

## HR CONTACTS MEETING NOTES 10/26/16

LINDA THAI SCHLOSSMAN

UPDATES:

- **Career Tracks Phase 4** - preliminary mapping deadline is October 26, 2016.
  - The VCAA Phase 4 Career Tracks Preliminary Mapping is available for review/comments. Comments may be generated within the Google sheet <https://docs.google.com/spreadsheets/d/192sOn10qZDIJtzlu0Y4iswQ6wEpcNCCAIH6uTJXIHg/edit?usp=sharing>
  - Please note the following: - DEADLINE - please provide comments no later than COB Wednesday, 26 Oct. - No response is considered endorsement; therefore, only respond/comment if you have questions or concerns. If you need further information, please contact Kathy Hay, x4-1231.
- **Career Tracks Phase 5** – meetings going on about mapping decisions – reaching out to SMEs.
  - Families to be implemented and mapped in Phase 5 are: Finance, Human Resources, General Admin, Research Admin, Research and Lab.
  - Please see: <https://blink.ucsd.edu/HR/comp-class/classification/careertracks/phases.html> for Family and Function summaries and mapping worksheets.
- **Holiday Campus closure period** – Offices are not mandated to stay open this year – EVCAA just needs notification that you intend to stay open – central personnel need to know in case of emergencies.
  - Expectation is that admin staff is not working
  - Research affairs needs to submit requests to stay open
  - Labor Relations – Unions need to be notified
  - Campus will be officially closed between December 26, 2016 and January 3<sup>rd</sup>, 2017. There are four paid holidays during this period. Please see here for more information: <http://blink.ucsd.edu/HR/benefits/time-off/holidayclosures.html>
- **Diversity Nominations:** Submit by Friday, Nov 18<sup>th</sup>
- **Staff Perf. Appraisal project** – please click on link in the email – Linda is collecting data from that work group – needs feedback – trying to condense info – new perf. Appraisal workgroup. Please see Lucy's email from last week.
- **OPEN ENROLLMENT:** Begins Thursday, **October 27<sup>th</sup>**, at 8am and ends Tuesday, **November 22<sup>nd</sup>**, 2016 at 5pm. All changes will be effective January 1, 2017. <http://blink.ucsd.edu/HR/benefits/managing/OE.html>
- **OPEN ENROLLMENT BENEFITS FAIR** will take place on November 9<sup>th</sup> from 9:00am – 3:00pm in the Price Center East Ballroom. See: <http://blink.ucsd.edu/HR/benefits/managing/OE.html> for the schedule.
- Please see the Academic Affairs Staff Human Resources **calendar of events** for all other updates and deadlines, here: <http://academicaffairs.ucsd.edu/staffhr/>

**MICHAEL YATES:** Director, Talent Acquisition & Outreach Services

TOPICS: Overview of Services, Personnel Contacts and Changes, Current Initiatives, Updates on Previous Projects.

- I. OVERVIEW OF SERVICES:  
Talent, Acquisition & Outreach Services handles:
  - Executive Recruitment
  - General Recruitment
  - Policy Guidance
  - General Outreach (3 areas) plus:

- Near Relatives
- Returning retirees
- Moving expenses
- Relocation allowances
- Hiring violations
- Dual appts
- Recruitment
- Advertising
- contracts
- ofccp audits
- whistleblower complaints
- e-verify
- i-9 issues
- Hireonline
- testing questions
- Anything recruitment related

## II. PERSONNEL CONTACTS AND CHANGES:

### Contacts:

- Marcele Maia – General recruitment (Student Affairs/Research Affairs/Academic Affairs)
- Adam Romero – Student Affairs recruitment
- Janna Gilkeson, Corrina Jones, Chris Lewis – all higher level executive recruitment
- Operation Manager – being recruited for Talent Outreach and Acquisition
- Mike Savageau – has moved back into a recruitment role (on Michael's team) looking for a replacement for him.
- Paying for recruitment services now
- Millicent Scott – Outreach person (all things outreach) 48 outreach events/\$5,000 outreach budget – able to do a lot: resume building and events. Very good when you have positions that are open.

## III. CURRENT TOPICS/INITIATIVES:

### Human Resources Goals and Objectives list:

- Four strategic goals:
  - 1. Enhancing UC San Diego experience – will put together a welcome experience, updates to Blink for more transparency, resume workshops.
  - 2. Expanding Diversity – build a diversity and inclusion webpage
  - 3. Simplify and improve HR policies and procedures – Policy 20 is being updated: went out for campus comment, got very few responses. Currently at OP for review.
  - 4. Build HR services based on financial needs
- Want to move campus to a recruiting culture – total of 8 recruiters for an organization w/9,000 employees and almost the same for STEs. Efforts to help engage campus /participate in recruitment / want good people working here – try to bring people in – improve recruitment efforts.
- **Skill Survey** – New online reference checking tool – getting ready to launch soon (TES piloting in November, with soft launch in December). There will be a cost to campus to use it. \$25 - \$30 range.

