Welcome to CSS!

2015
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About CSS

Welcome to Campus Shared Services (CSS) at the University of California, Berkeley. We believe that each CSS employee contributes directly to the teaching, research, and public service mission of the University, and we hope you will take pride in being a member of the CSS team.

The following resources are meant to assist you in transitioning to the CSS environment and provide a reference for your employment with CSS. We hope that your experience here will be rewarding, fulfilling, and enjoyable.

Background & History

California’s fiscal and budgetary environment has progressively deteriorated in the last decade. The situation requires us to manage our administrative costs aggressively and streamline our operations in order to support our core mission and maintain academic excellence. In 2010, UC Berkeley decided to move forward with creating a campus-wide shared services solution. Aside from achieving savings, the goal is to create a high-quality, reliable administrative infrastructure for all departments on campus. Implementing in January 2013, Campus Shared Services (CSS) will support faculty, staff and students better, as well as reduce the cost and compliance risks that are created by redundant work and paper-based systems.

The Campus Shared Services (CSS) implementation project is part of UC Berkeley’s Operational Excellence effort, a multi-year, multi-project effort to make the operations of UC Berkeley more efficient so that the University may direct more resources away from administrative expenses and toward teaching and research.

Mission

Campus Shared Services exists to provide world class administrative services in support of UC Berkeley as the premier public university in the U.S. in the areas of teaching, research and public service.

Guiding Principles

Our CSS guiding principles are aligned with UC Berkeley’s Operating Principles:

We are accountable to each other:

- We evaluate performance by metrics
- We operate with transparency and Accountability

We include and excel together:

- We serve the UC Berkeley Community
- We value staff

We simplify:

- We strive for simplicity
We imagine and innovate:
- We increase efficiencies
- We leverage functional expertise and institutional knowledge
- We optimize savings

We focus on service:
- We create a strong service focus
- We support the mission of teaching, research and public service

For more information about CSS, visit: http://sharedservices.berkeley.edu/about/
Employee Engagement and Learning & Development

Training Calendar & Weekly Opportunities Email

All CSS sponsored employee engagement and learning & development opportunities are available to view on the CSS Staff Development & Engagement bCal calendar (CSSlearning Departmental calendar). To access the calendar and view all CSS offerings, type ‘csslearning’ into the ‘other calendars’ section on the left side of your bCal calendar.

A weekly email goes out to the cssstaff@lists.berkeley.edu listserv which notifies staff of upcoming CSS and campus-sponsored trainings and events.

Employee Engagement Contact Information

- Aleah Warren, Employee Engagement & Change Management Consultant (664-9423)
- Email: cssengagement@berkeley.edu

Learning & Development Contact Information

- Tamara Lawson, Learning & Development Consultant (664-9292)
- Lyle Hendrickson, Learning & Development Consultant (664-9742)
- Kathleen Valerio, CalPact Coordinator (664-9737)
- Email: csslearning@berkeley.edu

Learning & Development Opportunities

UC Learning Center

UC Berkeley and CSS offer many courses to UC Berkeley staff. Most of these courses can be found on the UC Learning Center. To register for courses through the UC Learning Center

- Go to http://blu.berkeley.edu
- Authenticate using your Calnet ID
- Select “UC Learning Center” in the “Self Service” section
- Search for the class title or code for which you want to enroll (e.g., for STARS, select BECSS106)

UC Berkeley Learning & Development Resources

- CalPact computer applications training classes: http://hrweb.berkeley.edu/files/attachments/calpact-schedule.pdf
- CARE Services Workshops: CARE Services is the campus faculty and staff assistance program providing free, confidential problem assessment and referral for UC Berkeley faculty and staff: http://uhs.berkeley.edu/facstaff/care/classes.shtml
- Career Development Workshops: http://hrweb.berkeley.edu/learning/career-development/workshops
- Keys to Enhance Your Supervisory Success (KEYS) training program: for supervisors and managers: http://hrweb.berkeley.edu/learning/manager-supervisor/keys
• **Multicultural Education Program:** [http://mep.berkeley.edu/workshops](http://mep.berkeley.edu/workshops)

• **Staff Ombuds Office**, an independent department that provides strictly confidential and informal conflict resolution and problem-solving services for all Staff, Non-Senate Academics, and Faculty Administrators: [http://staffombuds.berkeley.edu/](http://staffombuds.berkeley.edu/)

