Indefinite Layoff Assistance

This Document Contains:

• Indefinite Layoff Benefits Checklist

• HR Vice Chancellor Area Contacts

• Employment & Community Outreach Services
  - Preferential Rehire

• Temporary Employment Services Information

• Career Connection Information

• Faculty and Staff Assistance Program Information
  - Staying Resilient Through Tough Economic Times
This checklist explains how your benefits are affected by an indefinite layoff. You may wish to go over this information with your Benefits Office to be sure that you have taken all necessary actions.

Indefinite layoff is considered a separation from UC employment because a date is not specified for return to work. If you are a career employee and have completed your probationary period, you may be eligible for rehire privileges. See page 4.

This checklist does not apply to Managers, Senior Professionals, or Senior Managers, for whom there are no layoff provisions. It also does not apply to career employees who are still in their probationary period. If you are in one of these categories, see the Termination of Employment checklist.

Need Help?
General information, UC publications and forms and detailed plan booklets are available on the At Your Service website (atyourservice.ucop.edu); for your plan enrollments, select “Sign in to My Account,” log on, and then select “Current Enrollments.”

You can also get answers to your questions, detailed plan booklets, forms, and UC publications from the person in your department who handles benefits and from your local Benefits Office.

Indefinite Layoff
Benefits Checklist

When UC Employment Ends

Generally, your participation in UC-sponsored benefits plans stops when your UC employment ends. You may, however, be able to continue some benefits for a limited time. The chart on pages 2 and 3 explains your benefits options in detail.

Retirement Benefits: If you are eligible and want to retire from UC, see the Retirement Handbook and your Benefits Office for information. Note that if you retire more than 120 days after your separation date, you will not be eligible for UC’s retiree health coverage.

Distributions from UC Retirement Savings Program: If you want to take a distribution from your DC Plan, 403(b) Plan or 457(b) Plan, you can do so online at the Fidelity Retirement Services website (www.netbenefits.com) or by phone (1-866-682-7787).

Tax-Deferred 403(b) Loan Program: If you have an outstanding loan, you must either repay it in full or arrange to make monthly electronic funds transfers (EFTs) to Fidelity Retirement Services. Contact them at 1-866-682-7787 for more information.

If you do not take any action within 90 days of your last day on pay status, the outstanding principal will be reported as a distribution and will be subject to income tax and (if applicable) state and federal penalties. Contact Fidelity Retirement Services at 1-866-682-7787 or visit www.netbenefits.com for more information.

Service Credit Buyback: If you are buying back service credit and you are laid off before you complete your buyback payments, you will receive proportional service credit (or a proportional reduction in your noncontributory offset). You may be able to make a lump sum payment before separation on an after-tax basis to complete your buyback. Payments may not exceed an annual limit under IRC §415(c). See your local Benefits Office for details.

If you are leaving UC employment with less than five years of service credit, see your local Benefits Office right away to determine whether you may be able to buy back service credit to satisfy vesting requirements.

Address Changes: If you leave with service credit in the University of California Retirement Plan (UCRP), notify UC HR/Benefits if you change your permanent address.

Beneficiary Designations: In the future, you may wish to change the person(s) you have named to receive benefits from your retirement and savings plans in the event of your death. You may change your beneficiary(ies) at any time online. For UCRP, go to atyourself.ucop.edu and sign in to At Your Service Online. For the Retirement Savings Program, go to www.netbenefits.com.

