STUDENT EMPLOYMENT OPTIONS during COVID-19
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


- 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 Making Working Remotely Work for You

UC San Diego

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. Set times for phone calls and messages.
- Plan for some quiet time with family, friends, parents, and others to advance. Talk to your manager about how you will balance your work and other responsibilities.
- Sometimes it takes being a focused community 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 what breaks to take. Choose what’s going to work, relax, and try some active scheduling apps.

Structure is the Key
- Plan structured time to get up and move. One way to get started is to subscribe to "Get Up Trimmed" 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 the time to connect with others. It’s easy to get lost in emails during busy times that you are busier, and it’s not clear how to handle such time.
- Minimize your communication. Let your team and your colleagues know what you’re working on and through regular communication.
- Set up regular check-ins with teammates and use a variety of tools, including phone calls, Zoom, email, Skype, Slack, or whatever suits best for you.

Plan Your Day
- Create or continue your To-Do lists. Take some time for intentionally recognizing your accomplishments.
- Boost productivity by creating opportunities for a change of pace during your day.

Plan Your Space
- Create work stations.
- Fully utilize your own phone calls, laptops, and other tech.
- Let your space be able to coexist with work and home needs. Don’t expect the same
- Be able to create space and environment that suits you best if you want to work in a space that you are not used to.

Appendix:
- Go to the UC San Diego resources page to make the most of the tools and resources available.

UC San Diego

COVID-19 Information for Staff at UC San Diego Webpage

Employee Relations: EmployeeRelations@ucsd.edu

https://blink.ucsd.edu/HR/services/covid-19/HR_Human-Resources-Guidance-for-St
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

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

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

Applications close on November 2nd at 4:55 pm

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.

Profile Strength

- Major
- GPA
- School Year

Employer Preferences

You match all of UC San Diego preferences

Similar Jobs

- Professional Development Program
- Undocumented Services
- Professional Development Program
- Undocumented Services
- Professional Development Program
- Undocumented Services
FAQs

1. Where is the job number?

https://app.joinalarmshackle.com/jobs/1555222

2. What is “other document required?”

- 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”
Individual Student Employment Appointments in Handshake

STEP 2: Click on “Student Employment Office” and select your appointment type

STEP 3: Choose an Appointment Type
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.

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.

https://basicneeds.ucsd.edu
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

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

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THANK YOU!