

Human Resources Newsletter

August 2007

Message from the Associate Vice President

From our humble beginnings in 1949, to our current status among the nation's elite universities, USD has much to be proud of and even more to look forward to in the coming years!

We are consistently recognized for the notable achievements by members of our faculty and the successful performance of our academic and administrative departments resulting from their dedication and commitment to making a difference in our community, city, state, nation, and the world.

As we strive to find meaningful strategies to celebrate the achievements of the students, faculty, and staff whose contributions have made us a world-renowned university, this article is intended to celebrate the initial effort and commitment exhibited by members of the new committee CHR@USD (Community of Human Resources @ University of San Diego).

In a relatively short period of time, this committee -- comprised of a very broad cross campus representation of faculty, students, staff and administration -- has begun the process of dedicating itself to fostering a positive work environment by promoting ethical conduct and compassionate service; taking steps to create and maintain an atmosphere of trust, safety and respect in the workplace; and developing partnerships to improve morale and engage employees in fostering a better understanding of their impact on the present and future of our university.

Wikipedia, the free encyclopedia, defines morale (also known as esprit de corps), as a term for the capacity of people to maintain belief in an institution or a goal, or even in oneself and others. Alexander H. Leighton defines morale as the capacity of a group of people to pull together persistently and consistently in pursuit of a common purpose.

As evidenced by the committee's recent success with their Ice Cream Social, Torero Blue Wristband and Donuts at Dawn projects, our community is becoming re-energized and engaged. But we must not forget that the path leading to high morale is an intrinsically rewarding work experience -- a work experience where employees feel respected, valued, and appreciated -- a work experience where employees get to be players and not just hired hands -- a work experience where employees get to make a difference.

Reaching this critical goal is an ongoing day-to-day responsibility and obligation that we all must be willing to share. An unknown author says it best: "Teamwork is the ability to work together towards a common vision; the ability to direct individual accomplishment toward team objectives. It is the fuel that allows common men to attain uncommon results. Simply stated, it is less me and more we".

As "we" all persistently and consistently work together to ensure that each employee has an intrinsically rewarding work experience, a work experience that itself is rewarding, (maybe not always fun, but at least always rewarding), let's partner with "CHR@USD: Shaping Our Future Together". Please visit their website at: www.sandiego.edu/chr

**Gregory Pogue, DBA
Associate Vice President
for Human Resources**

Compensation Services

(Janie Carolin, ext. 2723)

Are You Hiring Student Employees This Fall?

The Student Employment Office in Financial Aid is sponsoring a **Job Fair on Thursday, September 6, 2007**, where departments can interview and hire student employees. Human resources staff will be available at the Job Fair to answer questions and assist students with completing the new hire paperwork required to process their employment. **The Job Fair will be 12:00 noon – 2:00 pm in UC Forum AB.**

The Financial Aid web page has two great resources for student employees and their supervisors, the ***Guide for Supervisors of USD Students*** and the ***Guide for USD Student Employees***. These guides will answer many of your questions about student employment, and are available at:

http://www.sandiego.edu/financial_aid/guides/

Performance Evaluations

We have nearly 100% compliance on staff performance evaluations this year! HR has also received administrator performance evaluations on over two-thirds of USD's administrators, and they are still coming in. **Thanks to all employees and supervisors for your support of this important process.**

Now don't forget to periodically review the performance goals you have set for 2007-08 and have regular discussions with your employees/supervisors.

Administrative Compensation Program

Administrators have received individual notices advising them where their position has been classified in the new Administrative Salary Structure, effective July 1, 2007. **Employees can also view their updated records in Oracle Self Service and Manager Self Service.** Additional information about this new program and the salary structure is available on the HR web site at

<http://www.sandiego.edu/administration/financeadmin/humanresources/compensation/>



**Human Resources
Information Systems (HRIS)**
(James Li, ext. 2923)

**The HRIS team continues
to expand Oracle Employee
Self Service**

Benefits Enrollment

HR is rolling out the **Benefits Enrollment Self Service** feature to new hires. This new feature will allow employees to make benefit elections, view and print benefit confirmations online during their enrollment period. It also allows employees to add, update and review dependent and beneficiary information.

HR plans to have this self service feature available for the upcoming annual benefits open enrollment.

**Learning Management
Self Service**

This feature allows the USD training manager and instructors to **manage their training resources and classes**. Employees will be able to search and enroll in classes online. They will also be able to view their enrollment status and training history from the USD Employee Self Service page.



