

STUDENT EMPLOYMENT OPTIONS *during COVID-19*



WELCOME

UC San Diego

PRESENTERS:

- **Jessica Ison, Principal HR Analyst, Vice Chancellor Student Affairs**
- **Kris Hergert, Executive Director, Career Center**
- **Mary Lewis, Student Employment Manager at UC San Diego**
- **Patricia Mahaffey, Assistant Vice Chancellor, Student Life**
- **Brandon Chulaluxsiriboon, Work/Life Senior Analyst, Central HR**

MODERATOR:

- **Dulce Amor L. Dorado, Director, International Students & Programs Office**

ADMINISTRATIVE LEAVE POLICY

<https://ucnet.universityofcalifornia.edu/news/2020/01/executive-order-re-paid-administrative-leave-03-16-20.pdf>

- **Emergency Declaration led to Executive Order from President Napolitano on **March 16, 2020**.**
- **Executive Order authorizes ability to grant up to **128 hours** of paid Administrative Leave in certain circumstances.**
- **Effective **March 1, 2020****

<https://career.ucsd.edu/jobs-experience/student-employment/>

CIRCUMSTANCES WHICH PERMIT USE OF PAID ADMINISTRATIVE LEAVE:

- When the employee is unable to work because the employee or a family member has a COVID-19 related illness.
- When an employee is unable to work because the employee has been directed not to come to work for COVID-19 related reasons.
 - Employee claims to be more medically sensitive to COVID-19 or lives with someone more medically sensitive to COVID-19.
 - For other accommodations contact the Office of Students with Disabilities (OSD)
<http://osd.ucsd.edu/resources/covid-19.html>
- When an employee is unable to work because of a COVID-19 related school or daycare closure that requires the employee to be at home with a child or dependent.

****NOTE:** Remote work may be offered when operationally feasible, during any of the above scenarios.
Administrative Leave may be used when remote work is unavailable and any of the above circumstances apply.

ADMINISTRATIVE LEAVE USAGE:

- The number of hours for employees who work less than full-time shall be **prorated** according to the percent of the appointment
 - Lookback period on actual time worked from (4) bi-weekly pay periods
- May be used in blocks or intermittently based on need
 - May still use other accrued leave options
 - May be used in increments (to the next quarter hour for non-exempt)
- Subject to pre-approval by supervisor or manager
- Must be used no later than **December 31, 2020** or end date of employment, whichever is sooner

HR'S GUIDE TO MAKE WORKING REMOTELY WORK FOR YOU

HR's Guide to Making Working Remotely Work for You

UC San Diego HUMAN RESOURCES

Making Working Remotely Work for You:

Set Boundaries

- Let others who may be at home with you know when you are available and when you are not, just as you would in the office. Same goes for phone calls and messages.
- Plan for caring for those who need you, children, parents and others, in advance. Talk to your manager about how you will balance your work and other responsibilities.
- Sometimes it takes having a focused conversation to help others understand that you are at work even when you are at home during your scheduled hours.
- Set realistic expectations for your own productivity and utilize breaks to stretch, notice what's going right, step out into Nature, and try some online mediation apps.

Plan Your Day

- Create or continue your To Do lists. Take time for intentionally recognizing what was accomplished that day.
- Boost productivity by creating opportunities for a change of pace during your day.

Plan Your Space

- Ergonomics matter – Go to the [EHRIS resources page](#) to take the online training and set up your work spaces safely.
- Create work zones – Clearly define where work does and doesn't happen. It is important to be able to intentionally go to work and to leave work, even if it happens in the same space.
- Where possible, consider creating more than one work space; if you want to be able to adjust as needed throughout the day.

Structure is the Key

- Plan structured time to get up and move. One way to get help is to subscribe to "Get Up Tritons!" for daily messages at 10am and 2pm.
- Rituals matter. Get out of bed with enough time to dress for work and have a moment for yourself.

Communicate

- Plan for time to connect with others. It's easy to get so heads-down during busy times that you can become isolated without planning time for regular interaction.
- Increase your communication. Let your team and your stakeholders know what you're working on through regular communication.
- Set up regular check ins with teammates and use a variety of channels: phone calls, Zoom, email, Skype, Slack or whatever works best for you. Be open and creative!

