

BML Volunteer Packet Instructions

This packet includes:

BML Volunteer/Visitor Information Sheet (**required**) page 1

Workers Compensation Volunteer Information form (**required**) Page 2

Designation of Physician forms (**OPTIONAL** – submit if desired/for workman's Comp) Page 3

Waiver of Liability for the Bodega Marine Reserve (**required**) Page 4

Waiver of Liability for Diving & Boating (**required ONLY if diving or boating**) Page 5

State Oath of Allegiance, Patent Policy and Patent Acknowledgment form (**required**) Page 6

NOTE: Student work permit must be attached if volunteer/applicant is age 16-18.

This packet also includes:

Bodega Marine Reserve Rules and Regulations

Bodega Marine Reserve Hazards

If you have questions about the Bodega Marine Reserve, please contact Suzanne Olyarnik (707) 875-2020, svolyarnik@ucdavis.edu or Jackie Sones (707) 875-2021, jlsones@ucdavis.edu

Diving and Boating Information sheet (if diving or boating)

Please contact BML Diving & Safety program at boating@ucdavis.edu

Facts about Workers Compensation

Animal Care Volunteer Position Description (for ARG volunteers only)

Please contact Karl Menard (707) 875-2078 or klmenard@ucdavis.edu

Volunteers: Fill out and sign required forms and submit to your BML supervisor/sponsor for signature.

Supervisors: Sign forms where supervisor signature is required and forward to Juanita "JC" Garza-Castro, Business Manager, jgarzacastro@ucdavis.edu, (707) 875-2007

Please consider the environment and print only those pages required.

**BODEGA MARINE LABORATORY
VOLUNTEER/VISITOR INFORMATION SHEET**

VOLUNTEER/VISITOR:

(Last Name) (First Name)

Phone _____ Email _____

Address (local)

Address (permanent)

EMERGENCY CONTACT:

Name _____ Phone _____

Address _____

Alt. Address: _____ Phone: _____

EDUCATIONAL INFO:

Current student? ___ Yes ___ No

Highest Degree: ___ HS ___ BA ___ BS ___ MA ___ MS ___ PhD Field _____

Home Institution/Department (if applicable): _____

BML SPONSOR/SUPERVISOR

(Must be faculty advisor or staff manager)

Main Volunteer Activity _____

Start Date _____ End Date _____

Previously volunteered, visited or employed by BML: ___ Yes ___ No

If yes, name of previous Sponsor/Supervisor: _____

BML Authorized Signature: _____

Juanita "JC" Garza-Castro, Business Manager

- W/C Form Work Permit (age16-18 req'd) BMR Waiver Dive/Boat Waiver Loyalty Oath

VOLUNTEER INFORMATION

PLEASE COMPLETE THE FOLLOWING INFORMATION REGARDING YOUR VOLUNTEER. IF YOU HAVE ANY QUESTIONS PLEASE CALL WORKERS' COMPENSATION (530) 752-7243.

DEPARTMENT:	Phone: ()
Name of Volunteer:	
ID Number: (e.g. Driver's Lic., student ID, or SS#)	
Pursuant to the Federal Privacy Act of 1974, you are hereby notified that disclosure of your social security number is voluntary . This record keeping system was established pursuant to the authority of The Regents of the University of California under Art. IX, Sec. 9 of the California Constitution. The social security number is used to verify your identity.	

<i>Local</i>	Street	
<i>Address</i>	City	State
	Zip	
	Phone ()	

<i>Permanent</i>	Street	
<i>Address</i>	City	State
	Zip	
	Phone ()	

Brief Description of Volunteer Activity

Is Volunteer receiving salary from any outside institution or foreign country? (Y/N)
If "Y" please provide name of source:

Beginning Date of Volunteer Activity:	Ending Date:
Department Contact:	
Department Contact Signature:	

Please retain this form in your department files. Workers' Compensation will request a copy should an injury or illness be reported.

WORKERS' COMPENSATION

Optional Form

PREDESIGNATION OF PERSONAL PHYSICIAN

In the event you sustain an injury or illness related to your employment, you may be treated for such injury or illness by your personal medical doctor (M.D.), doctor of osteopathic medicine (D.O.) or medical group if:

- your employer offers group health coverage;
- the doctor is your regular physician, who shall be either a physician who has limited his or her practice of medicine to general practice or who is a board-certified or board-eligible internist, pediatrician, obstetrician-gynecologist, or family practitioner, and has previously directed your medical treatment, and retains your medical records;
- your "personal physician" may be a medical group if it is a single corporation or partnership composed of licensed doctors of medicine or osteopathy, which operates an integrated multispecialty medical group providing comprehensive medical services predominantly for nonoccupational illnesses and injuries;
- prior to the injury your doctor agrees to treat you for work injuries or illnesses;
- prior to the injury you provided your employer the following in writing: (1) notice that you want your personal doctor to treat you for a work-related injury or illness, and (2) your personal doctor's name and business address.

You may use this form to notify your employer if you wish to have your personal medical doctor or a doctor of osteopathic medicine treat you for a work-related injury or illness and the above requirements are met.

NOTICE OF PREDESIGNATION OF PERSONAL PHYSICIAN

Employee: Complete this section.

To: _____ (name of employer).

If I have a work-related injury or illness, I choose to be treated by:

(name of doctor) (M.D., D.O. or medical group)

(street address, city, state, ZIP)

(telephone number)

Employee Name (please print): _____

Employee's Address: _____

Employee's Signature: _____ Date: _____

Physician: I agree to this Predesignation:

Signature: _____ Date: _____

(Physician or Designated Employee of the Physician or Medical Group)

The physician is not required to sign this form, however, if the physician or designated employee of the physician does not sign, other documentation of the physician's agreement to be predesignated will be required pursuant to Title 8, California Code of Regulations, section 9780.1(a)(3).

Title 8, California Code of Regulations, section 9783.

DWC Form 9783 (March 1, 2007)

Note to Employee: Unless an employee agrees, neither the employer nor the claims administrator shall contact your personal physician to confirm a predesignation [CCR 9780.1(f)]. If your physician did not sign above, other documentation that they agreed to be predesignated prior to the injury will be required. If you agree that after receiving this form your employer or claims administrator may contact your physician to confirm the predesignation, sign below:

Employee Signature: _____ Employee I.D. # _____ Date: _____

Note to Physician: California workers' compensation medical services are subject to preauthorization of non-emergency services; utilization review; reporting requirements; and the California Official Medical Fee Schedule. The following optional information may assist communication and facilitate the authorization, reporting, recordkeeping and payment processes:

Office Manager/Billing Contact: _____ Phone: _____

Mailing Address (if different from street address): _____

Fax: _____ Email: _____

Physician License #: _____ Physician Tax I.D. #: _____

VOLUNTARY ACTIVITIES WAIVER

UNIVERSITY OF CALIFORNIA AT DAVIS
BODEGA MARINE LABORATORYWaiver of Liability, Assumption of Risk, and Indemnity Agreement

Waiver: In consideration of being permitted to participate in any way in scuba or free diving, vessel operations or small boat use, I, for myself, my heirs, personal representatives or assigns, do hereby release, waive, discharge, and covenant not to sue The Regents of the University of California, its officers, employees, and agents from liability from any and all claims including the negligence of the Regents of the University of California, its officers, employees and agents, resulting in personal injury, accidents or illnesses (including death), and property loss arising from, but not limited to, participation in scuba or free diving, vessel operations or small boat use.