Payroll Services *(Christine O'Donnell, ext. 2728)*

Payroll Customer Service Has Moved



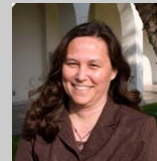
The Payroll Customer Service Window is now located in Maher Hall Room 101 – across the hall from its former location.

Human Resources Employee News

Welcome to our new HR staff

Claudia Dorado joined the benefits staff this month as **Benefits Specialist**. In this position, Claudia performs a broad-spectrum of tasks as support for the Benefit Programs Manager and assists employees with benefits questions. Claudia comes to USD from Hawthorne Machinery Co. where she was their benefits manager.

Please join us in welcoming Claudia!



Human Resources Spotlight

Christine O'Donnell came to USD in August 2006. Before becoming USD's **Payroll Manager**, Christine worked for PETCO. Christine has been working in payroll for over 20 years. She received her Payroll Certification in 2001 and her HR Certification in 2003. Christine currently serves as Vice President for the Local Chapter of the American Payroll Association. When she is away from the office, Christine enjoys spending time with her family, scrap booking, making cards and working in her garden.



Weight Watchers-at-Work

Meetings are held every Wednesday from 12 noon to 1:00 pm in the Degheri Alumni Center – Room 112/113. *New members are always welcomed.* For more information, please contact Sue Pillsbury-Barton at ext. 2737.

Retirement

The fall season marks the last quarter of the year. If you would like to review your retirement account activity with a knowledgeable retirement counselor, please take a look at the fall schedule and go on-line or call the toll-free phone number to make your personal appointment.

Fidelity --

To make your appointment, go online to www.fidelity.com/atwork/reservations or call toll-free 1-800-642-7131 Monday – Friday from 5:00 am to 9:00 pm, Pacific Time.

Tuesday – September 18, 2007
Wednesday – September 19, 2007

Tuesday – October 9, 2007
Wednesday – October 10, 2007

Tuesday – November 6, 2007
Wednesday – November 7, 2007

Wednesday – December 5, 2007
Thursday – December 6, 2007

TIAA-CREF –

To make your appointment, go online to www.tiaa-cref.org/moc or call toll-free 1-877-209-3140.

Wednesday – September 12, 2007
Tuesday – September 25, 2007

Wednesday – October 17, 2007
Tuesday – October 23, 2007

Wednesday – November 14, 2007
Tuesday – November 27, 2007

AIG VALIC –

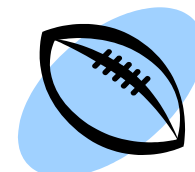
Our VALIC representatives, Kimberlie Sonnenberg and Melissa Castanon, are available by appointment. To arrange for an appointment with Kimberlie, please call her assistant Beti at 619-461-1680. Melissa can be reached at 619-718-7000.



The Department of Human Resources would like to extend a warm welcome to all new employees as they begin their employment with the University of San Diego. Please feel free to contact HR if you have any questions about your employment, payroll or benefits.

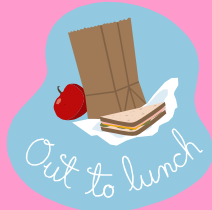


On July 20th, as part of its goal to “celebrate” all USD employees, the CHR@USD delivered 10 dozen donuts to the Law School and all the employees under Law School administration. The donut celebration of employees will continue – be on the look-out for what area will be next!



The CHR@USD is planning a tailgate party and will have tickets available for the September 8th football game: USD vs. Marist at 6:00 pm. Mark your calendars and plan to join the excitement of the season home opener of our Toreros – a team who has won back-to-back Pioneer Football League titles and mid-major national championships. More information will be forthcoming.

Payroll Services
(Christine O'Donnell, ext. 2728)



University's Meal Break & Rest Period Policy

The university provides all non-exempt employees with meal breaks and rest periods in a manner consistent with California and federal law. Non-exempt employees are entirely relieved of their job responsibilities and are not permitted to perform any duties during meal breaks or rest periods, unless they have agreed with the university, in writing, to work an on-duty meal period that will be paid for by the university.