(continued on page 4)
## When UC Employment Ends

<table>
<thead>
<tr>
<th>Benefit Plan</th>
<th>Benefits Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health and Welfare Plans</td>
<td></td>
</tr>
<tr>
<td><strong>Medical</strong></td>
<td>Coverage ends on the last day of the last month for which premiums are paid. You and/or your eligible family members may be eligible to continue UC-sponsored coverage under COBRA (the Consolidated Omnibus Budget Reconciliation Act of 1985) continuation. You have 60 days from the date you lose coverage by reason of a qualifying event (indefinite layoff), or 60 days from the date you receive notice of your continuation rights (whichever is later), to apply for COBRA/continuation. See the <em>Continuation of Group Health Coverage</em> notice for your continuation options. After COBRA continuation coverage ends (if your coverage has been continuous) or as an alternative to COBRA continuation, you may be able to convert your UC-sponsored medical plan to an individual policy. Please note that individual policies are generally more costly and provide fewer benefits. As an alternative, if you can meet individual underwriting requirements, you might apply directly to the carrier for an individual policy with more options and possibly lower rates. You have 31 days after your UC or COBRA continuation coverage ends to apply for conversion. You may <em>not</em> convert your dental or vision plan to an individual policy.</td>
</tr>
<tr>
<td><strong>Dental</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Vision</strong></td>
<td>Important: If you are eligible to retire and to continue medical/dental coverage as a retiree, you must retire within 120 days of your separation from UC. Vision coverage may be continued by making payment directly to the plan administrator. See your Benefits Office immediately.</td>
</tr>
<tr>
<td><strong>Legal</strong></td>
<td>Coverage ends the last day of the last month for which premiums are paid. You may, however, continue coverage for up to four calendar months after the month your layoff begins by arranging in advance to pay the monthly premiums directly to your Benefits or Payroll Office. You also may be eligible to convert coverage to an individual plan. You have 31 days after your UC coverage ends to apply for conversion. Contact ARAG at 1-800-828-1395 for more information.</td>
</tr>
<tr>
<td><strong>Basic Life</strong></td>
<td>Coverage ends on the last day of the last month for which you have an eligible appointment and premiums are paid. You may, however, convert this coverage to an individual policy. When your group coverage ends, you have 31 days to apply for conversion. When you convert coverage, you pay premiums directly to the carrier. Please note that an individual policy is generally more costly and may provide fewer benefits.</td>
</tr>
<tr>
<td><strong>Supplemental Life</strong></td>
<td>Coverage ends on the last day of the last month for which premiums are paid. You may continue coverage for up to four months after the month your layoff begins by arranging in advance to pay the monthly premium(s) directly to your Benefits or Payroll Office. If you are enrolled in and continue Supplemental Life, you may continue Basic or Expanded Dependent Life coverage for up to four months. You may also convert this coverage to individual policies. When your group coverage ends, you and/or your eligible family members have 31 days to apply for conversion. When you convert coverage, you pay premiums directly to the carrier. Please note that individual policies are generally more costly and provide fewer benefits. If you retire, you may continue AD&amp;D coverage for you and your spouse/domestic partner. Contact the insurance carrier regarding AD&amp;D conversion.</td>
</tr>
<tr>
<td><strong>Basic Dependent Life</strong></td>
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<tr>
<td><strong>Expanded Dependent Life</strong></td>
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<tr>
<td><strong>Accidental Death &amp; Dismemberment (AD&amp;D)</strong></td>
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</tr>
<tr>
<td><strong>Short-Term Disability</strong></td>
<td>Coverage ends on your last day actively at work. You cannot continue or convert these plans. UC police and fire employees may remain eligible for Workers’ Compensation for certain medical conditions for up to five years after UC employment ends. Contact your Human Resources Office for information.</td>
</tr>
<tr>
<td><strong>Supplemental Disability</strong></td>
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<td><strong>Business Travel Accident</strong></td>
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<tr>
<td><strong>Workers’ Compensation</strong></td>
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<tr>
<td><strong>Dependent Care Flexible Spending Account (DepCare FSA)</strong></td>
<td>Contributions stop when you go off pay status. Eligible expenses incurred through the end of the pay period in which you made the last contribution are eligible for reimbursement. CONEXIS must receive your claims by the filing deadline of the following year; you forfeit funds left in your account after that date.</td>
</tr>
<tr>
<td><strong>Health Flexible Spending Account (Health FSA)</strong></td>
<td>Contributions stop when you go off pay status. Eligible expenses incurred through the end of the pay period in which you made the last contribution are eligible for reimbursement unless you continue participation under COBRA. CONEXIS must receive your claims by the filing deadline of the following year; you forfeit funds left in your account after that date. CONEXIS will send you a “Qualifying Event Notice” explaining the procedure for continuing your participation under COBRA, the Consolidated Omnibus Budget Reconciliation Act of 1985. With COBRA, you can continue your participation through the end of the current plan year (December 31) by making direct, after-tax payments to your account.</td>
</tr>
</tbody>
</table>

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Important: If you are eligible to retire and to continue medical/dental coverage as a retiree, you must retire within 120 days of your separation from UC. Vision coverage may be continued by making payment directly to the plan administrator. See your Benefits Office immediately.
# When UC Employment Ends

