To access UNCG Percipio, log in to https://uncg.percipio.com/ using your UNCG credentials. We are excited to share this new platform that offers so many opportunities for professional and personal growth.

For questions or comments, please contact Learning and Organizational Development at profdev@unCG.edu
COVID-19
PAID ADMINISTRATIVE LEAVE

Leave options available through the Families First Coronavirus Response Act (FFCRA) expired on December 31, 2020. This includes emergency paid sick leave (EPSL) and leave for child care or elder care (elder care was not included in the FFCRA but was made available to employees in the same manner as child care).

The Office of State Human Resources (OSHR) has approved the use of up to 160 hours of COVID-19 administrative leave for employees as outlined below:

Employees may receive COVID-19 Paid Administrative Leave under the following conditions:
- The employee is subject to a quarantine or an isolation order or has been advised to self-quarantine by a health care provider or public health official.
- The employee has had exposure with someone who has tested positive for COVID-19 and is awaiting a diagnosis (the employee may or may not be demonstrating symptoms).

Under these conditions, COVID-19 Paid Administrative Leave is allocated as described below:
- The employee may receive up to 80 hours of COVID-19 paid administrative leave for the absences prior to using any accrued personal leave and paid time off.
- Once these 80 hours are exhausted, the employee must use their accrued personal leave and paid time off for the absences.
- Once the employee has exhausted their accrued personal leave and paid time off, then the employee may receive an additional 80 hours of COVID-19 paid administrative leave for the absences.

Use of this COVID-19 Paid Administrative Leave for the purposes listed below is cumulative from March 16, 2020, through March 31, 2021. If an employee used FFCRA emergency paid sick leave in 2020 for any of the reasons listed below, then those hours must be deducted from any remaining COVID-19 Paid Administrative Leave available through this section. Example: If an employee used 80 hours of emergency paid sick leave in July and became subject to a quarantine or isolation order, they would only be eligible to use COVID-19 Paid Administrative Leave if they had exhausted all of their personal leave (including bonus leave).

INTERCHANGEABILITY OF LEAVE

Through March 31, 2021, employees may use accrued sick leave, vacation leave, and bonus leave interchangeably for COVID-19-related absences (child/elder care, cannot telework, etc.). Employees may, with the approval of their supervisor, be advanced leave in accordance with the annual vacation and sick leave policies which allow advancement of leave up to the amount an employee can accrue in the calendar year.

NOTE: Employees who have symptoms of a communicable disease and are required to stay home, or who are ill with the communicable disease, must not to return to onsite work until they are fully recovered in accordance with current CDC or NC Division of Public Health guidelines.

For questions regarding Covid-19 paid administrative leave please contact the benefits team askbenefits@uncg.edu
Secondary Employment Forms are due no later than Friday, February 5, 2021. The Secondary Employment Policy requires all SHRA employees to obtain approval from their supervisor before engaging in any secondary employment outside the University. This helps to ensure there is no conflict of interest with state operations.

You can access the Secondary Employment Form here:
https://hrs.uncg.edu/wp-content/themes/uncgwp/Files/Forms/Secondary_Employment.pdf?nocache=1
or by visiting our HR website and clicking on the Employees tab and choosing the Files and Forms option in the dropdown menu.

It is the responsibility of the employee to update this form annually, as well as to document changes that may occur throughout the year. All forms must be submitted and approved by the employee's immediate supervisor and kept on file within the department/division/school. Employees who obtain secondary employment during the year need to submit the completed form to their supervisor prior to beginning such employment.

Supervisors who suspect a potential conflict of interest should contact their Business Partner to discuss their concerns prior to approving the employment.

Should you have any additional questions regarding secondary employment, please feel free to contact your HR Business Partner at hrbp@uncg.edu.

For questions regarding Secondary Employment please contact the HR Operations team at hrops@uncg.edu.
Managing Worry & Anxiety During The COVID-19 Pandemic
The COVID-19 Pandemic has generated severe disruption, fear and even panic around the world. This course will address how to distinguish helpful worry from unhelpful, anxiety provoking worry, and identify ways to manage the experience of anxiety.

Click to register for this session - Once you register, you will watch a recording of the webinar.