Each non-exempt employee is entitled to an unpaid meal break of no less than *30 minutes* for each *five hour* period of time worked. When a work period of not more than *six hours* will complete the day's work, the meal period may be waived by mutual consent of the employee and the university. To waive a meal period the employee and employee's supervisor must complete the *Meal Break Waiver Agreement* located on the payroll website at

<http://www.sandiego.edu/administration/financeadmin/payroll/documents/FORM.MEALBREAKWAIVERAGREEMENT.doc> and forward it to the Payroll Department located in Maher 101. Under California law, on duty meal periods are allowed only in specific circumstances and must comply with specific criteria. A request to implement an on-duty meal period must be submitted in advance and in writing by the supervisor to the Department of Human Resources.

Each non-exempt employee is authorized and permitted to take a *ten (10) minute paid* rest period for each four hours or major fraction thereof worked. The rest period should be taken as close to the middle of the four hour period as possible. Rest periods may not be combined or added to any employee's meal period, or be used to cover late arrivals or early departures. Once a rest period is completed, the employee should promptly return to work. *Rest periods are considered paid time.*

Diversity & Inclusion
(Nina Sciuto, ext. 2715)



Hispanic American Heritage Month

As many of you know, my mother was from Chile and my father is from Italy, making diversity a naturally woven fabric of our family. It became clear very early to me how significant the perspective of culture can be as I fondly remember the response my cousin gave, during a visit to San Diego from Chile, when asked how she liked being in America. She eloquently responded "I have always been in America – just South America"!

As part of our ongoing Diversity Initiative, the Department of Human Resources is very excited to celebrate Hispanic American Heritage Month in September -- the anniversary of independence for five Latin American countries: Costa Rica, El Salvador, Guatemala, Honduras, and Nicaragua. On September 16th, Mexicans all over the world will celebrate Mexico's independence from Spanish rule. Chileans will celebrate their independence on September 18th.

The term Hispanic refers to all Spanish-speaking people in the United States. *More than 35 million people identified themselves as Hispanic or Latino on the 2000 Census.* The following countries are considered Hispanic American Countries: Argentina, Bolivia, Chile, Columbia, Costa Rica, Cuba, Dominican Republic, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, and Panama.

During the month of September, HR will recognize Mexico & Cuba. Please join us on September 18th in the human resources office (Maher 101) for an open house from 12 noon to 2:00 pm. Come and sample some Mexican sweet breads and horchata, while enjoying the sounds of mariachi music.

"VIVA MEXICO"!

And please plan to join us as we will **travel with Yvette Fontaine from Cuba to San Diego.** The date and location of Yvette's presentation has not yet been determined. *Details will be forthcoming.*

HR is sponsoring another exciting **crossword puzzle contest!** *The prize is a gift certificate to Tio Leo's restaurant.* The crossword puzzle will be sent to all departments and will also be available for pick up in the human resources office (Maher 101) starting on September 4th. **The drawing for the winner will be on Friday, September 28th.**

Back to School and Back to Our Regularly Scheduled Programming



As we welcome back our students, we also welcome two of our major training and development programs. Two of these programs are the Workplace Literacy Program through the English Language Academy and the Leadership Academy: Supervisor Essentials program.

Workplace Literacy Program

The Workplace Literacy Program is designed for USD employees who speak English as a second language. It doesn't matter what language you speak, **this class for everyone who wants to learn English**. A number of our employees from Dining Services and Facilities participated this year and we hope we will see returning participants, as well as new ones!

This is a wonderful opportunity and it makes it easier for the employees to communicate with students, colleagues, supervisors and others. **And it is free to the employee!** The program mirrors the academic year running from September through May. **There are two classes – one at a beginner's level and one advanced. Each class meets once a week for two hours.**

If you, or someone you know is interested in participating, please contact Karen Kitchen at ext. 2764 or karenkitchen@sandiego.edu.

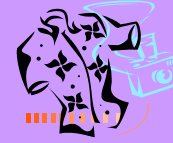
Leadership Academy: Supervisor Essentials Program

We are getting ready to begin the 2007-08 Leadership Academy program! Last year's program received great reviews. We have made some changes to make it even better for the next group of participants. **This program is designed for new supervisors, "high potential" employees who may be considered for leadership roles in the future, or experienced supervisors who are looking for an overview course on supervisory skills.** The program helps explore best practices when working in a supervisory role.

Some of the topics covered include Communication, Understanding Inclusion, Employment Strategies, Performance Management, Policies & Procedures, Organizational Culture, and Motivating Your Team. Concepts are explored through group work, self study, online activities and a variety of other methods specifically chosen to help participants utilize the skills covered. *The program meets for one half day session each month from September to May.*

If you are interested in getting more information or in participating in this year's program, please visit our website at www.sandiego.edu/hr/training and click on "Leadership Academy" in the left hand navigation under "Training & Development". You can read more about the program and complete the application.

