Hope everyone was able to enjoy a little rest and relaxation during Spring Break, and that Spring Quarter is starting out well for all of you. As you can see, in an effort to help with readability across different devices, the Internal Ops Update template has been revised into a PDF format. Please let Ed know if you are experiencing any rendering issues. This week’s Update follows and, as always, thank you all for your hard work and dedication.

1. As Spring Quarter begins with the return of students, and as is now the routine for helping ensure COVID-19 safety, the campus has posted return to campus COVID-19 safety recommendations on its COVID-19 Updates webpage (here: https://www.ucsb.edu/COVID-19-information/campus-updates) as a precaution for those returning from travel over Spring break. As time allows, please take a moment to review the recommendations.

2. The Vice Chancellor for Administrative Services, Garry Mac Pherson, distributed an email message on April 3rd reminding the campus community that this weekend, Friday, April 7th - Sunday, April 9th is Warm Up Weekend. Related events will impact campus parking and traffic, and a number of control measures have been put in place to help provide safety and security to the campus. Please see the Vice Chancellor’s message for details of temporary enhanced parking restrictions during this time period.

3. As you are likely aware, Kelsey is out on leave, and in the interim with regard to Gateway Account Approval workflow, Marisela will continue to provide approval for that step until a current staff member takes over as interim approver. Additionally, other potential limited appointment staff members are being interviewed to cover other portions of Kelsey’s workload, and related updates will be shared per the usual personnel announcements via email as they become available.

4. As is typical with Spring Quarter, lots of activities and events are planned or underway. Along with them, it seems, is a steady flow of packages delivered to AS Admin as you can see from the diligent updates that Katherine has been regularly posting in the Slack Packages channel. Since space is so limited in Admin, please be sure to pick up as soon as possible any such packages that are waiting for you.

5. As advanced notice, the 2022-23 AS Awards Banquet is set to be held in-person at Corwin Pavilion on the evening of Tuesday, May 30th. While planning is still underway, the awards planning committee asks that you begin thinking about potential award nominations of outstanding students. Details will be distributed soon containing award categories and submission instructions and deadlines. Also, should your schedules permit, please consider attending the awards banquet in support and celebration of the Association’s students and their respective contributions. As a reminder, food and a fun retrospective slideshow of the year’s activities are part of the celebration. Again, more details to follow!
6. Per a March 23rd email message, campus Human Resources announced that the new Presidential Policy on Abusive Conduct in the Workplace (here: https://policy.ucop.edu/doc/4000701/AbusiveConduct) went into effect on January 1, 2023. Along with it is a new training requirement for all staff (including student employees). After assignment of the training, individuals must complete it within 90 days. The assignment is currently being distributed via email to individuals. Please be sure to complete it within the allotted time frame. Please also see the original email message for additional details.

7. Campus Human Resources announced via April 4th and March 21st email messages that April is Financial Literacy month. A number of related helpful and informational events are scheduled via remote Zoom format. Please see the original email messages for topic details and how to register on Shoreline.

8. Campus Information Technology Services (ITS) distributed an email message on March 30th encouraging campus staff to take time for what it terms as Digital Spring Cleaning. In essence, ITS is providing tips for refreshing, renewing, and reinvigorating one’s cyber life through reviewing online accounts, updating devices, tuning up web browsers, purging old digital files, and enhancing a number of security areas. Please see the original email message for a wealth of details.

9. REMINDER: Search committees for department open career positions continue to be underway or in process of being formed. As part of the makeup of committees, current AS student employees are being invited to participate. To encourage this, please inform and invite student staff in your respective areas to apply, and for those interested, please have them complete and submit the requested information at this link: https://studentstaff.as.ucsb.edu/student-participation-in-search-committees/. Submissions will be reviewed by Marisela and student body President, Gurleen Pabla for appointment. Student employees who receive stipends may also apply to participate in career level personnel search committees.

10. REMINDER: Current Remote/Hybrid/Flexible Arrangements (RHFA's) for the department continue to be extended without any required action on the part of staff or supervisors. Related guidance from the Division of Student Affairs continues as-is without any new updates.

Regardless of update delays, RHFA's are intended to be temporary, with a related assessment requirement important to determine how well existing work arrangements have been functioning, including how well services have been provided, in light of students being on campus at or near full capacity.

For any staff member seeking a permanent change in their work agreement, there is a formal process and related agreement form that must be followed, completed and approved. This begins with proposed changes and decisions discussed and agreed upon by supervisor and employee, as well as department and Divisional leadership prior to submitting an agreement form. A fillable PDF for guiding the related discussion is the UCSB Remote/Hybrid Work Agreement form which can be found at the link located here: https://www.hr.ucsb.edu/sites/default/files/docs/Flexible%20Work/Remote-Hybrid%20Work%20Agreement%20(fillable).pdf, which, along with other information, can be found on the UCSB Human Resources Flexible Work Arrangements webpage here: https://www.hr.ucsb.edu/flexible-work-arrangements.

Please also keep in mind that some proposed instances may require a change in job description or a reclassification or a reduction in work hours. These are all controlled by the UCSB Human Resources department and the UC Office of the President (UCOP). It is an integrative process between oneself, one’s supervisor, the department head (Marisela), the Division of Student Affairs, and the UCSB Human Resources Department. This includes compensation and all relevant controls. It may also include oversight and review by UCOP given that AS is 100% funded by student fees.

11. REMINDER: Adherence to ongoing campus COVID-19 mitigation strategies is critical to maintaining a safe work environment including the strong recommendation to wear a face covering in campus-controlled facilities and events, washing hands, etc. Please see the campus COVID-19 Information webpage (here: https://www.ucsb.edu/COVID-19-information) for related policies, as well as the COVID-19 Updates webpage (here: https://www.ucsb.edu/COVID-19-information/campus-updates) for the latest information.