



UNC
GREENSBORO

Human Resources

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HR Liaisons Meeting

Tuesday, August 9, 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

Procurement Services

Michael Logan

Director of Procurement Services

Procurement Services

- **State of NC Procurement Rules**
- **PCard Updates**
- **Procure2Pay Guidance**
- **Contract Guidance**
- **Independent Contractor Guidance**
- **Convenience Contracts**
- **SpartanMart & General Updates**
- **Roadmap**

Procurement Services

New State of NC Procurement Rules

<https://purchasing.uncg.edu/procurement/>

- **Competition threshold increased to \$25k**
- **Less than \$25k - no competition required**
- **\$25k to \$75k - 3 formal quotes**
- **\$75k to \$500k - formal bid process**
- **Greater than \$500k - state of NC has to approve**
- **SpartanMart punch out providers - competition not required**

Procurement Services

PCard Updates

<https://purchasing.uncg.edu/pcard/>

- **Single Transaction Limit (STL) - \$5k**
- **UNCG authority to increase STL to \$25k for travel and non travel expenses**
- **STL request over \$25k - requires State of NC approval**
- **Global Card Access (website and app)**
 - **Verify and update PIN**
 - **Alert notifications**
 - **Check Balance and transaction history**
- **Card Pick Up - Cashier Window in Mossman Bldg**
- **Mobile Wallet now allowed**
- **Hospitality profile - business entertainment meals**

Procurement Services

Procure to Pay (P2P) Guidance

<https://purchasing.uncg.edu/procurement/>

- **Click on - Procure2Pay Guidance for Goods and Services**
- **Factors considered:**
 - **State of NC policies and laws**
 - **UNC System policies**
 - **UNCG policies**
 - **Adherence to University standards**
 - **Risk mitigation**

Procurement Services

Contract Guidance

<https://purchasing.uncg.edu/contract-services/>

- **Guidance**
 - **Factors to consider when determining if a contract is needed or required**
- **Per NC General Statute 143-58: “any contracts not procured in accordance with state procurement laws or rules shall be void and of no effect. In addition, the executive officer or the secretary of any agency shall be personally liable for the cost of any such contract.”**
- <https://generalcounsel.uncg.edu/unc-greensboro-contracts/>

Procurement Services

Independent Contractor Guidance

<https://purchasing.uncg.edu/contract-services/independent-contractor/>

- **Guidance**
 - **factors to consider when determining if an individual should be classified as an Independent Contractor**
 - **Federal IRS rules**
 - **UNCG rules for faculty/staff/students**

Procurement Services

Convenience Contracts

<https://purchasing.uncg.edu/contract-services/#contracts>

- **State of NC Competition Requirements have been met**
- **Utilize these sources without competitively bidding up to UNCG delegation of \$500k**
- **Commodities covered:**
 - **Photography Services**
 - **Videography Services**
 - **Writing Services**
 - **Digital & Traditional Marketing/Advertising Services**
 - **Printing Services**

Procurement Services

SpartanMart & General Updates

<https://purchasing.uncg.edu/spartanmart/>

- **New home page layout**
- **Internal Service Providers listed**
 - **Spartan Printing**
 - **Spartan Dining**
 - **University Bookstore**
 - **Parking Operations**
- **New Sole Source - Request for Waiver Form**
<https://purchasing.uncg.edu/procurement/>
- **Payment Request - Spartan Catering option and workflow**

Procurement Services

Road Map

- **Develop more convenience contracts**
- **Update and automate the Independent Contractor Determination form**
- **Expand Punch Out Catalog Offerings in SpartanMart**
- **Implement the Supplier Manager module in SpartanMart**
- **Develop and publish Procure2Pay Quick Guides**
- **Expand use of PCards**
- **Departmental Dashboards (PCard and SpartanMart)**

EHS Training

Timothy Slone

Director of Environmental, Health and Safety

EHS Training Background

- Required safety training
- EHS provides in person and in a variety of online formats.
- Percipio provides an opportunity to put all training in one format for all of campus (faculty and staff)
- Partnering with HR to create a EHS Channel in Percipio
- Required and general safety training

Percipio and EHS Training

- Required training will be identified and assigned for employees through percipio.
- Supervisors will have the capability to track employee completion of “required” training.
- Non required training can be accessed as well through the EHS channel.
- October 1st is the goal start date for assignments.

