

Human Resources Newsletter

April 2010

Message from the Associate Vice President



As many of you are aware, Dr. Gregory Pogue left the university in February. We are grateful to Gregory for his tremendous contributions to the University of San Diego and its employees. We wish him the very best as he moves to the east coast to pursue new challenges.

I am happy to announce that the university has begun a search for the Executive Director of Human Resources. The title has been changed slightly to better reflect the responsibilities of the position. The firm of Gary Kaplan and Associates was hired to assist the university in recruiting the very best candidates. A search committee was appointed. David Pyke, Dean of the School of Business, is the chair of the committee. The other representatives include John Glick (College of Arts and Sciences), Moises Baron (Student Affairs), Terry Kalfayan (Office of Budget and Treasury), Vivian Standifird (Controller), Miriam Rothman (School of Business) and Keith Fink (from the Science Department). I would like to thank these folks for agreeing to participate in the recruitment process.

We expect the recruitment process to take approximately 6-8 weeks. The committee will be busy over the summer months refining the list to find the very best candidates. By September, we expect to bring 2 to 3 final candidates to campus for interviews which will include open campus forums with faculty, staff, administrators and students. Please look for the announcement as you return for the fall semester.

Until that time I am honored to serve as the Interim Associate Vice President. Please don't hesitate to stop in and see me when you are in Maher Hall.

Patricia T. Oliver
Interim Associate Vice President
For the Department of Human Resources

Benefit Programs (Shelly McDonald Clark, ext. 2719)



President Obama signed the **Patient Protection and Affordable Care Act (PPACA)** and the **Health Care and Education Reconciliation Act of 2010** on March 23, 2010, and March 30, 2010, respectively. The university's Department of Human Resources has been watching this legislation and the impact it will have on the University of San Diego benefit plan offerings.

The law is multi-faceted and complex. Many questions are outstanding as related to some of the regulatory changes as outlined in the two bills. The main message we would like to communicate is that **there are no changes to your benefit plans for the plan year 2010.**

Things to consider for the year 2011:

- ▶ Over-the-counter medications will no longer be eligible for reimbursement under the health care flexible spending account (HCFA).
- ▶ Adult children to age 26 will be eligible for health care coverage as "adult children".
- ▶ **Please note -- this change does not become effective until January 1, 2011.**

If your child is age 25 or older or will turn the age 25 in the year 2010, your child will no longer be eligible for health care coverage. However, during Open Enrollment, you may add your adult child back to your health insurance plan with an effective date of January 1, 2011.

For more information on the Health Care Reform, please visit www.healthreform.gov.





Staff and Administrator Performance Evaluations and Annual Increases

Supervisors and employees should be busy completing the annual performance evaluation process. **Staff evaluations had a target completion date of April 1, 2010 and Administrator evaluations are due by May 1.**

Remember -- all completed signed evaluations should be sent to the Department of Human Resources in Maher 101.

Forms, instructions and timelines are available on the HR web site at:

<http://www.sandiego.edu/administration/businessadmin/humanresources/compensation/perfeval.php>

This year the Board of Trustees approved a 2% salary increase pool for faculty, staff and administrators for the 2010 -2011 fiscal year. Increases are merit based and may range from 0 - 3.5% as long as the average increase is within the 2% budget. **Regular, benefit-based employees, hired on or before April 1, 2010, are eligible for an annual increase.** For 2010 -2011, the staff and administrator salary grades will be adjusted by 2%.

Both staff (hourly) and administrator (monthly) annual increases will be effective in July 2010, which is a change for staff increases. To assist employees with the transition of moving the effective date of annual increases from March to July, benefit-based staff employees received a one-time supplemental payment of \$500 (pro-rated for part-time staff) on their March 19th paycheck.

Budget and salary worksheets have been distributed to area budget administrators, who will coordinate the annual increase process with Human Resources and Budget & Treasury. **The Timeline indicates that supervisors should have salary recommendations to their area budget administrator by April 15, although individual departments/areas may have different deadlines to meet division needs.**

Questions may be directed to your school or division/area budget administrator or to Janie Carolin in Human Resources at ext 2723 or jcarolin@sandiego.edu.



Compensation Q&A



Q: What happened to the staff hybrid increase system that was implemented in 2008? Why are staff increases all merit-based for 2010-11?