Signature of Minor's Parent/Guardian Date

Signature of Participant Date

Assumption of Risks: Participation in scuba or free diving, vessel operations or small boat use carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one activity to another, but the risks range from 1) minor injuries such as scratches, bruises, and sprains to 2) major injuries such as eye injury or loss of sight, joint or back injuries, heart attacks, and concussions to 3) catastrophic injuries including paralysis and death.

I have read the previous paragraphs and I know, understand, and appreciate these and other risks that are inherent in vessel operations or small boat use. I hereby assert that my participation is voluntary and that I knowingly assume all such risks.

Indemnification and Hold Harmless: I also agree to INDEMNIFY AND HOLD The Regents of the University of California HARMLESS from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees brought as a result of my involvement in scuba or free diving, vessel operations or small boat use and to reimburse them for any such expenses incurred.


Severability: The undersigned further expressly agrees that the foregoing waiver and assumption of risks agreement is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Acknowledgement of Understanding: I have read this waiver of liability, assumption of risk, and indemnity agreement, fully understand its terms, and understand that I am giving up substantial rights, including my right to sue. I acknowledge that I am signing the agreement freely and voluntarily, and intend by my signature to be a complete and unconditional release of all liability to the greatest extent allowed by law.

Signature of Minor's Parent/Guardian Date

Signature of Participant Date

Participant's Age (if minor) _____

	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	EMPLOYMENT DATE Mo/Dy/Yr

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: _____ Signature of Officer or Employee: _____
Mo/Dy/Yr

Signature of Authorized Official: _____ (Do not sign until in the presence of proper witness.)

Title: _____

County: _____ State: _____

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: _____

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.

PLEASE SEPARATE PACKET HERE

SUBMIT COMPLETED AND SIGN FORMS TO BML
ADMINISTRATIVE OFFICE

Juanita "JC" Garza-Castro, CAO

707-875-2007

jgarzacastr@ucdavis.edu

Volunteer/Visitor Retains All
Remaining Informational Pages

Bodega Marine Reserve Rules and Regulations

Bodega Marine Reserve (BMR) lands and waters surrounding the Bodega Marine Laboratory (BML) are some of the most active research sites in the world. To protect on-going research and education, researchers, students, staff and visitors are required to abide by the following rules:

1. **Access** – Obtain permission to access the Reserve from the Reserve Director. This process is initiated by submitting an on-line application: <http://bml.ucdavis.edu/facilities/reservations-and-applications/> BMR staff will contact you after receiving an application or inquiry. The lab entrance gate is locked on weekdays from 5:30 p.m.–7:30 a.m. and at all times on weekends and holidays. The new housing entrance gate is locked 24 hours/day. Let us know if you need gate access.
2. **Waivers** – Return a signed waiver to BMR staff before accessing the Reserve. All minors (under 18) must have a parental/guardian signature. Waivers may be found at <http://www.bml.ucdavis.edu/bmr/waivers.html>. Note for long-term users, waivers need to be renewed every 5 years.
3. **General use** –
 - Drive only on established roads and obey speed laws as posted (25 mph or less).
 - When walking on the Reserve, stay on designated trails and walk in single file. Permission from the Reserve Director is required to walk off-trail, including beaches, dunes, and the rocky intertidal zone.
 - Recreation is not allowed on the Reserve; this includes picnicking, jogging, surfing, and camping. Please use nearby state and county parks for these activities. Note that recreation rules are relaxed within the laboratory enclaves — e.g., volleyball near the South Lounge and basketball near the housing facilities.
 - Pets are not allowed on the Reserve.
 - Avoid research sites, markers, wires, and other equipment.
 - Collecting is prohibited unless authorized by the Reserve Director.
4. **Research and class use** –
 - Please review our Additional Guidelines for Researchers.
 - **Before** engaging in research, obtain approval from Reserve staff for collecting and study site locations.
 - Mark plots and other equipment with name and date.
 - Moving plants, animals or soil within the Reserve or into the Reserve is not allowed without prior authorization. [More information on non-native genotypes concerns.](#)
 - Using chemicals and hazardous materials is not allowed without prior authorization. If approval is granted, substances must be maintained and disposed of according to approved UC and BML procedures.
 - At the end of your study, remove all equipment, including flags, stakes, bolts, etc.
5. **Permits** – Acquire necessary permits, certifications, and licenses to conduct your proposed activities. Reserve staff can help you identify necessary permits, but you are responsible for obtaining them. Required permits are dependent on your proposed activities and may include:
 - State and federal scientific collecting permits and Memoranda of Understanding
 - UCD Animal Care and Use protocols <http://safetyservices.ucdavis.edu/ps/a/IACUC>
 - Land owner permission
 - Work with non-native species must be approved by BML’s Nonindigenous Species Group.
 - UC research diving certification. Researchers wanting to dive within the Reserve must meet with the BML/UCD Diving Safety Officer to review potential diving safety hazards and obtain approval to dive.
6. **Publications** – Provide two copies (paper or pdf) of any publication or report (only one bound copy of a thesis or dissertation is required) within six months of publication. For each publication:
 - Include “Bodega Marine Reserve” as a keyword.
 - Acknowledge Bodega Marine Reserve, University of California Davis, and UC Natural Reserve System.
7. **Data registration** – Register long-term datasets developed during your work at the Reserve in our nationally-linked registry (<http://www.ucnrs.org/metadata.lasso>). Please note that registration in this registry fulfills data registry requirements for NSF and the Ecological Society of America.
8. Please report any sightings of uncommon plants and animals on or near the Reserve.
9. Notify Reserve staff of safety hazards or rule violations (trespassing, poaching, etc.).

Bodega Marine Reserve Hazards

The California coast is a beautiful but rugged place. We remind those working in the field of the following potential hazards in the region around the Reserve:

SLEEPER WAVES: The Sonoma coastline is notorious for its "sleeper waves" — large waves that appear unpredictably and break further up shore than the preceding series of waves. Sleeper waves sweep people off rocks and beaches. Because the ocean water is extremely cold (usually 10–15° C), those washed into the sea have little chance of survival if not rescued immediately. When working near waves, don't turn your back to the ocean, work with a buddy, and do not wear chest waders since they can fill with water and be difficult to take off if you are swept into the ocean.