<table>
<thead>
<tr>
<th>Benefit Plan</th>
<th>Benefits Options</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UC Retirement Plan</strong></td>
<td>You stop accruing UCRP service credit with your last paycheck. If you are a UCRP member, you may be eligible for one of these options upon leaving UC:</td>
</tr>
<tr>
<td></td>
<td><strong>Inactive Membership:</strong> If eligible, you may elect inactive membership in UCRP. See the appropriate UCRP Summary Plan Description to find out if you are eligible for this option.</td>
</tr>
<tr>
<td></td>
<td><strong>Refund of Accumulations:</strong> You may request a refund of your UCRP contributions and interest and any Capital Accumulation Provision (CAP) balance. (UC's contributions are not refundable.) However, a refund cancels your right to any future Plan benefits based on your service unless you return to UC employment and reestablish the service credit.</td>
</tr>
<tr>
<td></td>
<td>If you do not qualify for inactive membership, you must request a refund of your accumulations. See your local Benefits Office for forms and information.</td>
</tr>
<tr>
<td></td>
<td>If you return to UC employment and again become a UCRP member, for a limited time you may redeposit the amount of your refund (plus interest) to reestablish your UCRP service credit. See The UCRP Buyback Booklet.</td>
</tr>
<tr>
<td></td>
<td><strong>Retirement Income:</strong> UCRP members age 50 or older with at least five years of service credit may apply for retirement income. (If you have less than five years of UCRP service credit, but have service credit in another retirement plan—such as CalPERS—you may qualify for UCRP income. Check with your Benefits Office.)</td>
</tr>
<tr>
<td></td>
<td><strong>Lump Sum Cashout:</strong> UCRP members who are eligible to retire may choose a lump sum cashout in lieu of monthly retirement income. The lump sum cashout is the present value projection of basic retirement income (reduced by any offsets that apply and including assumed cost-of-living adjustments) you would be expected to receive over your lifetime, paid in a single lump sum. You forfeit the right to retiree health benefits if you elect this option.</td>
</tr>
</tbody>
</table>

**Important:**
If you are eligible to retire, see the Retirement Handbook for information about your retirement options, income taxes, and possible early distribution penalties.

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## Retirement Savings Program and Other Savings Options

<table>
<thead>
<tr>
<th>Retirement Savings Program (DC Plan, 403(b) Plan, 457(b) Plan)</th>
<th>Contributions stop with your last paycheck. If you have at least $2,000 in the DC Plan, at least $2,000 in the 403(b) Plan or at least $2,000 in the 457(b) Plan, see the appropriate summary plan description or the Fidelity Retirement Services website (<a href="http://www.netbenefits.com">www.netbenefits.com</a>) for information about your options.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>If you have less than $2,000 in any plan when you leave UC employment, you must request a total distribution from that Plan. Plan balances may not be combined to meet the $2,000 minimum balance requirement.</td>
</tr>
</tbody>
</table>

| Social Security Other Retirement Plans | You and UC stop contributing with your last paycheck. If you are considering retirement and need more information, contact Social Security. If you are a member of another retirement plan, contact that plan directly for information. |

## Other Benefits

| Vacation Leave | When you are laid off, you are paid for any accumulated vacation leave earned through your last day at work. |
| Sick Leave | When you are laid off, you are not paid for any accumulated sick leave. Your sick leave will be retained and reinstated if you are rehired during a Right to Recall or Preference for Reemployment period (see page 4). |
| | If you retire within 120 days of separation from UC and elect a monthly retirement income, any unused sick leave will be converted to retirement service credit at the rate of eight hours of sick leave for one day of service credit. |

| Tax Savings on Insurance Premiums (TIP) | TIP contributions stop with your last paycheck. If you are rehired into an eligible position in a different calendar year, contributions resume automatically unless you opt out during your PIE. If you are rehired into an eligible position during the same calendar year, however, you cannot re-enroll until the next Open Enrollment. This means that you will have to pay health plan employee monthly costs (if any) on an after-tax basis for the remainder of the calendar year. |

| Automobile and Homeowner/Renter | You may continue coverage to the end of your contract year by paying premiums directly to the insurance company or you may cancel your coverage. Call the insurance company for information. |

| California Unemployment Insurance Program | You may be eligible for Unemployment Insurance, although certain restrictions may apply if you chose to be laid off or if you did not exercise your employment seniority rights. You can get details and apply for benefits at your local office of the California State Employment Development Department (EDD). If you work outside California, contact the comparable state agency for your location. |
If You Return to UC Employment

Rehire Privileges: A regular status career employee may be eligible for the Right to Recall or Preference for Reemployment.

