

FSU Staff Manual

(November, 2004 ed.)

I. Personnel, Policies, Procedures and Protocols

A. Personnel

MANAGER, FSU AND CENTER ADMINISTRATION ([Gregory A. 'gar' Russell](#), Rm. 376, Φ 2-1725)

The Manager handles the day to day operations of the Unit. The incumbent hires and trains career and temporary staff as well as any work study assistants; performs annual reviews and revises faculty-staff assignments as necessary; redistributes the work load as necessary; acts as an informational resource for staff. The FSU Manager will, if needed, perform the tasks of a faculty assistant if no one else is available to do the work. The Manager is a hiring authority for the School of Law.

The FSU Manager reports to the Director of Human Resources. This position is currently vacant.

FSU WORK GROUP LEADER ([Chris Swain](#), Rm. 793 Simon, Φ 2-0503)

The FSU Work Group Leader (WGL) acts as a back up to the Manager in handling the work flow of the unit. Should the Manager be away or unavailable, questions regarding work assignments, overflow work, and other related issues should be raised with the WGL. In absence of the Manager, the WGL should also be notified of absences due to illness, tardiness, etc. When the Manager is away on extended leave, the WGL may grant vacation leave, with the advice and consent of the Director of Administration.

The Work Group Leader, like the Manager, is a resource person for computer questions and other questions related to the Unit. You should keep in mind, however, that the WGL does have assigned faculty and thus might not always be able to respond immediately to a particular situation. The WGL is not a university hiring authority.

FACULTY ASSISTANTS

The Law School attempts to meet the normal secretarial needs generated by the teaching, research, and public service activities of faculty members in residence. (This service does not extend to the faculty member's personal or private business.) Faculty assistants generally perform the following duties: legal word processing; editing; legal research; course material compilation and preparation; scheduling; exam administration and proctoring. For a more detailed description of job duties, please see the [Job Description for the Legal Assistant II](#).

Faculty assistants typically support 3-5 faculty members. Since our system requires that faculty assistants do the work of several faculty members, faculty members should, whenever possible, endeavor to coordinate their needs so that secretaries are not confronted with impossible peak periods. When an assistant is faced with several large projects at once, s/he should contact the Supervisor or Work Group Leader who will help distribute the work load to members of the staff who are not as burdened.

The Supervisor performs annual evaluations of all staff. Merit increases and merit-bonus awards are based on these evaluations. The Supervisor bases his evaluations on direct observation and input from assigned faculty based on a set of [performance standards](#) for the Unit.

Faculty assistants generally receive their work directly from the faculty to whom they are assigned. The Supervisor or Work Group Leader may also assign work in the case of work overloads or special projects as necessary.

Faculty assistants are a part of the Clerical Unit whose contract is subject to collective bargaining with the University of California. The sole representative of the Clerical Unit throughout the UC system is the Coalition of University Employees (CUE). Click [here](#) for more information on CUE.

B. Guidelines and Operational Protocols

HOURS OF WORK

Normal work hours are 8 a.m. to 5 p.m., Monday through Friday, with an hour lunch break at 12:00 to 1:00 p.m. You should advise the Supervisor if you plan to take an alternate lunch hour. All employees must take at least a half-hour break for six hours of work. Full-time FSU employees work a 40-hour week. You may arrange to work a flex schedule (for example, 7:00 a.m. to 4:00 p.m.) provided it is approved in advance by the FSU Supervisor, who may, at his discretion, consult with your assigned faculty about the change.

All flex hour arrangements are suspended during the Final Exam period at the end of the Fall and Spring semesters.

ATTENDANCE AND PUNCTUALITY

Should you find yourself in a situation where you cannot arrive to work on time, you must contact the FSU Supervisor at least one half hour in advance of the beginning of the scheduled shift. If you arrive late to work, (because of traffic or BART troubles, etc.) notify the Supervisor upon your arrival.

If you wish to finish the work day early, you must have the approval of the Supervisor. If you need to leave before a scheduled quitting time on University business, and do not plan on returning to the office, please notify the Supervisor.

If you plan to be away from your desk during the work day in excess of 15 minutes, leave a note on your desk or office door advising that you will be away; give your approximate time of return whenever possible.

CALLING IN SICK

Any absence due to illness must be phoned-in to the Supervisor no later than 8:00 that morning or within 30 mins. of the start of your work shift. It is not necessary to call precisely at 8:00 a.m.; you may call earlier and leave a message on voice-mail. If you can, please give any information on pending projects so the Supervisor or Work Group Leader can provide coverage.

When calling in sick, give an estimation of how long you may be out. If you are unsure about the length of your absence, then you *must* call in each day that you are out. When you return to work, you may be asked to show a doctor's note if your leave time was 3 consecutive work days or more.

Notify the Supervisor as soon as possible after you have scheduled any medical or dental appointments. Please try to schedule such appointments with as little away time from work as possible. Verification of time spent at medical/dental appointments is generally not required, unless the Supervisor determines it is necessary.