POISON OAK: This shrub is widespread in grassland and dunes, often in a very low form unlike inland plants which are taller. Oils from all parts of the plant can create a painful rash. If you have been exposed to poison oak, wash with soap and water within 10–15 minutes of exposure. If this is not possible, wash with Tecnu (a poison oak prevention product) as soon as possible to remove oils from your skin.

STEEP CLIFFS: Ocean cliffs are steep, and, because they are often composed of crumbling weathered rock, unstable. Do not walk close to the cliff edge or climb on the cliffs.

LYME DISEASE: The western black-legged tick (*Ixodes pacifica*), can be infected with the spirochete that causes Lyme disease in humans. Best estimates indicate that less than 10% of western black-legged ticks in western Sonoma County carry the spirochete. Lyme disease symptoms can take 3–30 days to appear and include a bulls-eye rash 5–6 inches in diameter (30–60% of the cases), joint pain, chills, fever, and fatigue. If not treated, the disease can develop into long-term severe fatigue, a stiff, aching neck, tingling or numbness in the extremities, facial palsy, severe headaches, painful arthritis and swelling of joints, cardiac abnormalities, and cognitive disorders. To reduce your chances of contracting Lyme disease: (1) avoid tick habitat (dunes, grassland) especially during spring and summer when nymphs feed; (2) remove tick within 24 hours after it embeds; and (3) dress appropriately by wearing light-colored clothing and long-sleeved shirts; tucking pants into socks or boot tops; wearing high rubber boots (since ticks are usually close to the ground); and applying insect repellents (DEET and permethrin). If you get a tick bite, and think you are developing symptoms of Lyme disease, see a doctor immediately.

HANTAVIRUS: This potentially lethal virus has been associated with rodents and rodent droppings in many counties in California. Symptoms can take 2 weeks to appear and include fatigue, fever (101–104° F), muscle aches, plus headaches, dizziness, chills, nausea, vomiting, diarrhea, and abdominal pain. These symptoms can develop into coughing, shortness of breath, and severe respiratory distress. To avoid hantavirus, stay away from areas infested with rodent droppings, especially in closed areas. If you need to enter a building that has been closed for any length of time, air out the structure, wear gloves, and wet mop with a bleach solution. Report any rodent activity at the Laboratory to BML staff.

SHARKS: White sharks are common on the Sonoma Coast and have attacked divers, kayakers, surfers and swimmers. To reduce your chances of shark attack, avoid areas known for white sharks (e.g., Farallon Islands, Año Nuevo, Bird Rock at Point Reyes), avoid areas where marine mammals congregate (sea lion and harbor seal rookeries and river mouths), avoid times of reduced sunlight (fog and dusk) and minimize your time at the surface of the ocean.

MOUNTAIN LION: There have been several sightings of mountain lions on Bodega Head in recent years. To reduce your chances of being attacked, do not approach or run from a mountain lion and do not crouch down or bend over. Do all you can to appear larger (raise your arms, open your jacket) and speak slowly, loudly, and firmly. If you are attacked, fight back.

Scientific Diving and Boating- Requires clearance from the Diving/Boating Safety Officer and pre-approval from the Reserve Manager for all diving and/or boating inside the marine reserve.

Diving: Require AAUS Check-out Dive and Training Evaluation or AAUS Letter of Reciprocity, with approval and endorsement from the DSO.

<http://bml.ucdavis.edu/facilities/dive-program/>

Boating: Submit BML Boating Application and provide NASBLA approved training certification, complete BML Small Boat Check-out with BSO or Marine Operations.

<http://bml.ucdavis.edu/facilities/boating-safety/>

Float Plans and Dive Plans: Diving and Boating plans must be filed with the front office M-F during business hours and with a reliable shore contact after hours and during weekends.

Emergencies- USCG Bodega Bay: (707) 875-1933 VHF-FM Channel 16 / DAN: (919) 684-9111



Facts About Workers' Compensation

The Way It Was

In the early 20th century, a worker injured on the job had to sue his employer to recover medical expenses and lost wages.

Lawsuits took months and sometimes years. Juries had to decide who was at fault and how much, if anything, would be paid. In most instances, the worker got nothing. It was costly, time consuming, and often unfair.

The Way It Is

Today, the California workers' compensation law provides a faster, fairer way to take care of injured workers... where fault doesn't have to be proved to recover medical expenses and lost wages.

This job-injury insurance is paid for by your employer and supervised by the state. It pays your medical bills and if you can't work due to a job-related injury or illness, provides money to help replace lost wages until you can return to work.

Who's Covered?

Almost every employee in California is protected by workers' compensation, but there are a few exceptions. People in business for themselves and unpaid volunteers may not be covered. Maritime workers and federal employees are covered by similar laws. If you have a question about coverage, ask your employer.

What's Covered?

Any injury or illness is covered if it's due to your job. It can be caused by one event like a fall, or repeated exposures, such as repetitive motion over time. Everything from first-aid type injuries to serious accidents is covered. Workers' compensation even covers injuries - including physical or psychiatric injuries - resulting from a workplace crime. (Some injuries from voluntary, off-duty recreational, social or athletic activity - for example, the company bowling team - may not be covered. Check with your supervisor or the claim administrator listed at the end of this document if you have questions.)

Coverage is automatic and immediate. There is no qualifying period, no need to earn a certain amount in wages before you're covered... protection begins the first minute you're on the job.

What You Have To Do

If you have a work injury or illness, immediately notify your supervisor or the employer representative listed on the back of this pamphlet so you can get medical help right away. If it's more than a simple first-aid injury, your employer will give you a claim form so you can describe the injury and how, when and where it happened. To file a claim, complete the "Employee" section of the claim form, keep one copy and return the rest to your employer. Your employer will then complete the "Employer" section, give you a signed and dated copy of the form, keep one copy and send one to the claims administrator, the company that is responsible for handling your claim and notifying you about your eligibility for benefits.

Benefits can't start until the claims administrator knows of the injury, so report the injury and file the claim form with your employer as soon as possible. State law requires employers to authorize medical care within one working day of receiving a claim form, and employers may be liable for as much as \$10,000 in treatment until a claim is accepted or rejected. Delays in reporting may delay workers' compensation benefits, and you may not be able to get benefits if you don't file a claim within one year of the date of injury, the date you knew the injury was work related, or the date benefits were last provided. To ensure your right to benefits, report every injury, no matter how slight, and request a claim form if it's more than a minor injury requiring only first aid.

Benefits

The California workers' compensation law guarantees you three kinds of benefits:

- All reasonable and necessary medical care for your injury or illness... with no deductibles. Medical benefits may include treatment by a doctor, hospital services, lab tests, x-rays, physical therapy and medicines. State law makes non-emergency medical services subject to preauthorization and limits some medical services.
- Tax-free payments to help replace lost wages while you are temporarily disabled. Additional payments are made if the injury causes a permanent disability or death.
- If your injury or illness causes permanent disability that prevents you from returning to work within 60 days after your temporary disability ends and your employer doesn't offer appropriate modified or alternative work, you may be eligible for a supplemental job displacement benefit. This is a nontransferable voucher for education-related retraining and/or skill enhancement at state-approved schools. Voucher amounts range from \$4,000 to \$10,000, depending on the level of permanent disability.

