

HR CONTACTS MEETING 5.24.17

Michael Yates, Senior Director Talent Acquisition & Equal Opportunity Services

- New Tracker System (related to I-9s)
- Returning retirees policy
- Near relative policy
- People Management conference

UPDATES:

1. Tracker System – I-9s

- The new onboarding system is continuing to be rolled out. UC has decided to use a new I-9 system, called “Tracker”.
- In final stages and will be rolled out soon and the date is TBD.
- When you click on type of document it will show you a photo of it; similar to real time
- Hope is to incorporate it into the Onboarding Solution
- Overall Solution will be better than what we have in terms of compliancy
- There will be some I-9 training
- Still a lot of errors coming through with I-9s
- Audit seems to think we are at risk
- Please call and ask a question if you have any doubts
- Examples: info put in wrong spot, incomplete information, and wrong kinds of document info on the I-9 forms.
- Very important to fill out that form correctly
- Make sure to fill out newest form (see Blink).

2. People Management conference – Reminder

- August 1st
- great speakers
- starting to fill up fast

3. Near Relatives

- new form has been updated on Blink
- please don't use old form
- a. New Information
- b. Chancellor's signature required

4. Returning Retirees

- New policies now require returning retirees to have a b/g check before they start new appt.
- Still just for “Critical Positions”

- Must assume they haven't had a b/g check if they don't have anything in the file
- SOME SIGNIFICANT CHANGES TO OUR POLICIES REGARDING RETURNING RETIREES
- appearance of double dipping in the past resulted in retirees only allowed to come back at 43%
- Over 170 returning retirees on Campus side
- A significant percentage also employed on the Medical Center side
- Due to recent news about UC system, we need to take some action
- Michael Yates is working on a returning retiree report for Kathy and the Chancellor
- End dates/succession plans are being looked at.
- There is a lot of information available about succession planning.
- Knowledge transfer is not being done. Specialists, Analysts, etc...
- Department heads should seriously look at game plan, especially if you are trying to employee retirees for more than 24 months
- More to come very soon, most likely next week.
- There will be protocols
- Chancellor will most likely take a strong stand
- Chancellor and VCs are having discussions
- This has been focused on STAFF side so far (not yet addressing Academic retirees)

5. EXECUTIVE RECRUITMENT SERVICES

- Looking for a senior DBO person at the Health Center
- Will report to Medical Center
- Putting the word out – if you know people, it will be a great opportunity

Caprece Speaks-Toler, Senior Director of Compensation & Interim Director of Benefits

- Career Tracks
- Merit Program
- Team update
- Benefits update

1.

- Career Tracks – final mapping spreadsheets went out Friday/Monday
- If you have questions, let them know. If there are employees missing, do not panic.
- We have a 5.1 – it will encompass any positions that have been overlooked
- goal is to have all positions (PSS) mapped effective June 30
- Good news is that Caprece's office will key all PPS entries for Phase 5 – 173 actions already keyed yesterday, including FLSA and bring to minimums

- Questions regarding overtime – no intention of taking away OT if you became exempt.
- Met with Payroll office on Monday – Payroll says Timekeepers must fix thru Timekeeping systems.
- Use legacy title to pay the hours instead of CT title using the Timekeeping System.
- Biweekly to Monthly – paid for last pay period – payroll will
- will receive first check as monthly on June 1st
- will show 100% for first month, less hourly rate for May 1st – 17th
- Exempt to non-exempt (only 3) they will receive first biweekly paycheck on May 31st BW pay date. Last monthly paycheck will be paid on June 1. First
- Make sure to make the non-exempt to exempt WHOLE – credit any hours back that were claimed during the monthly period
- Phase 5 had more positions than 1,2,3 combined (over 1,800 positions) – have identified an week they worked as monthly they'll get those hours paid on June 1st.additional 200 positions that will be part of 5.1 spreadsheet
- Departments still need to process the job descriptions for phase 5 after the fact
- We are 88% compliant for phases 1 – 4
- You have 45 days from the date the spreadsheet was sent out to request a reconsideration.
- Supervisory designations on final mapping spreadsheet: if position supervises 2 FTE, will be mapped to a HERA position, but may not be considered as CT supervisory title
- Supervisory CT titles must have 50% or more in a supervisory role
- JOB BUILDER available now
- legal counsel job family is also available
- If a JD from the library was wrong and was mapped, you can still make changes after the fact to update it.
- Initially 51 positions were slated to go to the union
- Got that number down to 27
- Those are still on hold before being keyed
- Wage implementations will be done strategically to give employees the increases they are entitled to get. Those PPS entries on hold right now.
- Nothing should go into PPS for those employees going into the union until Caprepe is ready

