

Human Resources Newsletter

February 2010



Message from the Associate Vice President

After a lot of work and painstaking efforts, our HRIS team has made a huge improvement to the functionality of our Total Compensation Statement.

As you are aware, your total compensation is a combination of your salary, the benefits you use based on your personal needs, and other university provided benefits. It reviews your cash compensation and provides the personalized portion of benefit costs you pay as an employee and the portion of benefit costs supported by university dollars. It is designed to express the total investment you and the university make in your employee pay and benefits. The enhanced statement now provides an accumulated total for easy viewing eliminating the need to perform calculations.

We have known for quite some time that members of our community look at USD as more than just a job and that USD offers you more than just a paycheck. While every educational institution makes a claim of uniqueness, being a Torero is extremely meaningful and rewarding because the fruits of our labor create hope, build futures and transform lives. By design, we have created and are committed to a work environment that ensures that each employee's perspective is valued and every person has the opportunity to reach his or her full potential.

We trust your Total Compensation Statement will provide a better understanding of the value of working at the University of San Diego!

In the Torero Spirit,

**Gregory Pogue, DBA
Associate Vice President
For the Department of Human Resources**

Benefit Programs

(Shelly McDonald, ext. 2719)



You still have time to file your claim for flexible spending expenses incurred in 2009. The IRS allows you to submit claims until March 31, 2010 -- for eligible expenses incurred in the year 2009.

You may submit your claims to Wage Works (formerly Creative Benefits) using one of three options:

▶ **Fax** your complete claim form and supporting documentation to **Wage Works at 888-295-5757**;

▶ **Mail** your completed claim form and supporting documentation to **Wage Works at P.O. Box 1928, Vista, CA 92085-1928**. Be sure to keep a copy of your claim(s) and documentation for your records; or

▶ **Scan and email** your completed claim form and supporting documentation to **Wage Works at claims.vista@wageworks.com**

You may obtain claim forms from the human resources office in Maher 101 or on the benefits webpage at www.sandiego.edu/hr/benefits. Select the "Forms" menu item, scroll down to "Health Care and Dependent Care Flexible Spending Accounts (FSA)".

If you are unsure of your account balance, or if you have questions regarding eligible services, you may contact Wage Works at 1-877-430-5519.

You may also log on to your online account with Wage Works at www.creativebenefits.com, click on the "Your Account" button under "Participants/Employees". If you have not previously registered on-line, then you must register to establish a PIN to access your personal account information. Once you login to your account, you can view your account balance and claim history, as well as file claims online. You are also able to set up direct deposit for reimbursement of eligible claims.

Due to IRS regulations, any 2009 claims filed after March 31, 2010, will be denied. Don't wait until the deadline to file your 2009 claims.



Benefit Programs (Shelly McDonald, ext. 2719)



Monthly Benefit Highlight – Tuition Remission

The Tuition Remission Program continues the university's tradition of encouraging and supporting the educational development of its employees, their spouses, registered domestic partners, dependent children and dependent children of registered domestic partners.

The Tuition Remission benefit is for tuition only. Application fees, student body fees, parking fees and any other fees assessed to all students are the responsibility of the employee, spouse, registered domestic partner, dependent child, or dependent child of a registered domestic partner. **Please see the Policy and Procedure Manual, Section 3.11.2 for complete program details or contact the Department of Human Resources for additional information regarding the benefit.**

Eligibility¹

Employees: Active, full-time benefit-based employees, who have completed at least one anniversary year of employment, are eligible for tuition remission for classes that begin the first day of the fall or spring semester nearest their anniversary date².

Dependents: Spouses, registered domestic partners, dependent children (as defined by the IRS) and dependent children of registered domestic partners (under age 25) are eligible to begin classes the first day of the fall or spring semester which is nearest to the employee's 2nd year anniversary date. Proof of dependent eligibility is required.