Benefit Payments

• **Medical Care:** All medical expenses for reasonable and necessary treatment will be paid directly by the claims administrator, so you should never receive a bill. The name and address of the claims administrator are at the end of this document and are posted at your workplace.

• **Temporary Disability:** If you are unable to work for more than three days, including weekends, you are entitled to temporary disability (TD) payments to help replace your lost wages. About two weeks after reporting the injury, you'll get a check. You will continue to receive TD checks every two weeks after that until the doctor says you can return to work, or that your medical condition is "permanent and stationary." (Payments won't be made for the first three days, however, unless you're hospitalized as an inpatient or unable to work more than 14 days.) The amount of these checks will be two-thirds of your average wage, subject to minimums and maximums set by the state legislature. It probably won't be the full amount of your regular paycheck, but there are no deductions and the payments are tax free. Under state law, TD payments for a single injury may not extend for more than 104 compensable weeks within five years from the date of injury, or for more than 240 weeks within five years from the date of injury for a few long-term injuries such as severe burns or chronic lung disease. If you reach the maximum TD payment period before you can return to work or before your medical condition becomes permanent and stationary, you may be able to obtain State Disability benefits through the California Employment Development Department (EDD). You also may be able to get these benefits if your TD is delayed or denied. There are time restrictions, however, so contact EDD at 1-800-480-3287 or www.edd.ca.gov for information on when and how to apply.

• **Permanent Disability:** If your doctor says your injury or illness will always leave you somewhat limited in your ability to work, you may receive permanent disability payments. The amount depends on the doctor's report, how much of the permanent disability was directly caused by your work, and factors such as your age, occupation, type of injury, and date of injury. If your employer has 50 or more employees, your benefit payment also will be affected by whether or not your employer makes a suitable return-to-work offer. The minimum and maximum amounts are set by state law, and vary by injury date, but if you have a permanent disability, your claims administrator will send you a letter explaining how the benefit was calculated. In general, the total amount is set at a weekly rate spread over a fixed number of weeks. The first payment is due within 14 days after the final temporary disability payment, or if you were not receiving temporary disability, 14 days after your doctor says your condition is permanent and stationary. After that, the benefit will be paid every 14 days until you reach the maximum or until you settle your case and receive a lump sum.

• **Death Benefits:** If the injury or illness causes death, payments may be made to individuals who were financially dependent on you. These benefits are set by state law and the amount depends on the number of dependents and the date of injury. Generally, the payments are made at the same rate as temporary disability payments; however, no payments will be less than \$224 per week. Workers' compensation also provides a burial allowance.

• **Supplemental Job Displacement Benefit:** If you receive temporary disability payments, within 30 days after that benefit ends, your claims administrator will send a letter advising whether your employer has a modified job or alternative work available for you, and explaining your potential rights to a supplemental job displacement benefit. If your employer does not offer modified or alternative work, and it is determined that you have a permanent disability that prevents you from returning to work within 60 days after your temporary disability ends, you may qualify for a nontransferable voucher to use at a state accredited school for retraining or skill enhancement. If you qualify, your claims administrator will provide a voucher up to a maximum set by state law:

- A) Up to \$4,000 for permanent disability awards of more than 0 but less than 15%.
- B) Up to \$6,000 for permanent disability awards between 15% and 25%.
- C) Up to \$8,000 for permanent disability awards between 26% and 49%.
- D) Up to \$10,000 for permanent disability awards between 50% and 99%.

Other Benefits

Workers' compensation is sometimes confused with State Disability Insurance (SDI). They seem similar, but there are important differences. Workers' compensation insurance covers on-the-job injuries and illnesses and is paid for entirely by your employer. On the other hand, SDI covers off-the-job injuries or sickness, and is paid for by deductions from your paycheck. If you are not receiving workers' compensation benefits, you may be able to get State Disability benefits. For information, call the local office of the state Employment Development Department listed in the government pages of your phone book, or learn more at www.edd.ca.gov/disability/.

If You Have Questions

...ask your supervisor or employer representative. Or contact the workers' compensation claims administrator (the name, address and phone number are listed at the end of this document and are posted at your workplace).

You also can contact an information and assistance officer at the State Division of Workers' Compensation (DWC). Information and assistance officers are available at no charge to answer questions, review problems and provide additional written information about workers' compensation. The local office is listed at the end of this document and is posted at your workplace, or you can call 800-736-7401, check the local listing in the white pages of the phone book under State Government Offices/Industrial Relations/Workers' Compensation, or go to the DWC web site at www.dwc.ca.gov.

More About Medical Care

Good medical care is important - to you, your family and your employer. Quality medical treatment is the quickest way to recovery.

- If emergency medical care is needed, call 911 for immediate help and get the best treatment available until emergency personnel arrive.
- If first-aid is available at your workplace, seek immediate treatment. Report to your employer where, when and how the accident happened. If it's more than a simple first-aid injury, ask your employer for a claim form.
- To make sure your medical bills get paid and you get all of your benefits, complete the "Employee" section of the claim form and return it to your employer as soon as possible. Employers must notify the claims administrator and authorize medical care within one working day of receiving a claim form, so get a signed and dated copy back from your employer and keep it with the other paperwork related to your claim.
- Your claims administrator will arrange medical care that meets the treatment guidelines for the injury. The doctor, who may be a specialist for your type of injury, will be familiar with workers' compensation requirements and will report promptly so your benefits can be paid.
- Your employer may have a Medical Provider Network (MPN), which is a network of health care providers who treat workers injured on the job. If so, a notice should be posted at your worksite to explain how to use the network. You also can request information on how to use the MPN by asking your employer or by calling the MPN number on the poster.
- The doctor with overall responsibility for your treatment is the "primary treating physician" (PTP). The PTP decides what kind of medical care you need and when you can return to work. If necessary, the PTP will review your job description with you and your employer to define any limitations or restrictions that you may have when you go back to work. The PTP also will coordinate any care you receive from other medical providers, and for a serious injury, will write reports about any permanent disability or need for future medical care.
- You can be treated by your personal doctor immediately if your employer offers group health coverage; the doctor has treated you before, has your medical records, and has agreed in advance to treat you for work injuries or illnesses; and you gave your employer the doctor's name and address in writing before the injury. This is called "predesignating a personal physician." If you decide to predesignate, the doctor must be someone who has limited his or her practice of medicine to general practice or be a board-certified or board-eligible internist, pediatrician, obstetrician-gynecologist, or family practitioner; or you can predesignate a multispecialty group of licensed doctors of medicine or osteopathy (M.D.s or D.O.s) that provides comprehensive medical services primarily for nonoccupational injuries and illnesses. You can use the optional predesignation form (DWC Form 9783) to give your employer the necessary information. You can use optional DWC Form 9783.1 to name a personal chiropractor or acupuncturist, but different rules apply, and you may need to see an employer-selected doctor first.
- If your employer has an MPN, but you have a predesignated personal physician, you may receive treatment immediately from that doctor. If your employer has an MPN and you do not predesignate a personal physician prior to injury, a network doctor will generally be your PTP for the duration of treatment. For treatment other than emergency care, your claims administrator should direct you to an MPN doctor for your first medical visit, though you may switch to another doctor in the network anytime after your first visit. If you want to switch to a chiropractor or acupuncturist, including a personal chiropractor or personal acupuncturist named prior to the injury, he or she must be in the network. Different rules apply if you are in a workers' compensation Health Care Organization (HCO). If your employer offers an MPN or if you are in an HCO, your employer will provide additional information about the network and your rights under your plan.
- Generally, if you don't predesignate a personal physician prior to the injury, and are not covered by an MPN, you can switch to your own doctor 30 days after the injury is reported. If you want to switch doctors before that, your claims administrator will give you a list of doctors to choose from. (Different rules apply if you are in an HCO, so check with your claims administrator if that's the case.) If you want to change doctors for any reason, choose carefully - most people don't have a family surgeon, for example. If you want advice on specialists, talk to the claims adjuster who works for your claims administrator. They're as interested as you are in your prompt recovery and return to work and will help you get a different doctor.
- In any event, report your choice to the claims adjuster as soon as you make it so the bills will be paid for you. Even minor injuries may need expert care. Prompt, quality medical care is the best investment you and your employer can make.