• **UC Berkeley Extension Courses**, L+OD, OE, and UC Berkeley Extension are providing free tuition for eligible staff to enroll in selected Extension courses: [http://hrweb.berkeley.edu/news/free-extension-courses](http://hrweb.berkeley.edu/news/free-extension-courses)
CSS Staff Committees

Culture & Inclusion Committee
Interested in coordinating diversity awareness and social justice activities? The purpose of the Culture & Inclusion Committee is to make sure that ALL employees at CSS feel as though they belong, are treated equitably, and are an integral part of the functioning of the unit. Every voice matters and we want staff within CSS to feel respected and engaged. The Culture & Inclusion Committee is to work to ensure a positive culture and work environment, staff well-being, and a sense of unity through community building. The Committee is charged with researching, developing and proposing mechanisms to enhance the work environment for staff in CSS.

Enrichment & Recognition Committee
Interested in pioneering the implementation of CSS recognition programs? The purpose of Enrichment & Recognition Committee is to facilitate, acknowledge, credit and/or celebrate the achievements of CSS staff by organizing division-wide morale and team building activities. Whether the recognition is in the form of a simple thank-you for a small job well done or a formal commendation for outstanding work, such acknowledgement is a signal to ALL employees at CSS that they belong to and are an integral part of the functioning of the unit. It is important for all CSS staff to feel they are noticed, appreciated, and recognized.

Wellness & Sustainability Committee
Interested in wellness events and helping CSS to 'go green'? The purpose of the Wellness & Sustainability Committee is two-fold: 1) to ensure a safe, secure, healthy and sustainable environment at CSS for employees and visitors through planning, assessment, monitoring, and recommending hazard correction; and 2) to promote a health-conscious environment through the coordination of training programs and wellness activities.

For more information on staff committees or to indicate your interest in participation, email cssengagement@berkeley.edu
Health & Wellness Offerings

Ergonomic Assessment Plan
All staff will receive an ergonomic assessment at the CSS center within their first 40 days on site. Please let your supervisor know if you would like a keyboard tray or task light at any time. If you have urgent ergonomic needs, please contact cssfacilities@berkeley.edu

Fitness Center
The fitness center is located on the second floor of 1608 4th Street, room 240 near the main kitchen/supply room, and is free to all CSS employees. The fitness center is open between 7:00 am and 7:00 pm. Hours may be adjusted according to demand. Equipment housed in the fitness center includes weights, bosu balls, elliptical machines, treadmills and stationary bicycles.

Shower facilities are available for use, and are located near the fitness center. Showers are on the first floor of the building, and can be accessed by descending the stairs directly outside the fitness center.

In order to use the fitness center, you will need to complete the University’s standard elective/voluntary waiver, which can be accessed here: http://goo.gl/sdzs3I. After the waiver has been submitted, your Cal 1 Card can be used to access the fitness center.

Workfit

YOGA Wednesdays (12:10 p.m. – 12:55p.m.)
Campus Shared Services Gym, 2nd Floor
Bringing attention to the breath and emphasizing the opening of the body, yoga allows you to focus on linking movement with breathing to enliven the mind, body, and spirit. This fluid practice cultivates strength, balance, and flexibility to address imbalances, relieve tension, and help improve overall physical well-being. Instructors adapt their teaching to all levels of experience and ability, encouraging participants to work within themselves and to progress at a comfortable and safe pace.

CIRCUIT TRAINING - Tuesdays & Thursdays (12:10 p.m. – 12:55p.m.)
Campus Shared Services Gym, 2nd Floor
A combination of easy-to-follow exercises that will help you gain strength, increase flexibility and build endurance. Performed in a circular manner, each movement is taught and modified to adapt to beginners as well as those who desire more advanced training. Circuit Training is a highly efficient training format that utilizes weights, stability balls, body blades, TRX, BOSU, and more. Improve your overall fitness level in a fun and continually challenging class!

*There is a small fee per semester to participate in Workfit, based on the number of classes you plan to attend.

For more information or to sign up for WorkFit, please contact cssengagement@berkeley.edu
Contacting CSS

CSS Directory

CSS Internal Directory: All new staff will be added to the CSS directory which will be shared through bDrive.

UC Berkeley Staff Directory: Please update your CalNet directory: https://calnet.berkeley.edu/directory/update/
Check with your supervisor if you have questions about what information to list.

Mailing Address

The US postal service address for the Campus Shared Services center is 1608 4th Street, Berkeley CA 94710. Campus mail will be delivered daily by Campus Mail Services (approx. 7:30am and 1:30pm). The CSS mail code is 7600.

