



UNC
GREENSBORO
Human Resources

*Find your **career** here*

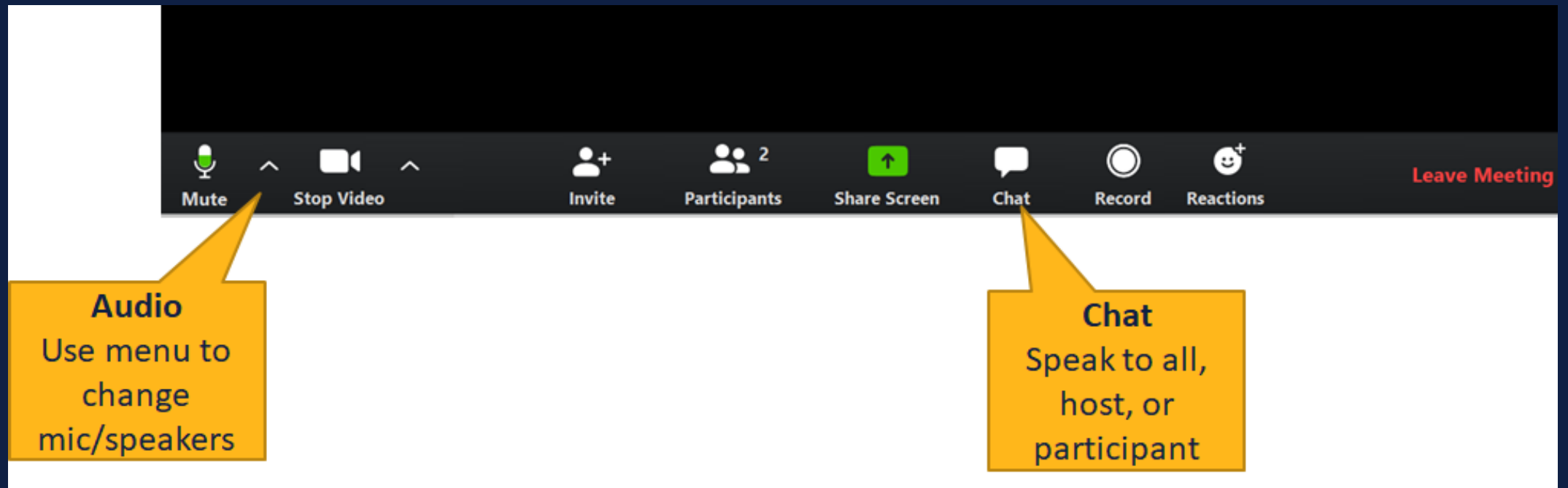
HR Liaisons

Monday, April 13, 2020
9:00 - 10:30 AM

All participants are muted/no video

Links mentioned will be sent to you after meeting

Please hold questions until the end in Chat



Welcome

Jeanne Madorin

Associate Vice Chancellor and
Chief Human Resources Officer

Performance Management Updates

Marlon Summers

HR Business Partner & ER Consultant

SHRA

Current Performance Cycle

April 1, 2019 - March 31, 2020

Appraisals due April 31

Update/Changes

April 1, 2019 - June 30, 2020

Due August 31

July 1, 2020- March 31, 2021

EEO and AA

Patricia M. Lynch, SPHR, SHRM-SCP
Director of EEO and AA

EEODF Updates

- Good time to complete online modules
 - Technical concerns contact Patricia Lynch, Margo Mcdougald, or 6-Tech
- Classroom portion cancelled for April and May
 - Remote classes not being offered
 - EEO and AA unit will offer additional classes when return to campus

Learning & Organizational Development

Renea King

Director

Learning & Organizational Development

L&OD Working Remotely

In Canvas (will email link)

- Webinars being offered
- Tutorials
- Resource Links
- Teambuilding Activities

Morning Coffee or Lunchtime

Have a virtual room open for people to join in for coffee or lunch each day.

Celebrate a birthday with everyone making hats by rolling and taping 8 1/2 x 11 copy paper with a special message!

Upcoming Webinars

Workshops Calendar

L&OD

- Managing a Remote Team
 - Cool Tools for Collaboration
 - Trust and the Remote Team
- Will be adding more

ComPsych - Links to recorded webinars

- How Emotions Impact Our Eating During the COVID-19 Pandemic
- Managing Worry & Anxiety During The COVID-19 Pandemic
- Tools To Handle Covid-19-Related Stress

New Employee Orientation

- Benefits in-person workshop held in Zoom
 - Registration link sent in Welcome Letter and on HR website calendar
- Online course in Canvas