When a work injury or illness occurs...

- 1. If emergency medical care is needed, call 911 or go to the nearest emergency room.
- 2. Report injuries immediately to your supervisor or employer representative at 877-682-7778 (telephone). Your employer may advise you on where to go for treatment. Your employer also is required to provide you with a claim form within one working day of learning of your injury, so ensure your rights to benefits by reporting every injury, no matter how slight, and request a claim form if it's more than a simple first-aid injury.

Your employer must notify the claims administrator and authorize medical treatment within one working day of receiving your claim form, and will direct you to a doctor, clinic, or hospital if necessary. Any delay in reporting an injury may delay workers' compensation benefits. If your claim or benefits are denied, you have a right to challenge the decision at the Workers' Compensation Appeals Board, but there are deadlines for filing the necessary papers, so don't delay.

- 3. Call your employer representative or claims administrator if you have questions or problems. It is illegal for an employer to fire or discriminate against you just because you file, intend to file, or settle a workers' compensation claim, or because you testify for a co-worker who was injured. If you prove this kind of discrimination, you will be entitled to job reinstatement, lost wages and increased benefits, plus costs and expenses up to a maximum set by the state legislature.

Emergency Telephone Number: Call 911 for an ambulance, the fire department, police, or for emergency medical care from a doctor or hospital. For nonemergency medical care, contact your employer, the workers' compensation claims administrator listed below, or go to Occupational Health Services, 501 Oak Avenue, Davis, CA 530-757-3266

Claims Administrator:

Name: Sedgwick CMS Check if Company Is Self-Insured

Telephone: 916-771-2900

Free help and information are available by contacting a Division of Workers' Compensation information and assistance officer at the local office listed below. You can hear recorded information and get a list of local offices by calling (800-736-7401), or you can get additional written information about workers' compensation by going to the Division of Workers' Compensation web site at www.dwc.ca.gov.

DWC Information & Assistance Office

Street Address: 160 Promenade Circle

City: Sacramento, CA

Telephone: 800-736-7401

WORKERS' COMPENSATION FRAUD IS A FELONY

Anyone who makes or causes to be made any knowingly false or fraudulent material statement for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony and may be fined and imprisoned.

This pamphlet is available in Spanish. For a free copy, please write:

CWCI, 1111 Broadway, Suite 2350, Oakland, CA 94607.

Esta información está traducida al español. Para conseguir una copia, favor de escribir a: CWCI, 1111 Broadway, Suite 2350, Oakland, CA 94607.

The information in this pamphlet has been approved by the administrative director of the Division of Workers' Compensation.

Prepared and published as a community service by

CWCI

California Workers' Compensation Institute

1111 Broadway, Suite 2350, Oakland, CA 94607

www.cwci.org

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Bodega Marine Laboratory
University of California, Davis
Volunteer Position Description
Student volunteers (16-18 years of age)

Supervisor: Karl Menard

Bodega Marine Lab is an Organized Research Unit (ORU) sponsoring both research and instruction in coastal, marine, and aquatic sciences. The Aquatic Resources Group (ARG) provides a wide range of services in support of research and public education. The group is responsible for providing animal husbandry services and advice to clients, assisting BML Physical Plant with seawater system maintenance and repair, scientific collections, specimen storage and shopping, maintenance of public display aquaria, marine operations including management and scheduling of BML's small boat fleet, and scuba diving in support of research.

ARG utilizes volunteers in various ways to achieve its stated responsibilities. Due to training requirements and legal issues, it is important to clearly define the role of Student Volunteers (**must be minimum age 16 years.**) Student volunteers will only be allowed to work in the defined manner described below. Student Volunteers will be supervised by a member of ARG. No Student Volunteers will be allowed to work or be present at BML if a supervising member of ARG is not present at BML that day. Student Volunteers will be expected to work a minimum of four hours per week and no more than 12 hours per week. During the summer break Student Volunteers can arrange to work as much as 20 hours per week if authorized by the ARG manager.

50% Time: Animal Care

Assist in the feeding, chopping, sorting, and cleaning of food materials for the organisms in ARG's care using standard kitchen knives or chef's knives. Provide assistance in the maintenance of live foods for weekend and holiday feedings. Clean aquariums and holding tanks using hand tools, scrubbers, scrapers, brushes, etc. Assist in the movement of organisms from one part of the lab to another. Assist in the collections of organisms to be used for research, public display, and foodstuff. This position does not include the use of power tools, scuba diving, boating, or the use of specialized equipment requiring formal training.

50% Time: Maintenance of ARG Spaces and Equipment

Assist in the cleaning and organization of ARG storage areas and feeding preparation areas. Clean and maintain nets, filters, coolers, collecting equipment, glassware, and other equipment. Provide maintenance of boots, waders, boating equipment, collecting equipment, and tanks by rinsing with fresh water or by other means. Neatly maintain ARG storage areas to facilitate the preservation and orderly storage of ARG equipment. This position does not include the use or disposal of hazardous chemicals.