COVID-19 Information for Staff at UC San Diego Webpage

blink

HOME | [Human Resources](#) | [Employee Services & Resources](#) | [Novel Coronavirus \(COVID-19\) Information](#)

COVID-19 Information for Staff at UC San Diego

Last Updated: March 25, 2020 2:05:37 PM PST

Get information and resources for UC San Diego staff pertaining to the 2019 Novel Coronavirus (COVID-19).

- [Temporary Remote Work](#): Guidelines and resources for working remotely, including [business resources](#), [Temporary Remote Work Assessments](#) and [Technology Tools for Remote Work](#).
- [Administrative Leave](#): Information regarding the Executive Order issued on 3/16/20 by UC President Janet Napolitano.
- [HR Guidance for Staff Employees and Supervisors](#): Step-by-step guidance for responding to specific scenarios.
- [Recruitment and Onboarding](#): Guidance on navigating hiring and onboarding.
- [Sick Leave](#): Information about sick leave, paid time off for illness, other types of medical leave, and bereavement leave for eligible employees.
- [Staff Resources for Mental Wellbeing](#): Details about counseling services offered by the Faculty and Staff Assistance program, including [appointment scheduling](#).
- [IPPS Operations](#): Status updates about IPPS logistics, travel, strategic procurement and disbursements.

If you have questions, contact the Human Resources Employee Relations team at employeerelations@ucsd.edu or (858) 534-4115.

*Please note: the information on this page pertains to UC San Diego campus staff employees. Health Sciences and Health System employees should contact [Health Human Resources](#) for guidance and information.

*Expand all

- Temporary Remote Work
- Administrative Leave
- Human Resources Guidance for Staff Employees and Supervisors**

Scenario 1

Employee exhibits symptoms of COVID-19.

Call Occupational Health/Healthcare provider for assessment and determination if in-person visit or referral to personal health care provider:

- If Occupational Health/Healthcare provider says COVID-19:
 - Other remote work, if appropriate.
 - Employee may use Admin Leave, sick leave, vacation leave or other accruals.
- If Occupational Health/Healthcare provider says no COVID-19 and employee is well, employee may return to work without note.
- If Occupational Health/Healthcare provider says no COVID-19, but employee is otherwise ill, employee may use Admin Leave, sick leave, vacation leave or other accruals, if not ok to work remotely.

Scenario 2

Employee has in the past 14 days been to a Level 3 country¹ (and is therefore excluded from in-person work activities) or is unable to come to work due to public health or University-required quarantine or self-isolation measures.

- Other remote work, if appropriate.
- Employee may use Admin Leave, sick leave, vacation leave or other accruals.

Scenario 3

Employee "A" is worried that Employee "B" may be infected with COVID-19.

Absent Scenario 1 or 2, advise Employee "A" of resources to support concerns or anxiety and reiterate the guidance from the Office of the President. [View guidance for UC locations concerning COVID-19.](#)

https://blink.ucsd.edu/_files/HR-tab/supervising/Making%20Working%20Remotely%20Work%20for%20You.pdf

<https://blink.ucsd.edu/HR/services/covid-19/#Human-Resources-Guidance-for-St>

Employee Relations: EmployeeRelations@ucsd.edu

CAREER SERVICES:

What is Handshake? How to use it?

- **Handshake is a platform that students can use to search a variety of on-campus jobs (including work-study) and off-campus full-time, part-time, and internship opportunities.**
- **Every department has Handshake Job Entry preparers; hiring supervisors/managers can check with their department's Human Resources staff, they will post your opportunity on Handshake.**

CAREER SERVICES:

What is Handshake? How to use it? cont.

Provide them with the following information:

- Detailed job description (provide as much detail as possible to obtain qualified applicant pool)
- Minimum qualifications to perform duties
- Days/Hours per week
- Is work-study required or preferred?
- Desired future Start Date (or ASAP)
- Any special conditions of employment?

Include this statement on all Remote Work Opportunities:

"This is a remote work opportunity – you must have your own computer/laptop and internet connection."

