

Guidelines for Employee Associations and Affinity Groups at UCOP

Employee associations and affinity groups at UCOP create community among staff and provide opportunities for networking and development.

Unlike employee organizations (unions), employee associations or affinity groups do not exist, in whole or in part, for the purpose of dealing with the University concerning grievances or labor disputes or representing members in their employment relationship.

Recognition

In order to be recognized as an employee association or affinity group at UCOP and to receive support from the administration, associations must register with the Local Human Resources Office, and provide:

1. The name of the organization
2. The names, departments, and contact information of the principal officers
3. A copy of the bylaws and/or official statement of purpose describing how the group will operate, how often they intend to meet, officers/functionaries and their specific roles

Human Resources will review this information with group leadership annually to confirm that each group continues to be active. The Executive Vice President – Business Operations, as the executive officer for UCOP, has the authority to recognize or withdraw support from employee associations and affinity groups.

Support

Management support of the approved associations may include:

1. Recognizing and encouraging association activity and officers and exchanging information of interest
2. Allowing a reasonable amount of time on pay status to be devoted to legitimate association activities by officers and members
3. Allowing associations to use University facilities, supplies, and equipment (telephone, meeting rooms, computers, etc.) at no cost
4. Promoting association activity through employee newsletters, websites, New Employee Orientation, and other communication channels. UCOP provides multiple tools to help staff and staff groups organize and promote activities to their colleagues. Affinity groups are expected to follow Guidelines for publicizing events and activities at UCOP.
5. Funding appropriate operating expenses. Examples of appropriate expenses eligible to be funded include
 - Food and refreshments for events open to all OP staff

- Reimbursement for travel expenses and fees for speakers at events open to all OP staff
- Supplies, equipment, marketing material to promote group activities to the OP community
- University funds intended to support affinity group activities may not be used for activities not open to all OP staff, nor for personal gain, nor to directly support outside organizations, scholarships or charities.

Reimbursement of expenses is coordinated by Local HR in accordance with [BFB-BUS-79: Expenditures for Business Meetings, Entertainment, and Other Occasions](#). Affinity groups are expected to notify Local HR in advance of incurring expenses to confirm the expenses are appropriate and funding is available.

Financial Guidelines

UCOP Affinity Groups are respected and highly valued by UC, but they are independent from the University, and any funds they acquire or maintain are non-Regental. If a group intends to raise funds, it is recommended they consider applying for an Employee Identification Number (EIN) with the IRS. Affinity Groups are not permitted to utilize a University EIN or TIN.

Information on the EIN application process is available at:

[http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-\(EIN\)-Online](http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online)

Groups should make sure that adequate internal controls are utilized. Following is a high-level summary of standard internal financial controls for any organization.

Implementation of Control Objectives

Control objectives are achieved by:

- Proper Authorization
- Segregation of Duties
- Adequate Documentation and Records
- Independent Checks on Performance

Proper Authorization

- empower employees to perform tasks and make decisions that impact assets
- general authorization: limited in value--less than \$50, etc
- specific authorization: higher value more critical transactions – require dual approval on certain transactions (ie. Disbursements >\$50)

Segregation of duties

- Ensure that no single individual is given too much responsibility -- no employee should be in a position to both perpetrate and conceal irregularities
- Three general categories of functions must be separated
- authorization function
- recording function:

Example of procedures that might be appropriate for an Affinity Group

Treasurer – receives all bills and requests for payment:

- If bill or request is > \$50, written approval is received (consider dual check signers) from Vice President
- Treasurer makes and posts all deposits and payments to check book and (if applicable) financial record

Vice President – Receives all mail payments (dues, donations, receivables), posts them to receipt record and gives payments to Treasurer for deposit

President – receives monthly bank statement and verifies propriety of all deposit and disbursement, to include review of income and expense documentation as needed

Example of controls over an event where funds are received

Event documentation - for all events where funds are received:

- Treasurer completes the Event Financial Summary (EFS) and balances the checks and cash to that document
- Vice President verifies the deposit and signs the EFS and deposits the proceeds in the bank
- President reviews and approves the event summary and retains a copy of the EFS. When the next bank statement is received, president verifies the deposit as well as the disbursements associated with the event