

Staff Assembly Town Hall Questions for Division of Finance & Administration Departments/Services

Please note: The questions and answers posted here do not reflect the complete list of questions asked at the March 26th Staff Town Hall. We are featuring questions whose answers have been provided by the departments and service groups within the Division of Finance & Administration.

	Question	Answer	Resource
1	There have been rumors that those who work at DCC will have to pay for parking. Is this true?	This is still in the process of being assessed and discussed amongst Senior Leadership. When we came into the DCC we communicated that the parking and pay structure would be assessed in 2018 and that is what we are engaged in now. As part of developing a strong partnership with the City of Merced, while public parking is free to the general public, it comes at a cost to the city and the parking garage was built and is maintained at a significant cost to the City of Merced. The University of California, Merced, in order to be a good partner to the City, agreed to pay for a portion of those costs, acknowledging that we would have a significant footprint and impact to public parking in the area. As a result, we currently pay the City of Merced approximately \$70.5k and are looking at proposals for parking passes in order to recoup a portion of that cost.	Identifying unit and/or employee - will update soon.
2	Why staff who work at DCC should have to pay for parking in a free city public structure?	The Facilities Use Agreement between the City of Merced and the Regents of the University of California provides exclusive use of 125 parking spaces in the parking structure. The usage is Monday thru Friday from 6:00 am to 7:00 pm. During those times, the parking structure is not public parking. The cost to UC Merced is \$70,500 annually.	Identifying unit and/or employee - will update soon.
3	Previous Vice Chancellor had said that paying for parking would not happen to those who work downtown.	For DCC residents, you may remember that our previous VC Mendez, sent in a DCC Newsletter 04 – "Your Download on Downtown" dated January 31, 2018: that while there would be no parking fee for DCC occupants and permits would not be issued when we moved in. That parking fees would be re-evaluated during the next parking permit cycle in Fall of 2018. That is where we are now - we are in the re-evaluation period.	Identifying unit and/or employee - will update soon.
4	If parking will be charged does that mean that there will be more security in the garage as there has been vandalism towards cars parked in the structure?	The Merced Police Department is responsible for patrolling the parking structure. Suggestion: Report any vandalism or other crimes to the Merced Police Department and the UC Merced Police Department. A UC Merced police officer is available in the lobby of the	Identifying unit and/or employee - will update soon.

		DCC during normal working hours.	
5	If we are paying for parking in the structure next to DCC is it no longer public?	The 125 parking spaces designated for UCM are not public between the hours of 6:00 am and 7:00 pm, Monday thru Friday. We are working with the city in terms of putting signage that it is UC space during normal business hours.	Identifying unit and/or employee - will update soon.
6	<p>It seems like managers (i.e., directors, assistant directors, etc.) all over campus and at all levels are continuing to advance to the next level (directors -> asst deans, assistant directors -> associate directors, etc.) while those below them continue to stagnate (coordinators, advisors, etc.). Can you explain how this is equitable? Particularly when those who are stagnated ask about reclassification & they are told not to pursue it when the managers clearly did and were recognized.</p> <p>At many institutions there are advancement positions that are posted for internal hire only & advertised to those within the institution. Is there a mechanism for advancing within the institution here at UCM? I rarely (almost never) see internal positions at UCM. Why?</p> <p>I know this is not an HR town hall meeting so this might not be the appropriate place to be asking these questions but it does have an effect on staff morale.</p>	We have an internal policy around promotional activities. UCOP recognized this need. PPSM20 - was updated to include the promotion provision. On rare occasions that provision was used initially - but we are revisiting it because it was not drafted well and we want to ensure that it can be universally applied - so we are currently vetting an improved draft of that so that we can formalize it and publicize it for broad campus use. Employees are allowed to ask for their classification to be reviewed at any time. The employee can submit to HR for that review at any time.	Identifying unit and/or employee - will update soon.
7	Question: How can staff look for opportunities for upward and lateral mobility at our university?	We just extended an offer to a training and development manager. We have been hearing this for some time and we agree with the need. We have a dedicated resource now. Mike example in our Division: Initiatives and big projects are a great way to get supervisory experience for staff.	Identifying unit and/or employee - will update soon.
8	Question: Which unit on campus is responsible for ensuring all divisions have accurate organizational charts? A number of divisions appear to not have	There currently is not a policy that requires a department to keep an updated org chart, but it is required by HR in order for them to complete certain personnel transactions classification and reclassification. We do feel	Identifying unit and/or employee - will update soon.

