

Human Resources Newsletter

February 2011

Message from the Chief Human Resources Officer

"We all should know that diversity makes for a rich tapestry, and we must understand that all the threads of the tapestry are equal in value no matter what their color."

Maya Angelou



I spent part of my Christmas holiday viewing the snowfall on our surrounding mountains and still stand amazed at how each flake is crafted by nature to look different as it descends to earth. While I can't explain the science behind the development of that small flake of ice, I can see similarities in how each of us develops through time and experience to become unique individuals. Even in nature, diversity is everywhere -- from the size of leaves on the trees to the various varieties of the common rose.

Diversity is a statement about our own acceptance and respect of those with whom we share the world. Each person is different and unique from the other. A quick view of what makes each of us unique goes beyond a simple view of the color of our skin. Diversity includes dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies. However, simply viewing differences is only part of the appreciation of a diverse world and workplace -- it is the exploration of these differences in a safe, positive, and nurturing environment. It is about understanding each other and moving beyond simple tolerance to embracing and celebrating the rich dimensions of diversity contained within each individual.

While often viewed as the role of human resources, diversity and inclusion is more about attitude than process. It is about accepting and valuing the unique characteristics each of us brings. It is about stepping out of our comfort zone to see the world from a different perspective. It is about seeing the strength in difference versus similarity. It is about who we are as a university.

David M. Blake, Ph.D., SPHR

Benefit Programs (Shelly Clark, ext. 2719)



You still have time to file your claim for eligible flexible spending expenses incurred in 2010. The **IRS allows you to submit claims until March 31, 2011 -- for eligible expenses incurred in the year 2010.**

You may contact Benesyst at 1-800-670-7131 or online at www.benesyst.net.

If you have not previously registered online, then you must register to establish a PIN to access your personal account information.

You may download claim forms online at <http://www.sandiego.edu/administration/businessadmin/humanresources/benefits/forms.php> or obtain a form from the human resources office in Maher 101.

Due to IRS regulations, any 2010 claims filed after March 31, 2011, will be denied. Don't wait until the deadline to file your 2010 claims.





Impact of California SB 1088 regarding Covering Adult Dependents on Your Medical, Dental or Vision Plans

As you are aware, beginning January 1, 2011, under the Patient Protection and Affordable Care Act (PPACA), you are eligible to cover your dependents to the age of 26 under USD benefit plans regardless of student status, IRS income tax dependent status or marital status.

The State of California has not adopted the federal tax treatment of Health Care for children under the age 27. For California State income tax purposes, if the employer pays for all or a portion of the dependent's coverage, or if the employee pays for the coverage on a pre-tax basis, the value of the coverage is included in the employee's gross income, unless the dependent qualifies as a dependent under section 152 of the Internal Revenue Code. As a result, employees in this situation will show a difference in taxable income between state and federal on their W-2 forms.

How do I know if I will see this increase to my taxable income on my W-2 form?

If you covered your adult dependent during the current taxable year and they fall under one of the categories below, then you will typically see this increase:

- If your adult dependent was age 19 to 24 and **not** a full time student
- If your adult dependent was between the age of 24 to 26
- If your dependent was **not** a certified Disabled Dependent

***** For information regarding dependent tax eligibility status, please contact a tax advisor*****

How much should I expect to be taxed?

Employers are expected to take the "value" of the coverage and then taxed based on that value. The value of this coverage is also referred to as "imputed income". If you have a dependent child who is not an eligible dependent for income tax purposes, you will be contacted at a later date regarding your imputed tax liability.

What if I am on a family plan and there is no additional cost to adding my dependent?

In some cases, it does not cost anything to add another dependent to the coverage. The IRS has said, however, that the employer cannot, in such an instance, take the position that there is no value to the coverage. In such a case, cautious employers might use the cost of COBRA coverage or the incremental cost of coverage. If the employer has a composite rate, employers might rely on the self-only rate for COBRA coverage, or might develop an incremental rate which reasonably reflects the market value of the coverage.



