



UNC  
GREENSBORO  
Human Resources

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# HR Liaisons

Wednesday, August 5, 2020

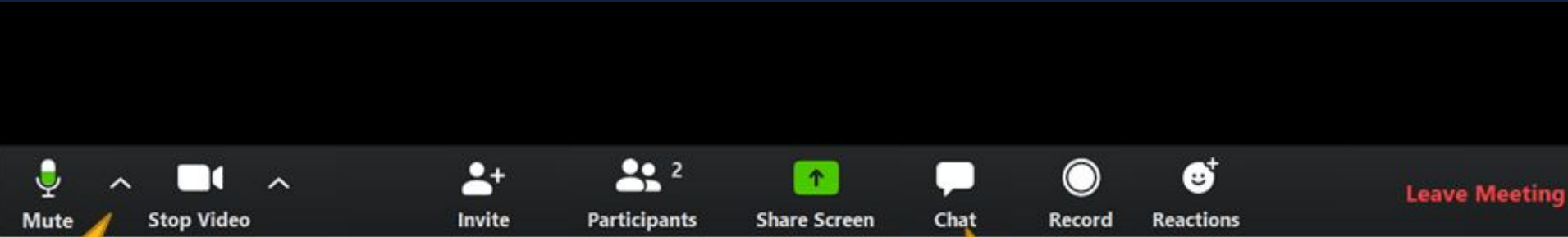
Webinar

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



The image shows a screenshot of a Zoom meeting toolbar. The toolbar is dark grey and contains several icons and labels. From left to right, the icons are: a microphone (labeled 'Mute'), a video camera (labeled 'Stop Video'), a plus sign (labeled 'Invite'), two people (labeled 'Participants'), a green square with an upward arrow (labeled 'Share Screen'), a speech bubble (labeled 'Chat'), a circle with a dot (labeled 'Record'), and a smiley face with a plus sign (labeled 'Reactions'). A red 'Leave Meeting' button is located on the far right. 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

# 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](https://racialequity.uncg.edu)

# LGBTQ Pride Month June 15

“



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

– Barack Obama, 44<sup>th</sup> US President

# ADA 30 - Celebrate. Learn. Share.



*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](http://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



Source: [lwwake.org](http://lwwake.org)

*\*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](https://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*

A screenshot of a web browser displaying the 'COVID-19 Self-Reporting Form' on the veoci.com website. The browser's address bar shows the URL 'veoci.com/veoci/p/w/fs2x25pzqnd5'. The page header includes the UNC Greensboro logo. The form is divided into two main sections: 'Personal Information' and 'Reporting Information'. The 'Personal Information' section includes fields for 'First Name', 'Last Name', 'University Affiliation' (a dropdown menu), 'Email Address', 'Primary Phone Number' (with a country code dropdown set to the USA and a phone number field containing '(201) 555-0123'), and 'Residence Status' (another dropdown menu). The 'Reporting Information' section starts with the question 'What are you reporting?' followed by seven radio button options: 'I have symptoms but have not been tested.', 'I have been tested but have not received results yet.', 'I have been tested and the results are positive.', 'I have been tested and the results are negative.', 'I have been diagnosed with COVID-19 but have been told I will not be tested at this time.', 'Someone in my household has been tested or has tested positive.', and 'Other'. Below this is a 'What day were you last on campus?' field with a 'Set Date' button and a calendar icon. At the bottom, there is a text area for 'Describe your situation or provide additional information' with a rich text editor toolbar and a placeholder text 'Type something'.

# ROSO Support

## Face Covering Expectations



# Talent Solutions

**Dr. Veronica Sills**  
Talent Solutions Manager

# Team Roles - How Can We Help You?!

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

# 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

# Updates and Reminders

## 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.

# Q&A



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