Accessing CSS Services

As part of the campus community, CSS employees are also customers of the CSS organization. You will be able to access services via phone or online as outlined below:

- CSS Main: 510-664-9000
  - IT: Option 1
  - Business and Financial Services: Option 2
  - Human Resources and Academic Personnel Support: Option 3
  - Research Administration: Option 4
  - If you’re unsure: Option 5

- Email:
  - CSS: sharedservices@berkeley.edu
  - IT: itcsshelp@berkeley.edu
  - Business and Financial Services: bnfscsshelp@berkeley.edu
    - bearbuy.is.berkeley.edu
  - Human Resources and Academic Personnel Support: hrapcsshelp@berkeley.edu
  - Research Administration: racsshelp@berkeley.edu

- Online: blu.berkeley.edu, click on the Campus Shared Services tab at the top of the page

Please note: Blu is no longer used to submit a ticket or to request service from B&FS. A new CSS form accessed through BearBuy has replaced the old method. For more information please go to: http://sharedservices.berkeley.edu/finance/business-and-financial-services-ticketing-system/

Phone / Equipment

Cal Voicemail should be ready for set up at your new phone. If you do not receive instructions via an email from IST for how to set up your new voicemail (including a temporary security code) by the day after you move in, please contact the facilities team at cssfacilities@berkeley.edu. Messages from the Cal Voicemail system are accessible through the telephone, web or email. As you work with this system, you may find the following online guides helpful:

- Cal Voicemail User Guide
- Cal Voicemail Quick Keys Guide
- Specifications on your new Avaya phone

For additional information regarding setting up your voicemail, please visit http://calvm.berkeley.edu.
Email Signature Guidelines

How to Add the CSS Lockup Logo to Your bMail Signature Block

1) From your bMail page find and click on the GEAR in the upper right hand corner
2) Scroll down to the SETTINGS option and click again
3) Locate the SIGNATURE section toward the bottom of the page
4) Locate and click the INSERT IMAGE button which will open an activity box
5) Copy and paste the URL here: http://i.imgur.com/SO6v8nU.png
6) Press OK: THE IMAGE WILL BE VERY LARGE
7) To REDUCE THE SIZE, click on the image and an option for sizing will appear
8) Select MEDIUM
9) You are now ready to BUILD YOUR SIGNATURE BLOCK!

Email Signature Block Format

Style: font (Verdana); size (normal); color (medium to dark gray or dark blue)
Order of information:

CSS Lock Up Logo
Name
Title
University of California, Berkeley
Campus Shared Services
Address: 1608 4th Street, <insert office/cube number>
Berkeley, CA 94710-7600
Telephone number (based on functional business needs)
Website or email address (based on functional business needs)
Creative Options: In this section, feel free to add your business appropriate "signature" in the form of a quote, survey link, sustainability or event messaging, etc.

Sample:

David Scronce
Director of Learning & Development
University of California, Berkeley
Campus Shared Services
1608 4th Street, #307
Berkeley, CA 94710-7600
Office: 510.664.9433
Mobile: 510.725.1810
sharedservices.berkeley.edu

"Be the change you want to see in the world"
Building Information

Building Access

- The main building entry doors are from the 4th Street side. You must use your Cal 1 card for entry. The parking lot entry doors are used only for exiting.

- During regular business hours you will also need your Cal 1 Card to enter through the 4th Street entrance and to access all CSS spaces. Simply hold your Cal 1 Card to the card reader, wait for the green light, and then open the door. Your Cal 1 Card will be activated prior to your first day of work. If your Cal 1 Card is not activated, please email cssfacilities@berkeley.edu.

- A UCPD Security Patrol Officer (SPO) will be on site from 7:00 a.m. to 7:00 pm. If you would like the SPO to walk you to your car in the evening please inform your supervisor or manager.

Trash, Recycling, and Compost

The CSS center provides trash, compost, and recycling services. At your desk, you will find a blue recycling bin (for mixed paper and bottles) with an attached black bin (for landfill waste). Larger bins for compost, recycling, and landfill waste can also be found near the kitchens and elsewhere in your suite. These central locations will be marked by signs (see image below). Please do not put food scraps or wet items in your desk-side bins, rather, take them to the larger central bins.

