

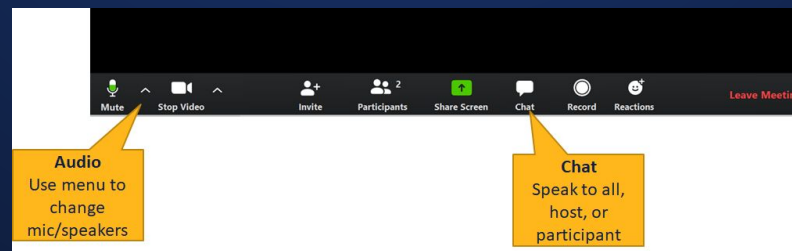


HR Liaisons Meeting

Tuesday, February 8, 2022
1:30 pm - 3:00 pm

These sessions are not recorded.

This presentation includes live links and will be shared with you and posted on the [HR website](#)
Please stay muted until you want to speak. You may ask questions via Audio or Chat



Welcome

Jeanne Madorin

Associate Vice Chancellor and
Chief Human Resources Officer

Talent Acquisition

Cati Caruthers

Director of Talent Acquisition and Employment

Spartan Talent User Request Form

Requests for user account changes are submitted via link found in two (2) locations:

1. [Spartan Talent login page](#) (request initiator access, position access, etc.) or
2. [HR website](#): dropdown menu from the *Spartan Talent* tab

[Use this link](#) in lieu of sending emails so that we can better manage and track requests

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SpartanTalent

UNC GREENSBORO

UNCG User Login Only
Click here to login with your UNCG username and password.

[Request or Update an account](#)

Applicant Login Only
Click here to login to the applicant portal and review available employment opportunities.

Guest User Login Only
Log in here using the Guest User credentials provided by the Hiring Department or Human Resources.

Username (guxxxxx)

Username

Password

Log In

Authenticate with single sign-on?SSO Authentication

2

hrs.uncg.edu

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Find your way here

Home Careers Employees Spartan Talent Benefit

HUMAN RESOURCES
FIND YOUR ANSWERS HERE

UNCG

eHire
ePosition
ePerformance
Talent Solutions
Classification and Compensation
Recruitment
Spartan Talent User Account Requests
Labor Condition Application (LCA) Notices

Students do not have user accounts in Spartan Talent and cannot be given access

User groups are not available for temporary staff

Temporary Employment Update and Reminders

- Dual approval is no longer needed for temporary employment
- Departments **must consult with HR** before commitments are made to onboard a temp
- Employees cannot start without:
 - HR approval
 - a satisfactory background check
 - completed Form I-9
- HR consultation and approval are required to hire, rehire or re-appoint a temp
- Temporary job assignments are limited to 11 months of continued service with the required 31-day break in service

I-9 Compliance: Three-Day Rule Reminder

Form I-9 Section 1: Completion of online Guardian LawLogix Deadline

- Latest completion date: **end of first day of work for pay**
 - New hire must complete Section 1 (online) after accepting employment offer

Form I-9 Section 2: Identification Documentation Verification Deadline

- Latest completion date: **end of third day after the first day of employment**
 - If employee will work fewer than three days, we must verify identification documents on first day of work for pay

E-Verify Deadline

- Earliest: **after applicant has accepted position, and UNCG and employee have completed both sections of Form I-9** (Verification can be completed before employee begins work for pay)
- Latest: **three days after new hire's first day of work for pay, unless employee will work fewer than three days; then we must verify no later than first day of work for pay**

Guardian LawLogix - Important Reminders

- Hires (new or rehires) and reauthorizations must be processed in a timely manner!
- UG students hires should be referred to Career & Professional Development
- Graduate student hires should be referred to Graduate School
- Banner must be updated prior to employee start date
 - Reminder: EMA email MUST be entered to trigger the I-9 link
- I-9 workflow (in-person or remote) is designated at time of hire
- Section 1 invite is sent day after Banner is updated and **expires within 30 days**
- Section 2 invite includes a link to schedule appointment online with HR
 - Employees use Calendly scheduler for I-9 document review
- Update your department documents, SOPs, letters, and templates that reference Form I-9
- Review the [Human Resources I-9 & E-Verify webpage](#)

Please do not use or reference paper I-9 forms!

Talent Acquisition-Important Reminders

Recruitment/ Postings/Hiring Proposals Requests

- Items are worked by the Talent Acquisition Team in the order they are received in the HR queue.
- References must be completed before submission of a HP, one of the references MUST be a supervisor (current supervisor for internal candidates or previous supervisors if external).