EQUIPMENT, SUPPLIES, AND OTHER UNIVERSITY PROPERTY

No department supplies and equipment are to be taken out of the building for personal use. Abuse, misuse, or theft of supplies or equipment, or defacement or abuse of University property will be subject to disciplinary and/or legal action.

PERSONAL BUSINESS

No personal work shall be performed by employees during scheduled working hours. Personal phone calls during scheduled working hours should be kept to a minimum. Employees are expected to reimburse the Law School for any personal toll or long-distance calls. It is recommended that employees use a calling card or cell phone when making personal long-distance calls.

REST PERIODS

You are entitled to two 15-minute rest periods during an eight hour shift, one in the morning and one in the afternoon. The Supervisor may, on occasion, shorten or eliminate the rest periods due to operational needs. Rest periods shall not be taken at the beginning or end of a work period, however, you may combine the rest period(s) with the lunch hour, with prior approval of the Supervisor.

PAYCHECKS AND SUREPAY STUBS

Career employees are paid on the first day of each month. The Supervisor, the Work Group Leader, or their designate, will distribute your paycheck or Surepay stub to you. If the first day falls on a weekend, then you will receive your remuneration on the last working day of the previous month. The exception to this rule is January earnings. If New Year's Day falls on a weekend, you will receive your remuneration on the first working day of January. Why? Because for tax purposes, there can only be 12 pay periods per calendar year.

MONTHLY TIME SHEETS

Career employees should turn in monthly time sheets to the Supervisor by 5:00 p.m. on the first business day of the new month. Please retain a copy of your time sheet for your records. If you have misplaced your time sheet, you may obtain a new one from [Rebecca Ramsay](#), Payroll Manager, in rm. 312.

Time reported on your time sheet should be rounded-off to the quarter hour. It is a good idea to keep track of your hours in a calendar on a daily basis to prevent error.

OVERTIME

Overtime work is discouraged. If you do work overtime hours because of a pressing need, you must fill out an <HL> *Authorization to Work Overtime/Comptime* form and submit it with your timesheet to the Supervisor. The Supervisor will then approve or deny the request. Whenever possible, please advise the Supervisor in advance if you plan to work overtime hours.

In accordance with University regulations, you will receive time-and-one-half rate for overtime hours **only when you work a full 40 hours** the week you performed the overtime. If you work less than 40 hours in a week where you performed overtime, then you will receive one-to-one compensation for the overtime hours worked.

HOLIDAYS

University paid holidays are: Martin Luther King, Jr.'s Birthday (3rd Monday of January), President's Day (3rd Monday of February), Spring Holiday (the Friday of Spring Break, which usually falls in late March), Memorial Day (the last Monday of May), Independence Day (4th of July), Labor Day (the 1st Monday of September), Veterans' Day (November 11), Thanksgiving Weekend (3rd Thursday **and** Friday of November), Christmas (Eve and the Day; with allowances made for weekends), New Year's (Eve and the Day).

The Berkeley Campus usually shuts down between Christmas and New Years, the so-called "Energy Curtailment Period." All heating in all campus buildings is shut off during this time. In addition to the four day holiday leave you have at that time, you may elect to take vacation leave, to use earned comp time, or to take leave without pay for those workdays during the shutdown. You also have the option to work during that time, although the Law School Buildings will not be heated.

SICK LEAVE

Staff accumulate sick leave hours according to the table [here](#). Your monthly time sheet will reflect the amount of sick leave you have on the books.

Sick leave may be used for personal or family illness, medical appointments, and for the death or serious illness of a close relative, as defined in the CUE agreement. You may use vacation leave if you are sick and do not have sufficient sick leave accumulated to cover the length of time you are out of work. If you do not have sufficient sick or vacation time, you must take leave without pay. Alternatively, co-workers may donate vacation hours to help cover lost wages caused by an extended leave. (See LEAVE DONATION PROGRAM below.) Medical documentation may be required from your physician to establish the need for sick leave or to authorize returning to work after an extended leave.

Always advise the Supervisor of the need for extended medical leave.

LEAVE DONATION PROGRAM

An employee may donate vacation hours (**not sick leave hours**) to a co-worker to help cover time away from work caused by an extended sick leave once the co-worker's sick leave and vacation time has been exhausted. If you wish to donate hours to a coworker on an extended sick leave, please talk to the Supervisor. Click [here](#) for more information on the campus Leave Donation Program.

VACATION LEAVE

Vacation leave is accrued according to the specific policies or bargaining unit agreements of each employee (click [here](#) for CUE earn rates and [here](#) for PPSM earn rates.) The rate of accrual is based on an employee's years of service. (See below.) Regardless of the accrual rate, the number of hours earned will lessen in proportion to the amount of leave without pay taken during the month or the percentage of your appointment (if it's less than 100%).