More information on what should go in each bin can be found at the following site:

Desk-side Bin

Central Landfill, Recycling, & Compost Bins
On this floor:

- Conference Rooms 207, 222, 223, 233, 238, 239, 241
- CSS Business & Financial Services
- Gym - 250
- Lactation Room - 242
- Main Lobby - 240
- Office Supply Room - 245
- Supply Chain Management
### Third Floor

**On this floor:**
- Conference Rooms 302, 310, 312, 324, 328, 344
- CSS Human Resources/Academic Personnel Support
- CSS Immediate Office
- CSS Research Administration

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**CSS Human Resources/Academic Personnel Support**
- First Contact Team
- Operational Effectiveness
- Teams 1, 3, 5, 6

**CSS Research Administration**

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**CSS Immediate Office**
- Benefits & Leaves
- Records
- Recruitment
- Team 9
- Visa

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**WORKSTATIONS**
- 301-1 - 301-30
- 309-1 - 309-53

**WORKSTATIONS**
- 329-1 - 329-66

**WORKSTATIONS**
- 318-1 - 318-64

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**Elevator Lobby**

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**Hotel Station Area**
Parking and Transportation

Commute Options

- **Parking** – The CSS center has a parking lot associated with the building. Two hundred parking spaces are available for use by UC employees. The parking lot is a UC permit lot, just as all lots are on campus. Patrons with C, F, or motorcycle permits are eligible to park in the lot. If you are interested in purchasing a permit you can visit Parking & Transportation (P&T) in person at 2150 Kittredge 1st Floor or visit their website at pt.berkeley.edu.

- **BART** – The North Berkeley BART station is approximately 1.3 miles from the CSS center.

- **Shuttle** – There is a morning and evening shuttle that travels from the North Berkeley BART stations to the CSS center that runs on a 20-minute interval.
  - The shuttle runs weekday mornings 6:40 to 9:20 a.m.; and weekday afternoons 4:10 to 6:10 p.m.
  - The shuttle picks up in front of the North Berkeley BART station and drops off in the CSS parking lot.
  - For full shuttle schedule, visit: http://pt.berkeley.edu/around/beartransit/daytime

- **AC Transit** – North Berkeley BART is serviced by a number of AC Transit lines, with the 51B and the 52 providing transit to within four blocks of CSS. P&T offers a subsidized Easy Pass for AC Transit. For $34 per month, employees may purchase an Easy Pass that provides unlimited rides on AC Transit. Both the Easy Pass and BART tickets may be purchased on a pre-tax basis through P&T.

- **Pre-Tax Commute Benefits** – If you did not already know, you may use up to $240/month of pre-tax dollars to purchase your commute services. You can logon to https://www.wageworks.com/ and create a user account associated with your staff ID and pay for your parking or transit options with pre-tax dollars.

- **Bicycle** – The CSS center has secure bicycle parking and shower facilities for employees who wish to ride their bikes to work. You will need additional key card access to enter the bike storage area. If you are interested in this option, please contact the facilities team at cssfacilities@berkeley.edu.

Transportation between Campus and the Campus Shared Services Center

There will be a need for staff to travel from 4th street to campus from time to time. In order to accommodate this need, P&T has arranged for the following options:

- **City CarShare** – P&T has provided two City CarShare vehicles at the 4th street location. The City CarShares are considered University vehicles during working hours from 8 a.m. to 5 p.m. P&T will work with all CSS supervisors to determine which staff have a business need to use the CarShares and register them as CarShare members. Once a member, employees will easily be able to use the CarShares to travel between sites, the cost of the business travel will be borne by the department. There are two dedicated CSS parking spaces on campus for easy parking.

- **Transit** – There are two main AC Transit lines that run from West Berkeley to campus, the 52 and the 51B. The 52 travels from San Pablo and Cedar up to campus and circles the entire campus, providing access to any part of campus. The 51B travels on an 8-10 minute frequency from University and 6th street to campus via University Avenue and Durant Avenue, serving the south side of campus. Staff are eligible for the subsidized AC TransitEasy Pass which is available through P&T.