If you would like to nominate someone to participate in this year's program, please contact Karen Kitchen at ext. 2764 or karenkitchen@sandiego.edu.



"What Are They WEARING?"

"What do I do if someone comes to work dressed unprofessionally?" This question has come up a number of times recently on campus, all from different departments on campus. It was kind of funny that they all came in at the same time, yet they were all referring to very different situations.

Many people have asked for a training workshop on this topic. But because of the different job duties of all of the departments on campus, it would be challenging to create an effective training for employees on "How to Dress Appropriately in the Workplace" that would meet everyone's needs and unique situations. How someone who is meeting with executives outside of the organization would dress, for example, might be very different than someone who is setting up rooms to prepare for meetings. Some buildings are air conditioned and some are not. I can wear long sleeves during the summer because my office is freezing, but if I wore the same thing in an office with no air conditioning, I am confident my appearance would look less than professional as I am sweating through my clothes. So what are we supposed to do?

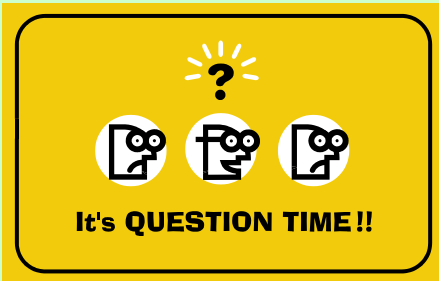
First and foremost, remember where we work and what USD values. **(I'll buy a cup of coffee from Aromas for the first person who contacts me to list our five values.)** Is what we are wearing to work representing these values to students, visitors, and others on campus? If I'm not sure, the answer is probably "no" and it might be better to pick another shirt from the closet. But is this enough? Perhaps there is more...

There is a way to establish guidelines for appropriate work attire, and the responsibility lies with the supervisor and/or department manager. These are the people who know what responsibilities and limitations the employees face in their job and are the most appropriate to decide what allows them to work most effectively while representing USD as professionals in a prestigious academic institution.

This is not necessarily an easy task, however, and we are prepared to help. **In September, we will be having a workshop for supervisors on "How to Address Appropriate Dress"**. The workshop will focus on setting reasonable and clear expectations, how to communicate these to your team, and then how to follow-up if an employee wears something that does not meet these standards.

If you are interested in learning more about this topic, please register for the workshop. You can register either through Oracle Self Service or by e-mail at usdtraining@sandiego.edu, or call our Training Reservation Line at ext. 6619.

Frequently Asked Questions – Classification Process



Q: *My department needs to add a new position. What is the process for classifying the position and obtaining budget approval?*

A: In the past, departments have obtained budget approval for new positions first and then submitted the job description to the Department of Human Resources for classification. The new process is to classify the position first and then submit it for budget approval. Hiring supervisors are encouraged to use human resources as a tool to assist them with developing the job description and determining the appropriate salary and title for new position. In this way, when the new position is submitted for budget approval, the hiring supervisor can be confident that the requested salary will be adequate and equitable. Because budgets are developed so far in advance, this requires planning on the part of hiring departments, who should be contacting human resources early in the process as they are developing new positions.

Q: *I think my job should be re-classified upward. How should I proceed?*

A: First, discuss it with your supervisor. If your supervisor agrees that there have been substantial changes in the job that would warrant a review, you and your supervisor should work together to revise/update your job description to ensure that it accurately reflects your current job responsibilities and requirements. Then, your supervisor would submit the updated job description to human resources with a request for review for reclassification.

Q: *How long does the process take?*

A: Usually not more than a few weeks. The committees that conduct the position reviews meet as needed, up to two times per month, and results are usually available within a few days after the meeting.

Q: *What factors are positions evaluated on in this process?*

A: Both staff and administrative positions are evaluated on a variety of factors, including education and experience required, types of responsibilities, reporting structure, financial responsibility, supervisory responsibility, as well as internal and external market data comparisons.

Q: *If my position is upgraded, do I get a raise and when will it be effective?*

A: Generally, when positions are reclassified to a higher grade, the incumbent's pay rate is increased to at least the minimum of the new pay grade. Additional rate increases are considered based on funding availability and the incumbent's current pay rate. The department budget must support the rate increase. The department determines when the new rate will be effective, which is generally no sooner than the beginning of the next pay period following the reclassification.