Generally, requests for a single day's leave will be granted by the Supervisor (a) if your professors have no pressing need for you that day and (b) the Unit as a whole is not overburdened with work. Requests for vacation leave of two days or more should be submitted to your Supervisor no less than five working days prior to the anticipated date of vacation. We encourage that vacations of a week or more be confined to those times when classes are not in session. Vacation leave of any length is generally not granted during finals, when the FSU is expected to perform proctoring duties.

LEAVE WITHOUT PAY

Any leave without pay you record for a given month will diminish the number of sick leave and vacation leave hours you earn for the following month. Also, you should note that leave without pay will ultimately affect your service credit (years of service) with the University which may affect the benefits you receive upon retirement. If you have questions about leave without pay, please check with [Rebecca Ramsay](#), Payroll Manager.

JURY DUTY

Career staff called for jury duty receive **paid** administrative leave. Inform the Supervisor if you have been called for jury duty. You will receive a notice from the clerk of the court verifying that you completed your obligation. Bring that notice to work and submit it with your time sheet.

Temporary or limited appointment staff receive **unpaid** administrative leave for time away from jury duty.

C. Keys, Building Access, Staff Lounge

KEYS

All FSU employees are issued keys upon date of hire. Generally, everyone receives the following keys: your assigned office, the staff lounge, faculty mailbox room in North Addition, faculty library, building access key (for after hours entry), restroom (if necessary). You will also receive keys for faculty offices of assigned faculty. If you need a key that you don't have, please contact the Supervisor who will request one for you from Building Services. Building Services will only issue a key after they receive an official request from the FSU Supervisor.

BUILDING ACCESS

The Law School buildings, Boalt and Simon Halls, are generally open during the hours the Law Library are open. When the School is closed, you may enter the building using a building access key at several entrances, including the Simon Hall entrance on Bancroft at Piedmont and the Darling (Grassy Court) Courtyard entrance near Booth Auditorium.

STAFF LOUNGES

There are two staff lounges. One is located in the basement of Boalt Hall (rm. 10); the other is located on Boalt Hall 3rd floor (rm. 365). Both have refrigerators and microwave ovens. Only the 3rd floor lounge has a sink. Those who use the staff lounges are responsible for keeping them clean; please clean up after yourself when you have finished. Staff are encouraged to use these spaces for breaks and lunch, as well as Café Zeb in Simon Hall.

There is also a kitchenette in Simon Hall on the 7th floor (rm. 789). It is not a staff lounge *per se* but rather the conference room for the Program on Law and Economics. It has a small refrigerator and a microwave oven as well as hot and cold water spigots and coffee/tea service which you are welcome to use. Please keep in mind that because it is a conference room, it may occasionally be inaccessible because of scheduled meetings and events.

D. Employment Development Policy

The goal of Employee and Development Training is to ensure that all Berkeley career staff have access to skill development opportunities needed to perform successfully in a rapidly changing work environment. A wide variety of courses are offered, some which might prove useful to your current work requirements, some which might help you explore new job skills outside your current work requirements. For courses that require a fee, you may submit a request to the Supervisor for reimbursement. Reimbursement requests are subject to approval by the Director of Administration.

For a full list of courses offered by Berkeley's Employee and Development Training programs, please see the campus Human Resources [website](#).

Any time away from Boalt to attend class must be cleared by the Supervisor at least a week in advance.

II. **Boalt Hall Resources**

Boalt Bulletin Board

The *Boalt Bulletin Board* is the official publication of the Dean's Office. It is published Mondays when classes are in session. Your faculty may on occasion ask you to submit something on their behalf for publication in the BBB. For the current submission policies and deadlines, click [here](#).

Information and Systems Technology (Computer Services)

For problems logging into the network or computer hardware or software malfunctions, send an e-mail to trouble@law.berkeley.edu. Click [here](#) for more information on the IST department.

Class Handouts and Postings

Class handouts are placed in boxes in rm. 7 (outer office). When placing materials in a box, please tape an index card to the box including the class name, the professor's name, and the date the handout was placed. Also include a contact number for students in case the box is empty.

Class assignments are posted in glass cases outside the Registrar's Office. Contact [Veronica Scivner](#) (2-2278) to have assignments posted.

Conference Calls

To make a conference call, contact AT&T TeleConference Services. Call 1-800-526-2655 or visit their [website](#).

Fax Machines

Fax machines are located in the following FSU offices:

Simon Hall

| | |
|--|--------|
| 697 (Teriann Asami-Oki, Anita Sarrett) | 2-3856 |
| 793 (Chris Swain, Emily O'Keeffe) | 2-3767 |
| 897 (Dianne Fuller, Michele Radford)..... | 2-3728 |

North Addition

| | |
|---|--------|
| 332 (Connie Curtin, Steve Vercelloni) | 3-2672 |
| 432 (Amatullah Alaji-Sabrie, Florence McKnight) | 3-2673 |

Fed Ex and UPS

The Law School has accounts with both UPS and Fed Ex. UPS picks up at 5:00 p.m. Monday - Friday from a drop-off location on 3rd floor North Addition, opposite the Faculty Lounge, as well as a UPS drop box located in the parking garage under North Addition (accessible on level 1A from the east North Addition Elevator and stairwell). Fed Ex picks up at 4:00 p.m. and only from their drop box in the garage.