EHS Required Training

- Global required training (Mandated by law or regulation)
 - Fire and Evacuation Procedure Training
 - Supervisor training for injury reporting
- Job Specific Training (Mandated by law or regulation)
 - Examples - Ladder training, chemical use training, asbestos awareness, Fall protection, and many others that relate to job duties
- Elective Training (Non required / situational awareness)
- Hazard Assessments help us determine who needs training.
- Email safety@uncg.edu for consultation about training need
- Questions?

Benefits

Emily Foust

Leave Updates

- COVID Paid Administrative Leave ends August 15th.
- Personal Observance leave is in Banner.
- COVID Booster Leave is in Banner.
 - Hours were entered for employees who uploaded proof of a COVID booster to the Vaccine Portal.
 - Provides up to eight hours of fully paid leave to eligible employees who receive their first COVID-19 booster shot on or before Aug. 31, 2022 (there is still time!).
 - Leave only applies to the first booster shot.
 - Must be used by March 31, 2023
 - All leave requires supervisor approval

EEO/AA and ER

Patricia M. Lynch

HR Business Partners' Service Areas

Jeanne Madorin	Office of the Chancellor and The Office of Institutional Integrity and General Counsel
Christy Lennon	Communications, Enrollment Management, Finance and Administration, ITS, University Advancement, and Weatherspoon
Chris Castelloe	Academic Affairs, Student Affairs, and Office of Research & Engagement
Patricia M. Lynch	Intercollegiate Athletics

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

Human Resources Business Partners (HRBP)

The HRBPs focus on building strong relationships with HR customers by:

- **Understanding the unit's discipline, mission, and goals**
- **Assisting the unit with long term human capital planning**
- **Developing and maintaining a proactive customer advocacy role**

Human Resources Business Partners Continued

- **Providing strategic organizational design and development**
- **Serving as a resource to ensure the departments are in compliance with laws and regulations**
- **Assisting with the implementation of HR strategies and policies**

2022-2023 Performance Management

SHRA Performance Plan

- 68% of the Performance Plans are completed **due February 1**
- Appraisal Cycle for 2022-2023 is open and the deadline **April 30**

EHRA Performance Management

- 82% of 2021-2022 Appraisals are completed. The remaining Appraisals are overdue since the deadline was **June 30**
- 9% of the Plans are completed and are due **September 30**

To request supervisor training or get your questions answered contact your
Human Resources Business Partner

hrbp@uncg.edu or 4-5009 [ePerformance Management website](#)



EEO and AA Title VII

TYPE OF GRIEVANCE	FIRST STEP	NEXT STEP ** <i>(if not resolved with First Step)</i>
<ul style="list-style-type: none"> • Harassment • Discrimination • Retaliation for alleging Harassment or Discrimination 	<p><i>Equal Opportunity Informal Inquiry</i> conducted by the University's Equal Opportunity & Compliance Office</p>	<p>Step 1 Mediation</p>
<ul style="list-style-type: none"> • Hiring actions (promotion/posting) • Veterans' status • Personnel file • Performance appraisal • Retaliation (whistleblower) 	<p><i>Informal Discussion</i> coordinated by the Grievance Officer</p>	<p>Step 1 Mediation</p>
<ul style="list-style-type: none"> • Suspension • Demotion • Dismissal • Involuntary separation due to unavailability 	<p>Step 1 Mediation conducted by State-assigned mediators</p>	<p>Step 2 Hearing</p>

ADA Title I

- **The EEO and AA unit coordinates ADA accommodations for both faculty and staff**
- **Prohibits discrimination against applicants, staff, and faculty who are “qualified individuals with a disability”**
- **Accommodations must be requested**
- **Medical documentation is required**

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 contact Patricia Lynch, Director of EEO and AA/Interim Director of ER at pmlynch2@uncg.edu or 336.334.9725

2022 Class Schedule Dates

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

EEODF classes
are now offered online !!!

EQUAL
EMPLOYMENT
OPPORTUNITY &
DIVERSITY
FUNDAMENTALS

Available Now
<https://hrs.uncg.edu/eeodf>



Cyber Security

2022 Risk & Mitigation Activities

Bob Shea

Vice Chancellor for Finance and Administration

Zachary Smith

Assistant Vice Chancellor for Emergency and Risk Management

Casey Forrest

Chief Information Security Officer

Cyber Security

2022 Risk & Mitigation Activities

1. Increased Cyber Security Risk
 - [Russian invasion of Ukraine](#)
2. Cybersecurity Safeguards and Prevention Measures
 - [Shields Up!](#)
3. Cyber Security Risk Mitigation: Proactive > Reactive
 - Cyber Incident Planning Team
 - Executive-Level Cyber Incident Tabletop Exercise
4. External Cybersecurity Partners
 - Federal Bureau of Investigation (FBI)
 - [Joint Cybersecurity Task Force \(JCTF\)](#)
5. Be Cyber Vigilant
 - Trust your Instincts and Training

