

## **9. DEPARTMENTAL POLICIES AND PROCEDURES**

- 9.1 Emergency Building Evacuation**
  - 9.2 Earthquakes**
  - 9.3 Building Security and After Hours Access**
  - 9.4 Health and Safety Questions**
  - 9.5 Respect and Civility in the Campus Community**
  - 9.6 Computer Use Policy**
  - 9.7 Berkeley Campus Policy on Sexual Harassment**
  - 9.8 EECS Departmental Parental Policy**
- 

### **9.1 Emergency Building Evacuation**

In case of fire or other emergency, Cory Hall and/or Soda Hall will be evacuated. The following things will happen: a loud alarm will sound; evacuation procedures may be announced over the public address system (if you hear the alarm and no instructions follow, leave the building in a controlled and deliberate manner); an evacuation message will appear on all computer terminals; safety monitors in yellow helmets will direct you to the nearest safe exit.

#### **Evacuation Procedures**

1. Quickly gather all your personal valuables.
2. Close all windows and doors (do not lock doors).
3. Move calmly and carefully out of the building. Do not run. Do not use the elevators.
4. Move at least 100 feet from the building. Do not block the exits.
5. Follow the instructions of the safety monitors in yellow helmets.

### **9.2 Earthquakes**

Earthquakes are a geological fact in California. A few precautions will enable you to live in earthquake country with peace of mind. Depending upon where you are and the nature of the tremor, it may feel like the building is swaying in a high wind, or trembling, or the ground is sharply jolting or rolling. Most earthquakes only last several seconds, but what you do during that time may be very important.

- If you are outside, move to an open area. Stay away from buildings where cornices, glass, or other objects could fall, and stay away from lampposts and other structures, which might topple.
- If you are inside, get under a sturdy piece of furniture or building support, such as an arch or doorway. Stay away from windows, open bookshelves, and other objects, which may topple or slide. Wait until the shaking is over and listen for evacuation announcements. Do not use the telephone. Emergency personnel may need clear communication lines.

### **9.3 Building Security and After Hour Access**

#### **Building Security**

If you see a box, letter, briefcase, or package, and you don't know where it came from or how it got there, **DO NOT TOUCH IT!** Contact the receptionist in 231 Cory or the University Police (642-3333). If this should occur in Soda Hall, contact the receptionist in 387 Soda; or the University Police (642-3333). Do not leave any packages or boxes in the hallways to be disposed of; leave them in your office or lab with a note for the custodians. The custodians will not take away boxes left in the corridor. Your cooperation will reduce the frequency of reports of suspicious articles and will thereby reduce confusion when an article of a suspicious nature must be investigated. In case of fire, extinguishers can be found on every floor at the corners of the main corridors. Emergency assistance may be obtained by calling 642-3333.

#### **After Hours Building Access**

The doors to both Cory and Soda Halls are unlocked from 7:30 a.m. until 6:30 p.m., after which time you will need an electronic card key, issued by the Department, to enter parts of the buildings other than terminal rooms available 24 hours. Cory Hall is protected by an electronic security and surveillance system with cameras monitoring each door 24 hours a day. Students needing keys must fill out applications to be signed by their Advisor, the person in charge of teaching labs, and the Department Building Manager. Applications are available in Room 253 Cory or 387 Soda Hall. Immediately report lost keys to these offices.

#### **IMPORTANT NOTES**

- Lending out cardkeys or letting people you don't know into Cory or Soda Halls after regular building hours is prohibited.
- During special events on campus, especially those held at the Greek Theatre, a private security firm might be employed to patrol Cory Hall entrances. Uniformed guards may request that students present their electronic card keys and student identification cards to obtain access to the building. We appreciate students' cooperation.

## **9.4 Health and Safety Questions**

The EECS Department Building Manager will be happy to answer inquiries in Room 253 Cory (642-1527). An active Safety Committee includes graduate student representatives who can also provide answers to your safety questions.