A: The Hybrid staff increase system introduced in 2008 included both an across-the-board component that all eligible employees received, and a merit component, that varied based on individual performance. For 2010 -2011, because the salary increase pool is limited to 2%, the decision was made to forego the across-the-board component and allow divisions to distribute the 2% pool based on individual merit. In years when a larger salary increase pool becomes available, the hybrid system will still be utilized.

Employee Turnover

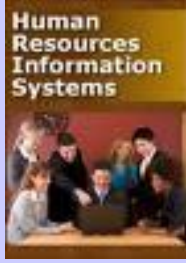


Turnover is defined as the total number of employees who leave the organization (total terminations, including voluntary and involuntary) divided by the total number of employees in the organization. Has the economy affected employee turnover at the University of San Diego? Or are there other reasons for the three year trend of lower turnover? What do you think?

Below is a chart summarizing the turnover of our benefit based employees over three years -- 2007 through 2009. The most common reasons for voluntary turnover every year were other employment, relocation or retirement. The most common reason for involuntary turnover was temporary assignments ending.

2009	Faculty	Admin	Staff	Total
Total Turnover	6.4%	8.0%	10.7%	8.6%
Voluntary	2.9%	5.9%	8.6%	6.0%
Involuntary	3.3%	2.0%	2.1%	2.4%
Other	0.2%	0.2%	0.0%	0.1%
2008	Faculty	Admin	Staff	Total
Total Turnover	8.2%	9.8%	14.4%	11.1%
Voluntary	3.4%	8.3%	10.5%	7.7%
Involuntary	4.8%	1.4%	3.6%	3.3%
Other	0.0%	0.2%	0.3%	0.2%
2007	Faculty	Admin	Staff	Total
Total Turnover	9.3%	13.2%	17.8%	13.8%
Voluntary	3.7%	11.4%	14.4%	10.3%
Involuntary	5.6%	1.8%	3.4%	3.5%
Other	0.0%	0.0%	0.0%	0.0%

HRIS
(James Li, ext. 2923)



A new position budget report -- **USD Current Benefit-Based Employee Salary Costing** -- is now available for the budget office, department budget managers and supervising managers. **It captures an employee's assignment, pay rates and costing information.**

HRIS is currently working on a project which will provide the finance office with an **Oracle Discoverer folder for generating payroll balance reports.**

Also, HRIS is now **prototyping an employee self-service option** which will allow an employee to enter a **tuition remission request on line.**

Employment
(Karen Briggs, ext. 2764)

WELCOME

TO OUR NEWEST EMPLOYEES!

We have had great groups of new staff and administrators at our New Employee Orientations. Please welcome these people, if you get the opportunity to meet them. We are so happy they have joined the USD family!

<u>Name</u>	<u>Department</u>
Stephanie Borrowdale	Transborder Institute
Tanner Engstrand	Football
Robert Garrity	Pavilion Dining
Robert Langhorst	Pavilion Dining
Randolph Reliford	Law School Career Services
Robert Romano	La Gran Terraza
Melissa Wagoner	Political Science
Jessica Williams	Paralegal Program
Nicole Zhe	University Events & Promotions

Employee Relations
(Nina Sciuto, ext. 2715)



GREEN TIP OF THE MONTH

Natural Cleaners for Spring Cleaning

After a long winter, spring cleaning is a great way to bring about a sense of renewal.

Unfortunately, the ever-expanding arsenal of home cleaning products contain a number of dangerous weapons, loaded with strong, artificial colors & fragrances, and harsh cleansing agents, like bleach, ammonia, alcohol & more. These chemicals are a major threat for indoor air quality, giving off toxic fumes. Many cleaners contain unnecessary antibacterial compounds which may lead to antibiotic resistance.

Go back to a simpler time and rediscover the natural cleaners of our grandparents. Even the biggest messes and toughest stains can be attacked effectively with baking soda, borax, lemon juice and more. You will also spend less money and reduce packaging.

Be Blue -- Go Green



Please join us for fun, excitement and a chance to win great prizes at the next Bingo.

Date: Thursday – April 29, 2010
Time: 12 noon to 1:30 pm
Place: Salomon Hall

Please feel free to bring your lunch. Dessert will be provided.



Plans are being made for USD to participate in the **Bake for Hope charity bake sale** – a national bake-a-thon in which all proceeds go to support breast cancer research.

Date: Thursday – May 6, 2010

Details for this event will be forthcoming via flyers and mass email.