	any or they are out of date. How can staff navigate the hierarchies of this public university, if org. charts are not available?	that it is the responsibility of the departments to maintain their org chart and it makes for great business practice. There are some departments that receive these services as part of their agreement with ACT.	
9	Question: What is the policy of telecommuting/work from home. Some staff are gone every Friday or Monday and having been doing it for years. How is it fair to all staff?	HR provides guidelines, the decision to approve rests with supervisors and division heads. Not all positions or jobs lend themselves to telecommute/work from home arrangements. We updated the flexible work schedule policy recently. Those can be good options as well. Forms and information is on the Employee and Labor Relations website. We encourage engagement around the topic.	Identifying unit and/or employee - will update soon.
10	Question: Can I work from home when are recovering from Surgery ?	If there is documentation putting an employee on leave for a medical absence. They would not be allowed to perform their work responsibilities until they are released by their physician. There are Labor Laws and UC Policies that provide these protections. Contact Benefits Office or your Supervisor if you have questions.	Identifying unit and/or employee - will update soon.
11	Question: Chancellor Leland sent a campus message a year or so ago about how the campus was facing an \$18M deficit. What is the current budget situation and how could this impact current staff and any growth beyond the recent workforce planning? Thank you	MMR: Over the last several years - yes we've had a central deficit between \$13-\$15M. We are still in the process of finalizing the 2020 Budget. We have measures we are putting in place to address it and lower it. We do have campus approval to bring in approximately 126 positions over the next three years, that were identified and approved that address our new buildings coming online as well as our operations. That is incremental or additional to current staffing levels.	Identifying unit and/or employee - will update soon.
12	Ques4on: Employee attrition has been major issues in some of the divisions within our campus. Has there been anything done to iden4fy the pain points from exit interviews with outgoing employee and correct them.	Made significant progress on exit interviews. We began them starting January of this year, 2019. We have a 70% response rate. This is a higher rate than any of our other UC campuses. We anticipate reporting to be quarterly to our executive leadership for responses in their units. Also a campus report. We can then work with leadership with better information to have a conversation about attrition rates.	Identifying unit and/or employee - will update soon.
13	I have noticed a trend on campus where we are hiring more Chiefs of Staff and a few of them were appointed/promoted without an interview. Our campus is doing a disservice to staff when only a chosen few keep getting opportunities for advancement.	Same as Answer to Q6: We have an internal policy around promotional activities. UCOP recognized this need. PPSM20 - was updated to include the promotion provision. On a rare occasion that provision was used initially - but we are revisiting it because it was not drafted well and we want to ensure that it can be universally applied - so we are currently vetting	Identifying unit and/or employee - will update soon.

	HR is another department where people were promoted as the CHRO was leaving for another institution. It's nepotism at its finest. We not do not have policies on acting vs interim appointments. How can we rebuild the trust that has been lost because of these practices?	an improved draft of that so that we can formalize it and publicize it for broad campus use. Employees are allowed to ask for their classification to be reviewed at any time. The employee can submit to HR for that review at any time.	
14	What does "calibration" mean with respect to Performance Appraisals and Merit?	To support equitable application of appraisal ratings, Human Resources has incorporated a calibration review into the appraisal process. Calibration gives managers within an organization the opportunity to discuss and review consistent application of appraisal ratings within their respective organizations.	Identifying unit and/or employee - will update soon.
15	HR's org chart is published but hard to find, so it would be helpful to have HR lead in this area and make this transparent vs. a hidden document that is hard to find.	Drafting answer – will update soon.	Identifying unit and/or employee - will update soon.
16	What is the current turn around time for re-class requests	Drafting answer – will update soon.	Identifying unit and/or employee - will update soon.
17	After being encouraged to take professional development here I found that many do not even consider it when deciding on promotions. It seems that is not valued. How will professional development, coaching/mentoring be counted? If it's on Halogen or UC Path, will this be checked by those making decisions?	Drafting answer – will update soon.	Identifying unit and/or employee - will update soon.
18	What can be done to correct where favorites have already been inappropriately picked for jobs, without recruitment for which they are unprepared, and issues are arising due to lack of experience?	Drafting answer – will update soon.	Identifying unit and/or employee - will update soon.
19	Have you ever considered 360 degree reviews of the Managers themselves? Staff have performance appraisals but often managers need to be reviewed too.	Drafting answer – will update soon.	Identifying unit and/or employee - will update soon.
20	Earlier HR was referenced as a	Drafting answer – will update soon.	Identifying

	resource for advancement. If an employee has spoken to their management regarding advancement and have not received support, who in HR would the employee reach out to?		unit and/or employee - will update soon.
21	How many people do you have to supervise before you can move up to supervisor? / I have a lot of student employees, how many can equal one FTE so I can become a supervisor with a salary increase?	Drafting answer – will update soon.	Identifying unit and/or employee - will update soon.
22	Is there an equation to how supervising students counts toward a full FTE?	Drafting answer – will update soon.	Identifying unit and/or employee - will update soon.