FLU SEASON

Flu season is upon us, and with a particularly strong strain going around this year, employees should understand their leave-of-absence rights.

What are the Leave-Of-Absence Rights?

The flu meets the definition of a “serious health condition” which falls under FMLA (Family Medical Leave Act) protections. FMLA leave can be used if the FMLA-eligible employee is incapacitated for more than three full consecutive days and either: (1) consults with a doctor two or more times within 30 days, or (2) consults with a doctor once and receives a regimen of continuing treatment (i.e., prescription medication). However, if the employee’s flu lasts less than three full days and does not require medical treatment, it will not trigger FMLA protections.

Alternative options to FMLA use for less severe flu cases are (1) telecommuting and (2) using paid time off. Sick leave and earned comp time may be used for days spent out of the office.

Because it is difficult to judge when peak flu season occurs, please adhere to and encourage coworkers and colleagues to follow these measures to limit the spread of the virus:

• Promote flu vaccination
• Encouraging sick workers to stay home
• Promote hand hygiene and cough etiquette
• Keep the workplace clean

IMPORTANT DATES

January 14 & 28
New Employee Orientation, Bryan 113

January 11 & 22
EEODF Training, Classroom portion only

January 14
Payroll Time Entry Cutoff

January 25
Last Day to Submit EPAF for December Payroll

February 4
HR Liaison Meeting

REMINDERS

• HR Liaisons are responsible for Org Charts. Review the Org Chart Module in Canvas.

• The deadline to file a Workers’ Compensation claim is three calendar days

• Check your check! New health insurance deductions started in December, NCFLEX will be entered for January paychecks.
ePERFORMANCE IS NOW LIVE!

The online performance management module for SHRA and EHRA Non-Faculty employees went live on December 3, 2018. You are encouraged to log into the system and start on tasks as soon as possible. If this is your first time completing the performance plan and you have not gone through the ePerformance training, you can find complete and quick reference instruction guides on our website HERE.

Who: Supervisors of EHRA non-faculty and SHRA employees

When: Deadline extension for both Performance Plans - January 31, 2019

Problem?: Complete SpartanTalent Problem Form and email to PMP2018@uncg.edu

Check the FAQs or contact Jenn Feth at 336-334-4508

EEODF

Reminder that (EEODF) training is required for all state government employees who were hired, promoted, or appointed to the position of supervisor and/or manager on or after July 1, 1991. All campus executive managers and administrators including the Chancellor, Chancellor’s Council, the Provost, the Provost’s Council, Deans, and Department Chairs are required to enroll in the EEODF Training Level II.

EEODF Level II training is designed specifically for executive managers and consists of a one-day classroom session only (no online requirement for level II). A representative from OSHR has coordinated multiple on-site EEODF Training Level II classroom sessions to occur summer 2019. Monthly reports are generated and provided to University executive leadership to highlight the progress of participant completion within each division.

To review the brief course highlights, a list of available classroom dates, and easy instructions to enroll in Level II training click HERE.

SECONDARY EMPLOYMENT

It’s that time of the year again, please submit all Secondary Employment forms for full time SHRA employees who are engaged in a second job outside of their state employment. These forms are due to managers no later than Thursday January 31, 2019.

You can access the secondary employment form HERE.

Please note that if the secondary employment form has any impact or the potential to create conflict with State operations, please forward the form to Dr. Victoria Benson, Deputy Chief Human Resources Officer at v_benson@uncg.edu for further approval.

Link to the policy can be found HERE.

BITS & PIECES

Personality can open doors, but only character can keep them open.