



# **New Hire and Relocation Guide**



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## The Role of Human Resources

USD's Human Resources is a group of individuals dedicated to excellence, who have the responsibility to provide leadership and support to the University. With the goal of maintaining and improving productivity and effectiveness consistent with the University's goals and missions, we have provided an extensive list of departmental contacts.

**Location:** Maher Hall, Room 101  
**Phone:** (619) 260-4594  
**Fax:** (619) 260-4630

**Hours:** 8:30 am-5:00 pm, Monday-Friday  
**24-hour Job Line:** (619) 260-4626  
**Email:** [hr@sandiego.edu](mailto:hr@sandiego.edu)

### HR General

Assistant VP & Chief HR Officer	Karen Briggs	2764	<a href="mailto:karenbriggs@sandiego.edu">karenbriggs@sandiego.edu</a>
Executive Assistant	Karen Rose Oropeza	2721	<a href="mailto:koropeza@sandiego.edu">koropeza@sandiego.edu</a>
Customer Service Assistant	Sharon Cayetano	6611	<a href="mailto:scayetano@sandiego.edu">scayetano@sandiego.edu</a>

### Employee Relations/Diversity/Inclusion

Director, Title IX/EEO	Nicole Schuessler	7408	<a href="mailto:nschuessler@sandiego.edu">nschuessler@sandiego.edu</a>
Title IX Compliance & Ed Specialist	Helen Kaiser	2764	<a href="mailto:hkaiser@sandiego.edu">hkaiser@sandiego.edu</a>
Employee Relations Manager	Adriana Garcia	2718	<a href="mailto:agarcia@sandiego.edu">agarcia@sandiego.edu</a>
Employee Relations Coordinator	Michelle Rohde	6619	<a href="mailto:mrohde@sandiego.edu">mrohde@sandiego.edu</a>
Human Resources Coordinator	Maria Lopez	8883	<a href="mailto:cardenas@sandiego.edu">cardenas@sandiego.edu</a>

### Compensation & Benefits

Director, Compensation & Benefits	Janie Carolin	2723	<a href="mailto:jcarolin@sandiego.edu">jcarolin@sandiego.edu</a>
Benefit Programs Manager	Bruce Akins	7408	<a href="mailto:akins@sandiego.edu">akins@sandiego.edu</a>
Benefits Analyst	Conchita Waite	2737	<a href="mailto:cwaite@sandiego.edu">cwaite@sandiego.edu</a>
Benefits Assistant	Belen Mendoza	2983	<a href="mailto:belen@sandiego.edu">belen@sandiego.edu</a>
Benefits Assistant	Laela Kollar	2711	<a href="mailto:laelakollar@sandiego.edu">laelakollar@sandiego.edu</a>

### Employment & Training

Director, HR Strategy & Services	Bree Gibson	2799	<a href="mailto:breegibson@sandiego.edu">breegibson@sandiego.edu</a>
Employment Services Manager	Amy Gregory	2725	<a href="mailto:amygregory@sandiego.edu">amygregory@sandiego.edu</a>
Employment Services Coordinator	Leah Mikulsky	2770	<a href="mailto:leahmikulsky@sandiego.edu">leahmikulsky@sandiego.edu</a>
Human Resources Assistant	Christian Flynn	6806	<a href="mailto:christianp@sandiego.edu">christianp@sandiego.edu</a>
Transactions Supervisor	Liza Pagdanganan	2724	<a href="mailto:lpagdanganan@sandiego.edu">lpagdanganan@sandiego.edu</a>
Transactions and Records Processor	Amanda Ramey	2731	<a href="mailto:aramey@sandiego.edu">aramey@sandiego.edu</a>
Transactions and Records Processor	Jessa Lopez	2726	<a href="mailto:jessa_m@sandiego.edu">jessa_m@sandiego.edu</a>
Director, Learning & Development	Janice Evelyn	2722	<a href="mailto:jevelyn@sandiego.edu">jevelyn@sandiego.edu</a>
Learning & Development Coordinator	Lynn Levis	2715	<a href="mailto:llevi@sandiego.edu">llevi@sandiego.edu</a>

### HRIS

Director, HRIS	James Li	2923	<a href="mailto:jamesli@sandiego.edu">jamesli@sandiego.edu</a>
Lead HRIS Analyst	Ann Baumann	2736	<a href="mailto:abaumann@sandiego.edu">abaumann@sandiego.edu</a>

## Getting Started at USD

Employees are defined as anyone employed by the university, including faculty, administrators, staff and student workers. All employees are required to fulfill federal and state employment requirements and university requirements in order to work on campus. New employees should review this section to ensure that they have taken the necessary steps to finalize employment. This guide also contains helpful information to answer general new employee questions

## Hiring Paperwork/Procedures

All university employees must complete the required new hire forms and submit their verification of identity and eligibility to work on their first day, or within three business days. The supervisor or designated department representative should walk the new employee to Human Resources (Maher Hall, Room 101) on or before the employee's first day so they can complete their paperwork. They may also follow the links below to print the paperwork. A USD ID number will be generated within 48 hours of submitting completed paperwork to Human Resources. The employee should call Human Resources to obtain their Banner ID number. They should bring the ID number to the Campus Card Office (UC-127) to obtain a USD I.D. New employees may also purchase a parking permit at this time at Parking Services.