From: Office of the Chancellor <officeofthechancellor@ucdavis.edu>
Sent: Tuesday, February 14, 2017 10:30 AM
To: All students, faculty and staff
Subject: A Message from the Chancellor about Preventing Sexual Violence and Sexual Harassment



Office of the Chancellor

UC Davis

Dear Campus Colleagues,

At UC Davis, we are committed to doing everything we can to maintain a community where all students, faculty and staff can work and learn together in an atmosphere free from sexual harassment and sexual violence. University policy prohibits sexual harassment and all forms of sexual violence, including sexual assault, dating and domestic violence, and stalking. This prohibition includes acts committed by any member of our community, regardless of the gender or gender identity of the victim or the perpetrator. When the University receives a report that a member of our community has experienced sexual harassment or sexual violence, we respond promptly to provide resources and support to the affected individual and, when necessary, to take corrective action against the perpetrator.

I encourage individuals who experience sexual violence or sexual harassment to contact the confidential victim advocates at the [Center for Advocacy, Resources and Education](#). CARE offers confidential support and guidance to all students, faculty and staff. Information about other confidential resources is available [here](#).

Individuals who wish to report incidents of sexual harassment or sexual violence to the University can contact the University's Title IX Officer, at wjdelmendo@ucdavis.edu or (530) 752-9466, or the [Harassment & Discrimination Assistance and Prevention Program](#) (HDAPP) at (530) 752-9255. Individuals who report are protected from retaliation by University policy.

Any University employee who is not designated as a confidential resource by our policy and who, in the scope of their employment, becomes aware that a student has experienced sexual violence or sexual harassment is required to report all information related to the incident to the University's Title IX Officer. This requirement applies to RAs, TAs and other student employees. Faculty and supervisors are also required to notify the Title IX Officer when they learn about reports of sexual harassment or sexual violence involving employees. The Title IX Office will protect the privacy of those involved in such complaints to the greatest extent possible.

Please visit the UC Davis [sexual violence](#) and sexual [harassment prevention](#) websites for more information. If you have any questions or concerns regarding University policy or your reporting responsibilities, contact HDAPP at (530) 752-9255 or hdapp@ucdavis.edu.

Preventing and responding to sexual harassment and sexual violence is a responsibility we all share. If you observe behaviors that may indicate a risk of possible sexual violence or sexual harassment, I urge you to be an upstander by intervening in a safe manner to stop the conduct, providing help and support to the affected individual, and encouraging others to speak out to put an end to sexual violence and sexual harassment. Thank you for joining me in this very important effort.

Ralph J. Hexter
Interim Chancellor

NOTE: This message has been verified by our "Authentic Message Registry" group.
Authentic Message Registry: <http://security.ucdavis.edu/secure/authentic.html>

From: bml-residents-request@ucdavis.edu on behalf of
Sent: Friday, December 02, 2016 12:57 PM
To: bml-residents@ucdavis.edu
Subject: sexual harassment and Principles of Community

Dear Residents:

As previously stated by the UC President and our own Interim Chancellor, the University of California at Davis and BML are proud of being a diverse and welcoming place for students, faculty, and staff from a wide range of backgrounds, experiences and perspectives. Together with the main campus, BML remains absolutely committed to supporting all members of our community and adhering to UC's Principles Against Intolerance. Our UC Davis Principles of Community state:

"We confront and reject all manifestations of discrimination, including those based on race, ethnicity, gender and gender expression, age, visible and non-visible disability, nationality, sexual orientation, citizenship status, veteran status, religious/non-religious, spiritual, or political beliefs, socio-economic class, status within or outside the university, or any of the other differences among people which have been excuses for misunderstanding, dissension or hatred. We recognize and cherish the richness contributed to our lives by our diversity. We take pride in all our achievements, and we celebrate our differences."

As you may be aware, the State requires that certain positions complete a 2-hour training session on sexual harassment every two years. Although the State mandates that only certain management positions be required to complete the training, I wanted to take a moment - as the renewal date approaches for many of these positions - to reinforce our commitment to this training, and my desire to broaden the impact that this training has within the BML community. Having completed the course numerous times myself, I believe that there is tremendous value for expanding the training information with everyone to better align what management is learning with others' expectations of what the training is and how it impacts our day-to-day workplace.

As previously stated by the UC President and our own Interim Chancellor, the University of California at Davis is proud of being a diverse and welcoming place for students, faculty, and staff from a wide range of backgrounds, experiences and perspectives. Together with the main campus, BML remains absolutely committed to supporting all members of our community and adhering to UC's Principles Against Intolerance.

In conjunction with the campus, I want to share some thoughts that other departments are communicating with their faculty, staff and students, as it sums up many of my thoughts as to the importance of this issue and our commitment to protecting every member of our BML community.

First, sexual harassment is legally defined as *"unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal, nonverbal or physical conduct of a sexual nature when a person's submission to such conduct is implicitly or explicitly made the basis for employment decisions, academic evaluation, grades or advancement, or other decisions affecting participation in a university program"*.

"Sexual harassment also includes sexual conduct that is sufficiently severe or pervasive; that it unreasonably denies, adversely limits, or interferes with a person's participation in or benefit from the education, employment or other programs and services of the university and creates an environment that a reasonable person would find to be intimidating or offensive. For additional information please refer to the UC Policy on Sexual Violence and Sexual Harassment" (<http://policy.ucop.edu/doc/4000385/SIISV>)

Sexual harassment has been an unfortunately common occurrence within academia for its entire history, often without consequences for the perpetrators. In the past year, accusations of sexual harassment against a number of professors and others in authority have been particularly public. In some cases, there have been almost no consequences for the perpetrators even when documentation of harassment is compelling. Social media responses to these cases have emphasized the importance of there being real, meaningful consequences for those who behave inappropriately, and is seen as a significant opportunity to reduce the frequency and severity of sexual harassment in academia. More universities, including the University of California, are emphasizing building a culture where sexual harassment is clearly defined and of course, is unacceptable.

Reducing the likelihood of sexual harassment starts by building a local community of trust, respect, and openness. I want you to know that BML leadership take creating a supportive, equitable environment very seriously, as do many others in our community. Legally defined sexual harassment is absolutely unacceptable, as are other sexual or hateful behaviors that offend or intimidate members of our community and violate the Principles of Community. It takes effort to build a supportive community that is free from harassment, and I encourage all of you to think about how you can contribute to a positive environment in your daily interactions.

Sometimes harassment does occur. When it does, I strongly encourage you to report it, whether it happened to you or someone else, and whether you consider it minor or significant.