403(b) RETIREMENT PLAN VENDOR CHANGE

The University of San Diego has discontinued USD and voluntary employee payroll contributions to VALIC Retirement Services, effective January 1, 2011. USD employer contributions and voluntary payroll contributions will continue with TIAA-CREF or Fidelity. If you did not elect Fidelity or TIAA-CREF as your current retirement vendor, your employer and employee contributions were automatically defaulted to Fidelity Freedom Funds.

403(b) RETIREMENT LOAN ADMINISTRATION

You may request a loan from your 403(b) retirement account up to the lesser of 50% of your vested account balance or \$50,000. The minimum loan amount is \$1,000. Due to increased regulatory restrictions on 403(b) retirement accounts, and in an effort to assist in the preservation of your retirement account, the number of outstanding loans will be restricted to five. If you have more than five outstanding loans as of December 31, 2010, no additional loans will be approved until the number of outstanding loans falls below five. There will also be a six-month waiting period between each loan issued after December 31, 2010.

If you have any questions regarding participation in the 403(b) Plan, please contact the Benefits Office via email at usdbenefits@sandiego.edu.



Benefit Highlight - Utilizing Your VSP Vision Plan

1. Will I get an ID card for my Vision Plan?

No. **Vision Service Plan (VSP) does not issue ID cards.** Use your full USD Oracle Identification Number followed by two zeros as your VSP ID number (The number should be nine digits). For example, John Doe's USD ID number is 4098765. His VSP ID number would be 409876500.

2. How do I find a VSP eye doctor?

Go online to www.vsp.com to find a participating doctor.

3. How do I know if I am eligible for frames or lenses?

You can register online at www.vsp.com by using your VSP ID number to access information about your eligibility for services. See question above for ID number.

4. What if my eye doctor is not able to locate me in the VSP system?

Please be sure that your provider is utilizing the correct identification number – Your Oracle identification number followed by two zeros to create a nine digit number.

REMINDER: Do not use your Social Security Number as this is not provided to VSP so they have no record of it.

Welcome

TO OUR NEWEST USD EMPLOYEES

December 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>
De Monte Thomason	ITS
Mayvelyn Perez	Auxiliary Services
Russell Jufiar	Banquets and Catering
Kimberly Diaz	Mail Center
Robert Hellen	Public Safety
Jim Treat	ITS
Eric Roberson	School of Law
Rachelle Sanders	Undergraduate Admissions



GREEN TIP OF THE MONTH

Give Up Toilet Paper OK -- Just Conventional Toilet Paper

Believe it or not -- switching to recycled toilet paper can change the world. If every household in the United States bought just one four-pack of 260-sheet recycled bath tissue, instead of the typical tissue made from virgin fiber, it would eliminate 60,600 pounds of chlorine pollution, preserve 356 million gallons of fresh water, and save nearly 1 million trees. And the best news is that a four-pack of recycled toilet paper costs about the same as a four-pack of conventional toilet paper.

Be Blue -- Go Green

Human Resources Employee News

Welcome to Our New HR Staff:

Barbara Schatzer and Michelle Rohde have moved from Facilities Management to the Department of Human Resources. They will physically move their offices to Maher 101 at the beginning of March.

Barbara Schatzer, MBA, ARM

After an international career in healthcare administration, Barbara transitioned into the field of risk management in 1994. She joined the staff of the University of San Diego in 2003. The ever changing landscape of risks within the higher education world provides the perfect professional opportunity for Barbara. It's always changing, always challenging, and often entertaining. On the personal side, Barbara is an avid reader and finds the back of a motorcycle to be the perfect Zen location. Her two guiding principles are:

The way we choose to see the world creates the world we see.

Every day we get a choice to have a good day or a bad day.

Michelle Rohde

Michelle Rohde, a San Diego native, came to USD in January 2008 to work in the Office of Risk Management as an Administrative Assistant. In this position, Michelle provides general office support. She creates and maintains various data bases and processes workers compensation claims.

