



UNC
GREENSBORO
Human Resources

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HR Liaisons

Monday, June 8, 2020


Webinar

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



The image shows a screenshot of a Zoom meeting toolbar. The toolbar is dark grey and contains several icons and labels: 'Mute' (with a microphone icon and an upward arrow), 'Stop Video' (with a video camera icon and an upward arrow), 'Invite' (with a person icon and a plus sign), 'Participants' (with a group of people icon and the number '2'), 'Share Screen' (with a green square icon and an upward arrow), 'Chat' (with a speech bubble icon), 'Record' (with a circle icon), 'Reactions' (with a smiley face icon and a plus sign), and 'Leave Meeting' (in red text). Two yellow callout boxes are present: one pointing to the 'Mute' icon with the text 'Audio Use menu to change mic/speakers', and another pointing to the 'Chat' icon with the text 'Chat Speak to all, host, or participant'.

Audio
Use menu to change mic/speakers

Chat
Speak to all, host, or participant

Welcome

Jeanne Madorin

Associate Vice Chancellor and
Chief Human Resources Officer

Families First Coronavirus Response Act (FFCRA)

Jeanne Madorin
AVC Human Resources

FFCRA

The Families First Coronavirus Response Act (FFCRA) provides special leave provisions related to an employee missing work or being unable to telework due to the impacts of COVID-19.

- Emergency Paid Sick Leave (EPSL)
- Expanded Family and Medical Leave Expansion Act (EFML)

FFCRA Leave Categories

- **EPSL** --- up to two weeks paid leave (80 hours total, pro-rated for part-time) based on type of qualifying event. Leave is paid at 100% of employee's payrate if based on qualifying COVID-19 related reasons and $\frac{2}{3}$ pay if based on other qualifying reasons.
- **EFML** --- up to 12 weeks of leave based on type of qualifying event. First two weeks are unpaid, but th employee may use other eligible paid leave during that time. Remaining 10 weeks are paid at $\frac{2}{3}$ employee's payrate.

FFCRA Qualifying Events

Employee is unable to work/telework due to:

1. Subject to Federal, State, or local quarantine or isolation order related to COVID-19
2. Health care provider recommending self-quarantine related to COVID-19
3. Experiencing COVID-19 symptoms and seeking medical diagnosis
4. Caring for individual subject to order described in #1 or #2 above
5. Caring for child whose school or place of care closed due to COVID-19 related reasons (eldercare qualifies as well)

FFCRA Compensation Structure

Qualifying Reasons 1-3 (Quarantine/symptomatic):

- 100% of regular pay, up to \$511 daily and \$5,110 total

Qualifying Reasons 4-5 (Caring for someone w/ COVID-19 related illness or Childcare):

- Two-thirds of regular pay, up to \$200 daily and \$2,000 total

The cap limits will be supplemented with COVID Special Administrative Leave (CSAL) while available. It may also be supplemented with other leave (i.e., Comp Time, Vacation, Bonus or Sick Leave) should CSAL be discontinued.

Eldercare

Employees with Eldercare needs (due to an Eldercare facility being closed or provider unavailable due to COVID-19 reasons) may receive Special Administrative Leave equivalent to the same compensation and eligibility requirements applied to FFCRA for child care.

FFCRA & Timekeeping

New leave buckets, timesheets and leave reports are in development.

Specialized timesheets and leave reports will be provided to FFCRA-approved employees.

Guidance will be provided to timekeepers as soon as possible.

FFCRA - How to Apply

Employees can apply for emergency sick leave and/or expanded family and medical leave by submitting a completed EPSL/EFMLA form to benefits@uncg.edu.

Application forms are available on the HR FFCRA website hrs.uncg.edu/ffcra/

High Risk/Vulnerable Employees

Employees need to self identify to their Business Partner in the Human Resources Department.

A team within HR will work with supervisor and employee to explore options to accommodate employee.

