

HR Contacts Meeting 2.22.2017

LINDA SCHLOSSMAN – EVC Area Updates

- Kathy Hay Retiring
- Joanne Tolbert Wells' office has been going through lots of reorganizing
- Please allow for a 24-48 hour response, can do follow up calls if necessary.

MICHAEL YATES – Director, [Talent Acquisition and Outreach Services](#)

New Reference Checking Program available for recruitments – not mandated yet – through central HR.

- Cost: \$25.00 per person
- Similar to background checks: send an email to LiveScan office or call **858-534-9691** to request this service.
- Not synchronized with Hireonline yet, but may be in the future.
- System is live now – available for use.
- A discount may apply if you request this along with a background check (\$20 instead of \$25).
- May want to ask finalists within your recruitment to bring references ahead of time.

PPSM-20

- PPSM-20 (Recruitment Policy) update has not yet been released.
- Looking at staff side compared to academics. Want verbage to be the same (regarding waiver language).
- Hiring Guide will be delayed until [Policy 20](#) is finalized.

HireOnline Enhancements

- Moving forward with enhancements, but it goes through a vetting process and takes time.
- New disposition codes – in testing phase now (result of OFCCP audit – need to be more clearly defined).
- Policy 21 updates – many things that relate to recruitment process are being reviewed/updated.
 - a) One is background checks.
 - b) New language regarding which positions require background checks
 - c) Critical positions are still the main positions that require b/g checks.
 - d) Reminder: Do not hire employee until b/g check is complete.
 - e) If offer contingent upon satisfactory b/g check – offer may be rescinded if false info is given.
 - f) Former employees including retirees must go through b/g check.
 - g) Redefining how we approach b/g checks – risk based.
 - h) Rehire with less than 6 month break in service – no b/g check required.
 - i) Near relatives definition expanded .

Temporary Employment Services – Kim Ayoub x43518

TES now has a second division:

- 8 staff members, over 350 temporary employees working at UCSD , over 50 working in Academic Affairs, Student Affairs and Chancellor's office
- Talent Support – provides all screening services
- Skill survey – ref. check process
- Live scan – also run through their office
- Online skills assessments are also available.
- Depts. can use these during their recruitments when they look at interview pools
- Can help in determining level of skill
- Call the office to schedule screenings.
- Web page to be updated. Costs listed on blink page. Pay by recharge.
- Commonly asked questions regarding rates: benefits are incorporated into them.
- TES does have an admin pool available for basic skills; there is more of a delay when dept. asks for specialized skill sets.
- Another reason for delay is that depts. have become more involved – asking for resumes, phone interviews, etc. That takes time.
- Try to plan when you need a Temp, in order to get best services and most qualified individual.
- Contact TES office over the phone or online.
- Tracking system of past Temporary employees you've had in the past is coming soon.
- A career pool was developed – 6 financial floaters – then budget cuts, financial freezes – there was a decline in use of this pool – this pool has been done away with until further notice.

AMANDA CHAVEZ – Work Life

- Work/Life has been separated from Employee Relations
- Chris DeSaulniers is now manager of employee relations

Three agenda topics:

1. Employee of the Year (EOY) Program – nomination process has changed – now have an online nomination system – EOY web portal. Please know employee's supervisor ahead of time. Compose nominations in Word document first – 750 words limit. EOY portal has criteria. Email will be sent to assigned supervisor, then to department head. Deadline is **March 15th** to nominate.
2. Vacation Max Notification System – ITS working with Employee Relations to notify employees to be in compliance with UC policy. See attached for criteria. Email will go out from ER to employee with copy to supervisor. If supervisor isn't assigned, Timekeeper would be emailed. If no Timekeeper, Employee Relations gets an email to follow up. This applies to employees out of compliance only...

3. [Wellness Programs](#) – Thrive Program for Faculty and Staff. Winter Challenge is up now. Incentives available. See Blink. Housing and Dining: Staff get 10% off. If you put \$50 on your ID card, you get 20% off. Mini Wellness Fair coming up – March 20th (HDH Wellness fair).
4. [UC Walks](#) – May 17th –
5. Employee of the Year Ceremony May 22nd
6. Bright Horizons Care Advantage Program – a benefit underutilized – BLINK (Childcare, Tutoring)

NEXT MONTH:

GEORGE GOMEZ: PAYROLL

KIM HEINZELMAN