Anyone in the community is welcome and encouraged to come to me to discuss any behaviors that make you uncomfortable. However, as a faculty member, I am required to share any reports of inappropriate behavior with the administration, irrespective of when the harassment happened, e.g. even if it occurred years ago. The reporting requirement is to ensure that systematically bad behavior does not get ignored. Thus, if you prefer to remain anonymous, we can discuss theoretical situations, and you can make an anonymous report by going to special UC Davis resources listed here:

<http://sexualviolence.ucdavis.edu/support.html>

Hate and bias reports can be made as described here:

<http://reportheateandbias.ucdavis.edu/index.html>

Finally, I would like to highlight an issue of particular importance to fieldwork. Field trips and field research are some of the most amazing aspects of BML. They can also be challenging socially. Unfortunately, ongoing studies suggest that most scientists who engage in fieldwork have experienced or seen some form of sexual harassment in the field. In these circumstances (as well as others, such as at conferences), people with different cultures and expectations are living in close quarters away from their normal environment.

Being away from home in an environment with closer social contact can lead to more freely expressed feelings and atypical behaviors, sometimes inappropriate ones. Thus, I strongly encourage each of you to pay particular attention to maintaining a supportive, harassment-free environment in the field. When something inappropriate does occur, bring it to the attention of someone you trust to help protect yourself or the target of the harassment.

I fully understand that this can be very difficult. In the case of expeditions associated with BML, I expect the leaders of the trips to provide a safe environment for each participant and help when something inappropriate does occur. I hope that you can feel comfortable turning to them for leadership in creating a supportive environment.

If you would like to discuss any of these issues individually or in small groups, please let me know. I would be happy to have discussions with you or any groups who are interested.

The BML community should know that its leadership takes these principles and issues very seriously and anyone who has concerns should speak to their supervisor or the Director or Associate Director. I would also suggest that all residents consider taking the online sexual harassment training by enrolling through campus Staff Development and Professional Services (SD&PS) at <http://lms.ucdavis.edu> (UCDLogin required.)

Search for "sexual harassment" to see the available courses. For enrollment assistance, please contact SD&PS at (530) 752-1766 or sdps@ucdavis.edu to familiarize yourself on what constitutes harassment.

These efforts are a first step toward addressing a long-standing and rarely acknowledged issue. Continued discussion and awareness of harassment is critically important and will likely highlight other actions that scientific communities should take. Additional research, training, and enforcement will be necessary. Our goal must be to ensure that our entire community can work, learn, teach, and do their research in a safe and welcoming community.

Most sincerely,

John

John Largier
Professor & Director
Bodega Marine Laboratory
Departments of Environmental Toxicology and Nutrition
University of California, Davis
P.O. Box 247
2099 Westside Rd.
Bodega Bay, CA 94923 USA
Phone: 707-875-2051 (office)

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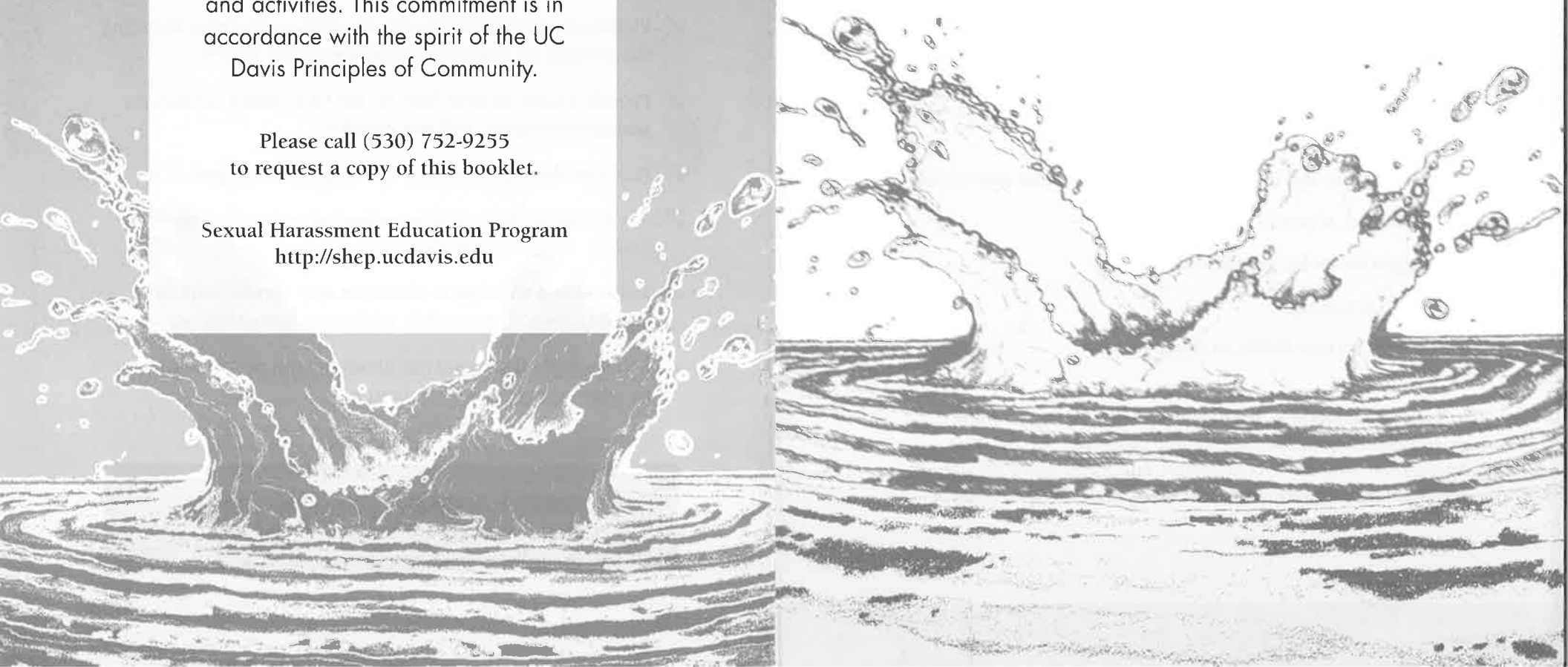
The UC Davis policy on sexual harassment prohibits any form of sexual harassment as well as retaliation for bringing a complaint. UC Davis is committed to providing an environment which is free of sexual harassment for everyone who participates in University programs and activities. This commitment is in accordance with the spirit of the UC Davis Principles of Community.

Please call (530) 752-9255
to request a copy of this booklet.

Sexual Harassment Education Program
<http://shep.ucdavis.edu>

THE RIPPLE EFFECT

SEXUAL HARASSMENT AFFECTS US ALL



WHAT IS SEXUAL HARASSMENT?

