



HUMAN RESOURCES UPDATE



- AVP/Central Support ● Benefits Services ● Classification/Compensation ● Employment Services
- Employment Immigration & Tax ● Equity & Diversity ● Payroll ● Personnel Support Services
- Organizational Development/Training ● Labor Relations ● Personnel Services ● Safety & Risk Services

A newsletter from the Human Resources Service Group to the campus community of San José State University

In this edition...

- Class/Comp update... page 2**
- From the Compliance Unit... page 2**
- Payroll news... page 2**
- From Employment Services... page 3**
- Concern: EAP... page 3**
- PERS Retirement Workshops Info... page 3**
- News for Non-Immigrant Employees... page 4**
- From Org. Development/Training... page 5**
- Human Resources Directory... page 6**

News From Benefits Services...

TSA: Changes of contribution to Tax Sheltered Annuity programs received in Benefits Services before the end of the month will be effective the following month. Please note that the December 2003 paycheck is issued January 1, 2004, and is therefore part of the 2004 tax year. For the 2003 tax year, you have seven months (May through November) to make any adjustments.

Dental benefits: We have been experiencing problems with dental plan coverage being inappropriately cancelled for some employees. If this should occur, please contact Benefits Services immediately. As a reminder, review deductions on your paycheck each month to confirm that all appropriate deductions (health, dental, TSA, etc.) have been taken. Contact your Benefits Service Representative for more information:

(A-L)*	Chris Jasper	924-5454
(M-Z)*	Anita Vasquez	924-2271

*Provides service to employees by last name

News From Labor Relations...

Three unions are preparing for contract negotiations. The Academic Professionals of California (Unit 4) contract will expire on June 30, 2003, and preparations for negotiation on a successor contract are under way. California State Employees Association (Units 2, 5, 7, and 9) and the California Faculty Association (Unit 3) have negotiated in their current contracts to negotiate salary and benefits each year for the life of their current contracts.

From the AVP...

First of all, our thanks to the huge team that provided their many skills and talents to make our move from Building BB to the 3rd Floor of the UPD Building happen! The move was on time and on budget, an amazing accomplishment. It really did take teamwork to make this dream work. Last steps include reconfiguring the Payroll space and give them additional light. They are waiting anxiously for the changes to occur and we are grateful for their patience. As we expected, UPD has turned out to be great neighbors and friends and we thank them for making us feel welcome.

Other announcements, be sure you are checking your monthly pay warrants (pay stub). Reviewing your pay receipt will help you track your vacation and sick leave accruals. Please remember accruals are about one month behind. Besides tracking your vacation and sick leave, you can check to insure you have the appropriate deductions and benefit coverage. If you find the information is incorrect, immediately contact our Benefits office at 4-2260.

Benefit problems continue to plague our university as well as other CSU campuses. Automatic changes to medical programs are one major cause but it is unclear why that cancels some employees' dental plans. There are two things you can do, first check your pay warrant to verify benefits and secondly, call immediately if your selected plan does not appear. Some campuses have asked employees to call carriers directly with problems but are not finding that to be successful. Problems can sometimes take 6-8 weeks to correct, so early notification to our Benefits Team is critical.

There have been some questions about absence reports and who needs to complete one. Each employee is required by State Administrative Regulation 8539 to report all attendance and absences. This simply means each month each employee must sign and date a time sheet reporting his/her attendance. The regulation has been in effect for years and we have been notified that our campus must comply. Additional information is forthcoming regarding this issue.

Please keep calling me with ways we can improve our services to meet your needs.

Respectfully,

Dona Bertain, Associate Vice President
Human Resources Service Group

News from Classification & Compensation...