For questions regarding I-9/Onboarding/Recruitment/Postings and Selection, please contact the Talent Acquisition team

hrcomp@uncg.edu

Guy Chambers: **Administrative Support Associate**

Carol Benjamin: **I-9/Background Check/Onboarding Specialist**

Katie Haynes: **Talent Acquisition Specialist** ([Academic Departments Staff/Non-Faculty](#))

Asia Martin: **Talent Acquisition Specialist** ([Non-Academic Departments](#))

Cati Caruthers: **Director of Talent Acquisition**

HR Operations

Glendneil Blackmon

HR Operations Manager

2021 Year End Leave Roll Update

- 2021 Leave Roll has been completed.
- All Vacation, Sick and SALB Leave have been update for eligible employees.
- Please contact hrops@uncg.edu with any questions related to Leave.

Secondary Employment - SHRA Employees

This Secondary Employment information/process is for SHRA employees only

[Secondary Employment Forms](#) are past due as of Friday, February 4, 2022.

Secondary Employment forms must be:

- Submitted to your immediate supervisor and approved prior to beginning any secondary employment
- Submitted at any time during the year and kept on file within the department/division/school
- Submitted for each change regarding the secondary employment
 - All changes must be documented and reported as they occur

Access Secondary Employment Forms on the [HR website](#): Click on the *Employees* tab and choose the *Files and Forms* option in the dropdown menu.

If there is a potential conflict of interest with State operations, or you have questions regarding Secondary Employment, please contact your [HR Business Partner](#) at hrbp@uncg.edu.

Policy on Flexible Work and Teleworking Arrangements

Jeanne Madorin
AVC Human Resources

Flexible Work Arrangements

- Flexible Work Schedules: Work schedules beyond standard work hours (i.e., 8-5)
- Teleworking
 - Hybrid - part of the week on campus and part teleworking
 - Fully remote
 - Occasional and sporadic

Flexible Work Arrangements - Availability

Availability

- Teleworking is available at management discretion
 - Not all positions lend themselves to telework
 - Business and operational needs must be met
 - Teleworking is not an employee right or entitlement
 - Teleworking decisions are not grievable
 - Agreements may be terminated at any time

Flexible Work Arrangements - Expectations

Expectations

- Availability
- Performance expectations are met
- Maintain a safe work environment
- Engage with supervisor and team members
- Comply with University Policy
- Remote work is done within a reasonable commuting distance

Flexible Work Arrangements - Documentation

Documentation

- Flexible work arrangements **must** be documented in writing
 - Flexible work hours documentation may be kept in department with a copy to the employee
 - Must be produced if requested
- Teleworking requires completion and approval of a Flexible Schedule/Telework Plan and Agreement

Flexible Work Arrangements - Approvals

Approvals

- Supervisors approve flexible work hours
 - Advised to discuss with their management prior to implementing
- Supervisors can approve teleworking agreements with a duration of 30 days or less
 - Exception - individuals on medical leave
- Teleworking agreements require approval of Vice Chancellor/Dean and AVC for Human Resources

Flexible Work Arrangements - Implementation

Implementation

- Training is being conducted for supervisors
 - Wednesday, February 9 — 3:00 pm - 4:30 pm
 - Friday, February 11 — 1:00 pm - 2:30 pm
 - Friday, February 18 — 10:00 am - 11:30 am
- Policy and forms will be available on the UNCG website soon
- Policy and forms are being distributed to supervisors when they attend the training

Flexible Work Arrangements - Implementation (Cont'd)

Implementation

- Supervisors will be responsible for communicating with employees the possibility for flexible work schedules
- All employees will be expected to transition to the new Flexible Schedule/Telework Plan and Agreement

Benefits

Emily Foust
Benefits Manager

COVID-19 Paid Administrative Leave

Employees may continue to receive COVID-19 Paid Administrative Leave under the following conditions:

- Subject to quarantine or isolation order by a health care provider or public health official, and the University determines that employee cannot telework (new effective January 3rd).
- Experience a reaction to COVID-19 vaccination or booster shot that prevents returning to work, either on the day of the vaccination/booster, or on the following day.
 - For continued adverse reactions experienced beyond the day after vaccination/ booster, employees must use their own accrued personal leave.

FFCRA emergency paid sick leave used in 2020 for any of the reasons listed above, must be deducted from any remaining COVID-19 Paid Administrative Leave.

**160 hours is the maximum amount of Covid-19 paid administrative Leave allowed.
Use of COVID-19 Paid Administrative Leave is cumulative from March 16, 2020.**

COVID-19 Paid Administrative Leave (Cont'd)

- Receive up to 80 hours of COVID-19 paid administrative leave for absences prior to using any accrued personal leave (i.e., sick, vacation, bonus, etc.) and/or compensatory time
- After 80 hours have been exhausted, employee must use accrued personal leave and/or compensatory time for the absences
- If the employee has exhausted accrued personal leave and/or compensatory time, then they may receive an additional 80 hours of COVID-19 Paid Administrative Leave for the absence
- After 160 hours of COVID-19 paid leave used, and all personal leave exhausted, the employee would be in leave without pay status
- **Interchangeability of Leave is discontinued - ended December 31, 2021.** Accrued Sick Leave, Vacation Leave, and Bonus Leave cannot be used interchangeably for COVID-19-related absences (child/elder care, cannot telework, etc.).

