT POLICY—October 1, 1997

I. PREAMBLE

It is the intent of the President of the University of California, in administering intellectual property rights for the public benefit, to encourage and assist members of the faculty, staff, and others associated with the University in the use of the patent system with respect to their discoveries and inventions in a manner that is equitable to all parties involved.

The University recognizes the need for and desirability of encouraging the broad utilization of the results of University research, not only by scholars but also in practical application for the general public benefit, and acknowledges the importance of the patent system in bringing innovative research findings to practical application.

Within the University, innovative research findings often give rise to patentable inventions as fortuitous by-products, even though the research was conducted for the primary purpose of gaining new knowledge. The following University of California Patent Policy is adopted to encourage the practical application of University research for the broad public benefit; to appraise and determine relative rights and equities of all parties concerned; to facilitate patent applications, licensing, and the equitable distribution of royalties, if any; to assist in obtaining funds for research; to provide for the use of invention-related income for the further support of research and education; and to provide a uniform procedure in patent matters when the University has a right or equity.

II. STATEMENT OF POLICY

A. An agreement to assign inventions and patents to the University, except those resulting from permissible consulting activities without use of University facilities, shall be mandatory for all employees, for persons not employed by the University but who use University research facilities, and for those who receive gift, grant, or contract funds through the University. Such an agreement may be in the form of an acknowledgment of obligation to assign. Exemptions from such agreements to assign may be authorized in those circumstances when the mission of the University is better served by such action, provided that overriding obligations to other parties are met and such exemptions are not inconsistent with other University policies.

B. Those individuals who have so agreed to assign inventions and patents shall promptly report and fully disclose the conception and/or reduction to practice of potentially patentable inventions to the Office of Technology Transfer or authorized licensing office. They shall execute such declarations, assignments, or other documents as may be necessary in the course of invention evaluation, patent prosecution, or protection of patent or analogous property rights, to assure that title in such inventions shall be held by the University or by such other parties designated by the University as may be appropriate under the circumstances. Such circumstances would include, but not be limited to, those situations when there are overriding patent obligations of the University arising from gifts, grants, contracts, or other agreements with outside organizations.

In the absence of overriding obligations to outside sponsors of research, the University may release patent rights to the inventor in those circumstances when:

1. the University elects not to file a patent application and the inventor is prepared to do so, or
2. the equity of the situation clearly indicates such release should be given, provided in either case that no further research or development to develop that invention will be conducted involving University support or facilities, and provided further that a shop right is granted to the University.

C. Subject to restrictions arising from overriding obligations of the University pursuant to gifts, grants, contracts, or other agreements with outside organizations, the University agrees, following said assignment of inventions and patent rights, to pay annually to the named inventor(s), or to the inventor(s)' heirs, successors, or assigns, 35% of the net royalties and fees per invention received by the University. An additional 15% of net royalties and fees per invention shall be allocated for research-related purposes on the inventor's campus or Laboratory. Net royalties are defined as gross royalties and fees, less the costs of patenting, protecting, and preserving patent and related property rights, maintaining patents, the licensing of patent and related property rights, and such other costs, taxes, or reimbursements as may be necessary or required by law.

Inventor shares paid to University employees pursuant to this paragraph

represent an employee benefit. When there are two or more inventors, each inventor shall share equally in the inventor's share of royalties, unless all inventors previously have agreed in writing to a different distribution of such share.

Distribution of the inventor's share of royalties shall be made annually in November from the amount received during the previous fiscal year ending June 30th, except as provided for in Section II.D. below. In the event of any litigation, actual or imminent, or any other action to protect patent rights, the University may withhold distribution and impound royalties until resolution of the matter.

D. The DOE Laboratories may establish separate royalty distribution formulas, subject to approval by the President. Distribution of the inventor's share of DOE Laboratory royalties shall be made annually in February from the amount received during the previous fiscal year ending September 30th. All other elements of this policy shall continue to apply.

E. Equity received by the University in licensing transactions, whether in the form of stock or any other instrument conveying ownership interest in a corporation, shall be distributed in accordance with the Policy on Accepting Equity When Licensing University Technology.

F. In the disposition of any net income accruing to the University from patents, first consideration shall be given to the support of research.

III. PATENT RESPONSIBILITIES AND ADMINISTRATION

A. Pursuant to Regents' Standing Order 100.4(mm), the President has responsibility for all matters relating to patents in which the University of California is in any way concerned. This policy is an exercise of that responsibility, and the President may make changes to any part of this policy from time to time, including the percentage of net royalties paid to inventors.