Proof of Dependent Eligibility Includes:

- Spouse:
 - Copy of marriage license; or
 - Page one of most recent IRS tax return (all confidential information not relative to dependent eligibility may be concealed)
- Registered Domestic Partner:
 - Copy of Certificate of Registered Domestic Partnership
- Dependent Child:
 - Copy of page one of most recent tax return (all confidential information not relative to dependent eligibility may be concealed); or
 - Birth certificate and statement describing in detail the nature of your financial responsibility and support for this dependent child in the last two years and indicate why you consider this child a "dependent" for the purpose of Tuition Remission
- Dependent Child of Registered Domestic Partner:
 - Copy of Certificate of Registered Domestic Partnership; and
 - Copy of child's birth certificate

¹ Eligibility for the tuition remission program does not guarantee admission to USD. All students must meet the USD admissions requirements in order to be admitted to any undergraduate or graduate programs.

² Full-time benefit-based employees on unpaid leave of absence not covered under the federal Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA) are not eligible for the tuition remission program, nor are their dependents.

Tuition Remission Prioritization:

The expenses for already approved uses of the Tuition Remission benefit for 2009-10 have significantly exceeded the one percent budget cap established by the Board of Trustees in 1991 and specified in the Tuition Remission Policy (Policy No. 3.11.2).

Since this is the third consecutive year that the expenses of the Tuition Remission benefit have exceeded the one percent budget cap and the excess has increased significantly, going forward, it is necessary that a deadline and prioritization system be used. Therefore, all applications for use of the Tuition Remission benefit in the fall and/or spring semesters of the 2010-2011 academic year **MUST BE SUBMITTED BY APRIL 1, 2010.**

If the total anticipated expenses exceed the one percent budget cap, then priority amongst those who applied by the deadline will be given in the following order:

1. Continuing students who are already using the benefit;
2. New students who are dependent children of employees;
3. New students who are employees; and
4. New students who are spouses or registered domestic partners of employees.

If it is necessary to prioritize within a category, then this will be done based upon an employee's years of service.

Since Tuition Remission for Intersession and Summer Session is already on a space-available basis, no further limitation on the use of this benefit during those sessions is necessary.



GREEN TIP OF THE MONTH

Reduce Unwanted Mail

Each year, 19 billion catalogs are mailed to American consumers. All those catalogs require more than 53 million trees and 56 billion gallons of wastewater to produce – and many of us don't even know how we got on so many mailing lists!

So grab that stack of catalogs piling up on your coffee table and clear out the clutter. Visit www.CatalogChoice.org to put a stop to unwanted catalogs. Within 10 weeks, your mailbox will be empty of unwanted catalogs. A less cluttered mailbox means less waste and less of the pollution that cause global warming.

Be Blue -- Go Green

Benefit Programs
(Shelly McDonald, ext. 2719)



As a benefit based faculty, administrator or staff member, you are only eligible to change your health insurance elections during the year if you experience a recognized IRS “**change in family status**”. Examples of changes in family status include:

- ◆ Marriage
- ◆ Divorce
- ◆ Birth
- ◆ Death
- ◆ Loss of other coverage (reduction in hours resulting in loss of other coverage, layoff, or termination of employment)

All changes in family status must be reported to the Department of Human Resources and supporting documentation must be received within 30 days of the date of the event. Any changes you wish to make to your benefit elections will then become effective the first of the month following the date of the change in family status.

For example, if you are currently waiving medical coverage through USD, and you lose coverage under your spouse’s medical plan due to a reduction in force, simply contact the benefits team in human resources at usdbenefits@sandiego.edu. You will be instructed to complete an Enrollment/Change form and provide documentation supporting the loss of other coverage. Remember -- All documentation must be submitted to human resources within **30 days of the date of the change in status!**

Please contact the benefits team at usdbenefits@sandiego.edu or by phone at extension 2718 or 2737 with any questions regarding changes to your benefit plan.

Food For Thought!



It’s easier to think outside the box
if you don’t draw one around yourself!
Jason Kravitz

HRIS
(James Li, ext. 2923)



We have redesigned the employee Total Compensation Statement to include a compensation grand total. The 2010 statement will be available online in March 2010.

HRIS is currently working with the payroll department to allow employees to view their 2009 W-2 form on line using USD Employee Self Service.

We are also working with ITS to test Oracle R12. We are excited about new features and better performance available with this upgrade.

To log in to Oracle Self Service, or to get help with your password, go to the Employee Tab in the MySanDiego Portal.