### Required New Hire Paperwork:

*The following required new hire forms can be found here:*

<http://www.sandiego.edu/hr/employment-eeo/forms.php>

- Confidential Employee Information
- Employment Eligibility Verification (I-9)
- W-4
- Notice to Employee

## Getting a USD I.D. Card

Some USD services and facilities require a current USD identification card. Your USD I.D. card should be obtained from Campus Card Services (UC-127), usually within the first few days of employment. I.D. cards are used for check cashing, library privileges, use of athletic facilities, sporting events, and other university sponsored events and activities. Carry your card with you whenever you are on campus. Upon your termination, the card must be returned to the university. For more information please visit <http://www.sandiego.edu/campuscard/>



## Computer, E-mail & Telephone Service

New employees are required to have a USD e-mail account. Please call or visit Human Resources 24-48 hours after you have submitted the Confidential Employee Data form to Human Resources with your new hire paperwork to obtain your USD ID number. Once you have your USD ID Number Register/claim an e-mail address by going to: <https://myauth.sandiego.edu/cas-web/login?service> > Select "Register/Claim your USDOne account > Follow the instructions. For assistance with your email account contact ITS at ext. 7900 or visit: [www.sandiego.edu/its](http://www.sandiego.edu/its) For assistance with your telephone and voicemail, contact Telecommunications at ext. 7500 or visit <http://www.sandiego.edu/its/connect/telecommunications/>

## Parking Permits and Instructions

Parking permits are required for all guests, visitors, students, faculty and staff, 24 hours a day, Monday thru Friday. All vehicles parked on campus must properly display a valid USD parking permit and be located in the area appropriate to the permit issued. All vehicles including motorcycles, mopeds and motor scooters require permits. The purchase of a parking permit does NOT guarantee parking space availability. For more information please visit: <http://www.sandiego.edu/parking>

# Campus Map\*

**UNIVERSITY OF SAN DIEGO**

**BREATHE EASY.**  
USD IS A SMOKING- AND TOBACCO-FREE CAMPUS.  
[www.usd.edu/aboutus/breathefree](http://www.usd.edu/aboutus/breathefree)

**WEST ENTRANCE**  
**ADMISSIONS OFFICE**  
**MAIN ENTRANCE**  
**TORREO STORE**  
**LIBRARY**  
**BOOKSTORE**  
**PLAZA AND GARDENS**  
**RESIDENCE HALLS**  
**DINING AND CAFES**  
**GALLERIES**  
**LIBRARIES**  
**PARKING AND TRANSIT**  
**SPORTS**

**ACADEMIC AND ADMINISTRATIVE FACILITIES**

- 1 Administration Office and Career Development Center (Monaghan Hall)
- 2 Alcala Park West - Aerie
- 3 Alcala Park West - Berrifone
- 4 Alcala Park West - Colorado
- 5 Alcala Park West - Durango
- 6 Center Hall
- 7 Copying Library
- 8 Dogfish Alumni Center
- 9 Facilities Management Complex
- 10 Residence Hall
- 11 Goodlight Hall
- 12 Helen School of Nursing and Register Institute for Nursing Research
- 13 Helen University Center
- 14 Hughes Administration Center
- 15 Joan B. Kroc Institute for Peace and Justice
- 16 Loren Hall
- 17 Maher Hall
- 18 Marcheschi Family Child Development Center
- 19 Marcheschi Hall
- 20 Mission Centerwalk
- 21 Mission Records Hall
- 22 Olin Hall
- 23 Pacific Legal Research Center
- 24 Processment Services
- 25 Sacred Heart Hall / BNUC
- 26 Serra Hall
- 27 Shiley Center for Science and Technology
- 28 St. Teresa Center for Family Counseling
- 29 Student Life Pavilion
- 30 Warren Hall

**FORESTS AND GARDENS**

- 31 Bradley Mission Gift and Clinic Center
- 32 East Tennis Courts
- 33 Field House
- 34 Cooke Park / Cunningham Court
- 35 Hogan West Tennis Courts
- 36 Joey Craig Pavilion / McManus Women Center
- 37 Manchester Valley Field
- 38 Pool
- 39 Softball Field
- 40 Tennis Stadium
- 41 Valley Field
- 42 Weight Room

**BOOKSTORE**

- 43 Torres Store

**CAFETERIAS**

- 44 Founders Chapel
- 45 The Commons Cafe

**DINING AND CAFES**

- 46 Aquinas (Mahan Hall)
- 47 Ben's Bites (Mahan House 105 Hall)
- 48 Buddy Mission Gift and Women Center
- 49 La Gran Tostada (Helen University Center)
- 50 La Fabrika (Joan B. Kroc Institute for Peace and Justice)
- 51 Pavilion Dining / Tu Maricabo / Tostad's Lounge (Student Life Pavilion)

**GALLERIES**

- 52 David M. Wiley American Indian Gallery (Cain Hall)
- 53 Estelle Hall Student Life Pavilion
- 54 First Art Gallery (Joan B. Kroc Institute for Peace and Justice)
- 55 Hester Family Gallery and Hester Print Studio (Dougherty Hall)
- 56 Mural Art Center (Central Hall 415)

**LIBRARIES**

- 57 Copying Library
- 58 Pacific Legal Research Center

**PARKING AND TRANSIT**

- 59 Joan B. Kroc Institute for Peace and Justice Parking
- 60 Mission Parking Structure
- 61 Student Residence Hall Parking
- 62 West Parking Structure

