HR Liaisons

Wednesday, August 5, 2020
Webinar
2:00 - 3:30 PM
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
Return to On-Site Work

Jeanne Madorin
AVC Human Resources
Hybrid Schedules

Teleworking

On-Site Work

Leave (FFCRA, Personal Leave, Leave Without Pay)

Refer employees to the Benefits Office to discuss leave options
Self Monitoring

Evaluate every morning and don’t come to work if you are sick

Fever high than 100 degrees or feeling hot/cold chills
Cough
Sore Throat
Shortness of breath/difficulty breathing
Body aches out of the ordinary
New loss of taste or smell
Other flu like symptoms
Safety in the Workplace

WEAR YOUR FACE COVERING

Maintain Social Distancing (6 feet or more of separation)

Limit interpersonal contacts to 15 minutes or less

Wash hands frequently

Use hand sanitizer

Wipe down areas and items after use by others (i.e., pens, tables, door handles, etc.)
Case Management

Ask employees to self report using the *Case Management System

Supervisors and others can report using the *Supervisor Reporting Form

Contact tracing will be done and individuals who were exposed will be contacted

*Links will be included in Links Resource document
EEO and AA

Patricia M. Lynch, SPHR, SHRM-SCP
Director of EEO and AA
Racial Equity at UNCG

racialequity.uncg.edu
When all Americans are treated as equal, no matter who they are or whom they love, we are all more free.

– Barack Obama, 44th US President
The ADA allows persons with disabilities the opportunity to participate in the world around them.

–Tammy Duckworth, Jr. US Senator for Illinois
Women’s Equality Day

Governor Cooper proclaimed August 25, 2020 as Women’s Equality Day. This year, commemorates the 100th anniversary of the passage of the 19th Amendment to the U.S. Constitution granting women the right to vote.

Images sourced from NC Department of Administration - ncadmin.nc.gov
Save the Date!

August 25, 2020
League of Women Voters of Wake County
*Women’s Equality Day Virtual Event
4:00 pm - 5:00 pm

August 27, 2020
Women’s Equality Day Virtual Lunch and Learn
OSHR Speaker: Mary Williams-Stover
Exec Dir. NC Council for Women & Youth Involvement
11:00 am - 12:00 pm

*Link to event information will be included in Links Resource document
EEODF Update

- The EEO and AA unit plans to conduct an EEODF F2F class on August 11, 2020 with a limited number of participants.

- The EEODF class on September 15, 2020 is tentatively scheduled for a virtual class. The online modules will need to be completed in advance.
Performance Management

Marlon Summers
HR Business Partner
2019 - 2020 Year End Appraisal

• 2019/20 Appraisals for SHRA and EHRA are now **OVERDUE**

• Failure to submit may negatively impact your employee(s)

• Supervisor may be held accountable

• “Not Done” will be entered into DataMart and reported to the System Office
2020/21 SHRA & EHRA Plan

• Plans are loaded into ePerformance

• September 30th deadline - SHRA & EHRA

• SHRA Performance cycle - July 1, 2020 - April 30, 2021

• EHRA Performance cycle July 1, 2020 - June 30, 2021
ePerformance Update

New and improved training webpage with video tutorials on:

- How to Create Work Plans
- Supervisor Approvals
- Completing Performance Appraisals.
- Employee Acknowledgement

Please visit hrs.uncg.edu/performance_management or our SHRA and EHRA *searchable user guide.

*Link to searchable user guide will be included in Links Resource document
Return to On-Site Operations Support

*COVID-19 Training for UNCG Personnel
(Training in Canvas)

*Self Reporting Form

*Supervisor Reporting Form

*Links will be included in Links Resource document
ROSO Support

Face Covering Expectations
Talent Solutions

Dr. Veronica Sills
Talent Solutions Manager
## Team Roles - How Can We Help You?!