## **9.5 Respect and Civility in the Campus Community**

The University of California is a public institution of higher education committed to excellence in teaching, research, and public service. Our student body represents the diversity of our state and will provide its future leaders. Together, the students, faculty and staff form our campus community, which reflects a variety of backgrounds and cultures. The quality of life on and about the campus is best served by courteous and dignified interaction between all individuals, regardless of sex, ethnic or religious background, sexual orientation, or disability.

Therefore, the administration of this University publicly declares its expectation that all members of the campus community will work to develop and maintain a high degree of respect and civility for the wealth of diversity in which we are fortunate to live and work together. This civility and respect for diversity ought to flourish in an atmosphere of academic freedom that is considerate and tolerant of the ideas of others. The administration of this University expects you to consult the student conduct code for specific regulations regarding respect and civility.

## **9.6 Computer Use Policy**

In support of the University's mission of teaching, research and public service, Information Systems and Technology (IST) provides computing, networking, and information resources to the University community of students, faculty and staff.

**Rights and Responsibilities:** Computers and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege, and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources and observe all relevant laws, regulations, and contractual obligations.

Students and employees may have rights of access to information about themselves contained in computer files, as specified in federal and state laws. Files may be subject to search under court order. In addition, system administrators may access user files as required to protect the integrity of computer systems. For example, following organizational guidelines, system administrators may access or examine files or accounts that are suspected of unauthorized use or misuse or that have been corrupted or damaged.

**Existing Legal Context:** all existing laws (federal and state) and University regulations and policies apply, including not only those laws and regulations that are specific to computers and networks, but also those that may apply generally to personal conduct.

Misuse of computing, networking, or information resources may result in the loss of computing privileges. Additionally, misuse can be prosecuted under applicable statutes. Users may be held accountable for their conduct under any applicable University or campus policies, procedures, or collective bargaining agreements. Complaints alleging misuse of IST resources will be directed to those responsible for taking appropriate disciplinary action. Illegal reproduction of software protected by the U.S. Copyright Law is subject to civil damages and criminal penalties, including fines and imprisonment. Examples of misuse include, but are not limited to, the activities in the following list (and will not be considered misuse when authorized by appropriate University officials for security or performance testing):

- Using a computer account that you are not authorized to use. Obtaining a password for a computer account without the consent of the account owner.
- Using the Campus Network to gain unauthorized access to any computer systems.
- Knowingly performing an act, which will interfere with the normal operation of computers, terminals, peripherals, or networks.
- Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes, but is not limited to, programs known as computer viruses, Trojan Horses, and worms.
- Attempting to circumvent data protection schemes or uncover security loopholes.
- Violating terms of applicable software licensing agreements or copyright laws.
- Deliberately wasting computing resources.
- Using electronic mail to harass others.
- Masking the identity of an account or machine.
- Posting material on electronic bulletin boards that violate existing laws or the University's code of conduct.
- Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner.

## **9.7 Berkeley Campus Policy on Sexual Harassment**

### **Policy**

The University of California is committed to creating and maintaining a community, in which students, faculty and administrative and academic staff can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation, including sexual harassment. Every member of the University community should be aware that the University is strongly opposed to sexual harassment and that such behavior is prohibited both by law and by University policy. It is the intention of the University to take whatever action may be needed to prevent, correct, and, if necessary, discipline behavior which violates this policy. Managers and supervisors have the responsibility for participation in the creation of a campus environment free from sexual harassment and in the resolution of complaints within their respective jurisdictions.

## **Definition of Sexual Harassment**

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a) submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment or participation in other University activity;
- b) submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personal decisions regarding an individual;
- c) such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive University environment.

In determining whether the alleged conduct constitutes sexual harassment, consideration shall be given to the record of the incident as a whole and to the totality of the circumstances, including the context in which the alleged incidents occurred.

## **Further information**

A violation of the University policy on sexual harassment also constitutes a violation of the Faculty Code of Conduct. Staff personnel policies for all levels of staff prohibit sexual harassment and provide for disciplinary action for inappropriate conduct.