**Congratulations to Karen Kitchen Briggs
(Employment/Training & Development Director)**

One of the programs Karen’s team developed is featured in CUPA’s Winter 2009 issue of The Higher Education Workplace. The program: USD’s First Year Employee Experience (Ambassador Program).

**Congratulations to Janie Carolin
(Compensation Director)
and Nina Sciuto
(Employee Relations/Diversity & Inclusion Director)**

In March, Janie and Nina will be doing a presentation at the 2010 CUPA-HR Western Region Conference in Portland, Oregon. Their topic: Rewards of Effectively Engaging the Employee Community.



Staff & Administrator Performance Evaluations

Employees and their supervisors in all departments throughout the campus should now begin working on **Staff Performance Evaluations**. Performance Evaluations measure and document an employee's performance, promoting a formal discussion between the employee and their supervisor.

As part of this process, staff employees and their supervisors should also be completing their review and update of **job descriptions**. Remember to submit copies of your updated job descriptions to human resources.

Staff performance evaluations are conducted from January through March 2010, while administrator performance evaluations will be completed from March through May 2010. Timelines, forms and instructions are available on the human resources web site at:

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

The suggested timeline for the Staff process is:

- ◆ Preliminary performance results meeting: Feb. 1-15
- ◆ Evaluations submitted to next level manager: Feb. 16-28
- ◆ Final evaluation and next year's goals meeting: Mar. 1-31
- ◆ Finalization of next year's goals/expectations and development plans: Apr. 1-30
- ◆ Copy submitted to Human Resources: Apr. 30

This timeline is a guide only; individual departments may establish their own timeline, and flexibility is allowed to meet business needs. **However, all departments should complete their staff performance evaluations by April 30.**

Administrators will begin the performance evaluation process in March. Now is the time to be reviewing and updating job descriptions.

The suggested timeline for the Administrator process is:

- ◆ Preliminary performance results meeting: Mar. 1 - 31
- ◆ Evaluations submitted to next level manager: Apr. 1
- ◆ Final evaluation and next year's goals meeting: Apr. 15 – May 31
- ◆ Finalization of next year's goals/expectations and development plans: Jun. 1-30
- ◆ Copy submitted to Human Resources: Jun. 30



Training Workshops

There is one more workshop scheduled in February on Administrator Performance Evaluations:

ADMINISTRATOR Evaluations
Tuesday, February 16, 2010 – 10:30 to 11:30 am
in Salomon Hall

To attend this workshop, please register by email to usdtraining@sandiego.edu or call the Training Registration Line at ext. 6619.

Online Performance Evaluation Training

If you missed the January workshop on staff performance evaluations, or would just like a "refresher" on the process for either staff or administrator evaluations, check out our **Online Performance Evaluation Training!** Go to the MySanDiego Portal, Employee Tab and click on the link to **Online Performance Evaluation Training** (upper left of screen). This will take you to the login for CE6/WebCT/Blackboard and the Human Resources On-Line Training screen.

The online training is divided into four short videos, which you may view at your convenience. At the end of each video, a short assessment asks you to answer 1-3 questions about the information you learned. Each video is less than five minutes; view all four sections or just the ones that apply to you. It's that easy!

Note: You will need QuickTime installed on your computer in order to view the videos. If you don't already have it, it's easy to install. After you log into CE6, you will see an option to install QuickTime and another option for a quick guide to installation.

Employees who view/complete the videos/assessments will not need to attend a live performance evaluation workshop. This is a great alternative for busy employees who have computer access and would rather complete this important training at their convenience without leaving the office!

If you have any questions about the forms or process, please contact Janie Carolin at ext. 2723 or jcarolin@sandiego.edu.



Employment

(Karen Kitchen Briggs, ext. 2764)



Human Resources: Building Bridges Not Barriers

If you have seen the popular NBC sitcom, "The Office," you are probably familiar with Toby – the monotone, half asleep, seemingly depressed human resources representative in the Scranton branch of the Dunder Mifflin Paper Company. (If you are not familiar with the show, I'm sure you can create a mental image based on my description.) Whenever the branch manager, Michael, tries to implement his latest ideas for the office, Toby inevitably offers advice from an HR perspective. This advice is never received constructively and Toby is characterized as the "wet blanket". The branch manager, in fact, sees Toby as his personal nemesis.