Employment

(Karen Briggs, ext. 2764)



With the current economic challenges that all organizations in our country are working through, everyone seems to be “doing more with less”. Here at USD, with our current hiring freeze, many departments, who have lost employees to other opportunities, have either decided not to fill the position at this time or have delayed hiring as long as possible. With the same (or more) amount of work to be done, the workload has been spread to other employees. And while this may, at first glance, appear to be an inconvenience or additional burden, from an employee development point of view, it is a rich opportunity.

The shifting of department responsibilities can be a great way to develop new skills for existing employees. It is an opportunity to stretch ourselves and to learn a new task or a new responsibility outside the normal understanding of our specific job. If you are a manager in a department that is currently facing reduced personnel (even if only temporary), here are some steps you can take to use this as an opportunity for employee development:

- Identify the critical tasks that need to be maintained or goals that need to be accomplished.
- Evaluate existing staff to determine who has the current skill level needed to successfully perform these tasks OR who has the potential to be successful at performing these tasks.
- Discuss this learning opportunity with the individual and work together to identify what resources will be needed to help the person be successful (training, materials, delegation of other work tasks, etc.).

If you are an employee who sees an opportunity to help their department by learning new tasks, here are some steps you can use:

- Determine what help is needed or what tasks or projects are “up in the air”.
- Think about how you might balance your own workload with increased responsibilities.
- Discuss your ideas with your supervisor and express your enthusiasm to expand your knowledge and skills.

Now, some people will accuse me of looking at this with a “Pollyanna” perspective, but I prefer “enthusiastic optimism”. Most people think that there is no way they can add MORE to their workload. But if your goal is to steadily advance in your career, you will notice that in each position, there are more responsibilities – not less. If you can successfully demonstrate your ability to manage multiple priorities, it will be a clear indicator that you are capable of handling the increased responsibility.

Training & Development

(Karen Briggs, ext. 2764)



This spring, the Training & Development team will be offering a variety of resources to help employees gain a better understanding of the similarities and differences of the four different generations in today's workforce.

This has been a topic that has gained a lot of interest when looking at student populations and we thought we would build on those ideas and further explore how generational differences affect our interactions at work.

If you are interested in learning more about these opportunities or signing up, please email usdtraining@sandiego.edu.

Understanding Generations in the Workplace Workshop

April 28, 2010 -- 12:30 – 1:30 pm in Salomon Hall
June 23, 2010 -- 10 – 11 am in KIPJ - Room I

Panel Discussion on Generations in the Workplace

June 8, 2010 -- 12:30 – 1:30 pm in KIPJ-Room I

Book and Article Available to Read (contact Karey Jacques at extension 6619):

Generations at Work, by Ron Zemke, Claire Raines, and Bob Filipczak (2000)

“When Generations Collide,” written by Piper Fogg and published in the Chronicle of Higher Education (7/18/2008)

Book/Article Discussion

June 30, 2010 -- 11:30 am – 12:30 pm in Aroma's

Something to Think About!



How far you go in life depends on your being tender with the young, compassionate with the aged, sympathetic with the striving, and tolerant of the weak and the strong – because someday you will have been all of these.

George Washington Carver

Employment

(Karen Briggs, ext. 2764)



New Applicant Testing Software

With the recent implementation in most areas to Microsoft Office 2007, it is finally time to update our applicant testing software. Human Resources has offered applicant testing on Microsoft Word, Excel, PowerPoint and Business Letter editing for years. With the major changes in the Microsoft Suite, however, those tests are quickly becoming outdated.

The new testing software offers more than just testing on Microsoft products. These additional assessments may be useful to hiring managers (whether hiring for regular full time positions or temporary casual workers).

Computer Tests:

- Editing/Formatting from a Rough Draft
- Basic & Intermediate Excel
- Basic & Intermediate Word
- PowerPoint
- Outlook
- QuickBooks

Keyboarding Tests:

- Keyboarding
- 10-Key
- Data Entry – Vendor, Inventory or Invoice.

Clerical Tests:

- Alphabetic Filing
- Numeric Filing
- Proofreading
- Reading Comprehension

Financial Tests:

- Bank Reconciliation
- Bank Deposit
- Petty Cash
- Basic Math

Professional Tests:

- Legal/Medical Keyboarding
- Legal/Medical Proofreading
- Legal/Medical Terminology

If you are interested in learning more about any of these assessments, please give Bree Moore, Employment Services Coordinator, a call at extension 6806.