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>eHIRE: HR Recruitment - Postings, recruitment, hiring proposals, etc.</td>
<td>Katie Haynes (Academic Affairs, Enrollment Management)</td>
</tr>
<tr>
<td>eHIRE: HR Recruitment - Postings, recruitment, hiring proposals, etc.</td>
<td>Lauren McKiver (F&amp;A, Student Affairs, ITS, Athletics, Advancement, Communications)</td>
</tr>
<tr>
<td>Temporary Employment</td>
<td>Cati Munoz Caruthers</td>
</tr>
<tr>
<td>ePOSITION: S/EHRA actions - creation, modification, classification, salary administration, supervisor change, etc.</td>
<td>Veronica Sills, Amy Braun (temporary)</td>
</tr>
<tr>
<td>Onboarding: (I-9s, Background Checks, ELF Loans)</td>
<td>Carol Benjamin</td>
</tr>
<tr>
<td>Reappointments (non-temp), Add Pays/Supp Pay, Foreign National Hires/Letters</td>
<td>Veronica Sills</td>
</tr>
<tr>
<td>Spartan Talent User Account Requests (user group access)</td>
<td>Spartan Talent User Account (Google) Form - located on HR main website (Spartan Talent) and Spartan Talent login page</td>
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Suspension of Non-Essential HR Actions (HR Action Pause Reminders)

March 24th - UNC System Office implemented a temporary suspension of the following non-essential HR activities:

- Salary adjustments, positions actions (including new positions/modifications, new hires (temp & perm))
- Positions regardless of funding source are impacted.
Suspension of Non-Essential HR Actions (HR Action Pause Reminders)

July 27th: Fall 2020 HR Action Pause Memo was issued by Provost Coleman and Vice Chancellor Bob Shea:

“As a reminder, the primary purpose of the HR Action Pause was to limit financial commitments tied to human resource actions to only those necessary to continue essential operations needed during the pandemic…

This includes salary increases, new hires, creation of new positions, promotions, reallocations, additional payments, reappointments, labor market/equity adjustments, and any other action that includes an adjustment to salary…

“We will be jointly reviewing any submitted action, from all funding sources, prior to the action being implemented. This includes any action currently in progress.”
Suspension of Non-Essential HR Actions
(HR Action Pause Reminders)

Justifications for exceptions are **required**

- “Why is this action considered essential **right now**?”
- Who provides the justification?
  - You, the dept/div. leadership, etc.

Grant funded new positions and posting will most likely be approved but justification is still required and are still limited to essential positions.
Suspension of Non-Essential HR Actions
(HR Action Pause Reminders)

What are YOUR next steps?

Pending Action - no further action is required. Your action(s) are under review.

New Action - submit through normal process and provide justification with the action. Consider reviewing the request with your leadership first to ensure it will be supported.

A member of our Talent Solutions team will contact you if additional information is needed or if your action is not approved.
Updates and Questions

Jeanne Madorin
Associate Vice Chancellor and Chief Human Resources Officer
Updates and Reminders

FFCRA & COVID Administrative Leave

● Consult with Benefits Office on eligibility questions

● APPLICATIONS ARE REQUIRED!
  ○ Applications can be found on the Benefits website, FFCRA page: *https://hrs.uncg.edu/ffcra/

● Specialized timesheets and leave reports are provided upon approval

*Link will be included in Links Resource document
Updates and Reminders

FFCRA Leave
- Runs through December 31st

COVID Administrative Leave
- Switched from $\frac{2}{3}$ to $\frac{1}{3}$ effective July 1st
- Ends August 1st
COVID - High Risk

- Employees can apply for traditional FMLA and use personal leave, or Leave Without Pay if telework options are not available.
Updates and Reminders

COVID-19 Workplace Safety Training available on Canvas

- Only takes about 20 minutes

- Required for **all** individuals (including students and temporaries) returning to the workplace
Updates and Reminders

Human Resources Office returns to normal office hours
(8 a.m. - 5 p.m. Monday - Friday)

To better serve our visitors, appointments are strongly encouraged.

HR Business Partners are available to discuss concerns employees have as well as assistance on flexibility scheduling, leave options, and compliance with face covering requirement.