**PLAZA AND GARDENS**

- 63 Bishop Leo T. Maher Garden
- 64 Camino Founders Plaza
- 65 Catalina Plaza
- 66 Aspen Plaza
- 67 Garden of the Moon
- 68 Garden of the Sea
- 69 Garden of the Sky / WTI Memorial
- 70 Plaza Mayor
- 71 Plaza Menor
- 72 Plaza San Diego
- 73 Seven Pines
- 74 Teresita Memorial Garden

**RESIDENCE HALLS**

- 75 Alcala Vista Apartments
- 76 Canyon Hall
- 77 Fountain Hall
- 78 Maher Hall
- 79 Newhouse Village Apartments
- 80 Mission A
- 81 Mission B
- 82 Presidio Terrace Apartments
- 83 San Antonio de Padua
- 84 San Bernardino
- 85 University Terrace Apartments

**SPORTS**

- 86 Peace and Justice Theater (Joan B. Kroc Institute for Peace and Justice)
- 87 Shiley Theater (Cain Hall)
- 88 Shiley Theater (Cain Hall)
- 89 Shiley Theater (Cain Hall)
- 90 Visual Arts Faculty Black Box Theater (Cain Hall)

**SPORTS**

- 91 One-Stop Student Center (Presidio Hill)
- 92 Campus Card Services, Student Resources and Regional LED Bank (Helen University Center)
- 93 Outdoor Adventure (Helen University Center)
- 94 Parking Services (Helen University Center)
- 95 Public Safety
- 96 Student Health Center (Mahan Hall)
- 97 Student Life Center (Helen University Center)
- 98 Jenny Craig Pavilion
- 99 University Copy Services Center (Helen University Center)
- 100 Water Information
- 101 Zipcar

**CONTACT INFORMATION**  
FOR MORE INFORMATION: [www.usd.edu/info/ucg](http://www.usd.edu/info/ucg)  
TEAM LISTED: [www.usd.edu/info/ucg/team](http://www.usd.edu/info/ucg/team)

\*Link to campus map: <http://www.sandiego.edu/maps/>

## Tram Services

The USD Tram Service is an on-campus shuttle service that moves students, faculty, staff and visitors to various stops on the campus. The trams run in a circular loop throughout the entire campus as well as short loops (see Blue Route, Red Route, or Yellow Route on the map) to accommodate heavier traffic from Manchester Village and the West Parking Structure. The Tram Service also provides morning and evening service to Old Town Trolley Station. The Tram Service operates full time during the fall and spring semesters and on a limited basis during intersession and summer. The Tram Service is not a bus service and as such do not have an exact time schedule, however, trams are at stops approximately every 15 minutes.

The Tram Service can also be reserved for special events (when trams are available); a request must be received fourteen (14) working days prior to the date of the event. The fee to use a tram is \$80.00 per hour with a two hour minimum. For more information please visit [http://www.sandiego.edu/safety/tram\\_services/](http://www.sandiego.edu/safety/tram_services/)



## Payroll

The university processes two payrolls which are the hourly bi-weekly payroll and the salaried monthly payroll. Bi-weekly paychecks are issued every other Friday after the timecard deadline. Monthly paychecks are issued on the 26th of the month, or the last working day before if the 26th falls on a weekend or holiday. Time card deadlines are listed on the Payroll Calendar. Questions regarding your paycheck may be directed to customer service via email at [payroll@sandiego.edu](mailto:payroll@sandiego.edu), or by phone at (619) 260-4818. For more information please visit: <http://www.sandiego.edu/finance/payroll/>

### ***Direct Deposit***

The university offers employees the option to have their pay automatically deposited in their checking or savings account. Employees still have the option of receiving a pay slip displaying their earnings, but the check will indicate that the money has already been distributed. Direct deposit enrollment can be conducted online, please follow this link for instructions: [http://www.sandiego.edu/finance/documents/signup\\_direct\\_deposit.pdf](http://www.sandiego.edu/finance/documents/signup_direct_deposit.pdf)

## Getting Connected

There are a number of electronic resources available to USD employees. In this section you will find information on how to retrieve contact and department information, access Oracle Employee Self Service and USD's online community, 'MySanDiego'.

### ***USD Directory***

The USD online directory is a useful tool that can help you retrieve contact information for USD faculty, staff, administrators and students as well as department contact information. To access the directory go to: [www.sandiego.edu/directory](http://www.sandiego.edu/directory). The user can select to search 'People,' 'Offices and Departments,' 'Site Index' and 'Social Networking'.

### **Oracle Employee Self Service**

This service allows USD employees to access our employment database to view and update their personal records. Options such as updating personal information (addresses, for example), viewing paylips and W-2's, payroll preferences, viewing benefits, managing their own direct deposit, and viewing career development opportunities are just some of the options employees have when using this system. To access this service, log on to the MySanDiego portal via <https://my.sandiego.edu>, click on the Employee tab in the 'Oracle Applications' channel found in the middle section of the Employee tab. Click on the HR Employee Self Service link. Then log in with your Oracle username and password. If you do not know your username and password there is a "Forgot your password?" link found under the log in area. You will need to provide your USD username, date of birth (MM/DD/YYYY) and the last four digits of your SSN. After providing this information you will click on the Email Password box and your password will be emailed to your USD email address. Use this password to access HR/Employee Self Service. You will be able to change the password provided on your first log in with the password emailed to you.

### **MySanDiego Portal**

MySanDiego is USD's online community created to allow members of the community to access a variety of university information with a single sign-on. USD members can access this resource by entering their "MySanDiego" username and password at <http://my.sandiego.edu>.