Please contact the [HR Benefits staff](#) with general questions about Paid Administrative Leave

Offboarding Reminders

- ✓ Departments are responsible for submitting Termination, or Leaving UNCG EPAF's and the final two timesheets or Leave Reports to HR Operations as soon as possible to avoid overpayments. Please add comments!
- ✓ Employees are encouraged to contact the Benefits staff to discuss insurance, retirement and COBRA.
- ✓ HR Business Partners are available to conduct exit interviews.
- ✓ Employees may need to contact Parking or the Kaplan Center.
- ✓ Arrange to return University property (computers, keys, P-Cards, uniforms, etc.)

EEO/AA and ER

Patricia M. Lynch

Director of EEO and AA/Interim Director of ER

HR Business Partner Assignments

Jeanne Madorin

Office of the Chancellor

Christy Lennon

Academic Affairs, Student Affairs,
Enrollment Management, Research &
Engagement, and Finance & Administration

Patricia M. Lynch

Athletics, Communications, ITS, Title IX,
OGC, and University Advancement

Contact your [HR Business Partner](#) at hrbp@uncg.edu

Recruitment for Grievance Committee Members

HR is recruiting Grievance Committee members from SHRA and EHRA groups

- Members are required to serve for a 3-year period.
 - The Committee may be charged with deciding whether the facts merit a detailed investigation, although the submission of a grievance or petition does not automatically result in a formal hearing.
- SHRA and EHRA Committee Member responsibilities are to:
 - evaluate grievances or petitions
 - consider the evidence
 - conduct hearings (when warranted)
 - advise the Chancellor, Associate Vice Chancellor and Chief Human Resources Officer on all appeals mentioned in the policy

If you're interested in serving on the SHRA or EHRA Grievance Committee, please contact Patricia Lynch at pmlynch2@uncg.edu.

Member Service Eligibility: Grievance Committee

SHRA Service Eligibility Criteria

Potential SHRA Grievance Committee members must:

- obtain prior approval of your supervisor or manager
- be a permanent full-time employment status (probationary excluded) and be classified as SHRA
- not have active disciplinary actions or performance concerns (PIP)
- have a performance rating of Meets Expectations for the last 3 years where applicable
- complete training from HR

EHRA Service Eligibility Criteria

Potential EHRA Grievance Committee members must:

- obtain prior approval of your supervisor or manager
- be classified as EHRA
- not have any performance concerns (PIP)
- have a performance rating of Meets Expectations for the last 3 years where applicable
- complete training from HR

2022 Performance Management

SHRA Performance Plan

- 94% of the Performance Plans are completed
- Appraisals opened on February 1 and are due April 30

EHRA Performance Plan

- 91% of the Performance Plans are completed
- Appraisals will open April 1 and are due June 30

To request supervisor training contact Jen Feth
jmfeth@uncg.edu or 4-4508

[ePerformance Management website](#)



EEODF Classes are Online!!!

REGISTRATION

Register for EEODF online training and online sessions through the [Office of State Human Resources NC Learning Center](#).

For more information and details on course registration, click here to read our [EEODF Frequently Asked Questions](#).

For step-by-step assistance with registering for EEODF (supervisors and managers), please review this [Quick Reference Guide](#).

For questions and assistance with registering please contact Latisha Perry, EEO Consultant and Investigator, at ljperry4@uncg.edu or 4-9751.

2022 Class Schedule Dates

January 11	June 7
February 1	July 12
March 1	August 2
April 5	September 13
May 3	October 4

Online Options will begin with the March 1 session!!



Reminders & Updates

Jeanne Madorin

Associate Vice Chancellor and
Chief Human Resources Officer

Updates - Dual Approval Revisions

- Personnel actions funded at least 75% by grants, including establishment of new positions, salary increases (labor market/equity, interim promotions, increases in duties and/or responsibilities), reallocations, etc.
 - Split funded positions that require 25% or more of state funding will still be reviewed
- Supplemental payments (add pays) for faculty off contract
- Supplemental payments to part-time instructors due to last minute personnel changes or course demand

Updates - Dual Approval Revisions (Cont'd)

- Positions that have been deemed essential with high turnover rates (e.g., housekeepers, maintenance positions, etc.)
- Requests for temporary positions and/or continuation of temporary assignments, regardless of funding source
- Replacements of vacant, currently budgeted and funded (regardless of funding source) positions and reappointments on established term positions
- Salary adjustments of up to 10% for new hires that have been previously approved and budgeted

Q&A



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