- **Personal Vehicle** – A staff person with a UC parking permit may use their personal vehicle to travel to campus. CSS will reimburse staff mileage for work-related travel.
Local Eateries

- Bette’s Oceanview Diner and Takeout – 1807A Fourth Street, ph. (510) 644-3230
  - Carryout or eat-in sandwiches, salads, and pizza
    - http://www.bettesdiner.com/
- Brennan’s - 700 University Avenue
  - Sports Bar and Restaurant
    - http://www.brennansberkeley.com/
- Bombay Cuisine - 2006 9th Street
- Cafe Rouge - 1782 4th Street, ph. (510) 525-1440
  - http://caferouge.net/
- Cafe M - 1799 4th Street, ph. (510) 526 4429
  - Modern American Comfort Food – Breakfast and Lunch
    - http://www.cafemberkeley.com/
- Cafe Leila - 1724 San Pablo Avenue
  - Organic soup, salad, and sandwiches
    - http://cafeleila.com/
- Chocolatier Blue Parlor
  - Features ice cream, sorbets, and frozen treats.
    - http://www.chocolatierblue.com/
- Cheese Steak Shop - 1054 University Avenue
  - Philly style cheesesteak sandwiches
    - http://www.cheesesteakshop.com/berkeley/
- Gilman Grill - 1300 4th Street, ph. (510) 524-2532
  - Salad, Sandwiches, and burgers
- Iyasare - 1830 Fourth Street, ph. (510) 845-8100
  - Japanese inspired cuisine, lunch and dinner
    - http://iyasare-berkeley.com/
- Lama Beans - 1290 6th Street, ph. (510) 528-3435
  - American, Southwestern and Middle Eastern favorites for breakfast, lunch and dinner
    - http://www.urbanspoon.com/r/6/85598/restaurant/Lama-Beans-Berkeley
- Manhattan Bagel - 1789 Fourth Street, ph. (510) 525-9445
  - Fresh bagels, bagel sandwiches, and coffee
    - http://www.manhattanbagel.com/
- Peet’s Coffe & Tea - 1776 Fourth Street, ph. (510) 525-3207
- Picante - 1328 6th Street, ph. (510) 525 3121
  - Mexican cuisine open for lunch and dinner
    - http://www.picanteberkeley.com/
- Spenger’s Fresh Fish Grotto - 1919 Fourth Street 510-845-7771
- Tacubaya - 1788 Fourth Street, ph. (510) 525-5160
  - Mexican restaurant and taqueria
- Taqueria Esperanza Food Truck - 1608 4th Street – Daily – listen for the horn melody!
- The Pasta Shop - 1786 Fourth Street, ph.(510) 528-1786
  o Take-out sandwiches and salads
  http://www.yelp.com/biz/the-pasta-shop-berkeley
- Tomate Café - 2265 5th Street
  o Sandwiches, salads, wraps, and organic vegetarian and vegan choices
  http://tomatecafe.com/
- Vik’s Chaat Corner - 724 Allston Way, ph. (510) 644-4412
  o Indian street food
  http://www.vikschaatcorner.com/
- Zut! on Fourth - 1820 Fourth Street, ph. (510) 644-0444
  o Mediterranean and New American cuisine
  http://www.zutonfourth.com/
Emergency Procedures for 1608 4th Street

Tenant Fire/Smoke Emergency Procedures

If you smell smoke:

1. Telephone Facilities at 510-847-1016 and then call Management Office at (510) 525-1242. Report the smoke, giving the location if possible and any other available details.
2. Notify your Suite Evacuation Lead.

If you discover a fire:

Any employee encountering a fire should initiate the following emergency procedures:

3. Pull the Fire Alarm.
4. Immediately call 911, and report the fire’s exact location and what is burning.
5. Call UCPD dispatch 642-3333.
6. Alert Facilities and your Evacuation Lead.
7. Prepare to evacuate.
8. The Evacuation Leads will walk around the space, alerting all employees to the evacuation order, and ensuring that everyone leaves as quickly and calmly as possible.
9. Do not use the elevators. Walk down the stairwells to your Emergency Assembly Area.
10. Report to the Roll Takers who will account for all personnel normally in the space. If someone is not accounted for, they will notify Facilities immediately.
11. During evacuation, physically impaired individuals should be helped to the center stairwell landing by two people; one person should wait at the top of the stairs while the other individual notifies the Fire Department where they are located. Fire Department personnel will meet them in this area and assist their evacuation. The Suite Wardens will notify the Management Office of the location of the physically impaired employee(s) so they can also alert the Fire Department personnel where assistance is needed.

Note: Remember that "physically impaired individual" includes EVERYONE with ANY sort of impairment. Possible examples include pregnancy, recently sprained ankle, permanent disability or even a sore knee. Anyone who will be moving at a slower rate than general traffic is considered physically impaired for the purposes of evacuation.

Please see comprehensive Emergency Evacuation Plan including evacuation maps in separate document.