B. The President is advised on such matters by the Technology Transfer Advisory Committee (TTAC), which is chaired by the Senior Vice President—Business and Finance. The membership of TTAC includes the Provost and Senior Vice President—Academic Affairs, the Director of the Office of Technology Transfer, and representatives from the campuses, DOE Laboratories, Academic Senate, the Division of Agriculture and Natural Resources and the Office of the General Counsel. TTAC is responsible for:

1. Reviewing and proposing University policy on intellectual property matters including patents, copyrights, trademarks, and tangible research products;
2. Reviewing the administration of intellectual property operations to ensure consistent application of policy and effective progress toward program objectives; and
3. Advising the President on related matters as requested.

C. The Senior Vice President—Business and Finance is responsible for implementation of this Policy, including the following:

1. Evaluating inventions and discoveries for patentability, as well as scientific merit and practical application, and requesting the filing and prosecution of patent applications.
2. Evaluating the patent or analogous property rights or equities held by the University in an invention, and negotiating agreements with cooperating organizations, if any, with respect to such rights or equities.
3. Negotiating licenses and license option agreements with other parties concerning patent and or analogous property rights held by the University.
4. Directing and arranging for the collection and appropriate distribution of royalties and fees.
5. Assisting University officers in negotiating agreements with cooperating organizations concerning prospective rights to patentable inventions or discoveries made as a result of research carried out under gifts, grants, contracts, or other agreements to be funded in whole or in part by such cooperating organizations, and negotiating with Federal agencies regarding the disposition of patent rights.
6. Approving exceptions from the agreement to assign inventions and patents to the University as required by Section II.A. above.
7. Approving exemptions to University policy on intellectual property matters including patents, copyrights, trademarks, and tangible research products.



Employee Policy Acknowledgement

As a University employee, you are expected to comply with all UC and UC San Diego policies. Failure to understand obligations or ignorance of relevant policies and procedures is not an excuse for non-compliance. It is your responsibility to seek sufficient information to ensure that your actions are appropriate and consistent with University policy and procedures. In addition to your supervisor, policy guidance is available online and includes, but is not limited to, the following:

- UC San Diego Administrative Policies:
<http://blink.ucsd.edu/go/admin-policies>
- University of California Presidential Policies:
<http://blink.ucsd.edu/go/presidential-policies>
- UCNet:
<http://ucnet.universityofcalifornia.edu/tools-and-services/index.html>

Listed below are highlights from several major policies with which you should become familiar. Should you have questions or concerns, please contact your supervisor or department manager.

Principles of Community

Faculty, Staff, students and trainees on the UC San Diego campus are a composite of many races, creeds, and social affiliations. To achieve campus goals, individuals must work collaboratively with mutual respect and forbearance. Several principles of community life are established to guide the individual and group action on the campus. Adherence to these principles is essential to ensure the integrity of the University and to achieve campus goals. UC San Diego faculty, staff and students are asked to acknowledge and practice these basic principles of community life. The Principles of Community can be found at:

<http://poc.ucsd.edu>

UC Statement of Ethical Values and Standards of Ethical Conduct

These documents comprise an important statement of the University's values and our longstanding commitment to practices in conformance to these values and can be found at:

<http://blink.ucsd.edu/go/ethical-values>

UC Nondiscrimination and Affirmative Action Policy

It is the policy of the University of California, San Diego not to engage in discrimination against or harassment of any person employed or seeking employment with the University of California on the basis of race, color, national origin, religion, sex, gender, expression, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age (over 40), sexual orientation, citizenship, or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994). In addition, it is the policy of the University to undertake affirmative action, consistent with its obligations as a Federal contractor. The UC policy can be found at:

<http://blink.ucsd.edu/go/non-discrimination>

A handwritten signature in black ink, appearing to be "JH" or similar, located at the bottom left of the page.

Office for the Prevention of Harassment & Discrimination (OPHD)

UC San Diego is committed to creating and maintaining a community in which all persons who participate in UC San Diego programs and activities can work, learn and live together in an atmosphere free from all forms of harassment, exploitation, or intimidation.