If eligible for Right to Recall, you may be recalled in order of seniority into any active and vacant career position for which you are qualified for three years from the date of indefinite layoff, subject to policy restrictions.

If eligible for Preference for Reemployment, you have preference for any active and vacant career position (provided you are qualified) for two months prior to your indefinite layoff date and after layoff for a period of time based on your years of UC service, subject to policy restrictions.

Reemployment within the period of Right to Recall or during Preference for Reemployment provides continuity of service; however, benefits and seniority accrue only when you are on pay status. For more information about rehire privileges, see your Human Resources Office or Academic Personnel Office.

UC-Sponsored Plans: Rules governing re-enrollment in lapsed or canceled plans vary with the particular plan and the length of time you have been separated from UC.

For most UC-sponsored insurance plans, if you are rehired into an eligible position within 120 days of your layoff date, enrollment is limited to the same plans and coverage you had when you were laid off. You may add family members who became eligible after your layoff began.

If you are rehired following a break in service of 120 days or more, you are treated as a newly eligible employee. If you are rehired following a break in service of 120 days or more, but within your period of Right to Recall or Preference for Reemployment, contact your Benefits Office to make sure your health insurance records reflect your pre-layoff hire date rather than the date you were rehired. This may be important, as eligibility to continue health benefits after retirement is more stringent for employees hired or rehired on or after January 1, 1990.

If your appointment changes when you return to work, your new appointment will determine the benefits in which you may enroll.

To be sure your UC-sponsored benefits resume correctly, see your Benefits Office soon after you return to work.

By authority of the Regents, University of California Human Resources and Benefits, located in Oakland, administers all benefit plans in accordance with applicable plan documents and regulations, custodial agreements, University of California Group Insurance Regulations, group insurance contracts, and state and federal laws. No person is authorized to provide benefits information not contained in these source documents, and information not contained in these source documents cannot be relied upon as having been authorized by the Regents. Source documents are available for inspection upon request (1-800-888-8267). What is written here does not constitute a guarantee of plan coverage or benefits—particular rules and eligibility requirements must be met before benefits can be received. The University of California intends to continue the benefits described here indefinitely; however, the benefits of all employees, retirees, and plan beneficiaries are subject to change or termination at the time of contract renewal or at any other time by the University or other governing authorities. The University also reserves the right to determine new premiums, employer contributions and monthly costs at any time. Health and welfare benefits are not accrued or vested benefit entitlements. UC’s contribution toward the monthly cost of the coverage is determined by UC and may change or stop altogether, and may be affected by the state of California’s annual budget appropriation. If you belong to an exclusively represented bargaining unit, some of your benefits may differ from the ones described here. Contact your Human Resources Office for more information.

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) provides for continued coverage for a certain period of time at applicable monthly COBRA rates if you, your spouse, or your dependents lose group medical, dental, or vision coverage because you terminate employment (for reasons other than gross misconduct); your work hours are reduced below the eligible status for these benefits; you die, divorce, or are legally separated; or a child ceases to be an eligible dependent.

Note: The continuation period is calculated from the earliest of these qualifying events and runs concurrently with any other UC options for continued coverage. See your Benefits Representative for more information.

In conformance with applicable law and University policy, the University is an affirmative action/equal opportunity employer. Please send inquiries regarding the University’s affirmative action and equal opportunity policies for staff to Director of Diversity and Employee Programs, University of California Office of the President, 300 Lakeside Drive, Oakland, CA 94612 and for faculty to Director of Academic Affirmative Action, University of California Office of the President, 1111 Franklin Street, Oakland, CA 94607.