2. Merit Program

- UNION wage implementations
- CX just received a 3% range adjustment eff. April
- part of contract, another 3% effective July
- K6 – a 6% across the board in April
- another 3% in July
- EX – no positions on campus 3%
- Nurses step increase

- 99s – 3% merit pool, like last year – guidelines are on blink
- Solid to above: 2.5 – 3.5 (last year)
- Exceptional 3.5 – 4.5 (last year)
- Different this year for 99s!
- CAN'T GIVE INCREASE TO ANYONE SCHEDULED TO RETIRE July 1st
- SUPERVISORS who hasn't done evaluations can't get more than 2%
- NEXT YEAR if they have not done it, it will be zero.
- Usual campus notice will be sent out today or tomorrow
- web merit will be used for 99s and step increases
- PPS freeze period must be longer – working with OP regarding the cycle
- PPS freeze to start June 3rd – no PPS actions for policy covered employees during this time, otherwise system will reject
- Goal is to get 1700+ keyed before the PPS freeze
- Career Tracks salary ranges are larger – want to make sure to key people if they are close to the max to the employees' benefit

3. Team update

- HR OFFICE (central HR) will refer to themselves as HR OFFICE, Health Sciences will call themselves HEALTH SCIENCES HUMAN RESOURCES; departments should refer to themselves as DEPARTMENT HR
- HR Services from Advancement will now report to Caprece's team
- Two new comp team members
- Mary Paul retiring July 1st – using time on the books now and will not be returning
- position filled – Dennis Finnegan
- Caprece's manager position will be open soon
- Benefits update – Jo Morales has decided to retire July 1st
- Blanca Reyes will be taking over (from Health Sciences) will
- Jackie Edwards (returning retiree) helping us now – will suspend her retirement – you can contact her if you want to send Jo Morales a card...
- Barbara Diamond's position has changed – is working on research
- lots of changes
- Open Enrollment – worst in UC History – a lot of problems with Anthem
- It affected Caprece's office significantly – things have calmed down a little bit.

Amy Clay, Career Connections Coordinator

1. Career Connection news

- Free for all UC SD staff – 9 services
- Easy Blink url: blink.ucsd.edu/career connection
- Newly redesigned brochure

- Now have online Career Connection registration
- Welcome message sent via email
- Now have a Mock Interview team – 9 mock interviewers
- Mock interviews are videotaped

EVC Area updates – Cyndi Muylle

- Cyndi Muylle – will be the new Kathy Hay (on campus last 28 years, most recently with the Colleges)
- Kathy Hay is retiring – end of June (they will overlap)
- Please copy both Kathy and Cyndi if you have questions on Career Tracks, Merit questions, Training & Dev., Equities, MSP classifications, above mid-point requests, for Academic Affairs, etc.
- Equity requests – on hold as well – once all positions mapped, you can compare more accurately (Per Caprece) - Recommendation is to wait until 5.1 is done.
- Goal is to have all the PPS done by next week (Per Caprece). 95% have a higher salary potential. Increasing grades by 2.5% as they do the PPS entries.
- Equity Increases, Reclasses: wait until 5.1 is done (target date 6.30.17)
- Caprece is not opposed to retro-activity
- Any new positions now should be done on Career Tracks titles (even Short Term)
- Goal is to always do the right thing (retentions, emergencies – go ahead and submit to Cyndi Muylle’s office for VC area approval)
- Linda- even if dept. has delegated authority to approve up to mid-point an equity increase, there is a recommended strong FREEZE until after CT 5.0, 5.1 is done.

DANIELLE – ANNOUNCEMENT

- HR restructuring
- Finally getting help in ER/LR area
- Jackie – officially part of LR team
- Handling RFP, Marine Sciences, Academic Affairs
- Danielle will continue to provide ER services to AA, SA, EDI, etc.

NOTE: All EVCAA event information below can also be found in the [EVC HR Calendar](#).