### **Benefits**

The university understands that in order to fulfill its mission it requires a highly qualified, and diverse faculty and staff. The university believes that each employee is a valuable asset. Therefore, USD maintains a comprehensive and competitive benefits program for its employees and their dependents in order to attract and retain motivated individuals that will carry out its mission. For more information please visit: [www.sandiego.edu/hr/benefits\\_compensation/](http://www.sandiego.edu/hr/benefits_compensation/)

### **Holidays**

The University observes a total of twelve (12) holidays during the fiscal year:

- New Year's Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve



1 Floating Holiday as designated\*

\*The floating holiday must be used by June 30th of each fiscal year. The floating holiday should be scheduled so as not to impact the operation of the university or to close an entire department on an otherwise normal business day. The requested date to take a floating holiday is at the discretion of the department head to ensure adequate office coverage; however, managers should make every effort to ensure all employees are able to take the floating holiday. Departments will track and report the usage of the floating holiday for employees and, if applicable, assure it is properly reported on the employee's time card. Administrators and staff employees in benefit-based positions are eligible to receive one paid floating holiday each fiscal year, provided the employee is hired on or before November 1. Part-time employees in benefit-based positions are eligible to receive a paid floating holiday on a prorated basis. Employees who are not in benefit-based positions and faculty are not eligible to receive a paid floating holiday.

Academic Holidays refer to the annual holiday schedule for additional academic holidays when classes are not in session but administrative offices are open.

## Education Benefits

### Tuition Exchange

The University offers a Tuition Exchange Scholarship program to eligible children of faculty and staff employees. The program provides undergraduate scholarships to more than 600 participating institutions. Scholarships are not fringe benefits; they are competitive awards. In addition to meeting the admissions requirements of the receiving college/university, some members of the Tuition Exchange Program have additional requirements such as higher academic standards or limit awards to just a few new students each year. Additional information on participating colleges and universities can be found at [www.tuitionexchange.org](http://www.tuitionexchange.org).

### 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. For more information please visit [http://www.sandiego.edu/hr/benefits\\_compensation/education\\_benefits.php](http://www.sandiego.edu/hr/benefits_compensation/education_benefits.php).

## Workers' Compensation

The university strives to provide a safe and secure working environment for all employees. However, if a work related injury or illness occurs, the university shall provide appropriate medical treatment to the injured worker through its workers' compensation program.

The Risk Management and Benefits team is responsible for administering the workers' compensation program. Report all work related injuries or illnesses to your supervisor and to the Public Safety Department as soon as possible following the injury or illness.

## Compensation

The university's compensation policies are designed to meet objectives allowing the university to provide a competitive compensation program that will attract and retain the best qualified employees; ensure that jobs and salaries within the organization bear equitable relationships to one another based on comparability of duties, complexity and scope of responsibilities, and that they are classified to appropriately reflect those relationships. Additionally, the university strives to provide compensation rewards and pay systems that motivate and recognize excellent performance and ensure compliance with all federal and state laws and regulations governing pay.

Staff salaries and pay grades are reviewed on an annual basis, considering such factors as cost of living, market data analysis, workforce supply and demand fluctuations, and federal and state minimum wage guidelines, while recognizing the university's not-for-profit status.

Administrative and executive salaries and pay grades are also reviewed on an annual basis, to ensure compliance with the key principles of the university's compensation plan. For more information please visit: [www.sandiego.edu/hr/benefits\\_compensation/](http://www.sandiego.edu/hr/benefits_compensation/)

## Other Benefits

Other benefits include: Group Insurance benefits, Retirement Benefits, Leaves of Absence, Time Off, Employee Assistance Program (EAP), Wellness Programs, and more! For more information on these programs, please visit [www.sandiego.edu/hr/benefits\\_compensation/](http://www.sandiego.edu/hr/benefits_compensation/)







## **Campus Security – The Department of Public Safety**

The Department of Public Safety is located on the south side of Hughes Administration Hall, and is open 24 hours a day, 7 days a week. The Department of Public Safety supports the mission and goals of the University of San Diego by providing a full range of community-oriented crime prevention and crime control services to contribute to the safety and security of the campus community. This is not a job that we can do alone. Your help is essential.

The university has an all-purpose emergency telephone number to contact the Department of Public Safety, 260-2222. This extension is monitored 24 hours a day, seven days a week, and should be used for all emergency calls on the USD campus, including fire, police, or ambulance service. The telephone operators have instructions about whom to notify for various emergencies. If employees call the fire department or ambulance service directly, it may cause considerable delay or confusion.

## **Working Safely at the University**

If something happens on campus that injures someone, it is important that it is addressed immediately and appropriately. This section reviews procedures to be followed in the event of an injury or emergency.

### **Emergency Procedures**

The Department of Public Safety is committed to providing a safe and secure environment for all USD students, faculty, staff and visitors. In keeping with this commitment and in light of current international issues, we want to remind all campus community members of the University's policy that each person is required to possess a valid USD identification card while on campus. Should the national threat level be increased to "severe" (red), Public Safety will implement a number of additional security precautions throughout the campus. Additional university safety information can be found in the Annual Campus Safety and Security Report. For more information please visit: [www.sandiego.edu/emergency/procedures](http://www.sandiego.edu/emergency/procedures)

### **Workplace Safety**

The Environmental Health & Safety (EH&S) Office provides a comprehensive safety program to insure the environmental health, safety and wellbeing of students, staff, faculty and the campus community. In compliance with applicable laws, the university maintains an Illness and Injury Prevention Program, an Exposure Control Plan that is designed to eliminate or minimize employee exposure to blood or other potentially infectious materials as a result of the employee's job duties, and a Hazardous Substances Communications Program designed to notify and train employees about hazardous substances known to be present in the workplace.