Website address: atyourservice.ucop.edu

University of California
Human Resources and Benefits
P.O. Box 24570
Oakland, CA 94623-1570

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# University of California San Diego Human Resources

## Vice Chancellor Area Contacts

### Academic Affairs

<table>
<thead>
<tr>
<th>Area</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefits</td>
<td>Linda Jacobson</td>
<td>(858) 534-9686</td>
<td><a href="mailto:lmjacobson@ucsd.edu">lmjacobson@ucsd.edu</a></td>
</tr>
<tr>
<td>Employee Relations, Policy Development &amp; Work/Life</td>
<td>Danielle Schulte</td>
<td>(858) 534-8011</td>
<td><a href="mailto:dgschulte@ucsd.edu">dgschulte@ucsd.edu</a></td>
</tr>
<tr>
<td>Employment &amp; Community Outreach Services</td>
<td>Marcele Maia</td>
<td>(858) 534-4116</td>
<td><a href="mailto:mmaia@ucsd.edu">mmaia@ucsd.edu</a></td>
</tr>
</tbody>
</table>

### Chancellor’s Office

<table>
<thead>
<tr>
<th>Area</th>
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<tbody>
<tr>
<td>Benefits</td>
<td>Linda Jacobson</td>
<td>(858) 534-9686</td>
<td><a href="mailto:lmjacobson@ucsd.edu">lmjacobson@ucsd.edu</a></td>
</tr>
<tr>
<td>Employee Relations, Policy Development &amp; Work/Life</td>
<td>Jenni Leibman</td>
<td>(858) 534-4136</td>
<td><a href="mailto:jleibman@ucsd.edu">jleibman@ucsd.edu</a></td>
</tr>
<tr>
<td>Employment &amp; Community Outreach Services</td>
<td>Marcele Maia</td>
<td>(858) 534-4116</td>
<td><a href="mailto:mmaia@ucsd.edu">mmaia@ucsd.edu</a></td>
</tr>
</tbody>
</table>

### External & Business Affairs

<table>
<thead>
<tr>
<th>Area</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Benefits</td>
<td>Grace Cruz</td>
<td>(858) 534-1623</td>
<td><a href="mailto:gecruz@ucsd.edu">gecruz@ucsd.edu</a></td>
</tr>
<tr>
<td>Employee Relations, Policy Development &amp; Work/Life</td>
<td>Chris DeSaulniers</td>
<td>(858) 822-1286</td>
<td><a href="mailto:cdesaulniers@ucsd.edu">cdesaulniers@ucsd.edu</a></td>
</tr>
<tr>
<td>Employment &amp; Community Outreach Services</td>
<td>Jeannie O’Neill-Ferlito</td>
<td>(858) 246-0096</td>
<td><a href="mailto:joneillferlito@ucsd.edu">joneillferlito@ucsd.edu</a></td>
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</table>

### Health Sciences

<table>
<thead>
<tr>
<th>Area</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
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<tbody>
<tr>
<td>Benefits</td>
<td>Ron Lieberman</td>
<td>(858) 534-2154</td>
<td><a href="mailto:rlieberman@ucsd.edu">rlieberman@ucsd.edu</a></td>
</tr>
<tr>
<td>Employee Relations, Policy Development &amp; Work/Life</td>
<td>Melinda Denton</td>
<td>(858) 534-4214</td>
<td><a href="mailto:mdenton@ucsd.edu">mdenton@ucsd.edu</a></td>
</tr>
<tr>
<td>Employment &amp; Community Outreach Services</td>
<td>Denise Karp</td>
<td>(858) 534-9897</td>
<td><a href="mailto:dkarp@ucsd.edu">dkarp@ucsd.edu</a></td>
</tr>
</tbody>
</table>
Resource Management & Planning

Benefits – (858) 534-5244
Jo Morales
jmorales@ucsd.edu
Employee Relations, Policy Development & Work/Life – (858) 822-1286
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Employment & Community Outreach Services – (858) 246-0096
Jeannie O’Neill-Ferlito
joneillferlito@ucsd.edu

Scripps Institution of Oceanography

Benefits – (858) 534-1623
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Employee Relations, Policy Development & Work/Life – (858) 534-8011
Danielle Schulte
dgschulte@ucsd.edu
Employment & Community Outreach Services – (858) 822-2976
Millicent Daniels
m3daniels@ucsd.edu

Student Affairs

Benefits – (858) 534-5244
Jo Morales
jmorales@ucsd.edu
Employee Relations, Policy Development & Work/Life – (858) 534-8011
Danielle Schulte
dgschulte@ucsd.edu
Employment & Community Outreach – (858) 822-2976
Millicent Daniels
m3daniels@ucsd.edu

Other Services:

Equal Opportunity/Staff Affirmative Action

Jorge Rios (858) 822-0506
jrios@ucsd.edu
Career Connection (858) 822-0507
career@ucsd.edu

Faculty Staff Assistance Program

Receptionist (858) 534-5526

Temporary Employment Services

Receptionist (858) 534-4604
Employment and Community Outreach Services (ECOS) is the unit of Human Resources responsible for recruitment. The unit assists the University in attracting the best qualified and diverse applicants through various outreach efforts. Emphasis is placed on guidance and monitoring of the employment process and assisting the San Diego community with employment opportunities at UC San Diego.