While I hope that employees and managers at USD have a more positive perception of human resources, we know there are times when people are looking for a particular solution and HR says, "Wait. Hang on there a minute..." While this may initially appear as a road block, our goal is to protect you, and the university, from future employment potholes and traffic jams. We are prepared to help build bridges toward your goals that will provide the stability and safety rails that will best serve you in the long run. As corny as that analogy may sound, our commitment to you is sincere.

So, despite similarities between The Office and USD (yes, there are some), the lack luster portrayal of HR couldn't be farther from the truth. We are committed and creative people who see our role as one to help you accomplish your goals – as an individual, as a department and together as a university. We are here to help you in any way that we can.



How is the Economy Affecting USD Employee Recruitment?

With California's unemployment rate at 12% in December, there are a lot of people searching for jobs right now. With the number of recruitments at USD decreased from this time last year due to the hiring freeze, our open positions remain highly competitive in this economic climate. If you have received approval to recruit for a position, or anticipate one in the future, here are some changes you can expect in the process:

- ▶ **HIGH number of applicants** – Even if a position is open for the minimum five days required, many recruitments received over 100 applications. One position recently filled had 253 people apply! This requires an extensive amount of time to review applications to determine the best candidates for interviews. We have helped prescreen a number of applications for hiring managers and have heard that this makes the process much easier.
- ▶ **Over and under-qualified applicants** – Because applicants are willing to take any job right now, many applications are from individuals who have much more experience than needed for the position. Additionally, people with little or no experience related to the position are also applying which makes sorting through resumes really interesting.
- ▶ **Quick fill of positions** – Partially because we don't have to post positions as long as in the past (because of the high number of applicants), the efficiency of the iRecruitment system and the fact that hiring managers don't want to take too long filling their approved recruitment, the amount of time hiring managers take to hire an employee has dropped.

Although we may not have as many openings right now, we have PLENTY of applicants. If you know of anyone who would be a good fit for USD and who is looking for work, please refer them to our website at www.sandiego.edu/hr/jobs for current openings.

WELCOME

TO OUR NEWEST EMPLOYEES!

December and January 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!

Name	Department
Derek Antler	Legal Research Center
Claire Crierie	School of Leadership & Ed Science
Kathryn Davis	Biology
Robert Fackler	Pavilion Dining
Leendert Hering	Business Services & Administration
Kelly Machleit	Public Affairs
Robert Mamula	Athletics Administration
Michelle Poveda	Theology & Religious Studies
Renda Quinn	Parent Relations
Faisal Shabbir	Admin Information Services
Bevilane Shaver	Pavilion Dining
Rachel Voris	Undergraduate Admissions
Elyse Yasukochi	Pavilion Dining



Training & Development

(Karen Kitchen Briggs, ext. 2764)



Knowing that during times like these many of us are tasked with “doing more with less,” the Training and Development team works to develop a variety of support tools for the common frustrations and requests from employees. Here are some of the regular comments we hear:

“I want more technology training but I don’t have time to attend a workshop.”

While our talented ITS department offers a variety of classes on technology, including the Microsoft Office products we all use, many people have said that they find it difficult to schedule these classes or would like something that they can do at their desk. A great resource to sharpen your skills in Word, Excel and PowerPoint is the Microsoft website where there are a large number of online workshops. Each “class” includes audio portions, practice exercises and quizzes. Check out their website at: <http://office.microsoft.com/en-us/training/FX100565001033.aspx>.

“Can you please offer a workshop on time management? Oh, by the way, I don’t have time to go.”

We have heard this from SO MANY people on campus. There have been a lot of requests for time management training, but it is difficult for those individuals to find time to attend. Janice and Karey will soon be adding recorded segments to the website with time and stress management tips. They will be just a few minutes long and you will be able to access these from your computer at any time.

“I want to prepare myself for when the economy improves and promotional opportunities open up. What kinds of things can I do now to strengthen future application?”