Self-Isolating Together: How to Get Along with Your Partner and Kids During the Pandemic
We’re now spending more time than ever with the people we love. This session will help you navigate your relationship with your partner/spouse and kids while supporting your own wellbeing.

Click to register for this session - Once you register, you will watch a recording of the webinar.

Visit the UNCG Human Resources Health and Wellness webpage
Welcome to Equal Employment Opportunity and Diversity Fundamentals

University managers and supervisors have critical responsibilities and an often-demanding job. UNCG Human Resources Equal Employment Opportunity and Affirmative Action (EEO/AA) office is here to support you with developing and maintaining a diverse workforce and campus environment with the state-mandated diversity initiative training: Equal Employment Opportunity and Diversity Fundamentals (EEODF). This course was previously referred to as the Equal Employment Opportunity Institute (EEOI).

Who Should Participate in EEODF Level I?

Per the House Bill 834, NC G.S. 126-16.1, EEODF 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 (non-executive level) supervisors and managers should enroll in EEODF Level I training.

Should I Enroll in EEODF If I Previously Completed EEOI?

EEODF is a one-time training. Any managers or supervisors that have not completed EEODF (or the former EEOI) at any North Carolina state agency or institution, are required to enroll in this training. If you previously completed the former version of this course (EEOI), you are welcome to enroll in the newly revised EEODF training, however it is not mandatory.

What is Included in the Level I Training?

**Online**

There are six modules and a final assessment which take about 9.5 hours to complete. The online modules and final assessment must be completed before registering for and attending the full-day instructor-led classroom session.

**Classroom**

The one-day 8-hour instructor-led classroom training is facilitated by two state-certified adjunct trainers that are members of the UNCG Human Resources EEO/AA office. Classroom training is held on campus from 8:30am to 4:30pm.

The EEODF course is designed with the latest information needed to help supervisors and managers understand equal employment opportunity/affirmative action laws in the context of daily work situations. The training will also include case studies, effective hiring practices, rights and responsibilities, and inclusive practices to help you work more effectively with a diverse workforce.

How Can I Register for EEODF Level I?

Registration for Level I for online training and classroom session through the Office of State Human Resources.

Click here for a quick reference guide that provides step-by-step instructions for registration.

Do You Have Questions or Need Assistance?

EEODF course questions? Contact Patricia M. Lynch at pmlynch2@uncg.edu or at 334-334-9725. OSHR NC Learning Center technical difficulties? Contact ITmsupport@nc.gov. Issues with the Internet browser or Adobe Flash? Contact 6-TECH at 336-256-TECH (8324).

For more information, details on registration, and FAQs visit UNCG Human Resources - EEODF.
Meet the G!

Meet the G! is part of New Employee Orientation (NEO).

Meet the G! is a monthly meet-n-greet for departments and groups to welcome and connect with new staff!

This is an opportunity for new Spartans to learn more about departments, groups, services, perks and our campus community!

There will be a prize drawing at each session. Prizes are swag items courtesy of University Communications! Big thanks UC!

When: **Last Wednesday of every month
Where: Zoom
Time: 10:00 am - 11:30 am
**Subject to University calendar and National holidays

For questions contact Natasha Toussaint at nmtoussa@uncg.edu

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National Hot Chocolate Day
Sunday, January 31

Ice Cream for Breakfast Day
Saturday, February 6

National Random Acts of Kindness Day
Wednesday, February 17
Important Dates

February 11
HR Liaisons Meeting
1:30 PM - 3:00 PM
Zoom Meeting

March 11
Supervisor Town Hall
2:00 PM - 3:30 PM
Zoom Meeting

February 12
PHATIME Entry Cutoff

February 25
EP AF Deadline

Upcoming Events (Workshops/Trainings)

New Employee Orientation (NEO)
February 1 & February 15
Zoom Meeting

Meet the G!
January 27 @ 10:00 am - 11:30 am

Percipio Supervisor Training
Part 1: Percipio Essential
February 26 @ 3:00 pm - 4:00pm

See more important dates at HR dates & Payroll Deadlines

Stay safe with the 3 Ws
Wait six feet apart – Wash hands for 20 seconds – Wear a face covering

Stay Informed by visiting the Shield our Spartans