### **Personal Safety**

Always follow these procedures to ensure your safety and the safety of your fellow employees:

- Do not unlock doors in any building on campus unless authorized by your supervisor. The system of locked office doors permits better scrutiny of visitors to campus facilities.
- If your supervisor provides you with keys to your office, do not copy them. If you lose them, report the loss immediately to your supervisor.
- When you leave your job assignment, return the keys to your supervisor or your supervisor's designee. If you work after normal business hours, you may request an escort to your car. Call the Department of Public Safety non-emergency line at 260-7777 to request the escort service.

## Employee Services

Below is a list services available to members of the USD community.

### ***Amusement Park/Movie Discounts***

The University Center Ticket Office offers employees a variety of discounted passes and tickets including movie tickets, Southern California attractions, public transportation, etc. For more information please visit:

[www.sandiego.edu/tickets](http://www.sandiego.edu/tickets)

### ***Athletic Events***

The university fields NCAA Division 1 teams in many different sports. Tickets are available through the Jenny Craig Pavilion Ticket Office and can be purchased via mail, Internet, phone and in-person. For more information please visit: [www.sandiego.edu/jennycraigpavilion/tickets/](http://www.sandiego.edu/jennycraigpavilion/tickets/)

### ***Banking***

There is a full functioning bank (US Bank), located in UC 125 and three ATMs on campus. ATMs are located at the UC, SOLES & Jenny Craig Pavilion Box office. For more information please visit:

<https://www.usbank.com/campus/univ-san-diego.html>

### ***Breastfeeding Facilities on Campus***

The University of San Diego supports breastfeeding mothers by providing a private, comfortable room for nursing. It is open to all students, staff and faculty free of charge. The room comes equipped with a glider, changing table, sink and cleansing supplies. Hours are Monday through Thursday 7am -11pm, Friday 7am – 10pm, Saturday 9am - 10pm, Sunday 9am – 11pm. To learn more about support and resources for mothers on campus, please visit [www.sandiego.edu/womenscenter](http://www.sandiego.edu/womenscenter). You may view other breastfeeding facilities by viewing USD Breastfeeding Facilities.

### ***Campus Cash***

CampusCash is the key to all your purchases and campus services at USD. It is a prepaid declining balance account managed through your USD ID card (Campus Card). To activate your account, all you need to do is make a deposit in any amount you choose. Within minutes you can use your ID everywhere CampusCash is accepted. Purchases are deducted from your account, and your remaining balance is instantly displayed. CampusCash is the safest, fastest, and easiest way to obtain the things you need. For more information please visit:

[www.sandiego.edu/campuscard/campuscash](http://www.sandiego.edu/campuscard/campuscash)

### ***Summer Camps***

USD employees enjoy a 10% discount on USD Summer Camps. For additional information about the summer camp programs visit <http://www.usdcamps.com/>.

### ***Torero Store***

The USD Torero Store is owned and operated by the University of San Diego. This means when you shop at the store you are putting money back into student programs and helping support student jobs. For more information please visit [www.usdtorerostores.com](http://www.usdtorerostores.com)

### ***Zipcar***

Get 24/7 access to zipcars parked right on campus! USD employees can join zipcar for only \$35/year. Visit [www.zipcar.com/usd](http://www.zipcar.com/usd) to reserve your zipcar today. You only need to be 18+ to join. Members age 18-20 can use a dedicated group of zipcars that live on campus. Members age 21+ also have access to thousands of zipcars all around the world.

USD employees receive discounted rates such as:

- \$8/hour rental fee which includes gas
- 180 free miles per day



## **Dining Services**

Dining Services is a not-for-profit auxiliary that proudly serves the students and campus community. USD Dining annually allocates earnings back to the University of San Diego and students. Our nationally recognized, award-winning, dining program includes a variety of unique retail locations, concessions, catering and vending. We are passionate about the food we provide for you each day. Our team includes staff who have been serving USD for over 30 years; chefs trained at world-renowned schools such as the Culinary Institute of America, Johnson & Wales, and the California Culinary Academy; and a management team that is dedicated to creating enjoyable meals and services for each and every customer. For more information please visit: [www.sandiego.edu/dining](http://www.sandiego.edu/dining)

### **Campus Dining Locations:**

#### **Aromas**

- Adjacent to the Immaculata on the 1st level of Maher Hall is USD's award winning coffeehouse located in the heart of campus. Always abuzz with activity, Aromas is the perfect setting to enjoy a beverage with friends without having to leave campus. Alumni-owned Ryan Bros. Coffee is roasted fresh on site; we also offer 21 flavors of tea, tea lattes, Italian sodas, blended drinks and gourmet baked goods.

#### **Bert's Bistro**

- Enjoy our outdoor Barbeque, and hot & cold Sandwiches, Wraps, Sushi, Soup, Salad Bar and a full Espresso and Tea Bar. This spacious bistro is located at the west-end of campus in Mother Rosalie Hill Hall, also known as the School of Leadership and Education Sciences building.

#### **Frank's Lounge**

- Frank's is located on the second floor of the Student Life Pavilion near the art gallery. This is a fun spot to play pool, video games, watch television, study, and grab a refreshment.