As we quickly approach the beginning of the new performance review cycle, the Classification and Compensation Unit would like to remind all managers that we are here to assist you with Position Description development. Some helpful reminders:

- The Tool Time for Writing Effective Position Descriptions is on Thursday, May 1, 2003, from 11:30am-1:00pm in UPD 332. Bring your lunch and questions!
- Check out the Classification and Compensation Unit web page for information on Position Descriptions at http://www.sjsu.edu/hr/classcomp/position_descriptions.html.
- To find the latest version of the Staff Position Description Template go to http://www.sjsu.edu/hr/forms/orgdev/Staff_Position_Description_Template.doc.
- If you need assistance with the template, the Position Description Guidelines are available at http://www.sjsu.edu/hr/forms/classcomp/Guidelines_For_Position_Descriptions.pdf.

The Classification and Compensation Unit is also available to provide group workshops for department managers and department chairs. Please call 924-2186 for more information.

News From the Compliance Unit...

Welcome Risk & Insurance Specialist: George Sabino

The Human Resources Service Group welcomed George Sabino, new Risk & Insurance Specialist, to campus in February. George brings over 15 years of risk and insurance experience to SJSU. George is available to help campus departments obtain insurance such as special events liability insurance and foreign travel liability insurance. To obtain information and forms for both special events liability insurance and foreign travel liability insurance, visit the Human Resources website at www.sjsu.edu/hr/safetyrisk.

Human Resources Service Group Website...Ever Changing, Ever Growing!

The Human Resources Service Group website is ever changing. We have added an index for your convenience. Don't forget, the documents on the site are continuously updated so please refer to the site for the latest version of the document you need.

News from Payroll Services...

Master payroll is disbursed from 9:00-11:00 a.m. in Human Resources in accordance with the Paydays established by the campus (available on the HR website under Payroll Calendars and Deadlines). However, Direct Deposit posting days are established by the State Controller's Office and may vary from month to month. We recommend you check with your financial institution to determine when the funds will be available in your account.

<u>Pay Period</u>	<u>Direct Deposit Posting Day</u>
April 2003	05/01/03 Thursday
May 2003	06/02/03 Monday
June 2003	07/01/03 Tuesday
July 2003	07/31/03 Thursday
August 2003	09/02/03 Tuesday
September 2003	10/01/03 Wednesday
October 2003	10/31/03 Friday
November 2003	12/02/03 Tuesday
December 2003	01/02/04 Friday

As a reminder, pay checks for students and other hourly employees are disbursed from 9:00-11:00 a.m. in the Bursar's Office, SSC, on the 14th of the month. If the 14th falls on the weekend, checks will be available on Friday, the 13th, or Monday, the 15th.

CalPERS Long-Term Care

Open Enrollment for the CalPERS Long-Term Care Program is April 1 through June 30, 2003. The Human Resources Service Group offers a seminar on the program on Tuesday, June 10, 2003, at 10:00 a.m. in BBC 32. CalPERS Long-Term Care Program Representative Kathy Sanchez, who will explain the program, distribute application kits, and answer questions, will give the hour-long presentation. To reserve a space, contact Suzanne Sundholm at 4-2283 or sundhsu@sjsu.edu. To order an application kit prior to the seminar, call the CalPERS Long Term Care Program at 1-866-651-8801.

From the Employment Services Unit...

Employment Services has implemented a University Emergency Hire and Temporary Applicant Pool Program that will allow departments that have received approval from the Partial Hiring Freeze, to hire a temporary employee in a position up to 180-days. Guidelines and a request form have been developed and will be available on our website at www.sjsu.edu/hr/ on April 21, 2003. Until then, please contact Marcela Bolaños at 4-2268. To assist you in determining the type of hire, the following temporary appointments/hires are available:

University Emergency Hires: A department may use an Emergency Hire in the event a department has a sudden position vacancy that requires immediate staffing to continue essential operations. This process allows the department to recommend a qualified person to fill the position up to 90-180 days, pending a full recruitment process (applies to all classifications excluding MPP's).

Temporary Applicant Pool: A department may use the Temporary Applicant Pool in the event a department has a sudden position vacancy within the Administrative Support Assistant I, II, and/or Administrative Support Coordinator I classification, or has a need for additional support within those classifications. Using the Pool will allow departments to immediately fill a position up to 180 days on an hourly basis and continue essential operations. Employment Services will provide departments with qualified and interested applicants who have been interviewed and tested (applies to the ASA I, ASA II, and/or ASC I classifications).