Shipping envelopes for both Fed Ex and UPS can be found in both photocopy rooms. For waybills, please go to Iain MacKendrick's room, 428 NA. Inquiries about supplies and waybills should be sent to him (2-1703).

For Fed Ex shipping, you can create your way bills [online](#) by creating your own online account, using the Law School's Fed Ex account number. You can also track packages using this service.

To track UPS packages, click [here](#).

Business Services

All reimbursements (travel, entertainment, check requests) are handled through the Business Services office. Reimbursement requests must be submitted with the proper forms and supporting documentation. For guidelines and forms, go their [website](#). For questions on reimbursements, contact [Lydia Cheney](#) at 2-7045.

The Law Library

The Law Library has various services for faculty, including faculty paging, borrowing, inter-library loans, and Lexis and Westlaw accounts. For a summary of these services, please click [here](#).

Mail Services & Zip Codes

Boalt Hall has its own mail department, which distributes mail to the faculty mailboxes as well as to staff offices. They also pick up the mail and library materials in the wooden bins located on the 6th, 7th, and 8th floors of Simon and the 3rd and 4th floors of North Addition near the faculty library. Pick ups occur in the morning and afternoon. The day's mail is in the faculty mailboxes by 1 p.m. daily. For special order pick ups or other information regarding campus mail services, please contact Larry Jones (Supervisor, Boalt Mail Services) or Ron Skinner at 2-7403.

All outgoing mail must have a mailing [bar code sticker](#) on it. You can order your own stickers by going to the Campus Mail Services' [website](#). You will need your staff ID number to order stickers. The account number to use is: 1-19900-11920-43.

If you have a bundle of envelopes to mail, you can use a [facing sheet](#), rather than individual stickers on each envelope. Rubber band the facing sheet to the front of the bundled envelopes.

To find zip codes, go to the [USPS](#) website.

Media Services

Requests for audio/visual equipment should be made through [Media Services](#). For more information please contact [Catherine Shaffer](#) at 2-1743.

Office Supplies

Basic supplies, such as file folder and pens, are kept in both photocopy rooms (4th floor and 7th floor). A more extensive collection of supplies are in rm. 428, maintained by [Iain MacKendrick](#). If you need to special order a supply item, please e-mail Iain. Iain also maintains toner cartridges in a separate location, and can get them for you on request.

Photocopying

There are two photocopy rooms in the Law School for faculty and staff. Each are opened during business hours and each have a combination door lock. The machines themselves do not need access numbers to be used. The copy rooms are 461 Boalt Hall (combination: 2-5-4) and 791 Simon Hall (combination: 2+4, 3). The machines are maintained by Building Services. E-mail #Building_Services@law.berkeley.edu to report problems with the machines.

For large jobs, staff should use one of several copying services:

- Xerox Copy Center in the [Law Library](#). Contact Marilyn at 3-7428.
- Copy Central on Bancroft. Pick ups are done from a drop box in the Registrar's office.
- Campus Copy located on Oxford. Pick ups are done from both photocopy rooms. Call 2-COPY for more information.

Voice Mail and Phone Services

All staff have voice mail service on their office phones. Some phones have a dedicated button with a indicator that lights up when there are waiting messages. Others indicate waiting messages with a beeping dial-tone when the receiver is picked up. You can dial into the voice mail system by calling 3-5530 (off campus: 643-5530). Before going on vacation, please change your voice mail message to indicate that you will be out of the office and give the date of your return.

Click [here](#) for more information on how to set up and manage your voice mail account.

Contact [Anhara Alexander](#) (3-8151) in IST for phone maintenance or voice mail problems.

III. Major FSU Projects

1. Final Exams

Law School finals occur in December for the Fall semester and May for the Spring semester. The 2004-05 schedule for finals is as follows:

Fall, 2004

Friday, December 10 – Wednesday, December 22 (with Saturday reschedules on December 18).

Spring 2005

Monday, May 2 – Thursday, May 12 (with Saturday reschedules on May 7).

All members of the FSU are assigned exam administration duties (proctoring) during finals. Proctors do not sit in the room while a test is given, except in rare circumstances. However, proctors distribute, collect, and reconcile exams according to a set of guidelines. All flex schedules are suspended during final exams and everyone is expected to work an 8-5 work day. Overtime work is also possible during finals. For more on proctoring procedures, please consult the FSU Exam Information [website](#).

2. Course Readers

Course readers are bound, photocopied materials instructors compile for use in a course. Readers are duplicated by Copy Central (on Bancroft) and are sold in the Boalt Hall bookstore. Because readers are “published” and sold, copyrighted materials included in them require copyright clearance. Copy Central also processes the clearances. In order for them to do this expeditiously, include on the clearance list the full title of the work, the publisher, the date published, and the pages to be used in the reader. Copyright clearance lists should be submitted 8-10 weeks prior to the start of classes. The hard copy of the reader itself can be submitted later, up to 3 weeks before the start of classes. A Copy Central order form should accompany both the reader and the copyright clearance form. You can get the forms from Iain in rm. 428.