Please find more information at:

<http://blink.ucsd.edu/go/ophd>

Whistleblower & Whistleblower Protection Policies

Faculty, staff, and students have an obligation to understand and follow the laws, regulations, policies and procedures governing university academic and business practices, and to assure that violations are handled appropriately. Additional UC San Diego Policy PPM 460-5 information:

<http://adminrecords.ucsd.edu/ppm/docs/460-5.html>

Whistleblower and Whistleblower Protection policies can be found online at:

<http://ucop.edu/uc-whistleblower>

UC San Diego provides an **anonymous toll-free fraud hotline**, (877) 319-0265 that can be used for reporting possible fraud such as misuse of assets, potential false billings, conflict of interest, or other compliance issues.

The **University of California Hotline**, (800) 403-4744, provides an avenue for reporting concerns anonymously. Employees are also encouraged to discuss concerns about possible improper activity directly with their supervisors or department heads, and to use other campus reporting mechanisms currently in place.

UC San Diego Smoke Free Policy

UC San Diego, along with all of the UC campuses, is Smoke and Tobacco-Free. This will contribute to a healthy campus environment for all students, faculty, staff, and visitors. The policy can be found at:

<http://blink.ucsd.edu/go/smokefree-policy>

Affordable Care Act Exchange Notice (ACA)

This notice explains the health insurance marketplace for Americans to shop for insurance. In California, the marketplace is called Covered California. The notice explains that UC's health plans meet minimum legal requirements, what to do if you're not eligible for UC's benefits, and other details about the marketplaces.

If you are covered by or eligible for UC Employee Benefits or a UC-sponsored Student Health Insurance Plan, you don't need to take action in the health insurance marketplace.

The policy can be found at:

<http://blink.ucsd.edu/go/aca-notice>

Asbestos Notice

State law requires notification to all UC San Diego personnel of the presence of asbestos in certain building materials used in the construction of University buildings. This notice can be found at: <http://blink.ucsd.edu/go/asbestos-notice>

Substance Abuse

The University of California recognizes dependency on alcohol and other drugs as a treatable condition and offers programs and services for University employees and students with substance dependency problems. Employees (including student employees) and students are encouraged to seek assistance, as appropriate, from Employee Support Programs, health centers, and counseling or psychological services available at University locations or through referral. Information obtained regarding an employee or student during participation in such programs or services will be treated as confidential, in accordance with Federal and State laws.

The policy can be found at: <http://blink.ucsd.edu/go/substance-abuse-statement>

Family and Medical Leave

Under the Family and Medical Leave Act (FMLA), eligible UC employees may be able to take up to 12 weeks of unpaid leave for incapacity due to various medical or health conditions, the serious health condition of family member, bonding, adoption, or foster-care - in accordance with state and federal laws in effect at the time of the leave. FMLA also provides Military Family Leave to eligible employees with a spouse, son or daughter, or parent on active duty or called to active duty.

Contact Employee Relations, (858) 534-4115 or employeerelations@ucsd.edu

- UC documents and forms:

<https://blink.ucsd.edu/HR/benefits/time-off/leaves/medical.html>

- Employee information:

<http://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf>

Acknowledgement and Signature

Employee Legal First Name Chun Ruei

Employee Legal Last Name Huang

I acknowledge receipt of University policy information. I understand it is my responsibility to read, understand, and comply with University policies. By my signature below, I agree to comply with University policies and understand that violation(s) of policy could result in disciplinary action, up to and including my termination from University employment.

Signature 	Date 2/13/2023
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Workers' Compensation

California Workers' Compensation (WC) laws require UC San Diego to provide workers' compensation benefits to employees who are injured or who develop an illness as a direct result of their employment. These laws determine who is eligible, when benefits begin, and what benefits to provide. If you have a work-related injury or illness, UC San Diego's Worker's Compensation pays your medical bills and provides compensation to help replace your lost income until you can return to work. Potential benefits include:

- o Medical care to cure or relieve the effects of the industrial injury
- o Temporary disability payments to help replace lost wages
- o Permanent disability payments to compensate for a permanent disability
- o Supplemental job displacement voucher if you are unable to return to work at UC San Diego
- o Death benefit payments to dependents

Please find more information in the Workers' Compensation:

 Workers' Compensation Time of Hire pamphlet: <http://blink.ucsd.edu/go/workerscomp-toh>

 Pharmacy Benefit Network: <http://blink.ucsd.edu/go/pharmacy-pamphlet>

Any additional questions regarding Workers' Compensation or the above pamphlets, may be directed to the Workers' Compensation Office, (858) 534-2454.