Casual Workers: A Casual Worker can be hired when a department has part- or full-time temporary and intermittent hourly work that is not bargaining unit work, and it meets the non-exempt criteria of the Fair Labor Standards Act (FLSA), e.g. proctoring an examination, or modeling for an art class.

For further information about temporary appointments

CONCERN: Employee Assistance Program

There will be two more CONCERN: EAP Financial Finesse seminars this spring. Investment Basics, which includes information on inflation, basic investment choices, and risk versus reward, will be held on Monday, April 14.

Retirement Basics, which covers information on planning your retirement, creating a sound financial plan, and overcoming obstacles to a successful retirement, will be held on Wednesday, June 4. Both seminars will be from 9:00 a.m. to 11:00 a.m. in Room 332 of the UPD Building. Attendees will be able to sign up for a free, one-hour one-on-one meeting with a financial planner. Since seating for the seminars is limited, contact Suzanne Sundholm at 924-2283 or sundhsu@sjsu.edu to reserve a space.



Did you know...

- the Student Assistant Appointment form can be downloaded from the HR website at <http://www.sjsu.edu/hr/>
- you can refer to your active position list when hiring student assistants? It is a tool that can be used to identify your department's PeopleSoft position numbers.
- to separate/terminate a student assistant from your attendance sheet, you should cross off the student's name and write 'separated' next to it?

PERS Retirement Planning Workshops

The last PERS Retirement Planning Workshops this spring will be held on Wednesday, May 7. There will be two sessions, 10:00 a.m. to 12 noon and 2:00 p.m. to 4:00 p.m. The sessions are identical and will be held in Room 332 of the UPD Building. If you are interested in learning how retirement compensation is determined, how to choose the date to retire, and what your retirement options are, contact Suzanne Sundholm at 924-2283 or sundhsu@sjsu.edu to reserve a space.

Please Note: The PERS Mountain View Regional Office presents Retirement Planning Workshops at their office and at field locations other than San José State University. These are open to all PERS members. You may also be interested in checking the CalPERS website (www.calpers.ca.gov) or calling PERS directly at (877) 720-7377 for more information.

Take Our Daughters and Sons To Work Day

Take Our Daughters and Sons To Work Day is Thursday, April 24. This is a national event that began in 1993. San José State University employees with children between ages 9 and 15 are invited to bring their children to work that day. There will be a barbeque at noon at the 7th Street Barbeque Area with prizes, face painting, and entertainment by the University Police Department.

If you are interested in participating and you didn't receive a flyer and sign-up sheet in the mail, contact Suzanne Sundholm at 4-2283 or the Human Resources office at 4-2250.

From Employment Immigration/Non-Resident Tax...

IMPORTANT NEWS FOR 2003!

In recent years, the Internal Revenue Service (IRS) has instituted significant changes in the reporting regulations for employers of non-immigrant individuals. These changes require that SJSU comply with specific federal tax withholding guidelines when making payments to individuals classified as nonresident aliens. Payments affected by these IRS rules include, but are not limited to: compensation, wages, honoraria, consulting fees, scholarships, fellowships, stipends and some reimbursements for travel and other expenses.

In order to comply with these rules, SJSU is required to identify all individuals classified, under the federal tax guidelines, as nonresident aliens, who receive payments from the university. The individuals effected not only include the non-immigrant faculty, staff, and students who receive payments from the university, but it may also effect non-citizen visiting scholars and invited lecturers who receive compensation for their services.

The tax assessment process began in January with the Spring 2003 new hires. By the middle of April, a letter will be mailed to all current non-immigrant employees with information regarding the assessment process. If you have, not received a letter and feel you should have or if you have questions regarding the nonresident alien tax process, please contact Penny Anderson, Immigration & Nonresident Alien Tax Specialist, at 4-2262 or email her at anderso@sjsu.edu.