Michelle has a Bachelor of Science Degree from San Diego State University, having majored in Criminal Justice Administration.

When she is away from the office, Michelle likes to spend time with her husband and four children. In her spare time, she likes to play soccer.





Staff & Administrator Performance Evaluations

Employees and their supervisors, in all departments throughout the campus, should now begin working on **Staff Performance Evaluations**. The performance evaluation measures and documents an employee's performance, promoting a formal discussion between employee and the 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 in January - March 2011, while administrator performance evaluations will be completed in March - May 2011. 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	February 1-15
Evaluations submitted to next level manager	February 16-28
Final evaluation and next year's goals meeting	March 1-31
Finalization of next year's goals/expectations and development plans	April 1-30
Copy submitted to Human Resources	April 30

This timeline is a guide only -- individual departments may establish their own timeline. Flexibility is allowed to meet business needs. However, *all departments should complete their staff performance evaluations by April 30, 2011.*

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	March 1 - 31
Evaluations submitted to next level manager	April 1
Final evaluation and next year's goals meeting	April 15-May 31
Finalization of next year's goals/expectations and development plans	June 1 - 30
Copy submitted to Human Resources	June 30

Training Workshops

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

ADMINISTRATOR Evaluations
Tuesday, February 8, 2011 – 9:30 – 10:30 am
in Salomon Hall

In addition, one more workshop on **Writing Effective Job Descriptions** has also been scheduled:

Writing Effective Job Descriptions
Wednesday, February 16, 2011 – 10 to 11 am
in the Pardee Room (Maher 231)

To attend either of these workshops, 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.





The Crossroads Garden is sponsored in tandem by the **Community of Human Resources (CHR) and USD Sustainability**. It is open to USD students and staff as an opportunity to enjoy the outdoors, as well as the fruits of labor in nature. The garden was revitalized earlier this fall during the 10-10-10 project where volunteers weeded, composted & tilled the soil, planted seedlings and mulched the plots. With the abundance of rain over the last several months, the seedlings of tomatoes, peppers, cauliflower, broccoli, onions, along with herbs of rosemary basil, Italian parsley, cilantro and curly leaf parsley, have flourished and grown.

Along with those beautiful plants, there are some other plants called weeds that love this new home as well. That is where your opportunity to enjoy the outdoors comes in. As an opportunity to cultivate peace in your day and strengthen our community here at USD, we invite you to take a few minutes out of your busy work week now and again to share in the cultivation (weeding and watering) in this nature project.

Some of the produce will be harvested soon and utilized in student programs. However, as the semester draws to a close in May and our students depart for the summer, the produce will then be used in CHR event programs throughout the summer -- kicking off with a salsa contest at our Employee Picnic on Friday, May 27, 2011.

If you'd like to participate in our weeding and watering activities, please email Irene Bubnack iubunack@sandiego.edu with the times you are available. She will send you information about where tools, gloves, the hose (as our rain seems to be tapering off, we'll need regular volunteers to water) and other items are stored.

If you haven't seen the garden, please stop by Mission Crossroads. The garden is located right behind the building with its beautiful vista full of birds and butterflies. It's a great place to spend a few moments of serenity and get in touch with the beauty of the earth. Here's to a spring full of sunshine!

Food For Thought!



Happiness is not tied to our circumstances --
Happiness is a point of view!



The CHR @ USD invites you to celebrate
USD EMPLOYEES ARE THE BEST!

VALENTINE'S DAY CHOCOLATE BAR SOCIAL

Monday, February 14, 2011

From 9 am to 4 pm

Human Resources - Maher 101

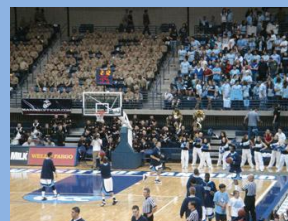
Visit human resources and receive a free
chocolate bar!