For further information on readers, please contact [Iain MacKendrick](#) (2-1703) or [Rhonda Carlson](#) at Copy Central (848-8649).

3. Clerkships

A clerkship is a legal research and writing position in the chambers of a judge. Students apply for clerkships in their 3rd year or after graduation. Applications are compiled in August and are mailed starting the Tuesday after Labor Day in early September. Clerkship positions are highly competitive, as law students from across the US are competing for slots with federal and state judges.

The FSU’s role in clerkships is the production of faculty letters of recommendation. Students are asked to pick 3 faculty recommenders. Students will then select their judges from an online database via the Careers Services website and e-mail the list to the appropriate FSU support

person. The list appears as an attached file, and can be converted into either a Word or WordPerfect data merge file. After the letters are produced, they should be placed in an envelope with the name of the student and recommending faculty on the front and taken to the central processing area for clerkships. (This location is bound to change from year to year; for the Fall 2004 clerkship season, it will be the old student mailbox room off the 1st floor lobby.) At this location, the letters will be filed with the appropriate application packets for each student. All the packets, will be mailed the day after Labor Day.

After Labor Day, if additional letters of recommendation need to be sent, then the student needs to bring you a packet of addressed, stamped envelopes in addition to e-mailing their list of judges. You will mail the completed letters in the provided envelopes.

To convert the text (*.TXT) file to be used in either Word or WordPerfect, please do the following:

Converting Clerkship Text Files to Merge Data Files

When you receive a *.txt* file e-mailed by the web server from a student, save the file to your computer (either on the network on your local hard drive), noting where you saved it, and use one of the following methods to convert the file for use as a data merge file.

In WordPerfect

- X When you open the *.txt* file, you will receive a CONVERT FILE FORMAT window.
- X Open the file as an ASCII (DOS) DELIMITED TEXT file. Press **OK**.
- X Another window will appear offering choices for converting the file. Use the following settings:
 - X IMPORT AS: Merge Data File
 - X FIELD: Clear the field, then click the arrow and select **Tab**; [TAB] will appear
 - X RECORD: Clear the field, then click the arrow and select **Line Feed**; [LF] will appear
 - X Clear the fields ENCAPSULATED and STRIP
- X Press **OK**

A typical data merge file should appear on the screen.

- X Place the cursor at the very top of the document.
- X Goto the INSERT menu, then **File**.
- X Goto the FSU directory on the network (g:\FSU) and select the file **Ajudge merge template.dat.@**
- X Press **Insert**.
- X Save the file under a new name.

This final step will enter the field names for the data file. Make sure your clerkship form letter uses the same field names so that the merge will work properly.

In Word/Excel

- X Open the *.txt* file in Excel.
- X The window TEXT IMPORT WIZARD will appear.
 - X Under A Choose the file type . . . @, select **Delimited**.
 - X Click **Next**
 - X Under DELIMITERS, select **Tab**; under **Text Qualifier**, select **{none}**
 - X Click **Next**
 - X For COLUMN DATA FORMAT select **General**.
 - X Click **Finish**
- X Save the file under a new name.
- X Use the file in Word as a merge data file.

Appendix

A. Job Description for Legal Assistant II

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|---|---|
| University of California, Berkeley Job Description | Boalt Hall School of Law Faculty Support Unit & Centers Administration |
| Name: Vacant | Working Title: Legal Asst. II Payroll Title: _____ Asst. II (4723) Percent of Time: 100% |
| Supervisor: Gregory 'gar' Russell Phone: 2-1725 E-mail: gar@law.berkeley.edu | Working Title: Manager, FSU & Centers Administration Payroll Title: Sr. Admin. Analyst (7242) |
| Dept. Head: Michele Frasier | Title: Asst. Dean of Administration and Planning |

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|--|--|
| <u>Overview</u> | |
| <p>The Faculty Support Unit (FSU) provides comprehensive support to Law School faculty for teaching, research, and pro bono activities. The incumbent serves as administrative assistant for three or more law professors; performs broad range of administrative and support tasks (including: legal word processing; editing; legal research; course material compilation and preparation; scheduling; exam administration and proctoring); establishes methods for analyzing, prioritizing, organizing, and completing detailed, complex tasks.</p> | |
| <u>Job Duties</u> | |
| 40% | <p>Legal Word Processing And Editing</p> <p>Input and edit documents (including complex legal research documents, bibliographies, outlines, class materials, correspondence, and exams) from handwritten, dictated, typed, or recorded sources. Spell-check documents and proofread for grammar, punctuation, sentence structure and formatting. Prepare documents in accordance with author=s, Law School=s, or publisher=s format. Prepare judicial clerkship letters in accordance with law School polices and procedures. Prepare and produce form letters, envelopes and mailing labels. Archive and delete documents. Change toner cartridges and paper in computer printers. Inform supervisor of problems requiring assistance.</p> |
| 25% | <p>Administrative Assistance</p> <p>Review and prioritize mail and draft correspondence as required. Screen calls and visitors; make appointments. Act as liaison between students and professors. Schedule meetings, reserve rooms, prepare and distribute materials for meetings. Compile information and receipts for reimbursements B including travel, dinners, special orders, etc. B in accordance with Law School=s policies and procedures. Photocopy materials; add paper to photocopy machines and, when necessary, add toner.</p> |
| 15% | <p>Course Material Compilation And Preparation</p> <p>Research, locate, organize, and prepare legal teaching materials for faculty. Coordinate photocopying and production of class materials with copy service. Distribute materials as required.</p> |
| 10% | <p>Legal Research</p> <p>Perform directed legal research, either in Law Library or using on-line legal research services (LEXIS and/or Westlaw), for faculty teaching, research, and publication. Perform literature, title, and author search and cite checking. Ensure conformity with Uniform System of Citation as applicable.</p> |

