

Resources for Biosciences Managers and Supervisors

During this very fluid situation we want to let you know that HR is here to partner with you to ensure we are applying a consistent HR approach across the Lab and providing you with valuable resources to navigate this changing COVID-19 situation. The HR website has been updated to include a [COVID-19 HR resource area](#) including the new [Paid Administrative Leave policy](#) (as of 3/24/20), HR FAQs, and resources. During this safe and stable standby operations mode the following changes to HR services have been put in place:

Onboarding - New Start Appointments

HR Shared Services has developed a remote onboarding process for new hires (domestic hires only). New employees and their supervisors will be provided with the details via email once the hire date is finalized. Hiring managers should work with their Divisional IT team, or the IT Help Desk if no Divisional IT is available, to ensure the employee has the right equipment and access. For more questions, please see the [IT Remote Work Guide](#). In addition, refer to the [Onboarding and Orienting New Employees](#) resource found in the [Supervisor Toolkit](#) on the HR website.

Offboarding (Exit Process)

Appointment expirations as well as voluntary resignations will continue to be initiated by a request submitted through [Askus](#). An email will be sent from HR Shared Services with instructions on how to complete the exit process remotely. Supervisors should work with exiting employees and their division support staff to make arrangements for the return of laptops, property and any other lab-issued equipment.

AskUS HR Services Requests

Supervisors may request a variety of HR transactional and Lab services through the [AskUS](#) service portal. To search services, type your selection in the Askus search box. Alternatively, you may send a message to opshr@lbl.gov and the request will be converted to an AskUS ticket.

Recruitment

Division recruiters and HR Shared Services staff are working remotely and will continue with the recruitment and hire processes. Supervisors should follow their normal divisional approval process for initiating hires and postings. Supervisors may conduct interviews remotely. Please see the section below on video interviews. For other information, visit the [Recruitment & Hiring](#) page.

Video Interviews

During this temporary situation interviews may continue by using Zoom or another teleconferencing tool. The following are best practice guides to help you prepare and conduct video-based interviews.

- [Video Conference Interviewing](#) created by Berkeley Lab Recruiter, Natalya McCool
- [Tips for Conducting Remote Interviews](#)

Please be sure you partner with your recruiter when coordinating video or phone interviews.

Benefits and Retirement

- General Benefits information, contacts and resources are available on the Lab's [Benefits](#) site. In addition, our Benefits team is available to answer questions for employees. Please send your inquiries to benefits@lbl.gov.
- Retirements - UC's Retirement Administration Service Center (RASC) is continuing to process retirement requests remotely. See the [Remote Retirement Steps Guide](#) from RASC for more information.
 - Staff may initiate their retirement process or submit inquiries by sending a secure message through their [UC Retirement At Your Service \(UCRAYS\) account](#).
 - Please note, new retirement requests should be initiated at least **3 months prior** to the retirement date.

Performance Management Process (PMP)

At this time, there is no change to the PMP schedule. PMP season will launch June 1st, as planned.

Learning and Development

All employees may take advantage of learning opportunities while working remotely! A wealth of online learning resources for all employees in support of "safe and stable" operations can be found [here](#).

Tips and Advice for Parents

Many employees are faced with additional childcare responsibilities due to school closures. This resourceful [here](#) list includes activities parents may use with their children to help support this new routine. [K-12 STEM](#) is also a great resource for those with kids at home looking for educational activities to do while sheltering in place.

Personal Support

In these challenging times, employees may wish to connect with the confidential Employee Assistance Program (EAP) to access stress management resources:

<https://uhs.berkeley.edu/news/effective-wednesday-march-18-reduced-person-services>

The Title VII/XII Office is also available to answer questions. Concerns raised are taken seriously. For confidential reporting of employee concerns not addressed through the channels above please go to EthicsPoint:

<https://secure.ethicspoint.com/domain/media/en/gui/23531/index.html>

Contact Us

We are all united in maintaining a productive and inclusive Lab environment. Please reach out to us for consultation on any of the above topics. Supportive, safe and fair responses to employee concerns are at the heart of ensuring a professional work environment. We are available through email, gmail chat, zoom and by phone.

In addition, we will be inviting employees to a Virtual Live HR weekly Office Hours Zoom meeting starting next week on Thursday, April 2, 2020. Employees will be encouraged to call in for any questions they may have for us.

We remain available to all of you when you need us.

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