"HOW TO APPLY" INSTRUCTIONS

(resume and/or cover letter, or create an external application-Google form)

SEO recommends including the following instructions for cover letters to include:

- 1. Days/times you are available to work**
- 2. PID number**
- 3. Email address you check regularly**
- 4. Phone number**
- 5. Work-study award amount (if applicable).**

CAREER SERVICES:

What Remote Employment Options are Available for Spring 2020?

- **Via the Handshake system, the Student Employment Office assists UC San Diego students seeking part-time employment on-campus**
- **We've included 8 PDF slides that we'd like to walk through to explain how to find jobs on campus on Handshake.**

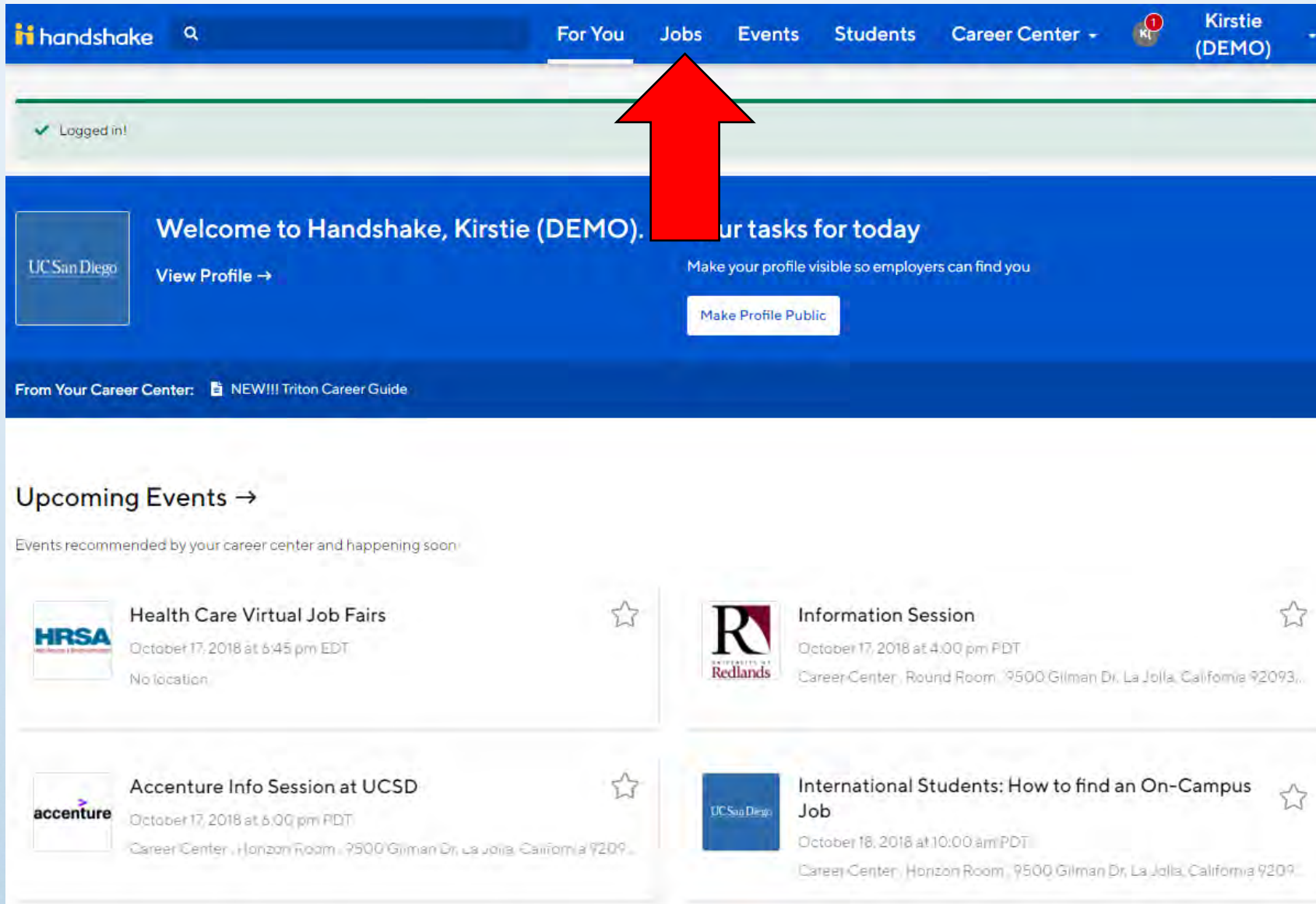
Now...where do I find the jobs?