| | |
|---|---|
| 5% | <p>Exam Administration And Proctoring</p> <p>Prepare exam materials, ensuring confidentiality. Proctor exams in accordance with Law School policies.</p> |
| 5% | <p>Other</p> <p>Assist in recruitment, hiring, and training of new employees. Assist other members of FSU as necessary.</p> |
| <p><u>Controls over the Position</u></p> <p>Duties performed under general direction of assigned faculty and under the direction of the FSU Manager, who reviews work on a periodic basis. Responsibilities are of an ongoing nature and incumbent is expected to perform these tasks and determine appropriate actions with limited supervision. Consults manuals as necessary.</p> | |

B. Performance Standards for the FSU

| Key Areas of Responsibility and/or Duties | Performance Expectations | Proof of Performance |
|---|---|---|
| <u>I. Legal Word Processing and Editing</u> | | |
| <p>Input and edit documents (including complex legal research documents, bibliographies, outlines, class materials, correspondence, and exams) from handwritten, dictated, typed, or recorded sources. Spell-check documents and proofread for grammar, punctuation, sentence structure and formatting.</p> | <p><i>Superior:</i> <u>Accuracy:</u> Documents are completed and returned to author with no more than one typographical or spelling error per 2 pages in draft form, or per 4 pages in final form. <u>Turn Around:</u> 8 page documents are completed and returned to author within 4 hours; 8-25 page documents within 6 hours; and 25-50 page documents within 16 working hours.</p> <p><i>Satisfactory:</i> <u>Accuracy:</u> Documents are completed and returned to author with no more than two typographical or spelling errors per 2 pages in draft form, or per 4 pages in final form. <u>Turn Around:</u> 8 page documents are completed and returned to author within 6 hours; 8-25 page documents within 8 hours; and 25-50 page documents within 20 working hours.</p> <p><i>Less Than Satisfactory:</i> <u>Accuracy:</u> Documents are completed and returned to author with three or more typographical or spelling errors per 2 pages in draft form, or per 4 pages in final form. <u>Turn Around:</u> 8 page documents are not completed and returned to author within 24 hours; 8-25 page documents within 48 hours; and 25-50 page documents within 1 working week.</p> | <p>X specific work results X commendations or critical comments X observation by supervisor and/or profs.</p> |
| <p>Prepare documents in accordance with author=s, Law School=s, or publisher=s format.</p> | <p><i>Superior:</i> Documents are in accordance with superior legal word processing and editing standards. Documents are prepared in accord with specified format and within specified time frame; no exceptions during the review period.</p> <p><i>Satisfactory:</i> Documents are in accordance with satisfactory legal word processing and editing standards. Documents are prepared in accord with specified format and within specified time frame; no more than 2 exceptions during the review period.</p> <p><i>Less than satisfactory:</i></p> | <p>X specific work results X commendations or critical comments X observation by supervisor and/or profs</p> |

| Key Areas of Responsibility and/or Duties | Performance Expectations | Proof of Performance |
|--|---|---|
| | Documents are in accordance with less than satisfactory legal word processing and editing standards. Documents are prepared in accord with specified format and withing specified time frame; more than 3 exceptions during the review period. | |
| Prepare judicial clerkship letters in accordance with Law School polices and procedures. | <p><i>Superior:</i> Clerkship letters are prepared in accordance with superior legal word processing and editing standards. Clerkship letters are prepared in accordance with Law School policies and procedures; no exceptions during the review period. Once faculty member approves text of letter, up to 100 clerkship letters are produced within 4 hours.</p> <p><i>Satisfactory:</i> Clerkship letters are prepared in accordance with satisfactory legal word processing and editing standards. Clerkship letters are prepared in accordance with Law School policies and procedures; no more than 2 exceptions during the review period. Once faculty member approves text of letter, up to 100 clerkship letters are produced within 8 hours.</p> <p><i>Less than satisfactory:</i> Clerkship letters are prepared in accordance with less than satisfactory legal word processing and editing standards. Clerkship letters are prepared in accordance with Law School policies and procedures; 3 or more exceptions noted during review period. Once faculty member approves text of letter, 100 clerkship letters are produced in 16 or more hours.</p> | <p>X specific work results X commendations or critical comments</p> |
| <u>II. Administrative Assistance</u> | | |
| Review and prioritize mail and draft correspondence as requested. | <p><i>Superior:</i> Mail is reviewed and prioritized. Correspondence is drafted as requested. 2 or more commendations are received by the supervisor during the review period.</p> <p><i>Satisfactory:</i> Mail is reviewed and prioritized. Correspondence is drafted as requested.</p> <p><i>Less than satisfactory:</i> Mail is reviewed and prioritized. Correspondence is drafted as</p> | <p>X specific results measured by profs</p> |

