

HR Contacts Meeting Notes 5.11.16

HR News & Announcements:

Linda Thai Schlossman – EVC AA

- Exemplary employee of the year ceremony is June 22nd. Nominees have been notified. This year all nominees and nominators will be recognized.
- SEOEP – 151 applications were submitted and 9 departmental awards. Scheduled to review through June 1st. After that, recipients will be notified.
- Compensation: Wage Implementation – Caprece will be here in June to provide info. EVCAA is working on instructions to send out. Thinking about using Google Drive. Linda is expecting to get rosters from VC HR by June 7th, will let Dean's offices know by June 8th. Dean's office must get back to EVCAA by June 18th.
- Reminder: How to route job cards that need EVC approval. Route with: Lucy Laguna as submitter, Kathy Hay as EVC department contact.
- Career Tracks worksheets due May 27th
- Please register for Staff Dev. Program – Unleashing Your Creativity – May 26th. SEE BELOW FOR DETAILS*
- Request for help: Working on re-designing VC HR web pages – looking for volunteers to let Linda and Stacy visit over the summer to view how you use the website. Email Linda if you are interested.
- New training program called "Strive" for "high potential" employees. A highly selective program. BFS has invited EVCAA area to participate. Probably no more than 4 for the entire VC area. Linda is working with BFS to put on two info sessions in June. June 14th & 16th. More info TBA. Employees may only apply if nominated by an officer. Starts in fall; it's a 4 year training program. You meet with a mentor (MSP level staff) monthly, there are monthly peer group meetings, and monthly current information panel with high level leaders. More info TBA soon.

Stacy McDermaid – VC Research Affairs

- HR Training needs identified last month: 2 areas of need: HR Professional Development and UCSD Policies
- Putting together a Training with Sue Anderson of Staff Ed
- May do a one day or day and a half conference style training with speakers
- still determining content/drafting proposal
- Plan to do a "Needs Assessment" to provide more feedback to Staff Ed – will send a Survey Monkey to all of us for feedback
- Targeting some time in Fall to do the conference

Employee Relations - Danielle Schulte

- Flexible Work arrangement training – June 16 2 – 4; and Sept. 15 form 9 – 11 (will eventually be offered through Staff Ed) – for HR Contacts, Managers, Supervisors
- Not So New Employee Orientation training – Career connection June 23 12 – 1:30 – You sign up through Career Connection- people who have been around a while can learn about new initiatives on campus
- May 18th: 11:30 – 1pm at Town Square Event called UC Walks – come, get a t-shirt, walk, feel good about yourself, have ice cream! Just show up! No need to register. You get a free t-shirt!
- Urgently Requesting Donation of sick/vacation hours for the Catastrophic Leave Donations – Employees who are at max have the opportunity to take those over-max hours and give to people who have serious conditions who need it. Contact Amanda Chavez for more information (amandachavez@ucsd.edu) .

Talent Acquisition & Outreach Services - Michael Yates

- Currently in meetings on PPSM 20 (related to recruitments)
- New section called Career Progress, Current Employee In-Line Promotion – New criteria are being developed
- New section related to "Career Ladder steps"
- Contract appointments – Positive changes: looking at extending, allowing individual to have contracts for up to 4 years, there will be criteria as to when contracts can and can't be used. 4 years with possibility of a 1 year extension exception by request. In progress.

- Student to Staff appointments are going away (we are only campus in the UC who does this). Came about due to OFCCP audit review in progress.
- Start thinking about setting up bonafide student internship programs (must be open to everyone) as a work-around to the student-to-staff appointment policy issue. Not yet defined as paid or not paid. Must be a learning experience for the student. Stay tuned for details
- Onboarding program – being tested by pilot group, they have given a list of enhancements and feedback is still being accepted. Want to make system as useful as possible. Don't know when it will launch for campus. Still testing. Stay tuned.
- Will be Pearl Trinidad's call – right now open to new staff only

F1 OPT STEM Protocol - Roark Miller

--International Students who come to the U.S. on F-1 visa status who have the option to work here under specific terms. See Blink site: <http://ispo.ucsd.edu/current-students/f-1-students/working-in-usa/optional-practical-training/index.html> for more information.

--New regulations changing the program (only for STEM extension students)

Significant changes:

1. 24 months vs. 17 months
2. Must have a form I-983 (certified training program, supervisor must certify)
3. STEM OPT requires minimum 20 hours

--Central offices got together to discuss best protocol when F1 students come to you to fill out form I983

--Blink site went live yesterday – See form here: <http://ispo.ucsd.edu/current-students/f-1-students/working-in-usa/optional-practical-training/f-1-oerf.html>

-Form must be filled out by student and employer

Student must fill out and certify and report to home institution

-Employer portion – basic employment information

--Actual training plan itself (goals, objectives, employer oversight, measures, assessments, additional remarks)

--Employer must sign. Dept. can decide/determine who signs off.

--Any changes to form – must be updated and re-sent to student's institution

--Student is ultimately responsible for self-evaluations

--Reporting end of employment – must report no later than 5 days after termination of employment

--Only necessary if employment ends before end of official term of employment (i.e., visa date; i.e., only if student is leaving early)

- A blurb to notify DSO in writing via email (see Blink)

--Students are ultimately responsible to maintain their own non-immigrant status – they should be coming to you to have the form signed so they can return it to their home department for approval

PLEASE SIGN UP!!!!

*****STAFF TRAINING OPPORTUNITY - 2016 Staff Development Program: Unleashing Your Creativity*****

The 2016 Staff Development Program: *Unleashing Your Creativity* training opportunity will be held on Thursday, 26 May 2016, 8:00 a.m. - 12:00 p.m., in the Price Center West Ballrooms A and B.

- Registration Information - No registration fee; however, supervisor approval must be obtained prior to registering. Registration is via UC Learning: [2016 Staff Development Program](#).
- Cancellation/No-show Information - Cancellations after May 19th and no-shows on May 26th will be charged \$50.
- Description - The program will provide participants with a structured approach for thinking more creatively using the research based “design thinking” methodology. Through a series of hands-on activities, participants will experience the design thinking process and apply it to a real project.