Handshake

<https://ucsd.joinhandshake.com/>



Handshake Landing Page



The screenshot shows the Handshake landing page for user Kirstie (DEMO). The navigation bar at the top includes 'handshake', a search icon, and tabs for 'For You', 'Jobs', 'Events', 'Students', and 'Career Center'. The 'Jobs' tab is highlighted with a red arrow. Below the navigation bar, there is a 'Logged in!' status bar. The main content area features a welcome message: 'Welcome to Handshake, Kirstie (DEMO). Your tasks for today'. It includes a 'View Profile' link, a 'Make Profile Public' button, and a notification from the Career Center: 'NEW!!! Triton Career Guide'. The 'Upcoming Events' section lists four events:

Event Name	Date & Time	Location
Health Care Virtual Job Fairs	October 17, 2018 at 6:45 pm EDT	No location
Information Session	October 17, 2018 at 4:00 pm PDT	Career Center, Round Room, 9500 Gilman Dr, La Jolla, California 92093
Accenture Info Session at UCSD	October 17, 2018 at 6:00 pm PDT	Career Center, Horizon Room, 9500 Gilman Dr, La Jolla, California 92093
International Students: How to find an On-Campus Job	October 18, 2018 at 10:00 am PDT	Career Center, Horizon Room, 9500 Gilman Dr, La Jolla, California 92093

Note: New jobs are updated and posted on a daily bases, you should check Handshake regularly.

STEP 1:

Click on “Jobs” to see all on-campus employment

How to Search For On-Campus Opportunities

handshake

For You Jobs Events Students Career Center Kirstie (DEMO)

Job Search Job Search Applications Employers On-Campus Interviews

Job Title, Employers, or Keywords City, State, or Zip Code

Full-Time Job Part-Time Internship On-Campus 2 Filters Clear All

Popular searches for majors
human resources • sales • analyst • research • marketing • intern • engineer • teacher • entry level • associate

1-25 of 123 items Relevance

UC San Diego Lab Asst (Pasquinelli lab) / STDT 3
UC San Diego 5 Reviews
Part-Time On Campus Student Employment Apply before Friday, 10/19
La Jolla, CA All Employer Preferences Match
Tae, Tiffany, Kenil and 197 others have worked here


UC San Diego PCE - Sustainability Student Assistant / STDT 3
UC San Diego 5 Reviews
Part-Time On Campus Student Employment Apply before Monday, 11/12
La Jolla, CA All Employer Preferences Match
Tae, Tiffany, Kenil and 197 others have worked here

STEP 2:

Filter: “Part-Time” and “On-Campus” to view UCSD all on-campus opportunities.

You can also use keyword “**remote**” in search field, or click on “Filter” scroll down to “Labeled by my school”, select “remote”. This will display all jobs that have been labeled as remote work by Student Employment Office.

Example Of Handshake Job Posting



Professional Development Intern / STDT 3

UC San Diego

9500 Gilman Dr, La Jolla, California 92093, United States

Higher Education

Seasonal Part-Time On Campus Student Employment (9/24/18 - 6/30/19)

5,000 - 10,000 employees

\$13.00 per hour

Apply on-campus/interstate

Applications close on November 2nd at 4:55 pm

[Favorite](#) [Apply](#)

Job Description

Under the supervision of the Undocumented Student Services Assistant Coordinator, the student will develop, plan and coordinate academic and professional development opportunities for undocumented students. Activities may include conferences, workshops, talks, tutoring sessions, among other activities. The intern will be responsible for day-to-day operation tasks at the Undocumented Student Services Center, such as welcoming students, answering calls, organizing and maintaining a welcoming space, and participating in events. Intern is expected to learn about all programs and services offered by Undocumented Student Services and conduct presentations on these topics. Student must demonstrate leadership and potential to contribute to the mission and development of Undocumented Student Services.