This is something we hear often, particularly from our Gen X and Millennial employees. Knowing that many employees are already looking to the future, USD is committed to preparing employees for the roles the university will need to fill in the next decade. Programs that are currently running or scheduled within the next six months include: the Performance Portfolios workshop, a NEW Career Management series, and an adapted management curriculum that will provide flexibility to supervisors who want to develop their skills while managing busy schedules.

We work continuously to identify the current needs on campus so that we can provide the resources that will best support you. We are committed to helping you achieve your goals.

Policies & Procedures

Highlight for February/March



Creating new works and using the works of others in teaching, research, and other scholarly activities are fundamental activities within an academic institution. It is essential that we respect the copyrights of others, just as we would expect others to respect copyrights that belong to us. All members of the University of San Diego community are expected to comply with copyright laws.

Copyright law gives the owner of a copyright the exclusive right to make copies of the copyrighted work, distribute the work, display or perform the work, and create derivative works. Copyright law also gives the owner the exclusive right to authorize others to do the same. These exclusive rights are subject to limited exceptions.

If you intend to use someone else’s work in your teaching, research or other scholarly activities, or for other purposes related to your employment at the university, you must first determine whether you need to obtain permission from the copyright holder. Unless the work is in the public domain, the “fair use” criteria are met, or another exception to the copyright owner’s exclusive rights applies, you must obtain permission from the copyright owner to copy, distribute, display, or perform a copyrighted work in any medium for any purpose.

For more information on copyright laws, including links to additional copyright resources, please see: <http://www.sandiego.edu/legal/documents/CopyrightBasics.pdf>





Do you tend to make wishes and have dreams – or do you set goals? Wishes and dreams are often grand in scale, but modest in terms of clear directions on “how to get there.” Goals, on the other hand – if they are genuine – must be:

- Specific
- Realistic and achievable
- Measurable in a set time frame

If you sometimes feel your goals fizzle, frustrate you, or fall through, read on to find out more about the “secrets” of planning and achieving your objectives successfully.

GOALS NEED TO BE SPECIFIC

It's a wish to “look like a supermodel by the end of March”; it's a goal to plan to lose a specific number of pounds or drop one clothing size by March 31. It's a wish to “get in shape,” but a goal to work up to walking a 15-minute mile over the next month. A goal must be very specific and – even better – written down. In fact, the more often you see your goal in black and white, the better. Many people make lists of their goals, hang pictures around their house and workspace representing their goals, or even find related screensaver photos! Reminders like these are great reinforcement.

GOALS NEED TO BE REALISTIC AND ACHIEVABLE

If a goal is unrealistic, it will probably wind up becoming a frustration. While you may have an overriding long-term goal, it's important to set up smaller, interim goals so you won't become disheartened. Always try to break down your final goal into smaller mini-targets. Write them down, and note the precise methods you'll take to achieve each step. Celebrate your victories as you make progress so you feel continually motivated and rewarded for your efforts.

GOALS NEED TO BE MEASURABLE IN A SET TIME FRAME

Dreams may be open-ended; goals need a “deadline” or at least a timeline. Good goal-setting depends upon defining a result that is observable and measurable so you know when you've achieved it. As you work towards a goal, stop and weigh your progress on a regular basis. It's the best way to determine if you need to make time and/or strategy adjustments, and helps ensure that you are using your time and efforts most effectively. Perhaps you thought a particular step would take more – or less – time than it turned out. When you reassess along the way, you are able to re-set your methods or time frames if you see your project is moving at a faster or slower pace than you anticipated. With goals that are specific, realistic, achievable, and measurable, most people find that they feel much more control over their lives. They usually feel more motivated to pursue goals in a thoughtful and well-planned manner -- and enjoy more successes, too.



VALENTINE BINGO

Come One! Come All!
To our Valentine Bingo
Friday - February 19, 2010
12 noon

Salomon Hall

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



It is with sad hearts that the employees in the Department of Human Resources must say good-bye to our Associate Vice President, Dr. Gregory Pogue, as he moves on to a new and exciting position as Vice President for Human Resources at The College of New Jersey.

We wish him and his family all the best and we thank him for his great leadership, wisdom and guidance that he provided to all of us.

We will miss you!

Maryann T. Beck
Executive Assistant