## **What You Can Do About Sexual Harassment**

- Let the harasser know that the behavior is offensive and unacceptable. Ignoring the behavior will often be taken as tacit consent.
- Say no. Make it clear (Try saying, "I don't like what you are doing. Please stop.").
- Keep a record of dates, places, times, and witnesses of harassing behavior.
- Seek advice on how to write a letter to the offender identifying the harassing behavior and requesting that it stop. Keep a copy.
- Talk to your co-workers, fellow students, Graduate Office staff or colleagues.
- Consult with the Title IX Compliance Officer, Nancy E. Chu (nchu@uclink, 200 California Hall, 3-7985), or other campus resources.
- Seek advice and be informed about the options available to you.

## **9.8 EECS Department Parental Policy**

### **Additional Flexibility in Deadlines for Passing Prelims and Qual**

The EECS faculty recognizes that, as with being a graduate student, parenting is a very time-intensive task. While graduate student parents will be encouraged to take and pass the

prelims and qual exams as soon as possible, parents who need extra time will be granted extensions for passing these exams. In particular any student who is a parent at the time of the normal prelims deadline can receive an extension of up to one extra year for passing prelims. Any student who is a parent at the time of the normal qual deadline (as calculated from the time that the student entered graduate school) can receive an extension of up to two extra years for passing qual. The total additional time granted by this policy is not to exceed two years.

## **Departmental Childbearing Support**

Graduate students are allowed to receive up to 6 weeks of departmental support for the period prior to, during, and after giving birth to a child. During this period, the Department shall require no duties. During this time students will be paid from campus block grant funds, from unrestricted donation funds or from the EECS Parents' Fund; their fees and tuition payments would come from these same funding sources. Students would not be appointed as GSIs, Readers or Tutors during the semester they expect to give birth; if needed they could be supported entirely from the block grant that semester.

Graduate students who are on a fellowship that will pay them if they take six weeks off for the period prior to, during or after they give birth to a child, will be allowed to take the time off, but will not receive the income mentioned in the preceding paragraph. This policy has no effect on classes in which the new parent may be enrolled.

## **Childcare Supplements for Parents Demonstrating Financial Need**

Graduate student parents who demonstrate financial need will be eligible to receive a childcare supplement in addition to their normal salaries. Demonstrated financial need will be determined through the use of standard federal financial aid forms, in cooperation with the Graduate Financial Aid office. Childcare and dependent health insurance expenses will be taken into consideration when determining need.

Parents with questions about the childcare supplement should see Mary Byrnes (EE) in 205 Cory.

## **Implementation Procedures**

### **Domestic Parents:**

The Graduate Division funds the Graduate Student Parent Grant, averaging \$8,000 per year, for use toward housing, dependent health insurance, child care, and/or fee and tuition costs. Parents (domestic or permanent residents, single or married) with dependent children may apply for this need-based award, administered by the Financial Aid Office (FAO). Apply by submitting a Free Application for Federal Student Aid (FAFSA), available at <http://www.fafsa.ed.gov>. (*The school code for UC Berkeley is 001312.*) Because funds are limited, students should apply by FAFSA's priority deadline, in early March for the following academic year. Late applicants may be considered only as funds permit.

Phone: (510) 642-0485

Email: [fao\\_grad@berkeley.edu](mailto:fao_grad@berkeley.edu)

Website: [www.uga.berkeley.edu/fao/graduate/](http://www.uga.berkeley.edu/fao/graduate/)

### **International Parents:**

Contact Mary Byrnes (EECS Center for Student Affairs) in 205 Cory.

You must provide documentation of your current family income and complete the form on the reverse side of this flyer. Those who demonstrate need may be eligible to receive supplements of \$150/month per child, for up to two children. ***These funds will come from the faculty research adviser's various donors' funds.***

### **Implementation Procedures for International Students**

1. Discuss the need for a childcare supplement with your research advisor.
2. Complete the departmental Childcare Supplement Form on the reverse side of this flyer and attach documentation of your current family income.
3. Return all materials to Mary Byrnes in the EECS Center for Student Affairs, 205 Cory Hall