| Key Areas of Responsibility and/or Duties | Performance Expectations | Proof of Performance |
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| | requested. 2 or more critical comments are received by the supervisor during the review period. | |
| Screen calls and visitors; make appointments. | <p><i>Superior:</i> Callers and visitors are screened and appointments are made in a courteous manner. 2 or more commendations are received by supervisor or faculty member within the review period.</p> <p><i>Satisfactory:</i> Callers and visitors are screened and appointments are made in a courteous manner.</p> <p><i>Less than satisfactory:</i> Callers and visitors are screened and appointments are made. 2 or more critical comments are received by supervisor or faculty member within the review period.</p> | <p>X direct observation by profs</p> <p>X commendations or critical comments</p> |
| Schedule meetings, reserve rooms, prepare and distribute materials for meetings. | <p><i>Superior:</i> Meetings are scheduled, rooms reserved and materials for meetings distributed in a timely manner. No exceptions during the review period.</p> <p><i>Satisfactory:</i> Meetings are scheduled, room reserved, and materials for meetings distributed in a timely manner. No more than 1 exception during the review period.</p> <p><i>Less than satisfactory:</i> Meetings are scheduled, rooms reserved and materials for meetings distributed in a timely manner. Two or more exceptions during the review period.</p> | <p>X direct observation by profs and supervisor</p> |
| Compile information and receipts for reimbursements B including travel, dinners, special orders, etc. B in accordance with Law School=s policies and procedures. | <p><i>Superior:</i> Information submitted for reimbursement is completed in accordance with Law School=s policies and procedures; figures and calculations are correct. No exceptions during the review period.</p> <p><i>Satisfactory:</i> Information submitted for reimbursement is completed in accordance with Law School=s policies and procedures; figures and calculations are correct. No more than 1 exception during the review period.</p> | <p>X specific work result</p> <p>X direct observation by supervisor and profs</p> |

| Key Areas of Responsibility and/or Duties | Performance Expectations | Proof of Performance | |
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| | <p><i>Less than satisfactory:</i> Information submitted for reimbursement is completed in accordance with Law School=s policies and procedures; figures and calculations are correct. Two or more exceptions during the review period.</p> | | |
| Photocopy materials. | <p><i>Superior:</i> Materials to be photocopied are returned on time and are consistent with original request. No exceptions during the review period.</p> <p><i>Satisfactory:</i> Materials to be photocopied are returned on time and are consistent with original request. No more than 2 exceptions during the review period.</p> <p><i>Less than satisfactory:</i> Materials to be photocopied are not returned on time or are not consistent with original request more than twice during the review period.</p> | X | specific work results |
| <u>III. Legal Research</u> | | | |
| Perform directed legal research, either in Law Library or using on-line legal research services (Lexis and/or Westlaw), for faculty teaching, research, and publication. | <p><i>Superior:</i> Legal research is performed as directed and demonstrates an effective and innovative use of resources. 2 or more commendations are received during the review period.</p> <p><i>Satisfactory:</i> Legal research is performed as directed.</p> <p><i>Less than satisfactory:</i> Information is not retrieved as directed. 2 or more critical comments are received during the review period.</p> | X | direct observation by profs |
| Perform literature, title, and author search and cite-checking. | <p><i>Superior:</i> Information is retrieved as directed and demonstrates an effective use of resources. 2 or more commendations are received during the review period.</p> <p><i>Satisfactory:</i> Information is retrieved as directed.</p> <p><i>Less than satisfactory:</i></p> | X | direct observation by profs |
| | | X | specific work results |