Sexual harassment can be defined as **unwanted sexual attention or behavior** which negatively affects the work or learning environment. In some cases, this occurs when a person in a position of power uses that power **to coerce a subordinate into providing sexual favors**. The imbalance of power creates a situation in which the subordinate does not feel free to say “no.” Some examples of this type of behavior include:

- ✓ unwanted, repeated requests for dates
- ✓ offering employment or educational benefits in exchange for personal attention
- ✓ repeated attempts to turn a professional relationship into a personal one

In some instances of sexual harassment, there is behavior of a sexual nature in the workplace or learning environment which creates **an intimidating, offensive or hostile environment** that disrupts people’s ability to do their job or learn. This behavior may occur between peers or between people with unequal power. Some examples of this type of behavior include:

- ✓ sexual jokes and innuendo, including in email and texting
- ✓ unwanted, repeated requests for dates
- ✓ suggestive looks, gestures and sounds
- ✓ sexual touching
- ✓ posters, screen savers, or other visuals

In some programs and departments, the work and learning environments spread far beyond the classroom, lab or office. Internships, field trips, conferences, and many other **off-site activities** may be seen as extensions of these environments.

Sexual harassment produces a far-reaching “ripple effect,” wherever it occurs. Of course, the individuals directly involved are affected by the emotional, physical and often financial repercussions of sexual harassment. The ripple effect extends to others, too; co-workers, classmates, friends and family members can also be hurt.

Because of the ripple effect created by sexual harassment, sometimes complaints are made by a **third party**. This is someone who is not the direct recipient of unwanted sexual attention, but who feels that this behavior has created an offensive or intimidating environment for them.

At times, our words and actions are perceived differently from how we intend them. It is important to note that it is the **impact** of the behavior, not the **intent**, which is used to determine whether the behavior constitutes sexual harassment.

Sexual harassment may occur in other scenarios as well; the examples listed above are just some of the forms it may take. In any form, sexual harassment is **illegal**. It is a violation of Title VII of the Federal Civil Rights Act, Title IX of the Education Code, California state law and University of California policy. **Retaliating** against someone for complaining about sexual harassment is also illegal and against University policy.

Remember, everyone at UCD and UCDHS is entitled to an environment free of sexual harassment.

About Consensual Relationships

Consensual relationships between faculty members and certain other members of the UCD community are violations of APM 015, the Faculty Code of Conduct. Also, some romantic relationships may begin as consensual, but later evolve into situations that lead to accusations of sexual harassment. When in doubt, feel free to call any of the resources listed in this brochure.

WHO CAN HELP ?

UCD offers numerous resources for everyone concerned about sexual harassment. Some are completely confidential, some offer complaint processes, some are available just to talk. If you need assistance or would like more information, the following resources are available:

SEXUAL HARASSMENT ANONYMOUS CALL LINE

Campus: A-CALL (530-752-2255)

UCDHS : 4-CALL (916-734-2255)

SEXUAL HARASSMENT ADVISORS (CAMPUS)

The advisors are specially trained staff and faculty who have expertise in the UC Davis sexual harassment policy and complaint resolution. They can assist with early resolution and make referrals to other campus and community resources. They also have expertise and sensitivity in issues of gender, ethnicity and sexual orientation. Please call the Sexual Harassment Education Program for a referral, or check the list at:

<http://shep.ucdavis.edu>

SEXUAL HARASSMENT EDUCATION PROGRAM/ SEXUAL HARASSMENT OFFICERS

Campus: (530) 752-9255

UCDHS : (916) 734-2259

Please call this office to make a report of sexual harassment, to speak with a sexual harassment advisor, to schedule an educational program, or to request materials.

TITLE IX OFFICER (CAMPUS)

Wendi Delmendo: (530) 752-9466

wjdelmendo@ucdavis.edu

Individuals may also report sexual harassment to the Title IX Officer.

CONFIDENTIAL RESOURCES/ EMOTIONAL SUPPORT SERVICES

Dealing with a sexual harassment problem can be stressful, whether you have a complaint, have been accused or are otherwise involved. If you would like to speak to someone about the emotional issues that your situation brings up, these confidential counseling resources may be helpful:

Academic and Staff Assistance Program (staff/faculty)

Campus: (530) 752-2727

UCDHS : (916) 734-2727

Counseling and Psychological Services (students)

(530) 752-0871

Additional campus units are available for confidential assistance. Your conversations with these units are not considered official reports of sexual harassment, so you can speak openly without giving up any control over your situation. These units will not report your concerns to anyone else, and they won't take any action towards resolving them without your consent.

Women's Resources & Research Center

(530) 752-3372

Lesbian, Gay, Bisexual, and Transgender Resources Center

(530) 752-2452

Campus Violence Prevention Program

(530) 752-3299

Mediation Services

Campus: (530) 297-4480

UCDHS : (916) 734-5335

WHAT CAN YOU DO?

If you feel that you may be experiencing sexual harassment:

- ✓ Don't blame yourself. You have not asked for this attention.
- ✓ Get personal support. Don't let feelings of self-doubt or confusion stop you from seeking help or speaking out. Consider talking to any of the resources listed below.
- ✓ Act quickly. The behavior will not go away. Often the behavior escalates rather than diminishes. Also, some options for remedy expire after thirty days.
- ✓ Keep a record. Note dates, places, times and witnesses, as well as the nature of the harassment.
- ✓ Learn your rights and resources. Call any of the resources listed in this booklet for assistance.

If you are concerned about being accused of sexual harassment:

- ✓ Examine your own behavior. Could it be interpreted as sexual harassment, even if that's not your intent?
- ✓ Ask yourself how you would feel if someone acted this way toward your significant other, son or daughter.
- ✓ Learn your rights and resources. Call any of the resources listed on this booklet for confidential assistance.

About Confidentiality

When you talk with a university official about a situation that may be sexual harassment, this person will probably have to call the Sexual Harassment Education Program (SHEP) to report and consult. If you wish to discuss your situation openly and NOT have it officially reported, please contact one of the Confidential Resources listed on page 4. When you call SHEP or any of the Sexual Harassment Advisors, you have the option to remain anonymous as long as you do not reveal your identity or the identities of others involved in your particular situation.

If you are a supervisor, faculty member or other designated official:

You have special responsibilities at UC Davis, including **preventing** sexual harassment, **receiving reports** of sexual harassment, and **consulting** with the campus or UCDHS Sexual Harassment Officer (SHO) when you receive a report. You are also required by state law and UCD policy to take **training** to be sure you are able to fulfill these responsibilities.

Here is a brief checklist to help you respond appropriately to a report of sexual harassment.

- ✓ Call the SHO to consult:
Campus: (530) 752-9255
UCDHS : (916) 734-2259
- ✓ Explain the availability of relevant campus resources, including those which are completely **confidential** (see page 4).
- ✓ Provide a copy of PPM 380-12, the UCD policy section on sexual harassment, and this booklet.
- ✓ Avoid promising anonymity or complete confidentiality.
- ✓ Avoid starting your own investigation or fact-finding until you've consulted with the SHO.
- ✓ Take reasonable steps to ensure an appropriate work or learning environment while additional consulting occurs.
- ✓ Refrain from discussing the situation with people who have no right or need to know about it.

Special thanks to the Status of Women at Davis Administrative Advisory Committee (SWADAAC) and to the Sexual Harassment Advisors for assisting in the production of this brochure.