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

Awareness

Unrealistic expectations
Personal loss
Excessive gift buying
Organizing parties, cooking, etc
ABC’s of Holiday Stress

Balance

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
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
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  June 9
February 11  July 14
March 10  August 11
April 14  September 15
May 12  October 13
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

<table>
<thead>
<tr>
<th>Condition</th>
<th>Treatment of Time Missed</th>
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<tbody>
<tr>
<td>1 or 2</td>
<td>- Compensatory time must be used first</td>
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<td>- Option to use annual/bonus leave</td>
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<td>- LWOP</td>
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<tr>
<td></td>
<td>- Make up time - must be done within 90 calendar days of event</td>
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<tr>
<td>Reduced or Suspended Operations</td>
<td></td>
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<tr>
<td>Condition 3</td>
<td>Time missed will not need to be made up or charged to leave.</td>
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<tr>
<td>Closure</td>
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<td>Note: Employees on approved sick leave may charge missed time to sick leave.</td>
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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
Decision Process

1. Gather weather & impact forecast information

2. Communicate with Emergency Planning and Response Team Members

3. Contact other institutions in the area to discuss their status/intentions

4. Communicate with the Chancellor and Crisis Policy Group, and provide forecast and other information collected

5. Coordinate with University Communications to Condition decision
Campus Enterprises

Shannon Clegg, Sr. Director Auxiliary Services
Aimee Langford, Retail Manager, UNCG Dining Services
UNCG Pop Up Shop

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://unccgcatering.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
Changes in Department
Questions/Comments