ECOS administers the campus recruitment and outreach function through the following:

- Recruits and refers qualified external and internal applicants who reflect requisite skills
- Provides professional and efficient applicant intake services to job seekers
- Provides assistance and guidance to former employees in layoff status who are seeking reemployment and to active employees seeking transfer opportunities
- Provides information regarding career opportunities at UC San Diego
- Offers job skills assistance (resume critique, mock interviews, career exploration, information interviews) for employees and individuals seeking to work at the University
- Develops training and presents workshops on UC San Diego’s Online Application System
- Guides hiring authorities through the employment process to ensure that appropriate hiring decisions are made by following sound human resource practices and university policies
- Acts as a liaison throughout San Diego county and the UC system in support of UCSD’s commitment to diversity and equal employment opportunities

Your Contacts:
See the page entitled
“University of California, San Diego Human Resources Vice Chancellor Area Contacts”

We look forward to hearing from you!
What is Preferential Rehire?

The information below applies to UCSD non-probationary career employees who have received notice of layoff and are eligible for preferential rehire.

Preferential rehire: Career employees who have been notified of layoff may receive early consideration for any career position they are qualified and eligible for as determined by Personnel Policies for Staff Members (PPSM) or the collective bargaining agreement for the position held at the time of layoff. The vacant position must not exceed the salary-range maximum or percent of appointment held originally.

- **Preference begins** when the employee receives the formal notice of layoff from the department. Employees must inform Human Resources (HR) that they are interested in re-employment. For details on this process, see [How to Use Preferential Rehire Status](#).

- **Preferential rehire status lasts** from 1 to 3 years, depending on Personnel Policies for Staff Members (PPSM) or the applicable collective bargaining agreement.

- **Preferential rehire rights end** if an employee:
  - Accepts any career position and passes the trial employment period (depending on the Personnel Policies for Staff Members (PPSM) or the appropriate collective bargaining agreement)
  - Fails to respond to a written notice of an employment opportunity
  - Refuses two offers of employment for a career position for which the employee has preference
  - Resigns or retires from university employment
  - Refuses an offer of recall

For additional information or to request services, please see the “University of California, San Diego Human Resources Vice Chancellor Area Contacts” page.
Are you interested in Temporary Employment at UCSD?

UCSD’s Temporary Employment Service (TES) places temporary employees at the UCSD campus, Hillcrest Medical Center, Scripps Institution of Oceanography, Veteran’s Administration and Thornton hospitals, and various other UCSD satellite locations.

What can Temporary Employment offer me...

- Competitive Salary
- Excellent Benefits
- Variety of Assignments and Locations
- Opportunity for Skill Enhancement
- Exposure to Career Opportunities at UCSD
- Clerical, Secretarial, Administrative, Service and Technical Positions Available

Where do I apply...

- Please apply online at: http://joblink.ucsd.edu/awb/index.html

Hiring Process...

- Applications are screened on an ongoing basis by Temporary Employment Services, and references are checked on current and past employment. Applicants selected for further consideration are scheduled for a formal interview and skill assessments. Newly hired applicants attend a new employee orientation prior to placement.

More Information...

- For more information on employment at UCSD, we invite you to attend one of our applicant information sessions. Call (858) 534-2812 for dates and times.

Visit our web site at blink.ucsd.edu or contact our office at (858) 534-4604.
Benefits Available to Temporary Employees

UCSD temporaries are eligible for the following benefits...