#### **La Paloma**

- La Paloma café is located in the Joan B. Kroc Institute for Peace & Justice at the west-end of campus. Enjoy grilled and gourmet sandwiches, unique salads, gyros, soup, a large variety of cold beverages and snacks, an espresso bar and hot breakfast items – available all day. Extensive grab and go options are ideal for meals on the run, or stay and enjoy the view of Mission Bay from the patio

#### **Mission's Café**

- This innovative eatery is conveniently located in the valley residence hall area. The focus is on natural, organic and gourmet products. Dannon YoCream frozen yogurt is featured along with healthy snacks, organic espresso and tea, fresh bagels, and supplementary beverages. Conveniently located within the new fitness center in the valley undergraduate residential area, Missions Café will be the ultimate hang-out for valley residents. Wireless connectivity, a flat-screen TV, and extensive late night hours are a few of the café's many features.

#### **La Gran Terraza**

- The Grand Dining Room within La Gran Terraza features California cuisine with a Mediterranean flair, served in an elegant and comfortable atmosphere. Enjoy the open floor plan, two-sided fireplace, and expansive views of Tecolote Canyon and Mission Bay.



#### **Pavilion Dining**

- Pavilion Dining is home to an array of unique dining concepts that fuse distinct ingredients and flavors to create delicious menus in an inviting environment. Menus were developed in partnership with the [Culinary Institute of America at Greystone](http://www.culinaryinstitute.com). Located in the Student Life Pavilion on the first floor. **Vegetarian** and **Gluten-Free** items are available. For detailed information on dining stations located within Pavillion Dining, please visit <http://www.sandiego.edu/dining/campus/pavilion.php>.

### **Torero Tu Go**

- Torero Tu Go is the recipient of a **Silver Loyal E. Horton Award** (2012) for excellence in dining- presented by the [National Association of College & University Foodservices](#). Food Trucks are all the rage across the country- and now USD is proud to have it's very own. Owned and operated by the University of San Diego Dining Services, **Torero Tu Go is the first college self-operated food truck on the West Coast!** The philosophy behind Torero Tu Go's menu is a reflection of San Diego's historical culinary culture... Kumeyaay Indian, Portuguese, Mexican, Italian and Asian influences represent a celebration of fresh and seasonal local products from the land, rivers and sea.

### **Tu Mercado**

- Located on the second level of the Student Life Pavilion, Tu Mercado offers grocery items of the pantry, fresh and frozen variety. In addition to food, Tu Mercado also offers the essentials for home or campus living, including a retail boutique selling clothing, gifts, books, exclusive USD merchandise and more. Located within Tu Mercado is L'Atelier: A Culinary Workshop, which specializes in smoothies, gelato, coffee, espresso and delicatessen items.



### **Campus Recreation**

As a USD employee, you are entitled to various Fitness Center privileges. In order to utilize the facilities listed below, you must show your employee I.D. Family members can obtain a limited amount of free passes for use at the Sports Center pool, gym, and tennis courts from the Sports Center Recreation Office, 619-260-4533.

Campus Recreation supports the USD campus community in the areas of facilities, programs, and services. We strive to offer quality customer service while continuing to grow and change with the interests of our participants. Our desire to offer something for everyone can be seen in the diverse programming which our department offers. Campus Recreation supports more than 60 credit classes a semester, 12 to 15 Intramural sports leagues, 20+ Sports and Recreation Clubs, a highly popular fitness/wellness program, a variety of aquatic opportunities, and a popular community activities program.

In addition, our facilities offer informal opportunities to participate in our Sports Center and to stay fit by utilizing one of our two Fitness Centers. We encourage individuals to put a little recreation in their life on a daily basis and support this with our motto "LEARN. LIVE. PLAY. THE RECREATION WAY." For more information, please visit:

<http://www.sandiego.edu/campusrecreation/about/>

### **McNamara Fitness Center**

The McNamara Fitness Center, located in the Jenny Craig Pavilion is a wonderful 4,000 sq. foot facility designed to meet the varied needs of the students and staff. The center has a large cardio area that is equipped with treadmills, two types of bikes, two types of stair steppers and the state of the art free runners by StairMaster. The McNamara Fitness Room also offers the new full line of Hoist Fitness machines. Additionally, free weight activities and programs are available. The McNamara Fitness Room is dedicated to enabling the students and staff at USD to meet their fitness goals through the use of the fitness center.



### ***Mission Fitness Center***

The Bradford Lee Bosley Mission Cafe and Fitness Center is 8,515 square foot wellness-focused facility located in the heart of Mission housing. Supporting the mission and values of USD, the center promotes healthy lifestyle choices and social interaction to enhance the total student experience. This center was designed to expand opportunities to strengthen the minds, bodies and souls of the campus community. All three floors meet an increasing student need for additional exercise space and equipment on campus.

### ***Sports Center***

The Sports Center offers: basketball/volleyball gym, swimming pool, tennis courts, fitness/dance rooms, and locker rooms. The Sports Center also houses both the Campus Recreation department and Intercollegiate Athletic department.

### ***Recreation Classes & Fun Leagues***

Recreation classes are designed for the entire campus community at USD. Classes provide students with opportunities to learn new skills and activities, to increase physical strength and fitness, and to provide a balance in daily life. By introducing and encouraging these activities, we hope that you will develop a life-long interest in health and fitness.

The Campus Recreation department offers over 60 recreational classes each semester. You can choose from classes in the areas of: [Sports](#), [Fitness and Wellness](#), [Dance](#), [Martial Arts](#), [Aquatics/Swimming](#), [Mission Bay Aquatics Center](#).