High Risk/Vulnerable Employees

Some options to consider:

- Teleworking
- Different Assignment
- Flexible Scheduling
- Special Equipment

If all options to accommodate have been exhausted, special administrative leave may be considered, while available.

Documentation

Supporting Documentation May be Required

- Information containing medical diagnosis, conditions, treatment, etc. will be collected and maintained by HR
- Information needed to support an employee's request for leave will be requested and maintained in HR

Annual Appraisals

Marlon Summers

HR Business Partner &
Employee Relations Consultant

Due Dates

JUNE 30

- 2019-2020 SHRA Performance Management Cycle ends
- Supervisors must have all Final Appraisals submitted through ePerformance

AUGUST 31

- 2020-2021 SHRA Performance Plans must be completed in ePerformance

July 1, 2020 – March 31, 2021

- 2020-2021 SHRA Performance Cycle

Appraisals

- If not started, you will receive email notifications prompting to complete
- If performance appraisal already completed, no further action needed and review considered complete
- SHRA employees not eligible for 2019-2020 Appraisals (hired after October 1, 2019, employees on FMLA or Workers Comp greater than 6 months) will be moved through by HR

No changes to EHRA Performance Management Cycle, ratings are due June 30.

NEW ePerformance User Guide

Searchable Knowledge Base with instructions for all tasks

Links in ePerformance platform and ePerformance website

EEO and AA

**Patricia M. Lynch, SPHR,
SHRM-SCP**

Director of EEO and AA

Self ID



UNC GREENSBORO

Personal Information Student Employee

Search Go

Update Ethnicity and Race
Update Veterans Classifications
Update Disability Status

RELEASE: 8.9

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Step 1:
Sign in to UNCGenie.

Step 2:
Click **Personal Information** tab.

Step 3: Click on options to update:
Ethnicity and Race, Veterans Classifications, and Disability Status.

Training for Supervisors

Renea King

Director, Learning and Organizational Development

Supervising Remotely

Webinar for Supervisors

Learn ways to maintain accountability and teamwork with your teleworking employees.

Wed, June 10

3-4 pm

Thur, June 11

11 am-12 pm

Sign up on the [Workshops Calendar](#)

Supervising Remotely

How working remotely has changed the supervising dynamic

Challenges your team faces as remote workers

Supporting employees while achieving expectations and accountability

Q&A session with HR Employee Relations

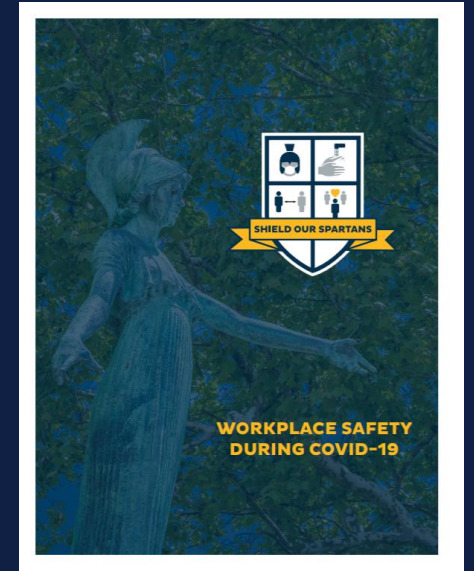
Updates and Questions

Jeanne Madorin

Associate Vice Chancellor and
Chief Human Resources Officer

Updates and Reminders

- Employees may continue to telework to extent possible
- No “hard date” to return to work
- The summer will be a phased-in approach
- Consult and review *Workplace Safety during COVID-19*
- Wear a face covering - protect your co-workers and model behavior you desire for your unit



Updates and Reminders

HR Action Pause Reminder

- Actions that are essential to business operations during COVID-19
- Actions related to the COVID-19 Response
- Actions required under a contract
- Actions mandated by law or policy or to meet critical compliance obligations

Q&A in Chat



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