- CORE Major Medical Insurance for employees and eligible family members (must work 17.5 hours per week or more, averaged monthly)

- CORE Life Insurance Policy of $5,000 (must work 17.5 hours per week or more, averaged monthly)

- Mid-Level Medical Insurance (must have been employed for three consecutive months, and be appointed to TES on paid status at 100% time)

- Eligible to purchase Accidental Death and Dismemberment Insurance (AD&D rates vary)

- Sick Leave (must work at least 50% time in a month)

- Holiday Pay (must work at least 50% time in the month in which the holiday occurs)

- Vacation Pay (up to 10 hours per month)

- Eligible to participate in the 403B Tax Deferred Savings Plan

- Eligible to participate in the TES Incentive Award Program

- Eligible to purchase a Staff Identification Card

- Eligible for USE Credit Union membership
Career Connection “Creating Opportunities”

Career Connection is a free, comprehensive career development program for UCSD staff. It provides information and tools to assist you in achieving greater job satisfaction, current job enhancement and lateral or upward career mobility. All UCSD staff employees, retirees and individuals on lay-off status are eligible to join Career Connection.

Our Services:

- Career development workshops are offered every month, at locations on campus, SIO and Hillcrest, to help you acquire new skills useful for both your professional and personal life. Some workshops include:
  - Networking Tips
  - Job Interviewing Skills
  - Online Resume Application
  - Tools for Success

- Two new workshop series dedicated to mid-career and baby boomer employees have been developed to better meet the needs of UCSD employees in all phases of their career development.

To receive updates on upcoming workshops or to enroll, email career@ucsd.edu.

- Career consultations provide one-on-one assistance with career planning, goal setting, job enhancement, and lateral or upward mobility. Email career@ucsd.edu to schedule an appointment.

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Staying Resilient Through Tough Economic Times

As job losses soar and the media continues to report on falling stock prices and rising foreclosures, many people may react to the economic climate with a flood of strong emotions and a sense of uncertainty. Yet, people generally adapt well over time to life-changing situations and stressful conditions.

What helps some people “bounce back” while others continue to feel overwhelmed? Resilience, the process of adapting well in the face of adversity, which is vital in these high-stress times. Resilience is a learned skill that can help carry you through the current crisis as well as future relationship, family, or work problems you may encounter.

The current economic situation is a major stressor for eight out of ten Americans, according to a 2008 survey by the American Psychological Association (APA). With constant reminders from newspapers, television and the internet, it’s hard to avoid the doom and gloom narrative about the economy. It’s normal to feel overwhelmed when you seem to be surrounded by bad news that impacts your family situation or that you fear may do so in the future. However, you can handle stress in positive ways and implement tactics to help you better manage and develop your resilience. Seeing this difficult situation in a positive light can help you build and utilize your resilience.

*APA offers the following tips to help foster your resilience in these tough economic times:*

**Accept that change is a part of life** – You may have to adjust your goals, or make changes to your lifestyle as a result of the economic crisis. Accepting circumstances that cannot be changed can help you focus on circumstances that you can alter.

**Make connections** – Good relationships with close family members, friends, or others are important. Accepting help and support from those who care about you and will listen to you strengthens resilience. Some people find that being active in civic groups, faith-based organizations, or other local groups provides social support and can help with reclaiming hope.
Staying Resilient Through Tough Economic Times – Cont.

**Keep things in perspective** – Try to avoid the Chicken Little attitude that the sky is falling. Remember the good things you have in your life and realize that this situation will pass. Visualizing what you want, rather than worrying about what you fear, will help you craft a hopeful outlook and reduce your everyday stressors.

**Look for the opportunities** - People often learn something about themselves when going through a difficult situation such as the current economic downturn. Use crisis as a chance to grow professionally or personally. Look into groups in your community or on the Internet that can help foster your interests and expand your opportunities to put your top skills to good use.

Be mindful of the good things in your life - Resilient people count their blessings. You might let the people in your life know what they mean to you by writing them a gratitude letter. Or, you might spend just five or ten minutes a day reflecting on one aspect of your life that you are grateful for. Such simple techniques can be powerful in their impact.

**Maintain a hopeful outlook** – No one can reverse what has happened. But by being resilient, you can change how you interpret and respond to events. Try looking beyond the bad news and into the future, where circumstances may be a little better and where you can take steps toward improving the situation.

**Talk to a psychologist** - Sometimes dealing with stress by yourself can be overwhelming and frightening. If you continue to feel overwhelmed, you may want to talk with a psychologist who can assist you in managing your stressors and addressing the emotions behind your concerns.

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*From the American Psychological Association*