ACKNOWLEDGMENT of RECEIPT

Workers' Compensation AND Pharmacy Benefit Network Pamphlets

I, Ray Huang hereby acknowledge that I have received Workers' Compensation – Time of Hire Pamphlet and the Pharmacy Benefit Network (PBN) Pamphlet.

If I have any questions regarding these pamphlets or their contents, I have been instructed to contact the UCSD campus Workers' Compensation Office for explanation at (858) 534-2454.

Date of Hire: 04/01/2023

Date received WC pamphlet and PBN pamphlets: 2/13/2023

Employee Signature: 

SIGNED COPY MUST BE RETAINED IN THE EMPLOYEE'S PERSONNEL FILE
Workers' Compensation – Risk Management
9500 Gilman Drive #0925 • La Jolla, CA 92093-0925
T: (858) 534-2454 • F: (858) 246-0973

NOTICE TO VICTIMS OF DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING

Taking Time Off:

- If you are a victim of domestic violence, sexual assault, or stalking you may take leave from work to obtain or attempt to obtain a restraining order or other court order to help ensure your own health, safety, or welfare - or that of your child or children.
- You may take time off from work to get medical attention or services from a domestic violence shelter, program or rape crisis center; psychological counseling; or to receive safety planning related to domestic violence, sexual assault, or stalking.
- You may elect to substitute available vacation, personal leave, accrued paid sick leave, or compensatory time off for unpaid leave.
- In general, you should provide reasonable advance notice, if foreseeable, or as soon as possible under the circumstances, depending on the nature of the leave taken.
- You should provide certification of the need for leave that explains the reason for your absence either prior to your absence or within a reasonable time after the absence. This certification can be a police report, court order or doctor's or counselor's note. Leave for injuries resulting from domestic violence, sexual assault, or stalking may run concurrently with other types of leaves, such as Family and Medical Leave.

Reasonable Accommodation:

- You have the right to request that the University provide reasonable accommodations to ensure you are safe at work.
- If you request an accommodation, the University will work with you to determine what changes can be made. The University may ask you for a signed statement certifying that your request is for a proper purpose, and may also request proof of your need for an accommodation. The University will protect the confidentiality of any such records you provide and will not disclose them except as required by state or federal law or as necessary to protect your safety in the workplace.

Retaliation and Discrimination:

You may not be retaliated or discriminated against because:

- You are a victim of domestic violence, sexual assault, or stalking.
- You asked for leave time to get help.
- You asked for reasonable accommodation in the workplace to make sure you are safe at work.

You can file a complaint following the appropriate UC complaint procedure if you believe you have been subject to retaliation or discrimination. For more information, please contact your local HR or Academic Personnel Office.





COMPUTER/INFORMATION USE AND SECURITY STATEMENT


Employee Legal First Name Chun Ruei


Employee Legal Last Name Huang


Employee Number (optional)


 I understand that in the performance of my duties at UC San Diego, I must hold information in confidence. I have read and understand the Rules of Conduct for University Employees Involved with Information Regarding Individuals (attached). I understand that unauthorized disclosure of personal/confidential information may result in charges of Invasion of Privacy.

 I also understand that it is against University of California Information Systems policy to seek out or use personal or confidential information relating to others for my own interest or advantage.

 I understand that under California State Law any person who maliciously accesses, alters, deletes, damages, or destroys any computer system, network, computer program, or data is guilty of a felony.

 I am aware that the References and Related Policies on the attached sheet outline University policies and State and Federal laws which govern use of computer systems and disclosure of information. I understand that failure to comply with the regulations may result in disciplinary action, which could include release from employment. Violation of local, state, or federal statutes may carry the additional consequence of prosecution under the law, where judicial action may result in specified fines, imprisonment, or both, plus the costs of litigation, the payment of damages, or both.

 When I receive a UCSD Information Technology Services (ITS) username and password, I understand that I am responsible for all entries made using these credentials.

 I understand that my username and password are to be accorded the same significance as my handwritten or electronic signature. I acknowledge that the delegation of my credentials to another person, or my use of another person's credentials, may be considered False Representation.