Reminders & Updates

Jeanne Madorin

Personal Observance Leave

[Executive Order 262](#) - Personal Observance Leave

- 8 hours of paid leave for leave earning employees
 - Provided annually, prorated for part time employees who work at least a half-time schedule
 - Can be used for any single day of personal significance
 - Leave must be used in one work shift (may not be used incrementally)
 - Leave may be used before exhausting any accumulated comp time
 - Leave can not be donated to VSL
 - Leave can not be applied to existing negative leave balances
 - Forfeited if not used - expires at the end of the calendar year and is not paid out upon separation, retirement or death - however, it is transferable
 - Supervisory approval is required before employees take the leave
 - Employees do not need to provide any justification or documentation supporting their personal day of observance
 - New hires will receive this leave immediately upon employment for the same calendar year
- [Policy](#)

COVID Updates

- Please continue to submit supervisor and self reports of COVID exposures and/or positive cases
- Self Report Website <https://go.uncg.edu/selfreport>
- Supervisor Report Website <https://go.uncg.edu/supervisorreport>
- Surveillance testing is being suspended
 - Self home tests are widely available and covered by insurance

Fall Campus Wellness Information

- Masks continue to be encouraged but are optional
 - Personal preference
 - Required in health care settings, including Student Health Services, and any patient clinics or clinical simulation areas on campus
 - We will continue to follow UNC System guidance as well as state and county guidelines
 - Masks are available at [designated locations](#) across campus
- COVID Vaccines
 - Available through Student Health Services
 - Voluntary
 - Supervisors encouraged to allow time for employees to be vaccinated/boostered

Fall Campus Wellness Information

- Monkeypox
 - Same family of viruses that cause smallpox
 - Symptoms are milder
 - Spread through direct contact (skin to skin, sexual contact, touching fabrics or objects) with another person who has monkeypox
 - Risk is low
- Prevention
 - Avoid close, skin-to-skin contact with an individual who has a rash that looks like monkeypox or handling bedding, towels or clothes of someone who has been diagnosed with monkeypox
 - Wash hands often with soap and water or use alcohol-based hand sanitizer
- Additional information is available on the [Shield Our Spartans website](#)

New Campus Delegations on Salary Administration

- SHRA Increases
 - No longer limited to 20% of June 30, 2022 salary
 - Includes increases for promotions, reallocations, career progression, additional duties, reclassification, or other salary actions
- EHRA - SAAO Tier II
 - No longer limited to \$15,000 and 20%
 - Promotional salary increases based on salary range for position
 - Non-promotional salary increases need approval if the base salary is or will be \$125,000 and the increase exceeds either 10% of the base salary or the 75th percentile of the salary range.

New Campus Delegations on Salary Administration

- EHRA - Non-Faculty (IRIT)
 - No longer limited to \$15,000 and 20%
 - Promotional and non-promotional salary increases within salary range
- Salary Ranges
 - UNC System Office will prepare all EHRA salary ranges
 - Deviations from the UNC SO prepared/approved salary ranges must be approved
 - Salary ranges are available on the [Classification and Compensation website](#) under EHRA Resources.

New Campus Delegations on Salary Administration

- Salary decisions are made based on:
 - Classification of the position
 - Range assigned to the classification
 - External/Internal equity
 - Justification of experience, credentials, and other factors supporting the salary that is being requested
 - EHRA Positions - CUPA Code/Salary Range can be found in position action history notes
 - Working on a better solution

Legislative Update

- 3.5% (FY23) increase for permanent part or full time benefits eligible employees as of June 30, 2022.
- Increases will be effective August 1, 2022, retroactive to July 1, 2022.
- Employees currently on LWOP may be eligible for mandatory legislative increase upon their return.
- Prorated longevity payments will be made.
- SHRA employees who transfer with an effective date of July 1, 2022 or earlier are eligible.

Flexible Work Arrangements

- Approvals have been delayed but all should be going out this week
- Please remind individuals who are teleworking to complete and submit a [teleworking agreement](#) for approval.
- Remote work data is now entered in Banner and reported to the System Office monthly. So, it's important that we have approved forms for all teleworkers.

Q&A



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