



CFHL, UC Advisor - Manager - Supervisor Meeting March 21, 2023

Meeting Agenda

Recruiting Update and Data Analysis – Audrey McDaniel

Statewide efforts to support talent development – Amira Resnick

Updates:

TB Screening

Automobile Insurance - UCOP Travel Policy G-28

Guidelines for Establishing MOU's

CFHL, UC – Recruiting Update and Data Analysis

Vacancies

- Open Active Positions – 33
- Not Initiated – 3

Additional Data Tracked

- Positions Filled – 15
- # of Exits - 7



CFHL, UC – Recruiting Update and Data Analysis

Top Trending Topics

- Salary Range
- Low Candidate Pool
- Processing Time



CFHL, UC – Recruiting Update and Data Analysis

Statewide Recruitment Process

Admin Officer/Co-Hiring Manager with the local county Program Supervisors and Managers

Proposed workflow with Co-Hiring Manager –

- Initiation
 - Create HR Ticket to get an HR Business Partner assigned.
 - Send completed PMF forms out for signatures.
 - Work with Program Supervisors to update Position Descriptions.
 - Once job is approved and posted; monitoring begins for new applicants.
- Applicants
 - Once two week period ends, assist with next steps.
 - Pre-screen candidates, help prepare TAM disposition, schedule interviews, and final selections.
- Salary Offer
 - Assist with salary offers/negotiations.
- On-boarding
 - Assist with On-boarding.

(A more detailed and comprehensive step by step process will be sent to all Program Supervisors and Managers to be utilized at your discretion)

TB Screening

Schools/districts have the right to require TB screening from our staff (volunteers) - CA Ed Code Section 49406.

- District governing board can also decide not to require screening

TB Risk Assessment Form

- Must be completed by a health professional
- Only the Certificate of Completion is submitted
- Not considered medical information

Staff should provide the form directly to the school – we should not collect or retain these forms.

TB Screening

ANR does not provide funding for the cost of the screening

Possibly ask if school nurse or district nurse can do the screening

Guidelines for Establishing MOU's

First step: determine whether the organization (district, school) can accept UC's standard MOU form.

Nutrition MOU Template

School district agreement forms usually require modifications to comply with UC policy.

Web page: Policies, Compliance, and Programmatic Agreements → [Memorandum of Understanding](#)

Automobile Insurance (UCOP Travel Policy G-28)

When an employee uses their personal vehicle for University business, they are required to maintain adequate liability insurance coverage.

Minimum prescribed liability insurance coverage per UC Travel Policy (<https://policy.ucop.edu/doc/3420365/BFB-G-28>) as follows:

- \$50,000 for personal injury to, or death of, one person;
- \$100,000 for injury to, or death of, two or more persons in one accident
- \$50,000 for property damage

DMV minimum is \$15,000 / \$30,000 / \$5,000

Employees should understand that their personal auto insurance is primary when driving for work. UC's insurance would only come into play after the employee's insurance limits (per policy) were exhausted in a work-related accident.

Automobile Insurance (UCOP Travel Policy G-28)

When submitting mileage reimbursement (via AggieExpense) the employee is required to attest that they have auto liability insurance that meets the UC travel policy requirements.

The screenshot shows the 'New Expense' form in AggieExpense. The 'Expense Type' is set to 'Mileage Log'. The 'Transaction Date' field is empty and marked as a required field. A red circle highlights the checkbox labeled 'Vehicle has liability insurance required by policy G-28?'. Other visible fields include 'Allocate', 'Payment Type' (set to 'Out of Pocket'), and buttons for 'Cancel', 'Save Expense', and 'Show Receipt'.

Educator Self-Assessment Tool

Supports the EPAR Goal-Setting Process

Access the Tool: CFHL, UC website → Onboarding New Staff page <https://uccalfresh.ucdavis.edu/trainings/onboarding>

