

HR Contacts Meeting 6/8/16

Linda Schlossman – News/Announcements

- New director of Employee Relations was hired: Joanne Talbot Wells
- Exemplary Employee Ceremony – June 22 at 3:00pm <http://blink.ucsd.edu/HR/benefits/work-life/quality-index/exemplary/index.html#Ceremony-and-award-information>
- Classification – Records Dept. is now fully staffed. Please email records@ucsd.edu from now on with minor updates to job cards now, instead of creating new job card for minor updates.

Melody Chiles – what happens to Delegated Authority for Career Tracks new titles when they are mapped over? Delegated Authority stays with Compensation.

- Academic Affairs Staff HR website has been modified (see link below).
- A new **calendar** replaces the page of news and events. You can see it all in one central location on the page: <http://academicaffairs.ucsd.edu/staffhr/>
- **STRIVE** – Professional Development Training program begins in the fall: training program – **TWO INFO SESSIONS:**
 - 1. Tuesday, June 14th, 11am – 12:30pm in PC West Red Shoe Room
 - 2. Thursday, June 16th, 11am – 12:30pm in PC West Bear Room
 - **Target Audience:** Managers and PSS & MSP-level staff interested in professional development– Info session led by director of Strive – a 4 year training program
 - Includes 4 allocated spots to eligible employees
 - Nomination process works differently from BOA and LAFM – nomination starts with dept. head. Nomination goes to Dean’s office, which must endorse application. Then nominee is invited to apply.
 - Working on a website for this
 - UEXPLORE/LAFM remain unchanged
- **ALSO HIGHLIGHTED ON CALENDAR:**
- Flexible work arrangement training event, Thursday, June 16th, 2 – 4pm, location TBN.
- Deadline for Dean’s Offices in VCAA - Approved Merit Based Salary Program Rosters Routed to VCAA Office. Thu, June 16, 4:30pm – 5:30pm
- Not so new Employee Orientation – June 23rd, 12pm, location TBN.

MERIT ROSTERS

Access Permissions

– Only Dean’s offices can see all sheets

- Departments can’t see other department’s sheets
- Instructions are included in the email sent yesterday for how to activate your google account
- Contact an IT person to help you activate your account

- Log into Google activation password using your AD account
- You do not need to use or see a Gmail account
- More secure than it's ever been with these rosters
- Linda will be calling all Dean's Offices to help with access today

Who fills in the sheets? Departments or Dean's office or someone else?

- It's up to Dean's Offices to determine - Linda will not interfere with our process.

Test run of Google sheet - Questions

- How many decimal points/digits can be used on the roster?
- Linda will email Liz Duenas to confirm
- Should match PPS up to 4 digits? Other?
- You can add additional columns to your Google sheets to do your own calculations
- Modifiable worksheet
- Dean's offices would appreciate if you check totals (EVC is not checking totals)
- What is highest merit you can you can give an "E"? 4.5 (see guidelines sent in email yesterday)

Deadline? June 16th @ 4:30pm

- Linda will look in Google Drive on that date and use those rosters as her definitive rosters/answers from Dean's offices
- Whatever you enter into the sheets is saved in real time.
- Notify your Dean's Office that "the department approves all eligible increases"
- Deadline for departments is set by Dean's offices
- Probationary employees as of 1/4/16 – dept. must use the comments (box) to indicate that "probationary employee will pass probation **by 7/29/16.**"
- Email Liz Duenas (eduenas@ucsd.edu) with a cc to EVC-StaffHR@ucsd.edu with questions about content of the roster
- Email Caprece (cspeaks@ucsd.edu) with questions about interpretation of the guidelines.

Roles:

- Departments fill out sheets and submit to Dean's offices (if appropriate).
- Dean's Offices notify EVC by deadline – **Thursday, June 16th at 4:30pm**
- Dean's Office emails: EVC-StaffHR@ucsd.edu saying: "Dean's office approves all eligible increases"
- Dean's office checks that total merits in their divisional area does not exceed the 3% total allocation for division
- EVC checks what Deans offices sent – eligibility, amounts, accuracy, completeness of information
- The question was asked as to how the process could be made more seamless in the future and who is taking the lead in making this happen?
- Linda suggested we contact the Staff Regent Representative and/or the Chancellors office directly.

- Invite LaWana Richmond to future meeting (Staff Regents Representative) lrichmond@ucsd.edu
- End of this month Linda will meet with Robert Crouch and the HR Council
- Question was raised about how these varied merit-based increases will ultimately impact Internal Equities/Inequities.
- Linda will provide more information soon.

DELEGATED AUTHORITY (review)

- See AA web page for instructions
- How to route job cards that require delegated authority
- Instructions are here:
- Delegated authority still reviewed by EVC, main difference that Dean's office must submit card to EVC's office and you must add additional endorsers.
- We will continue with Delegated Authority next time as time ran out.