Regular office hours for the Undocumented Student Services Center (USSC) are 9am - 4pm. Interested students must have flexibility to work morning & afternoon, sometimes evening shifts, to accommodate events & workload leading up to those events. USSC will provide advanced notice for scheduling purposes.

Job Responsibilities:

- Seek professional development opportunities across campus for undocumented students.
- Develop, plan, and coordinate events that focus on professional development.
- Gather data on the activities conducted on a monthly basis and provide a summary to supervisor.
- Day-to-day operation tasks at the Undocumented Student Services Center
- Welcoming students, answering calls, organizing and maintaining a welcoming space, and participating in events.
- Learn about all programs and services offered by Undocumented Student Services and conduct presentations on these topics.
- Hours for the position are 10-15 hours per week

Employer Preferences

You match all of UC San Diego's preferences




- ✓ Majors
- ✓ GPA
- ✓ School Year

Profile Strength

Fill out your profile to stand out against other applicants!

[Update Profile](#)

Similar Jobs

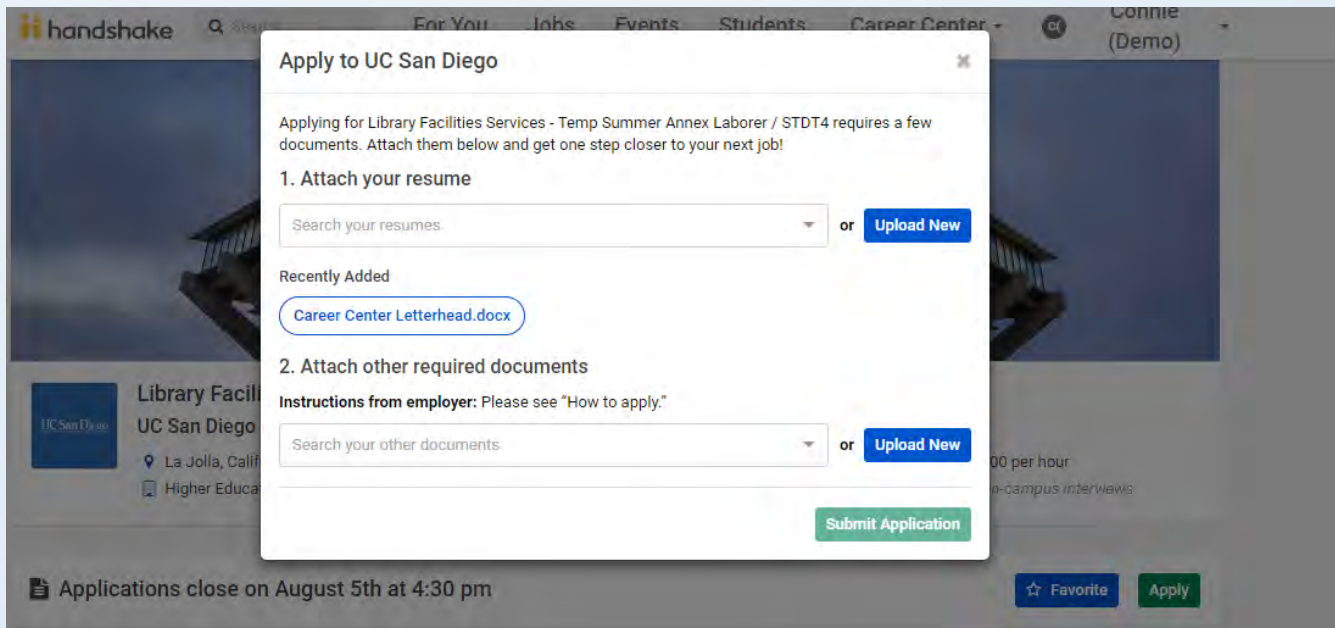
-  Professional Development Progr...
Unum
5 locations
-  Professional Development Progr...
Unum
5 locations
-  Professional Development Progr...