One-on-One Training

profdev@uncg.edu

Talent Solutions

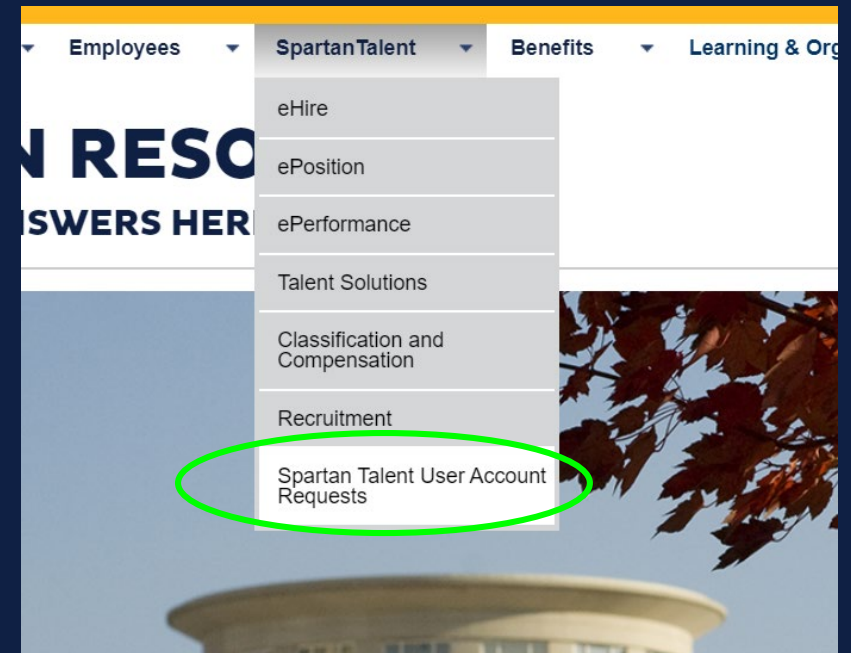
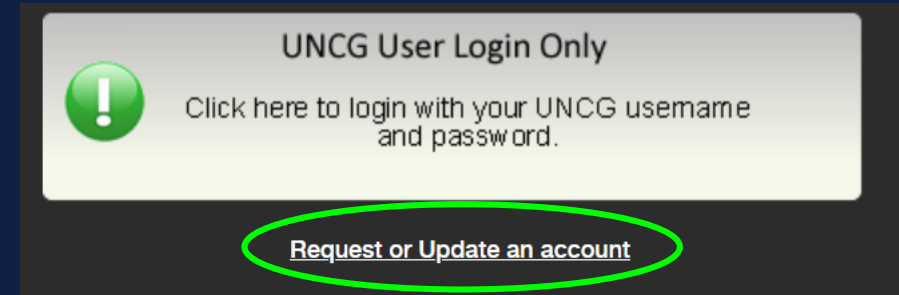
Dr. Veronica Sills
Talent Solutions Manager

General Updates

- ePosition training will be rescheduled - date TBD
- Reference checks
 - External candidates must have at least 2 references
 - UNCG candidates must have at least 1 reference
 - References should be completed for temporary hires
 - Reference check forms should detail the responses
- Hiring Proposals
 - Contingent offers after HR Comp before HR Final
 - Detailed justifications -job related reasons for selection & competency-based reason for selection
- Cancelling vs Postponing Searches

General Updates

- Spartan Talent User Request Form - New Online Location!
 - Used to submit requests to user account changes (e.g. request initiator access)
 - Use form in lieu of sending emails so we can better manage/track requests
 - Students do not have user accounts in Spartan Talent and cannot be given access
 - Future modifications to the submission form



Virtual Interviewing Best Practices

- Contact the candidate in advance
- Test your equipment
- Have a backup plan
- Choose a quiet location
- Keep it professional
- Make eye contact
- Secure the virtual interview

Virtual Interviewing Reminders

- ADA Accommodations remain available
 - *Contact EEO/AA to request accommodations*
- Maintain an equitable process
 - *Does everyone have access to internet/technology?*
- Don't sacrifice due diligence
 - *Be consistent - follow the hiring process*
- Clear & consistent communication with candidates
- When in doubt, please reach out - contact us with questions!

COVID-19 Timekeeping

Glendneil Blackmon
Operations

All Employees

Track COVID-19 Administrative Leave by Reason Taken

- CSAL1- Childcare
- CSAL2- Sick or Eldercare
- CSAL3- Unable to Telework

Track Mandatory time worked

Benefits

Emily Foust
Benefits Manager

Waiving Costs

State Health Plan is waiving the following costs through June 30th:

- Cost of testing for COVID-19
- Cost of treatment for members diagnosed with COVID-19, including associated deductibles, copays, and coinsurance

Flexible Spending Accounts

- Over-the-Counter (OTC) medications and menstrual care products are now eligible for reimbursement from health care FSA's
- Employees can make changes to their dependent daycare contributions due to

Paid Parental Leave

- Two leave codes have been set up in Banner
 1. Recuperation Leave (only for birth parent)
 2. Bonding Leave
- Both codes have been added to timesheets and leave reports

Updates and Questions

Jeanne Madorin

Associate Vice Chancellor and
Chief Human Resources Officer

Finance and Administration (F&A) Covid-19

Find up-to-date information on
F&A operations at our Covid-19 website
faa.uncg.edu/covid-19

You asked:

Is there a timeline for when hiring for professional and SHRA temp staff will be lifted?

You asked:

How are classifications and rates determined for temporary employees?

How far in advance do we request/reactivate?

You asked:

How are rates determined for EHRA
additional pays?

Q&A

Type your question in Chat

Answer as many as possible

Will send follow up to questions can't get to



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Thank you, stay healthy!