Employment Services (Reyna Brook, ext. 2722)



We have partnered with a new recruitment source that will give us access to a much wider pool of candidates because of the exposure we are given with each posting. *Careerbuilder.com* is partnered with over 1,000 other websites with 98% internet coverage. What this means to you is your Careerbuilder job posting can be found on sites such as those listed below, among many others. There are many specific sites focused on Diversity and Education. For a complete list, you can visit <http://www.careerbuilder.com/jobposter/partners/completelist.aspx>

- MSN
- America Online
- CNN.com
- USA Today
- Los Angeles Times
- California-Colleges.net
- Careers&Education.com
- Alumwire
- College Insider Resource
- JustColleges.com
- Education-Portal.com
- Alliance of Professional Women
- African American Times.net
- AmericanIndianJobs.org
- Black Business Professionals
- Chinatown Connection
- Univision
- AfricanAmericanObserver.com
- WomensWallstreet
- MSN Latino

In addition to the great posting coverage, we have also gained access to Careerbuilder's southwestern resume database. This feature allows us to search for and view resumes by key competencies needed for our positions. Job seekers post their resumes on this site hoping that employers will find them as a match for their position. Human resources decided to test it out with our recently vacated Benefits Specialist position. After reviewing multiple candidates, we found one with the experience we were looking for within our salary range. We called her in for an interview, and after a few visits, made her an offer and she accepted! Another department was not receiving many applicants from the posting on our website, so we posted and used the resume database from Careerbuilder, and the response provided a great candidate pool from which to interview. We are waiting to hear how it goes!

"How do I sign up?" you ask. Great question! Just specify "Careerbuilder" in the "Recruitment Method" section of the Personnel Requisition. The options and pricing from which you will select are as follows:

Package: One 30 day posting and 30 day resume database search = Only \$400!!!

A la carte: One 30 day posting = \$300
One 30 day resume data base search = \$200

For additional information, please contact Reyna Brook, Employment Manager, at x2722, or Jennifer Paguio, Employment Representative, at x2725.



For those of you who have not seen the 2007 picnic pictures, visit

<http://www.sandiego.edu/administration/financeadmin/humanresources/recognition/picnic/>

Benefits of Regular Physical Activity



These are the benefits often experienced by people who get regular physical activity.

Feeling better:

- * Gives you more energy
- * Helps in coping with stress
- * Improves self-image
- * Helps counter anxiety and depression
- * Provides an easy way to share an activity with friends or family and an opportunity to meet new friends

Looking better:

- * Tones your muscles
- * Burns off calories to help lose extra pounds or stay at a desirable weight
- * Helps control your appetite

Working better:

- * Helps you to be more productive at work
- * Builds stamina for other physical activities
- * Helps your heart and lungs work more efficiently

About three-fourths of the energy you burn every day comes from what your body uses for its basic needs, such as sleeping, breathing, digesting food and reclining. A person burns up only a small amount of calories with daily activities such as sitting. Any physical activity in addition to what you normally do will burn up extra calories.

You need to burn off 3,500 calories more than you take in to lose 1 pound. If you want to lose weight, regular physical activity can help you to burn those extra calories.

The average calories spent per hour by a 150-pound person are listed below: (A lighter person burns fewer calories; a heavier person burns more.) Since exact calorie figures are not available for most activities, the figures below are averaged from several sources and show the relative vigor of the activities.

Activity	Calories burned per hour
Bicycling 6 mph.....	240
Bicycling 12 mph.....	410
Cross-country skiing.....	700
Jogging 5.5 mph.....	740
Jogging 7 mph.....	920
Jumping rope.....	750
Running 10 mph.....	1280
Swimming 25 yards/min.....	275
Tennis-singles.....	400
Walking 2 mph.....	240
Walking 3 mph.....	320
Walking 4.5 mph.....	440

Working harder or faster for a given activity will only slightly increase the calories spent. *A better way to burn up more calories is to increase the time spent on your activity.* Aerobic exercises can condition your heart and lungs if performed at the proper intensity for at least 30 minutes, 3-4 times a week. But *any activity that gets you moving around, even if it's done for just a few minutes each day is better than none at all.* Evidence suggests that even low to moderate intensity activities can have both short and long-term benefits. Just get started!

**Article excerpted from July 2007 newsletter for corporate 24 Hr Fitness Clients*