FAQs

1. Where is the job number?

Secure | https://app.joinhandshake.com/jobs/1555222?ref=web-app-job-search&search_id=56da26e8-28db-4edb-ab47-abea68c74ee1

2. What is “other document required?”



Apply to UC San Diego

Applying for Library Facilities Services - Temp Summer Annex Laborer / STDT4 requires a few documents. Attach them below and get one step closer to your next job!

1. Attach your resume

Search your resumes or [Upload New](#)

Recently Added

[Career Center Letterhead.docx](#)

2. Attach other required documents

Instructions from employer: Please see "How to apply."

Search your other documents or [Upload New](#)

[Submit Application](#)

Applications close on August 5th at 4:30 pm

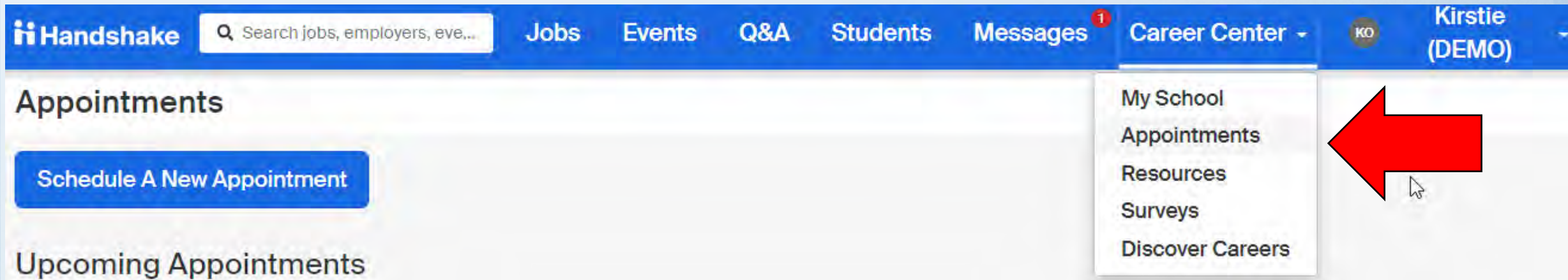
- Often times departments will ask for the job number and/or additional information.
- If departments request additional documents, please make sure to re-read the **How to Apply** and provide all the information requested. You may have to download an additional file.

Individual Student Employment Appointments in Handshake

[For Assistance with any On-Campus Employment inquiry, please schedule an appointment with us on Handshake](#)

STEP 1:

Click on “Career Center” -> “Appointments”
-> “Schedule A New Appointment”



The screenshot displays the Handshake website interface. At the top, there is a blue navigation bar with the Handshake logo on the left, a search bar with the placeholder text "Search jobs, employers, eve...", and several menu items: "Jobs", "Events", "Q&A", "Students", "Messages" (with a red notification badge containing the number "1"), "Career Center" (with a dropdown arrow), and a user profile for "Kirstie (DEMO)" (with a "KO" status indicator and a dropdown arrow). Below the navigation bar, the "Appointments" section is visible, featuring a prominent blue button labeled "Schedule A New Appointment". To the right of the "Career Center" dropdown menu, a red arrow points to the "Appointments" option in the list, which also includes "My School", "Resources", "Surveys", and "Discover Careers". Below the "Appointments" section, the text "Upcoming Appointments" is visible.

Individual Student Employment Appointments in Handshake

STEP 2:

Click on “Student Employment Office” and select your appointment type

STEP 3:

Choose an Appointment Type

Choose a Category

Undergraduate Career Advising
Pre-Law Advising
Pre-Health Advising
DROP IN ONLY
Alumni Career Coaching Event
Alumni Career Advising <small>career coaching for alumni who are within one year of graduation</small>
Student Employment Office

Choose an Appointment Type

On-Campus Employment
Employer Conflict Resolution
Work-study
International Student

Questions about Administrative Leave and student employees

If you would like to know if you are eligible for Administrative Leave as a student employee, you should contact your immediate supervisor to discuss. They will advise you if feasible; supervisor approval is required. This is a conversation you will need to initiate with your supervisor or the human resources staff in your department if they have not already reached out to you.