WE'RE ALL RESPONSIBLE FOR SAFETY

You know that OSHA, the U.S. Occupational Safety and Health Administration, holds the university responsible for complying with many regulations designed to protect your safety. But did you know that OSHA also assigns you a number of very important safety responsibilities? According to OSHA, you must:

- Follow OSHA and university safety and health rules.
- Use assigned personal protective equipment.
- Report hazardous conditions to your supervisor.
- Report job-related injuries or illnesses to your supervisor and get medical attention.
- Take safety training seriously.

Hats Off To You!

The 36th Annual Staff and Management Service Recognition Awards Luncheon will be held on **Thursday, October 9, 2003, from 12-2:00 p.m. in the Barrett Ballroom of the Student Union.** Be sure to check the updated list below of this year's honorees. If you, or someone you know, should be on the list, please let Suzanne Sundholm (924-2283) know. We need YOU to help us make sure the list is complete!

15 years

Dr. Robert Baer
Joseph Becker
Shawn Bibb
Ray Brooks
Miranda Chow
Michael Condon
Ted Cunningham
Aldo Derosé
Michele Gendreau
John Gorvad
Patrick Ho
Vanetia Johnston
Jeanine Jones
Patrick Joyce
Maria Kaanapu
Kevin Kelley
Altaful Khan
Samuel Koplłowicz
Bruce Kravitz
Thanh-Huong Le
Charles Lee
Minh Mai
Janice Mao
Jerry Mimnaugh
Stephen Mansfield
Caryn Murray
Robert Park
Lolita Powell
Vivienne Ralls
Janet Redding
Sophia Santos
Rae Ann Stahl
Elvia Vasquez

20 years

Steven Calhoon
Jacqueline Cowden

20 Years con't

Kevin Johnson
Mary Lewis
Nhan Luu
Shannon Maloney
Alice Martin
Meredith Moran
Patricia Nieto
Barbara Pence
Jonathan Prince
Consuelo Rodriguez
Richard Santos
Rose Wilson

25 years

Cecelia Aguilar
Randall Anderson
Ruth Bermea
JoAnn Bonacorsi
John Bradbury
Rahima Chan
Luigi Covelli
Terri Eden
Marilyn Fratto
Marilyn Kupcho
Samuel Monroe
Joseph Pesek
Gerald Pierson

30 years

Ric Abeyta
Theresa Barajas
Carol Selter
Carol Swanson
Yoshiko Toyosaki

35 years

Richard Loforti
Margaret Wilkes

SPRING EMPLOYEE FUN PACKS NOW AVAILABLE!

Fun Packs for spring are now available from Human Resources. Packs include discount coupons for Six Flags Marine World, Magic Mountain, the Santa Cruz Beach Boardwalk, and many other great discounts! Call 4-2250 to have your Fun Pack sent to you.

THE ANNUAL PERFORMANCE REVIEW PROCESS FOR STAFF AND MPP EMPLOYEES IS JUST AROUND THE CORNER!

(see calendar below for both staff and MPP process)

Organizational Development and Training provides the following resources and services for the campus as we prepare for the annual process:

- The latest forms and guidelines are available on the HR web site www.sjsu.edu/hr/training
- Consultation on the process and the use of all forms
- Workshops scheduled during April/May/June to review each of the major components of the process (look for dates and registration information on the HR web site www.sjsu.edu/hr/training):

<u>Topics</u>	<u>Audience</u>
Writing and Updating Position Descriptions	Managers/Workleads
Setting Goals and Expectations	Managers/Workleads
Giving Performance Feedback	Managers/Workleads
Writing More Effective Goals	All Employees
Reviewing the Staff Process	All Employees
Reviewing the MPP Process	MPPs / Confidentials

Please contact either Deborah Weakland 4-2142 or Traci Willard 4-2141 for more information.

