



UNC  
GREENSBORO  
Human Resources

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# HR Liaisons

Monday, December 9, 2019  
EUC, Maple Room  
9:00 - 10:30 AM

# Welcome

**Jeanne Madorin**

Associate Vice Chancellor and  
Chief Human Resources Officer

# HR Business Partners and Employee Relations

**Marlon Summers**

HR Business Partner &  
Employee Relations Consultant

# ABC's of Holiday Stress

## **A**wareness

Unrealistic expectations

Personal loss

Excessive gift buying

Organizing parties, cooking, etc



# ABC's of Holiday Stress

## **B**alance

Set realistic expectations

Set priorities

Time management

Delegate where appropriate/ask for help



# ABC's of Holiday Stress

## Call for help

Human Resources (HR Business Partner, Benefits)

Employee Assistance Program/ComPsych

Confidential

Work-life solutions

Financial resources



# HRIS

**Sean Farrell**  
HRIS Manager

# Leave Roll and SALB

Credited hours manually restored after leave roll

Full-time Employee @ 40 hours/week	
Scenario #1	#1
FY19 Special Bonus Granted 7/1/18	40
12/31/18 Vacation Balance	272
12/31/18 Sick Balance	500
Special Bonus used in 2018	24
<i>Vacation carry forward max hours</i>	240
Vacation Rollover Hours to Sick (Prior Policy)	32
Vacation Rollover Hours to Sick (Revised in SB469)	8
1/1/19 Vacation Balance	240
1/1/19 Sick Balance	508
1/1/19 FY19 Special Bonus Balance	40



# Benefits

**Emily Foust**  
Benefits Manager

# Updates and Reminders

## **Health Care Flexible Spending Account**

Rollover \$25 - \$500

## **Dependent Care Flexible Spending Account**

Use 2019 funds on expenses incurred by 3/15/2020

File all 2019 claims by 4/30/2020

# Updates and Reminders

## **Check your check!!**

December - State Health Plan

January - NCFlex (dental, vision, FSA's, etc.)

## **New Workers' Compensation vendor**

**January 1**

CCMSI

Updated Quick Reference guide



# Updates and Reminders

## **Paid Parental Leave**

Implementation January 1st

Partial retroactivity possible back to September 1, 2019

More information to come



# Equal Employment Opportunity & Affirmative Action

**Patricia M. Lynch**

Director, Equal Employment Opportunity  
and Affirmative Action

# EEODF

## Online

**Updated to reflect improvements in functionality.**

**Registration instructions on UNCG Human Resources website.**

Introduction-EEO and Diversity Fundamentals

Module 1: History and Law

Module 2: Americans with Disabilities Act

Module 3: Legally Defensible Hiring

Module 4: Unlawful Workplace Harassment

Module 5: EEO and You

Module 6: Diversity and Inclusion



# EEODF

## Classroom

Bryan 113

## 2020 dates

January 14

February 11

March 10

April 14

May 12

June 9

July 14

August 11

September 15

October 13



# Equity, Diversity, and Inclusion (EDI)

## **End of Year Celebrations**

Include Welcome Statement

Keep decor non-specific

Accommodate diverse palates

Appeal to everyone with Golden Oldies

Make non-denominational

Make attendance voluntary

Staff may celebrate different days for observance



# Adverse Weather

**Jeanne Madorin**

Associate Vice Chancellor and  
Chief Human Resources Officer

**Zachary Smith**

Director, Office of Emergency Management

# Condition Definitions

Condition 1	Reduced Operations	University remains open. Some non-mandatory operations may be suspended. Classes and events may be cancelled. Non-mandatory employees may report to work, come to work late, leave early or not report. Mandatory employees are required to report to work.
Condition 2	Suspended Operations	University remains open on a limited basis with only mandatory operations. Classes and events are cancelled. Non-mandatory employees must leave campus or not report to work. Mandatory employees are required to report.
Condition 3	Closure	University is closed with minimum amount of mandatory staffing. Classes and events are cancelled.

# Time Missed

Condition		Treatment of Time Missed
1 or 2	Reduced or Suspended Operations	<ul style="list-style-type: none"><li>• Compensatory time must be used first</li><li>• Option to use annual/bonus leave</li><li>• LWOP</li><li>• Make up time - must be done within 90 calendar days of event</li></ul>
Condition 3	Closure	Time missed will not need to be made up or charged to leave.
		Note: Employees on approved sick leave may charge missed time to sick leave.

# Mandatory Employees

- Non-Exempt employees receive Equal Time Off (ETO) for hours worked during Condition 2 or 3
- ETO must be used within 12 months of being earned
- Only applies to those required to report to campus
- Employees should have advanced notice of being mandatory; may be made mandatory based on situation
- Employees may be released as mandatory by supervisor
- Employees mandatory but do not have to report to campus not eligible for ETO

# Avoid Missed Time Options

Approved Teleworking

Flexible work schedule based on forecast

Only applies to those required to report to campus

Employees who normally telework or report to areas not affected by the weather are expected to continue normal schedule



# Campus Enterprises

Shannon Clegg, Sr. Director Auxiliary Services

Aimee Langford, Retail Manager, UNCG Dining Services

# UNCG Pop Up Shop



POP UP SHOP

DECEMBER 6 - DECEMBER 21

FRIDAYS & SATURDAYS

FROM

11AM - 6PM

300-B, SOUTH ELM STREET

RECEIVE **25% OFF.**

PLUS AN ADDITIONAL

**5% WHEN YOU**

**SHOW THE**

**UNCG MOBILE APP**

Upcoming Events:

**December 13** - Graduation Special

**December 14** - Meet the Coaches  
Basketball Event

11:30 am - 12:30 am

**December 20** - Evening of Jazz

**December 21** - Family Fun Day



# UNCG Spartan Retail Dining



## Locations:

- EUC Food Court
  - Salsaritas
  - nOma
  - Burger 336
  - Build
  - Create
- Chick Fil A
- Convenience Stores
  - The Market at EUC
  - Spartan Market (Moran Commons)
- Taco Bell/Pizza Hut/Wingstreet
- Bojangles
- Glenwood Diner (Spartan Village)

## Spartan Dining Discounts:

- Spartan Express 15% Discount at Salsaritas, Burger 336, Build and Create
- Flex 5% at ALL retail dining locations
- Flex \$1 off at Fountain View Dining
- \$7 Blue and Gold Fridays

# NEW!! Spartan Select Menu

- Perfect for smaller or more casual events (less than 15 guests)
- No minimums
- Great for when you want to allow your guests or attendees to order individually
- Drop off only
- Choose Select Menu from CaterTrax

<https://uncgcaterring.catertrax.com/>



# Faculty/Staff Meal Plans

- 50 Meal Plan Pack \$300 (\$6/meal)
- 25 Meal Plan Pack \$156.25 (\$6.25/meal)
- 10 Meal Plan Pack \$67.50 (\$6.75/meal)



# Updates and Questions

**Jeanne Madorin**

Associate Vice Chancellor and  
Chief Human Resources Officer



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# Changes in Department



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Questions/Comments