Contact Us:

If you would like to submit a general question you can email us:

Student Employment Team

- Mary Lewis
Student Employment Manager
- Rachel Stokes
Student Employment Analyst

studentemployment@ucsd.edu

BASIC NEEDS ONLINE SUPPORT:

- All students can complete either the **Basic Needs Assistance Form** or the **Intake Form for Lost Wages due to COVID-19 Form**
- The **Lost Wages** form applies to both **On and Off Campus jobs**.
- Both forms will be assessed to provide **individual resource support and suggestions**.



The screenshot shows the 'Basic Needs Assistance Form' interface. On the left is a navigation menu with options: Basic Needs, COVID-19, About Us, Food Security, Housing Stability, Financial Wellness, More, Assistance Event, Information Alerts, and Donate. The main content area is titled 'Basic Needs Assistance Form' and includes instructions: 'If you are a UC San Diego student who is facing challenges with your access to adequate food, stable housing, or financial resources, you're encouraged to complete this form. This form will be assessed to provide individual resource suggestions. The CalFresh assistance, please see the CalFresh link.' Below this, there are fields for Name, Email, Phone, and a 'Need support with?' section with radio buttons for 'Food Security', 'Housing Stability', and 'Financial Wellness'. A large text area at the bottom is labeled 'Please include full description:'.