ANNUAL PERFORMANCE REVIEW PERIOD: MAY 1 – APRIL 30

Important Campus Staff Performance Review Dates

Submit optional Pre-Performance Review Worksheet by:	May 15	All Units
Conduct Staff Performance Review Conference by:	June 20	All Units
Submit Staff Performance Reviews to Division Vice President Office by:	June 30	All Units
Submit Division Staff Performance Reviews to Human Resources by:	July 15	All Units
Conduct Interim Progress Review Conferences during:	October/November	All Units

Important Campus MPP Performance Review Dates

Complete MPP self-assessments by:	May 30	All Divisions
Conduct MPP Performance Review Conferences by:	June 30	All Divisions
Submit MPP Performance Reviews to Division Vice President Office by:	July 18	All Divisions
Submit Division MPP Performance Reviews to Human Resources by:	July 31	All Divisions
Conduct MPP update meetings during:	November/December	All Divisions

AVP/CENTRAL SUPPORT:

General Information 924-2250/Fax: 924-2284
 Dona Bertain, Associate Vice President 924-1116
 Zayna Fakhreddine, Assistant to the AVP 924-2138
 Michael Mok, Admin. Operations Specialist 924-4497
 Patricia Turner, Project Specialist 924-2259
 Steven Hernandez, Data Analyst 924-7237
 Suzanne Sundholm, Events/Vol. Prog. Coord. 924-2283
 Daniel Lopez, Information Representative 924-2258
 Tanuja Pradhan, Information Representative 924-2135

BENEFITS:

Chris Jasper, Lead Representative (A-L)* 924-5454
 Anita Vasquez, Representative (M-Z)* 924-2271
 Marie Garcia, Technician 924-2260

CLASSIFICATION & COMPENSATION:

Lucille Surdi, Manager 924-2256
 Ekta Vyas, Analyst 924-7783
 Irene Wong, Analyst 924-2186
 Joan Torne, Coordinator 924-2251

COMPLIANCE:

Brad Davis, Manager 924-2140
 Vacant, Equity & EEO Manager
 Hannah Israel, Equity & Diversity Coordinator 924-1115

EMPLOYMENT SERVICES:

Cynthia Arreola, Manager 924-2254
 Marcela Bolaños, Assistant 924-2268
 Susan Bradford, Assistant 924-2143
 Rosario Gaspar, Assistant 924-2263
 Sarah Jackson, Assistant 924-2264

IMMIGRATION/NON-RESIDENT TAX:

Penny Anderson,
 Immigration/Non-Resident Tax Specialist 924-2262

LABOR RELATIONS:

Carolyn Nakao, Specialist 924-2261

ORGANIZATIONAL DEVELOPMENT & TRAINING:

Deborah Weakland, Specialist 924-2142
 Traci Willard, Coordinator 924-2141

PAYROLL:

Jackie Garcia, Specialist 924-1708
 Nellie Militante, Lead Service Representative 924-1706
 Ligaya Barber, Technician 924-1713
 Sonja Roybal, Technician 924-1710
 Erin Sisti, Technician 924-1711
 Reuben Soto, Technician 924-2281
 Barbara Vernon, Technician 924-1709
 Vacant, Technician

PERSONNEL SERVICES:

Celeste Kitagawa, Director 924-2272
 Gloria Rios, Lead Service Representative 924-2252
 Michele Steele, Service Rep. (A-F)* 924-2153
 Kristine Fallorina, Service Rep. (G-L)* 924-1703
 Stacy Perez, Service Rep. (M-R)* 924-7785
 Maggie Carrera, Service Rep. (S-Z)* 924-2253
 Vacant, Assistant 924-2130

SAFETY & RISK SERVICES:

Michaux Burchard, Safety Coordinator 924-2155
 Rick Casillo, Workers' Comp. Specialist 924-2149
 Chandra Gowda, Environ. Health Coord. 924-2152
 George Sabino, Risk & Insurance Specialist 924-2151
 Jamie Van Brocklin, Assistant 924-2150

*Provides service to employees by last name

WE CANNOT BE WHAT WE WANT TO BE BY REMAINING WHAT WE ARE!