## UPDATES ON PREVIOUS PROJECTS

- **CANRA** – No updates (still with Vice Chancellor) – at department's discretion. Continue doing what you're doing
- **HIRING GUIDE FOR SUPERVISORS** – working on that with OSI (Office of Strategic Initiatives) received first draft – should have soon
- Mythbusters included: Example: you have to interview 3 people (which is not true) – hoping to present to chancellor's cabinet in Nov/Dec.
- Best Practices are in the document as well. Looking at the outside companies (for example, UCSD is committee crazy). How to best utilize committees on campus? How many do we really need to make hiring decision?

- Implementation of policy 20 – as soon as they have they will announce to campus
- Student to staff program being eliminated.
- Student internship programs will be developed – may start to bring into TES positions?
- **HIREONLINE ENHANCEMENTS –**
  - Disposition codes – redesign being implemented/increased
  - Three pages of enhancements – had to prioritize
  - Top prospect searching – able to search for candidates who you would hire if you had another position open
  - Ability to make changes to resume up to the point they are hired
  - Refer a friend option
  - Launching on Saturday is: Upgrade to Jobs website – better searchability, look and feel, benefits info/ mobile friendly/candidate alerts
- Pre-boarding/Onboarding Program – trying to launch late December. Email went out regarding...Dec. 6, 7<sup>th</sup>, 8<sup>th</sup>, come to onboarding town hall – training will be provided – Encourage DSAs to come – they are involved in the process flow.

### **MELISSA WILLIAMS – Disability Consulting**

- Disability plan changes for 2017 for Liberty Mutual
- ER Coordinatred an FMLA training with attorneys from UCOP – Friday, November 4<sup>th</sup>
- 3-5pm
- Catastrophic Leave Donation program – going well – global/campus-wide program/send the forms over right away after employees donate
- Disability Awareness Month – October
- Art Exhibit in Price Center
- Screening of movie Still Alice (Julianne Moore) – OSD donated a popcorn machine October 27<sup>th</sup> at 4:00 in the PC Theatre – open to the public
- If you have
- 2017 – Disability Plan Changes
- Open Enrollment sessions coming up today and tomorrow – material will overlap
- Currently have two types:
- UC Sponsored plan – employees can elect the supplemental plan
  - Long-term AND short-term
  - Costs were going up/enrollment going down – so they had to change percentage and coverage
  - Stabilize plan to ensure long-term vitality
  - Allowing employees to select only what they need – part time or short term status can elect
- For UCRP coverage – must be vested 5
  - Long term disability – only pays 50% - trying to move to something more streamlined with industry
- Changes:
  - Plan design updated to incorporate best practices and improve financial stability
  - Coverage will be expanded to core and mid-level employees
  - Optional coverage to be called “voluntary rather than supplemental
  - For optional coverage, elect nothing – they stay with 6 months basic
  - In employees’ best advantage to elect voluntary plan for short term disability
  - Waiting period is gone in 2017
  - Now have 14 day waiting across board for basic and voluntary unless employee has 22 days of sick – need to exhaust, and disability kicks in (14 business days)
  - Cost for employee should be going down
  - LONG TERM – 2017 change to 16% -starts at 6 month level – waiting period is first 6 month
  - Max benefit age changes – could be getting it longer than age 65
  - Changes to definition of disability
  - **MORE INFORMATION ABOUT 2017 DISABILITY INSURANCE OPTIONS CAN BE FOUND AT UC NET: <http://ucnet.universityofcalifornia.edu/compensation-and-benefits/disability-life-accident/disability/index-2017.html>**
- Employees need to elect – you will be auto enrolled in Short Term and Long Term Voluntary
- During open enrollment you can make one change per day for duration of open enrollment program
- You can dis-enroll any time in the new year – you can only ADD coverage during open enrollment

- What won't change – employees will still get basic level of short term coverage
- Still need to use 22 days of sick
- No election – you will be auto-enrolled
- **INFORMATION WILL BE COVERED IN NEW EMPLOYEE ORIENTATION**

- **2017 PREMIUM ESTIMATOR**

SEE UC NET – PREMIUM ESTIMATOR FOR DISABILITY 2017:

<http://ucnet.universityofcalifornia.edu/compensation-and-benefits/disability-life-accident/premium-estimator.php>

- GOING FORWARD IN 2017: ONLY 14 DAY WAITING PERIOD
- BENEFITS SHOULD START DAY 15 IF THEY DON'T HAVE SICK TIME – DEPENDING ON
- **Please sign up for town hall meetings – see EVCAA calendar** <http://academicaffairs.ucsd.edu/staffhr/>

---

**Wednesday, 26 Oct 2016, at 8:30am - 10:00am, in University Center (UCtr) 111A Conference Room.**

**AGENDA** (times are approximate):

- 8:30 am EVC Area HR News - Stacey McDermaid, Linda Thai Schlossman, Stephanie Wong
- 8:45 am Michael Yates, Director, Talent Acquisition & Outreach Services
- 9:20 am Melissa Williams, Director, Disability Counseling & Consulting
- 9:55 am Wrap-up