Signature: 

Date: 2/13/2023

RULES FOR CONDUCT FOR UNIVERSITY EMPLOYEES INVOLVED WITH INFORMATION REGARDING INDIVIDUALS

- A. Employees responsible for the collection, maintenance, use and dissemination of information about individuals which relates to their personal life, including their employment and medical history, financial transactions, marital status and dependents, shall comply with the State of California Information Practices Act. PPM-480-3 Privacy of and Access to Information, Legal Requirements and Implementing Procedures, shall be used as a basic source of guidance in administering the Act's provisions.
- B. Employees shall not require individuals to disclose personal information which is not necessary and relevant to the purposes of the University or to the particular function for which the employee is responsible.
- C. Employees shall make every reasonable effort to see that inquiries and requests relating to personal records of individuals are responded to quickly and without requiring the individual to unnecessarily repeat his or her inquiry to others. In other words, reasonable efforts will be made to place the responsibility on the Department for responding to the individual after his/her initial contact.
- D. Employees shall assist individuals who seek information pertaining to themselves in making their inquiries sufficiently specific and descriptive so as to facilitate locating the records.
- E. Employees shall respond to inquiries and requests from individuals to review, obtain copies of, amend, correct or dispute their personal records in a courteous and business-like manner, and in accordance with PPM 480-3.
- F. Employees shall not disclose personal and confidential information relating to individuals to unauthorized persons or entities. The intentional disclosure of such information to such persons may be cause for disciplinary action.
- G. Employees shall not seek out or use personal or confidential information relating to others for their own interest or advantage. The intentional violation of this rule may be cause for disciplinary action.
- H. Employees responsible for the maintenance of personal and confidential records shall take all necessary precautions to assure that proper administrative, technical, and physical safeguards are established and followed in order to protect the confidentiality of records containing personal information and to assure that such records are not disclosed to unauthorized individuals or entities.

REFERENCES & RELATED POLICIES

- A. Federal & State Regulations
 - Federal Privacy Act of 1974
 - Federal Family Educational Rights and Privacy Act of 1974 (FERPA)
 - Electronic Communication Privacy Act of 1986
 - Health Insurance Portability and Accountability Act of 1996 (HIPAA)
 - Health Information and Technology for Economic and Clinical Health (HITECH) Act (2009)
 - Federal Information Security Management Act of 2002 (FISMA)
 - California Public Records Act (1976)
 - California Information Practices Act (1977)
 - California Education Code, Chapter 1.2, Division 16.5
 - California Penal Code, Section 502, Chapter 858, relating to Computer Crime
 - California State Assembly Bill (AB) 1298 (2007)
 - California State Assembly Bill (AB) 1950 (2004)
 - California State Senate Bill (SB) 1386 (2003)
 - Confidentiality of Medical Information Act
- B. University Policy, Guidelines and Legal Requirements on Privacy of and Access to Information, June 9, 1978.
- C. University Policies Applying to the Disclosure of Information from Student Records, February 1, 1977.
- D. University of California Electronic Communications Policy
- E. Management Guide for Information Security at UC
- F. Statement of Ethical Values and Standards of Ethical Conduct
- G. University of California Business and Finance Bulletin
 - RMP-4 Vital Records Protection
 - RMP-7 Privacy of and Access to Information Responsibilities
 - RMP-8 Legal Requirements on Privacy of and Access to Information
- H. University of California Information Systems Policies
 - IS-2 Inventory, Classification, and Release of University Electronic Information
 - IS-3 Electronic Information Security
 - IS-11 Identity and Access Management
- I. Policy and Procedure Manual (PPM)
 - 135-3 Network Security
 - 160-2 Disclosure of Information from Student Records
 - 230-11 Maintenance of, Access to, and Opportunity to Request Amendment of Academic Personal Records
 - 230-29 Policies and Procedures to Assure Fairness in the Academic Personnel Review Process
 - 460-5 Misappropriation of University Assets
 - 480-1 Legislation Affecting University Records
 - 480-3 Responsibilities & Guidelines for Handling Records Containing Information About Individuals
 - 480-4 Public Records
 - 460-5 Misuse of University Resources, Fraud, and Other Financial Irregularities

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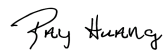
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University of California San Diego

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ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, University of California San Diego (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. For such copies, as long as you are an authorized user of the DocuSign system you will have the ability to download and print any documents we send to you through your DocuSign user account for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$1.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact University of California San Diego:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: docusign@ucsd.edu

To advise University of California San Diego of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at docusign@ucsd.edu and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

To request paper copies from University of California San Diego

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to docusign@ucsd.edu and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with University of California San Diego

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to docusign@ucsd.edu and in the body of such request you must state your e-mail, full name, IS Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none">• Allow per session cookies

	<ul style="list-style-type: none"> • Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection
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** These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I Agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify University of California San Diego as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by University of California San Diego during the course of my relationship with you.