EMPLOYEE APPRECIATION DAY

Presented by CHR@USD

Come see your Torero basketball
team take on Saint Mary's

Wednesday, February 16, 2011
8 pm



Each employee is eligible to receive
4 concession vouchers good for a hot dog and
soda. Concession vouchers must be picked up in
Human Resources (Maher 101) prior to the
basketball game.

Game tickets can be picked up from the Jenny
Craig Pavilion Ticket Office. Faculty & staff receive
free admission to all USD athletic events and are
eligible for up to 4 tickets per sporting event.



**BINGO HERE! BINGO THERE!
BINGO EVERYWHERE!**

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

Tuesday, February 15, 2011
Wednesday, March 23, 2011
Wednesday, April 20, 2011
Wednesday, May 4, 2011

**Always at noon! Always in Salomon Hall!
Please feel free to bring your lunch**



Soles 4 Souls Shoe Collection

Please join the Department of Human Resources in supporting the Athletics Department in their Shoe Drive to help the needy.

All types of new or gently used shoes are acceptable: running, dress, sandals, pumps, heels, work boots, cleats & flip flops.

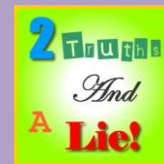
**Your shoe donations may be dropped off in HR --
Maher 101 until Thursday, February 24, 2011.**



Are you looking for a way to energize your department meetings? Looking for a way to encourage collaboration with newly formed teams or committees? Looking to re-energize a group after lunch? **Icebreakers can be a positive addition by energizing the group, initiating creative thinking, and encouraging involvement.** When is the best time to facilitate an icebreaker? They can be used in many ways:

- At the beginning of a meeting to help members become acquainted and begin the session with a fun activity.
- After lunch to engage the group during the mid-afternoon fatigued feeling.
- After a difficult or intense session to release tension.
- After assigning members to work with people they do not know well to facilitate group interaction.

Here is a fun and easy icebreaker that you can facilitate at your next meeting:



Two Truths and a Lie: A fun way to do introductions, a great afternoon energizer and a great way for people to get to know one another a bit better.

Group Size: Ideal for 10-15. Divide larger groups.

Use for: Introductions at a meeting, in the classroom, when forming a new committee, etc.

Time Needed: 15-20 minutes

Materials Needed: None

Instructions: Tell the group that each person will introduce him or herself by stating two truths about their life and one lie. The rest of the participants will guess which statement is the lie.

Example: "Hi, I'm Melissa. I love to skydive, I talked to Cher in an airport coffee shop, and I speak four languages."
Instructions provided By Deb Peterson, About.com Guide

If you have any questions about this icebreaker or other ideas that you use and would like to share with us, please feel free to contact us at ext. 6619 or ex. 2722. You can also e-mail us at usdtraining@sandiego.edu.

Employment

(Karen Briggs, ext. 2764)



As we start a new year, the employment services team wants to extend our appreciation to all the hiring managers, search committees and department coordinators for their valued participation in the recruitment process. Your diligence and cooperation when coordinating efforts with our team are essential for a successful hiring.

Hiring the ideal candidate to fill a vacancy is not an easy task; however, when time confirms that the employee selected is a perfect fit to a position and to a department, it is extremely rewarding. (This is a win-win situation for the employee, for USD and for the people we serve).

As part of our continued commitment to you during the recruitment process, in the near future, we will be exploring many possibilities in an effort to perfect and make the current process a more efficient one. Some ideas we will be exploring and presenting to you for discussion and feedback are:

> The creation of an ongoing recruitment for Administrative Assistants and/or Executive Assistants that will generate a list of eligible and available candidates to be considered for hiring without the need to open a new recruitment each time a vacancy exists.

> Establishing a transfer list for internal employees that, for whatever reason, including having reached their full potential growth in a particular position, are willing and eager to move on and utilize their KSA's (knowledge, skills and abilities) in a different department or program as they continue their career development plan at USD.

