



Berkeley Staff Assembly

Campus Update
December 2014

BSA Leadership Stories Event

The BSA Programs and Events committee held the inaugural Staff Leadership Stories event on November 7, 2014. Police Chief Margo Bennett and Assistant Registrar James Collins spoke about their personal experiences based on the theme "Embracing the Unexpected." Following their personal stories, participants were encouraged to ask questions and continue the dialogue. Due to the positive feedback of attendees, the hope is to make this an annual occasion. This event is the first in a speaker series of four events that will also include the annual Chancellor's Chat, planned for April 2015.

Staff Ombuds Office Biennial Report

Sara Thacker, Director of the Staff Ombuds Office, presented the 2012-2014 Biennial Report to BSA on November 13, 2014. UC Berkeley is the only UC to have a separate ombuds office just for staff. The Staff Ombuds Office provides neutral, confidential services and a safe place for staff to voice concerns, understand conflict, and find effective ways to respond. Based on general observations from its caseload, The Staff Ombuds Office provides regular feedback to the University officials and campus community. The number one issue over the last two years, as in previous years, was respect and civility. Other top workplace concerns include work styles, general climate, excessive stress, and job/role clarity.

Meeting with BSA Sponsor, AVC of HR Jeannine Raymond

BSA's Sponsor, the AVC of HR Jeannine Raymond, met with BSA on October 23, 2014. Among the topics discussed were supervisor/manager training, future workforce needs, pay equity among staff, and staff development. Berkeley is piloting a new opt-in management training program. The program is designed to assess the manager's knowledge of how to supervise and of all of the rules and regulations, find out if they put that knowledge into practice, and provide long-term coaching to develop any weak area.

Staff Appreciation and Recognition Programs

The Vice Chancellor for Research recently announced the Staff Appreciation and Recognition (STAR) Plan for 2014-15. This recognition program allows supervisors, managers, and other campus individuals to acknowledge special accomplishments or one-time events for non-represented staff employees. The plan includes Spot Awards (\$500), designed to recognize special contributions as they occur (or "on the spot"); and Achievement Awards (10% of the employee's salary, up to \$10,000) designed to recognize sustained, exceptional performance above and beyond normal performance expectations.

Open Enrollment and Medical Information Day

UC Berkeley HR hosted a Medical Information Day on November 7, 2014 in conjunction with Open Enrollment. UC-sponsored medical plan representatives for 2015 were available to answer questions and provide printed plan material to assist in making Open Enrollment selection(s). In addition to Medical Information Day, staff were encouraged to call central HR Benefits with their general information questions, schedule one-on-one sessions with benefits staff, and view the educational videos on the UCNet Open Enrollment Website.

CalTime Launch

On November 1, 2014, Berkeley rolled out CalTime, the campus standard timekeeping system, to all non-exempt staff. It was already in use by exempt employees and their supervisors. This will make it possible for UC Berkeley to share one common, automated tool for recording and approving time worked, and to eliminate more than 60 different timesheets and scores of manual, mostly paper-based processes being used across the campus. Berkeley is also standardizing pay cycles and work schedule options. This change paves the way for Berkeley to join in system wide benefits tracking known as UC Path.

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