Guide to the University of California, Santa Barbara, Human Resources Department Collection

Special Collections staff; latest revision A. Demeter
Department of Special Collections
Davidson Library
University of California, Santa Barbara
Santa Barbara, CA 93106
Phone: (805) 893-3062
Fax: (805) 893-5749
Email: special@library.ucsb.edu
URL: http://www.library.ucsb.edu/special-collections/
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Guide to the University of California, Santa Barbara, Human Resources Department Collection, ca. 1950-2012

Collection number: UArch 78

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Descriptive Summary
Title: University of California, Santa Barbara, Human Resources Department Collection
Dates: ca. 1950-2012
Collection number: UArch 78
Creator: University of California, Santa Barbara. Human Resources Dept.
Collection Size: 3.4 linear feet (7 document boxes and 4 binders)
Repository: University of California, Santa Barbara. Library. Dept. of Special Collections
Santa Barbara, CA 93106
Abstract: Collection contains memos, handbooks, manuals, flyers, and other documents relating to benefits, personnel, programs, training & development.
Physical location: Del Sur, University Archives, 24B.
Languages: English
Access Restrictions
None.
Publication Rights
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Preferred Citation
University of California, Santa Barbara, Human Resources Department collection. UArch 78. Department of Special Collections, Davidson Library, University of California, Santa Barbara.

Acquisition Information
Undetermined; some materials received periodically from Human Resources.

Scope and Content of Collection
UCSB Human Resources aids in the recruitment, employment, training and development of UCSB employees. Among many other responsibilities, HR oversees employee benefits, coordinates with collective bargaining units, and assists supervisors and employees with labor relations.

For more information, see the HR website, http://hr.ucsb.edu/
The Human Resources Department was formerly known as the Personnel Office, or Personnel Services.

Arrangement
The collection is arranged alphabetically in the following series:

**Series I, Administration**, contains memos, flyers, salary tables, and staffing patterns.

**Series II, Benefits & Programs**, contains files on benefits such as the California Public Employee's Retirement System, health insurance, and worker's compensation, as well as programs initiated and/or maintained by Human Resources such as Wellness, Sexual Harassment Prevention, ADA, etc.

**Series III, Personnel**, contains employee policies, handbooks, manuals, and rosters.

**Series IV, Training and Development**, contains memos, flyers, catalogs, and brochures relating to training programs offered by Human Resources.

**Indexing Terms**

The following terms have been used to index the description of this collection in the library's online public access catalog. University of California, Santa Barbara. Human Resources Dept.

**Related Material**

*Benefits Notes* and *Benefits Update*, serials published by Personnel Services (HR)

Office of Affirmative Action collection, UArch 35

*Academic Employment Opportunities Bulletin*, Office of Affirmative Action publication in University Archives Serials

Files on personnel in Campus Planning Committee records, UArch 33, Office of Public Information subject files, UArch 12, and Office of the Chancellor, Chancellor's records, UArch 17

Human Resources Department website: [http://hr.ucsb.edu/](http://hr.ucsb.edu/)

**Removed or Separated Material**

*Benefits Notes* and *Benefits Update*, serials published by Personnel Services (HR), separated to University Archives Serials.

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**Series I: Administration**

Box 1: 1  
*Administration staffing pattern, Feb. 1986, July 1988*

Box 1: 2  
*Biweekly pay cycle transition, 2012*

Box 1: 3  
*Memos, 1950-1968*

Box 1: 4-9  
*Memos, 1970-2003*

Box 1: 10  
*Salary tables, 1989-1991*

Box 1: 1  
*Misc. flyers, pamphlets, guides, c. 1959-2001*

**Series II: Benefits & Programs**

Box 2: 1  
*Americans with Disabilities Act (ADA) self-evaluation, Jan. 1993*

Box 2: 2  
*Benefits unit - Memos, 1986-2003*

Box 2: 3  
*Benefits unit - Flyers, pamphlets, 1979-2004*

Box 2: 4  
*California Family Rights Act of 1991, 1993*

Box 2: 5  
*California Public Employees' Retirement System*

Box 2: 6  
*Executive Summary of Investment Performance, 1993*

Box 3: 1  
*Performance Analysis, Sept. 30, 1992*

Box 3: 2  
*Performance Analysis, June 30, 1993*

Box 3: 3  
*Emeriti / Retirees Center, 1996*

Box 3: 4  
*Faculty and Staff Assistance Program, c. 1981-2004*

Box 3: 5  
*Health care survey, 1997*

Box 3: 6  
*Human Resource Management Initiative (HRMI) Project, 1995-1997*

Box 3: 7  
*Mediation Program, 1996*

Box 3: 8  
*Sexual Harassment Prevention Program, c. 1992*

Box 3: 9  
*Wellness Program, c. 2008*

Box 3: 10  
*Workman's Compensation, 1980*

**Series III: Personnel**

Binder  
*Academic Personnel Manual, c. 1994*

Academic Personnel Manual (APM) superseded pages

Box 4: 1  
*Current to 1977, c. 1974-1977*

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  Red binder, 1992
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  Red binder - Replaced inserts, 1993-1994
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  Staff Personnel Handbook, 1974
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  Staff Personnel Manual, c. 1992
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  Schedules, 1987-2001
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  Health & Wellness, c. 1988-1989
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  Microcomputer Competency Certificate Program, software training, 1996-2000
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