CHR @ USD

(Nina Sciuto, ext. 2715)

EMPLOYEE APPRECIATION DAY

Presented by CHR@USD

**Come see your Torero baseball
team take on Santa Clara!**

**Saturday, April 17, 2010
1 p.m.**



***Each employee is eligible to receive
4 baseball tickets,
along with concession vouchers good for
a hot dog, soda and peanuts.***

***Game tickets and concession vouchers must be
picked up prior to the game
in the Department of Human Resources
Maher Room 101.***





THE 2010 EMPLOYEE PICNIC

Celebrating the "U" in USD

Friday, May 28, 2010

11:30 a.m. at the Soccer Field
(behind the Missions Parking Structure)

This year we honor a healthier "U" at our
Wellness Picnic!

Bring your families to enjoy the food, drinks and games!

Visit the Web site for the games and prizes!

Parking is available in Missions Parking Structure.

Shuttle service will be available. Pick-up will begin at
11:30 am in front of the following locations. The shuttle
will run every 10 minutes:

Joan B. Kroc Institute for Peace & Justice
University Center
Facilities
Alcalá West

Invitations will be distributed during the week of
April 19th.

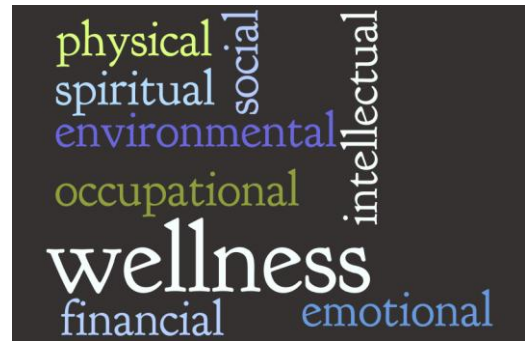
Per USD policy: No Pets Please!



What is Wellness?

Wellness is an active, lifelong process that involves expanding knowledge, skills, values, practices, and supportive environments that increase one's ability to enjoy a balanced and fulfilling life. It is a dynamic concept comprised of an interrelated set of dimensions.

The 8 Dimensions of Wellness:



Can You Find the 8 Dimensions of Wellness?

L A T N E M N O R I V N E L P
Q A R S I X P S R X Z Y E A H
A U U C P D W M P D V L Y N Y
S S U T I I Q T G P A M T O S
B Y I V C E R S Y N H B M I I
M F S I N E N I O U M H S T C
B Y A E F K L I T C N O K A A
C G S I N W T L F U C T J P L
D K K Y B O C K E I A F U U P
G X E B M C X S A T X L E C X
N S M E D Q C L S V N Q Y C N
I F I N A N C I A L P I E O Y
V W G D G T H G M U J R O U Y
N N T T G D J Q U F J A N V R
G V Z B N W R X S L T L U E P

Answers can be found on the next page.

Employment
(Karen Briggs, ext. 2764)



TEMPORARY POOL

The Human Resources Temporary Clerical Pool has been very successful.

For those who have taken advantage of this service, our **Temporary Pool offers candidates for various levels of clerical work.** We interview, assess for MS Office skills and check references on all our candidates before placing them in a temporary assignment. Feedback from supervisors has been positive and several hires have resulted from these temporary assignments. The use of our Temporary Pool by various departments has led to a great savings to the university from agency fees. We look forward to more participation by departments in the coming months.

If your office has a need for temporary assistance, please contact Rose Trujillo (ext. 2725) or Bree Moore (6806).

We are continually seeking applicants for the Temporary Pool to keep providing this service for the university. If you know of anyone interested in temporary office work, please refer them to the Department Human Resources for information and a skills assessment.

Employee Relations
(Nina Sciuto, ext. 2715)



EMPLOYEE ASSISTANCE PROGRAM (EAP)

When you are faced with a problem that seems too hard to solve on your own, your EAP can help you with free, confidential counseling, information or referrals. **Horizon Health EAP Services** can help you deal with problems in your life before they jeopardize your health, family life or job performance. Confidential and timely counseling is available to you and your family members for personal problems. **Help is available 24 hours a day by calling 1-800-342-8111 or via www.horizoncarelink.com.** Login: usd Password: eap



Solution to word search

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L A T N E M N O R I V N E L P
+ A + S + + + + + + + A H
+ + U + P + + + + + L + N Y
+ + + T + I + + + + A + + O S
+ + + + C + R + + N + + + I I
+ + + + + E + I O + + + S T C
+ + + + + L I T + + O + A A
+ + + + + T L + U C + + P L
+ + + + + O + + E I A + + U +
+ + + + M + + + A T + L + C +
+ + + E + + + L + + N + + C +
+ F I N A N C I A L + I + O +
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