

# Job Exchange Program FAQs

## Key Program Questions:

- What is the Job Exchange Program?
  - The effects of the COVID-19 pandemic have resulted in reassignment opportunities for UC Berkeley staff employees from areas where operations have scaled-down and other departments are experiencing staffing shortages. People & Culture have developed this program to provide UC Berkeley job opportunities for departments to utilize staff currently on UC Berkeley payroll, on a full or part-time basis and keep staff employed.
  - The Job Exchange program is not a replacement for traditional recruitment or a temporary agency. Available staff skills may vary.
- Who can participate in the program?
  - Employees who have received approval from their Home Department supervisor.
  - Employees currently on UC Berkeley payroll and employed as a career, contract, limited, casual, or per diem employee.
  - Former employees, who separated from employment due to layoff, or some other reason, are not eligible to participate.
- Are there special considerations for employees that are on contract, by agreement, limited, or per diem appointments.
  - Yes, the employment period and percent of time working in the Host Department must correspond to the terms of the established contract, by agreement, limited or per diem appointment or adhere to policy for any increase in employment period or appointment percentage.
  - If the Home Department agrees to partially fund or split fund the employee salary/benefits any increase in employment period or appointment percentage must be agreed to in advance of a change.
- Who pays the employee's salary and benefits?

- o The Host Department is responsible for paying the employee's salary and benefits for time on a reassignment, consistent with applicable UC policies and collective bargaining agreement provisions.
- o The Home Department and Host Department may agree to partially fund or split fund the employee's salary and benefits. The Host Department will enter into a memorandum of understanding with the Home Department to accomplish this by salary cost transfer(s).
- o If an employee is on a Contract, By Agreement, Limited or Per Diem appointment and the Home Department agrees to partially fund or split fund the employee salary/benefits any increase in employment period or appointment percentage must be agreed by the Home Department in advance of a change.
- Are Job Exchange assignments new positions appointments?
  - o No, staff employees remain in their current classification, payroll title, and department.
- When will the job end?
  - o These positions are temporary in nature, with no implied commitment for work beyond the assigned shift in terms of overtime. These openings are a result of staffing shortages due to the COVID-19 pandemic and the length of time commitment will be determined based on the staffing needs of the Host Department.
  - o A Host Department or Home Department can end a Job Exchange assignment at any time.
  - o An employee can be recalled to their Home Department at any time.

**Department Related Questions:**

- How is timekeeping managed?
  - o Home Departments will continue to manage and approve the employee's timesheet and account for paid or unpaid leaves. Employees will submit accurate timesheets in advance of deadlines. Failure to submit accurate timesheets could result in termination from the Job Exchange. Supervisors in

the Home and Host Departments will undertake arrangements to ensure the accuracy of timesheets.

- What is the general process for listing available opportunities?
  - Host Departments with a need fill out the Job Opportunity Form. The Form goes to People & Culture Talent Acquisition for matching.
- Are there any costs and/or considerations that the hiring department should consider?
  - Costs related to any required uniforms, equipment, or supplies should be considered.
- Who can I contact at People & Culture Talent Acquisition for questions about the process?
  - Your Talent Acquisition Manager Yahaira Maldonado or Talent Acquisition Advisor Ozzy Garcia can provide assistance with any questions.

### **Staff Related Questions:**

- What compensation will I receive as part of this program?
  - Staff Employees will continue to be paid at the rate of their current position while on an assignment via Job Exchange.
- If I get hired for a job under this program, how will it impact my current benefits?
  - Employees will continue to receive benefits at their current level. Hours worked under this program will count towards years of service, and retirement service if eligible.
- Will there be higher pay or shift differentials for off-hour shifts?
  - Shift differentials will adhere to UC Policy and the collective bargaining agreements.
- Will training be provided?
  - Yes, representatives from the hiring departments will provide the necessary training. This will include shadowing as well as hands-on training.
- How many jobs are available as part of this program?

- o The number of job opportunities will vary daily based on university needs, and it is anticipated that several opportunities may become available.
- What if my Home Department needs me to go back to my regular job?
  - o Employees' primary responsibility is to their Home Department, and that department reserves the right to have employees return at any time.
- What are the questions that I should discuss with the new department hiring supervisor/hiring coordinator and/or my Home Department supervisor?
  - o Who will I be reporting to? If I need to call out, whom should I speak to?
  - o How do I report time?
  - o Are meals provided in the role and what is the process?
  - o It is recommended that you discuss with your supervisor their expectations regarding check-ins.
- Will employees be matched to positions outside of their collective bargaining agreements?
  - o Currently, People & Culture - Talent Acquisition are matching based on the employees' current collective bargaining agreements but matches may cross bargaining units for clerical related opportunities.
- Is there a minimum amount of time that I must commit to these opportunities?
  - o There is no minimum time, and the duration of your availability is depended upon when your Home Department can re-engage your position.
- What is the general process for redeployment?
  - o Employees submit their information on the Availability and Interest form, departments submit needs via the Opportunity form. People & Culture - Talent Acquisition presents potential matches to departments per the details of their opportunities, and departments select employees. Department contacts the employee's current supervisor and arranges a start date for the opportunity. Departments reserve the right to end the opportunity at any time.
- How will I be notified of potentially suitable vacancies?

- o A representative from the department making the selection and/or your current supervisor will contact you directly, most likely via telephone.
- If I am redeployed, will I have a trial period?
  - o There is no trial period, but the opportunity can be ended at any time.
- How does this affect my seniority in the event of a layoff?
  - o The employee will continue with their seniority as though they are working within their Home Department. Participation in Exchange does not influence layoff considerations.