### ***Mission and Ministry***

The division of Mission and Ministry coordinates the university-wide effort to sustain and enhance the distinctive mission of USD as a Catholic university. It serves as a resource for all those interested in acquiring a fuller appreciation of the richness and relevance of our history, mission and core values.

The university community is invited and encouraged to learn more about and come to a deeper understanding of our mission, especially our commitment to integrating intellectual, personal, ethical, and religious formation, by participating in one of the many programs sponsored by the division. These include the annual All Faith Service as well as regular gatherings for faculty and staff.

In recognition of their paramount role in realizing the University mission's, as well as in response to their individual questions and longings, Mission and Ministry coordinates regular gatherings of faculty and staff designed to support their spiritual growth. Once each semester, a late afternoon twilight retreat is offered. These on-campus gatherings include a brief presentation on a spiritual theme as well as time for silent prayer and faith sharing. Similarly, a faculty and staff prayer breakfast is scheduled each semester; these breakfasts invite faculty and staff to reflect on the comments of a guest speaker and to reflect on how those insights may apply to their campus role.

For more information, please visit: <http://www.sandiego.edu/mission/> and <http://www.sandiego.edu/um/worship/>



## ***Libraries***

Employees have access to both the Copley Library, 619-260-4799 and Pardee Legal Research Center, 619-260-4542. A current I.D. card is required for entrance and to check-out materials. Please visit <http://www.sandiego.edu/library/> for Copley Library, and <http://www.sandiego.edu/law/lrc/> for the Legal Research Center, to learn more about services offered. *Interlibrary Loans*: An exchange program with UCSD, SDSU and CSUSM allows library users to access materials at all four libraries without leaving campus. For more information, please visit [http://www.sandiego.edu/library/services/interlibrary\\_loan.php](http://www.sandiego.edu/library/services/interlibrary_loan.php).

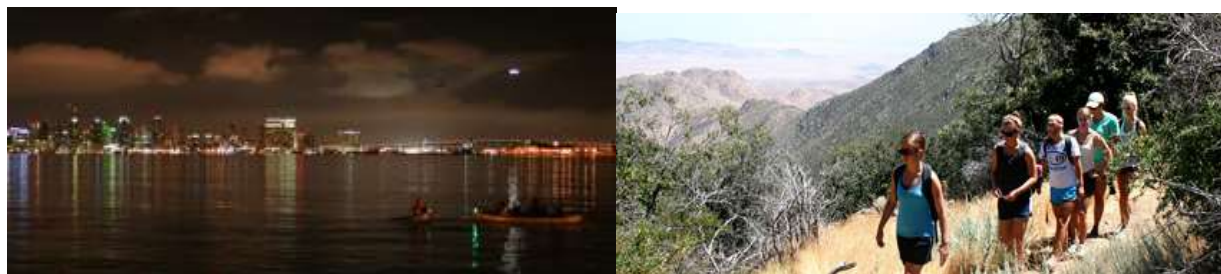


## ***Mail Center***

Employees may purchase stamps and mail packages at the Mail Center, located in Loma Hall, 619-260-2204. However, employees may not receive personal packages on campus. For more information about services offered by the mail center, please visit <http://www.sandiego.edu/mailcenter/services.php>.

## ***Outdoor Programs***

Outdoor Adventures (OA) serves the USD community with opportunities to experience outdoor activities that aim to promote personal growth, leadership development, relationship building and environmental responsibility. OA offers a variety of local, regional and international outings that includes Pre-Orientation Adventure, overnight trips, outdoor recreation classes and day trips around San Diego. They also operate a rental shop and resource center, out of the Hahn University Center, for individuals that choose to venture on their own excursions and need some equipment or guidance. Please call (619) 260-4709 or visit <http://www.sandiego.edu/oa/> for more information.



## ***Policy & Procedure Manual***

The policy and procedure manual is provided by the Office of the General Counsel, which provides legal advice and representation to the University of San Diego. The University of San Diego is one legal entity. The Office of the General Counsel advises the trustees, officers, administrators, faculty and staff, all in their official capacities, on legal issues impacting the University. To access the University Policy & Procedure Manual you can visit the university's General Counsel's website at <http://www.sandiego.edu/legal/policies/> or the Human Resources website at [www.sandiego.edu/hr](http://www.sandiego.edu/hr) and click on Policies & Procedures.

## ***University Copy***

University Copy and Graphics (a.k.a. Print Shop) is available to employees for their personal printing/copying needs, in addition to offering notary services. For more information, please call 619-260-4890 or visit <http://www.sandiego.edu/copy/services/>.

## ***Summer Sports Camps***

During the summer, the university offers many camps for children ages 6-18. Camps include day camps, overnight camps and sports camps of all kinds, and are available for the children of employees at a discount. Call 619-260-4623, or visit <http://www.usdcamps.com/>, for information and fees.

## ***UC Ticket Office***

Employees may obtain transit passes, movie discount tickets, tickets to local attractions, and university event passes at the box office located in University Center. For a complete list of products offered, and for more information, please call 619-260-2727 or visit <http://www.sandiego.edu/tickets/>.



## ***USD Web Site***

The university's web site is located at [www.sandiego.edu](http://www.sandiego.edu) and is a great source of information about the university. Please take the time to familiarize yourself with the resources available to all employees on the web site. You may use the computers available to employees in the libraries, computer labs, Aromas Cafe and in the Human Resources lobby.