You may think that, in this economy and with so many people out of work, employers will have a better candidate pool without the need for advertisement. That may be partially true; however, we want to emphasize the importance of searching for candidates and advertising for a position in the appropriate places. Our team is always willing to help you strategize the best advertising plan, not only to obtain a good quantity of applications, but to attract the qualified applicants that you are looking for. We know that advertisement can be costly, but there are many free advertisement sites available that can generate a great applicant pool.

As another way to assist you with your recruitment needs, we would like you to share information about any anticipated vacancies in your department with us so that we can keep those positions in mind when we attend job fairs. Attending a job fair can be less expensive than posting an employment ad and is a way for the employer to advertise themselves to jobseekers. It is also an efficient way to be exposed to a lot of people in a short amount of time. In a job fair, we can find people who are a potential fit for an open position and for future positions. The key is to maintain ties with prospective employees. As we look forward to serving you in 2011, we feel confident that we can anticipate another successful hiring year.

HRIS

(James Li, ext. 2923)



The audit reports for the Affirmative Action Plan are now completed.

HRIS is currently working on the Annual 2010 Total Compensation Statement for all benefit-based employees. The statements should be available on Oracle Employee Self Service in March 2011.

Work has begun on the upgrade project for Oracle EBS R12. The new release introduces many improvements in i-Recruitment, Learning Management, and Manager Self Service. HRIS is actively testing the latest release with product users.

Please note that Risk Management can now be found on the HR website.



The University of San Diego's Parking Services has announced its first **VANPOOL PROGRAM from North Inland County**.

If you are ready to save money on gas, arrive to work relaxed and not have to look for a parking space, just contact Parking Services at <http://www.sandiego.edu/parking> to learn more about the vanpool program.



Navigating the Candidate Interview: Questions

The candidate interview is one of the most important parts of the hiring process. Managers strive learn valuable information about the candidate's experience and potential to contribute meaningfully to USD. **But we must also be mindful about questions that cannot be asked during the interview process.** Questions that refer to a candidate's protected class status (ex: race, gender, religion, sexual orientation, etc.) are illegal, even if not asked in a direct way. The chart on the right details some common pitfalls.

Keep in mind that an applicant may volunteer information relating to a protected class on his or her own (example: an applicant mentioning during the interview that he is Jewish or gay). In this situation, hiring managers should avoid asking any follow-up questions relating to the protected class and the information must not factor into the decision-making process.

It is also important to avoid inappropriate/illegal questions while outside of the interview room. This includes while picking up an applicant from the airport, at a lunch or dinner, or walking to and from the interview room. **Additionally, avoid comments about a candidate's protected class when discussing potential candidates during search committee meetings and/or hiring meetings.**

For additional information on interview questions, please feel free to contact me at momar@sandiego.edu or extension 7408.

Topic	Discriminatory Questions	Legal Questions
Citizenship/ Nationality	Are you a US citizen?	Can you provide proof of eligibility to work in the US? <i>(If used, this question should be asked of all applicants.)</i>
	Where were you born?	
	Where is your family from?	
	How long have you lived here?	Can you speak a second language? <i>(This is only appropriate if the position requires knowledge of a second language and must be asked of all applicants.)</i>
	What is your native tongue?	
	What kind of name is ----- ?	
Religion	What is your religion?	Can you work on weekends? <i>(This is only appropriate if the position requires someone to work on weekends and must be asked of all applicants.)</i>
	Which church do you attend?	
	What holidays do you celebrate?	
Age	How old are you?	Are you over the age of 18?
	When do you plan to retire?	What are your long-term career goals?
Marital/Family Status	Are your married?	Do you have any responsibilities that might conflict with job attendance or travel requirements? <i>(If used, this question should be asked of all applicants.)</i>
	Is this your maiden name?	
	Do you have children or plan to?	
	Will you return to work after maternity leave?	What are your long-term career goals?
	What are your child care arrangements?	
Disability/ Physical or Mental Health	Do you have any disabilities or chronic illnesses?	Are you able to fulfill the responsibilities and requirements of this position with or without a reasonable accommodation? <i>(If used, this question should be asked of all applicants.)</i>
	How did you become disabled?	