| Key Areas of Responsibility and/or Duties | Performance Expectations | Proof of Performance | |
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| | Information is not retrieved as directed. 2 or more critical comments are received during the review period. | | |
| Ensure conformity with Uniform System of Citation as applicable. | <p><i>Superior:</i> Document is produced in accordance with Uniform System of Citation with 10% or fewer notes failing to conform.</p> <p><i>Satisfactory:</i> Document is produced in accordance with Uniform System of Citation with 25% or fewer notes failing to conform.</p> <p><i>Less than satisfactory:</i> Document is produced in accordance with Uniform System of Citation with 40% or more notes failing to conform.</p> | X X | specific work results direct observation by profs |
| <u>IV. Course Material Compilation and Preparation</u> | | | |
| Research, locate, organize, and prepare legal teaching materials for faculty. | <p><i>Superior:</i> Information is retrieved in accordance with faculty direction and with demonstrated effective and innovative use of resources. Two or more commendations are received during the review period.</p> <p><i>Satisfactory:</i> Information is retrieved in accordance with faculty direction.</p> <p><i>Less than satisfactory:</i> Information is not retrieved in accordance with faculty direction. Two or more critical comments are received during the review period.</p> | X X | direct observation by profs specific work results |
| Coordinate photocopying and production of class materials with copy service. (Readers) | <p><i>Superior:</i> Course materials are submitted prior to Copy Central=s deadlines for job completion.</p> <p><i>Satisfactory:</i> Course materials are submitted in accordance with Copy Central deadlines for job completion.</p> <p><i>Less than satisfactory:</i> Course materials are submitted after Copy Central deadlines for job completion.</p> | X | direct observation by profs and/or supervisor |
| <u>V. Exam Administration and Proctoring</u> | | | |
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| Key Areas of Responsibility and/or Duties | Performance Expectations | Proof of Performance | |
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| Prepare exam materials, ensuring confidentiality. | <p><i>Superior:</i> Exam materials are prepared as directed by faculty member and in accordance with superior legal word processing performance standards. Exam materials are never left unattended in the work area; no exceptions during the review period.</p> <p><i>Satisfactory:</i> Exam materials are prepared as directed by faculty member and in accordance with satisfactory legal word processing performance standards. Exam materials are never left unattended in the work area.</p> <p><i>Less than satisfactory:</i> Exam materials are (a) not prepared as directed by faculty member; or (b) are prepared in accordance with less than satisfactory word processing performance standards; or (c) are left unattended in the work area one or more times during the review period.</p> | X X | direct observation by profs and /or supervisor specific work results |
| Proctor exams in accordance with Law School Policies. | <p><i>Superior:</i> Exams are proctored in accordance with the FSU Staff Manual section on Examinations or printed instructions distributed for the exam period (which ever is more up-to-date); one or more written commendations are received during the review period.</p> <p><i>Satisfactory:</i> Exams are proctored in accordance with the FSU Staff Manual section on Examinations or printed instructions distributed for the exam period (which ever is more up-to-date).</p> <p><i>Less than satisfactory:</i> Exams are not proctored in accordance with the FSU Staff Manual section on Examinations or printed instructions distributed for the exam period (which ever is more up-to-date); one or more written critical comments are received during the review period.</p> | X X | direct observation by supervisor, exam administrator, or the Law School dean (or the dean=s designate) commendations or critical comments |
| <u>VI. Other</u> | | | |
| Attendance and punctuality. | <p><i>Superior:</i> Exceeds compliance with protocols set forth in Section I of the FSU Staff Manual regarding attendance and punctuality. One</p> | X X | direct observation by supervisor commendations or |

| Key Areas of Responsibility and/or Duties | Performance Expectations | Proof of Performance |
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| | <p>or more commendations are received during the review period.</p> <p><i>Satisfactory:</i> Complies with protocols set forth in Section of the FSU Staff Manual regarding attendance and punctuality.</p> <p><i>Less than satisfactory:</i> Fails to comply with protocols set forth in Section I of the FSU Staff Manual regarding attendance and punctuality 2 or more times during the review period; or written critical comments are received during the review period.</p> | critical comments |
| Assist in recruitment, hiring, and training of new employees. | <p><i>Superior:</i> Voluntarily assists supervisor in recruitment and hiring. Guides training for new hires in accordance with FSU Staff Manual information. One or more written commendations are received during the review period.</p> <p><i>Satisfactory:</i> Assists supervisor, as required, in recruitment and hiring. Answers training questions, when asked, in accordance with FSU Staff Manual information.</p> <p><i>Less than satisfactory:</i> Assists supervisor, when required, in recruitment and hiring. Fails to answer training questions, when asked, in accordance with FSU Staff manual information.</p> | <p>X direct observation by supervisor</p> <p>X commendations or critical comments</p> |
| Assist other members of the FSU as necessary. | <p><i>Superior:</i> Voluntarily offers to assist coworkers who are experiencing heavy work loads. Completes task in timely fashion in accordance with superior work standard for given task. One or more written commendations are received during the review period.</p> <p><i>Satisfactory:</i> Assists coworkers who are experiencing heavy work loads when requested. Completes task in timely fashion in accordance with satisfactory work standard for given task.</p> <p><i>Less than satisfactory:</i> Fails to assist coworkers who are experiencing heavy work loads when requested by supervisor; or work is not completed in a timely fashion or is in accordance with less than</p> | <p>X direct observation by supervisor</p> <p>X commendations or critical comments..</p> |

| Key Areas of Responsibility and/or Duties | Performance Expectations | Proof of Performance |
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| | satisfactory work standards for the given task. One or more critical comments are received during the review period. | |