## ***University Cashier***

The Cashier's Office is part of Student Financial Services and is responsible for accepting payments made to the university, cashing checks, and processing petty cash requests. University Cashier accepts payments made by students for tuition, room and meal plans, parking citations, transcripts and other miscellaneous payments. The University Cashier offers check cashing for employees. University policy permits personal checks to be cashed with a limit of \$100/day. They do not cash payroll checks or third party checks. **Note:** A \$25 returned check fee will be charged to any check that is returned uncollected.

## Settling In to USD and the City of San Diego

We understand that moving can be stressful in addition to the responsibilities of a new job. Below is information that can make settling into your new environment a little easier, including information on child care, local schools and how to take care of other important relocation details.



### ***Change of Address***

You can change your address with the post office online at <https://moversguide.usps.com/>. You can also visit the local post office at 2150 Comstock St., San Diego, CA 92111. For more information you can call 1-800-ASK-USPS.

### ***Manchester Family Child Development Center***

The Manchester Family Child Development Center is located near the entrance to Tecolote Canyon. Its goal is to offer a safe and enriching environment in which children can share, grow and learn in multi-age groups. It offers a rich, stimulating setting that is warm and supportive for each child's individual learning pace. The Center enrolls children of University students, employees and alumni as well as children from the general community, aged 2½ years through 5 years. The Center is open year round and offers full or half-day enrollment two, three or five days per week. The Center welcomes Field Experience and Practicum students from the Schools of Leadership and Education Sciences and Nursing as well as Psychology. Students from all majors are invited to volunteer at the Center. In addition, the children come to the main campus often for special events like trick-or-treating and department tours.

For additional information, employees can visit the Manchester Family Child Development Center webpage at <http://www.sandiego.edu/soles/centers/mfcdc/> or call 619-260-4620.

### ***Local Schools***

San Diego City Schools is the local public school district for the area surrounding USD. If you would like information on the schools closest to your residence within this district, please visit their website at <http://www.sandi.net/> to obtain more information and contact listings.

If you live within San Diego County, but not within the San Diego City School District area, you can visit the San Diego County Office of Education website at <http://www.sdcoe.k12.ca.us/> to obtain information about your local school district.

There are also a number of private schools in the area. For more information about private Catholic schools, visit the diocesan website at [www.diocese-sdiego.org/school.htm](http://www.diocese-sdiego.org/school.htm).

### ***Local Neighborhoods***

USD is centrally located in the city of San Diego. For information about nearby neighborhoods, please visit [http://www.sandiego.edu/oiss/resources/life\\_at\\_usd/neighborhoods\\_in\\_san\\_diego.php](http://www.sandiego.edu/oiss/resources/life_at_usd/neighborhoods_in_san_diego.php).



## **Vehicle Registration and DMV Information**

For information on obtaining a California Driver's License, and in-state vehicle registration, please visit the California DMV website's "New to California" webpage at <http://www.dmv.ca.gov/newtoca/newtoca.htm>

- For information on registering an out-of-state vehicle, please visit <http://www.dmv.ca.gov/pubs/brochures/howto/htvr9.htm> and reference this helpful checklist <http://www.dmv.ca.gov/vr/checklists/outofstate.htm> for completing registration.
- For information on obtaining a California Driver's License, please visit [http://www.dmv.ca.gov/dl/dl\\_info.htm#two500](http://www.dmv.ca.gov/dl/dl_info.htm#two500).

## **Public Transportation**

There are a number of options available to employees who would like to utilize San Diego's Transit System. Public transportation can be convenient and quick depending upon where you are commuting from. Below you will find information about the various options in San Diego County. For additional information about San Diego's public transit system, employees can visit the Metropolitan Transit System's website at <http://www.sdcommute.com/>.



### **Trolley**

The San Diego Trolley is known for its reliability, safety, and convenience. Often called San Diego's "moving landmark", the Trolley is also a fun way to get around, whether commuting to work, traveling to the International Border, or heading to Centre City's shopping, restaurants, harbor and historic attractions. The San Diego Trolley now serves historic Old Town, California's birthplace, as well as Mission Valley, Fashion Valley, and Qualcomm Stadium at Jack Murphy Field. USD offers free shuttle service between campus and the Old Town Transit Center. The shuttle leaves USD from the west side of Colachis Plaza every 30 minutes between 6:30 and 10:00 am and 3:00 and 7:00 pm. The shuttle stops at the SOLES building and the lower parking lot on the way to Old Town. The shuttle leaves Old Town approximately every 30 minutes between 6:45 and 10:15 am and 3:15 and 7:15 pm. Discounted monthly bus/trolley passes are available at the University Center Ticket Office.

### **Coaster**

The North County Transit District welcomes you aboard the Coaster. The reliable trains link communities and travelers from Oceanside to San Diego, with additional stops in Carlsbad, Encinitas, Solana Beach, Sorrento Valley and Old Town. This service is a comfortable, convenient, and dependable way to travel between coastal North Country and San Diego. For information on adjoining transit, personalized commute planning and disabled services, call 1-800-coaster (1-800-262-7837). For the Hearing Impaired call 1-800-722-4889 TTY. Visit their website: [www.gonctd.com](http://www.gonctd.com). All coaster tickets and passes may be purchased via credit card by calling: 1-760-966-6500. You can visit their website at [http://www.gonctd.com/coaster\\_fares.htm](http://www.gonctd.com/coaster_fares.htm).