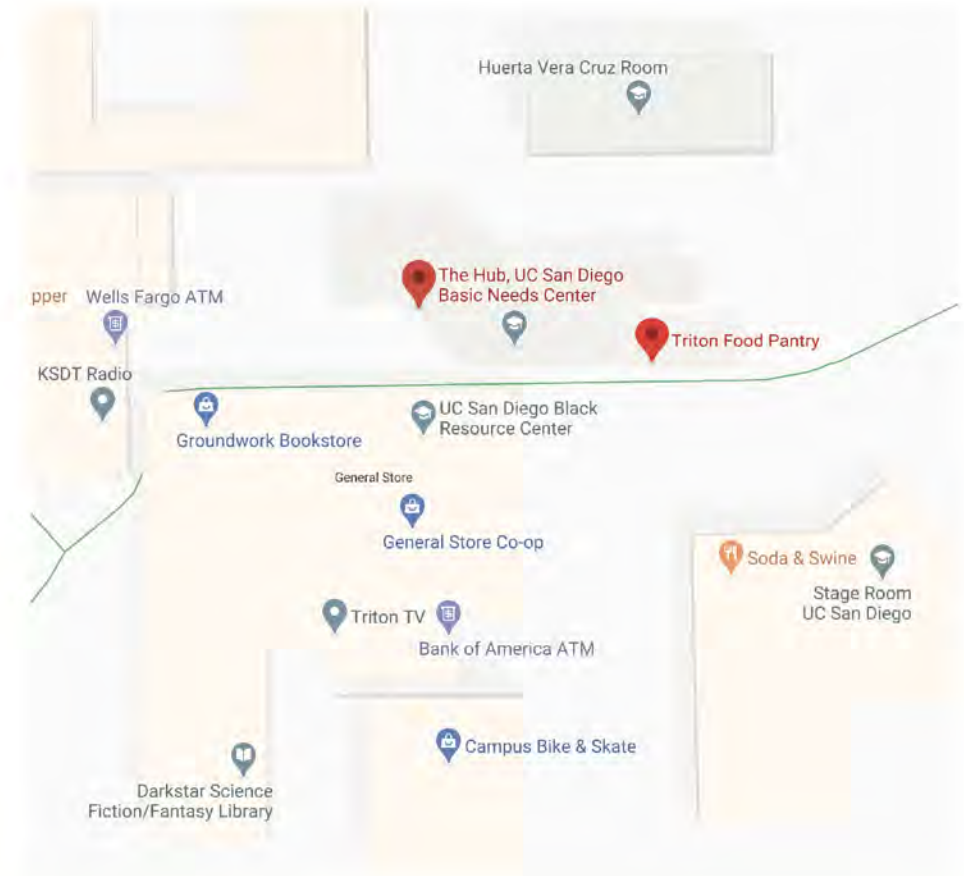


The screenshot shows the 'Intake Form for Lost Wages for Student Employees'. It begins with a heading: 'You can visit VCSA's page for an extensive list of up-to-date information on COVID-19 resources and information.' Below this is the form title and a brief description: 'UC San Diego remains committed to supporting students during these unprecedented times. We recognize that students may be experiencing a loss of wages due to existing financial hardships. There may be existing options for you to provide you with financial assistance.' The form includes a disclaimer: 'Complete this form only after you have contacted your employer regarding possible additional income options based on remote work availability (and administrative leave/un-used Federal Work Study hours described in campus communications). We will be reviewing these submissions on an ongoing basis and will be in touch with you regarding follow up and/or questions. If you are experiencing a financial crisis unrelated to loss of wages, please fill out the Basic Needs Assistance Form on the Basic Needs Website.' The form fields include Name, Email, Phone, 'What is your hourly wage?', 'How many hours a week do you work on average?', and 'How much do you generally make in a week?'.

<https://basicneeds.ucsd.edu/forms/intake-lostwages/index.html>

BASIC NEEDS QUESTIONS?

- **Email basicneeds@ucsd.edu or Call 1-858-246-2632**
- **Stop by! WE ARE OPEN!**
 - **Emergency Meals and Emergency Groceries**
 - **Personal Care Products**
 - **Tooth Brushes/Toothpaste, Soap, Razors, Deodorant, Lotion, Laundry detergent pods, Hair care products for a spectrum of hair types**
 - **Feminine Hygiene Products**
 - **Diapers and Baby Wipes**
 - **We follow all proper food safety protocols and cleaning for refreshments offered in our center.**



grocery shuttle

IT IS HAPPENING!

Check the Basic Needs website for the weekly occurring shuttle.

Basic Needs Services – WE GOT YOU!

<https://basicneeds.ucsd.edu>

CAMPUS RESOURCES

- <http://osd.ucsd.edu/resources/covid-19.htm>
- <https://ucnet.universityofcalifornia.edu/news/2020/01/executive-order-re-paid-administrative-leave-03-16-20.pdf>
- <https://career.ucsd.edu/jobs-experience/student-employment/>
- https://blink.ucsd.edu/_files/HR-tab/supervising/Making%20Working%20Remotely%20Work%20for%20You.pdf
- <https://blink.ucsd.edu/HR/services/covid-19/#Human-Resources-Guidance-for-St>
- <https://ucsd.joinhandshake.com>
- <https://basicneeds.ucsd.edu/forms/intake-lostwages/index.html>
- <https://basicneeds.ucsd.edu/>

Who should I contact to find out how much administrative leave I may be eligible to use?

An employee's first contact should be their supervisor or local Business Office. Employees may also contact their HR Representative or Timekeeper.

What if I was recently hired but haven't started my first day yet?

Employees should contact the hiring manager or local Business Office. Employees may also contact their HR representative.

Who is responsible for advising students how many administrative leave hours they are eligible for and who is responsible for keeping record of those hours?

Employees should be notified by their local Business Office and/or their supervisor regarding administrative leave eligibility and availability of hours. An employee's local Business Office, HR representative or Timekeeper will be responsible for recording administrative leave usage.

For administrative leave, does the employee need to provide any documentation in regards to daycare/school?

No, in this instance employees are not required to submit documentation in order to apply administrative leave. However, an employee must still submit the request through their supervisor and provide a reason to use the administrative leave. The reason must be a qualifying circumstance per the Executive Order re: Administrative Leave.

What if my hours were reduced, can I use administrative leave to make up for this?

If remote work is not available and work hours have been reduced due to a COVID-19 related circumstance, administrative leave may be available to apply to this scenario. Employees should consult their supervisor or local Business Office to seek use of administrative leave.

As a supervisor, is there a change we need to make to a current student employees' position or is there a form they need to fill out for a student employee to continue their work remotely?

Yes, supervisors who are assigning any employees to work remotely should complete the Temporary Work Agreement found on the COVID-19 Blink webpage with each employee.

Questions?

Q&A PANELISTS

UC San Diego

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THANK YOU!

