Featured News

COVID-19 Leave Updates

- The Office of Human Resources has extended availability of COVID Administrative leave for employee illness, isolation, and quarantine through June 30, 2021.

- Through June 30, 2021, employees may continue to use accrued sick leave, vacation leave, and bonus leave interchangeably for COVID-19-related absences (child/elder care, cannot telework, etc.).

Vaccination Work/Leave Provisions

- Permanent, temporary, and student employees may use paid time to receive both doses of the COVID-19 vaccine during work hours with supervisor approval. This is paid work time and does not count against the COVID-19 Paid Administrative Leave, or any other leave type.

- COVID-19 Paid Administrative Leave may be used if an employee experiences a reaction to their vaccination, either on the day of the vaccination or the following day. This leave may be applied retroactively to January 1, 2021. Employees must use their accrued personal leave for reactions that are experienced beyond the day after vaccination.

- Employees who are volunteering at the UNCG vaccination clinics are not required to use leave for time spent working at the clinics.

- Employees volunteering at these clinics, should do so during their regular work hours or work a flexible schedule within their normal workweek. For example, if an employee volunteers on a Saturday, they may flex their time during the week to ensure they do not exceed their regularly scheduled workweek hours.
Reminders

- Documentation is not required to prove receipt of a vaccine.
- COVID-19 medical documentation, if needed should be requested and maintained by the HR Benefits Office. Medical documentation should not be kept in departmental files. This includes test results and vaccination documentation.
- Click here to access the COVID-19 Administrative Leave Request form.

For questions regarding Covid-19 paid administrative leave please contact the benefits team askbenefits@uncg.edu

Compensatory Payout Reminder

- All compensatory time earned on or before May 1, 2020, is set to expire. All expired compensatory time must be paid to employees at their current rate of pay no later than May 31, 2021. This also applies to exempt employees who may have accrued mandatory on-site compensatory time due to COVID19.

To request a copy of your expired/leave aged reports, and for questions regarding compensatory payout, please contact the HR Operations team at hrops@uncg.edu.

Staff Awards 2020-2021

It's time to begin collecting names of staff award winners for the staff appreciation event that will be held in May.

If you have departmental or local (40 under 40, etc.) staff awards that you would like to have recognized at this event, please use the Google Sheet here.

In the Google Sheet on the 2020-2021 Staff Awards tab please add the following:

- Unit/Department name
- award name
- brief description of the award
- winner first and last name

Use the 2020-2021 Staff Star tab to list Staff Star winners from your area.

The deadline to submit winners is Friday, April 30th.

Please submit your department's award information as soon as possible and email a photo of the recipient to Sarah Alston at s_alston@uncg.edu.
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, N.C.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 3.5 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 336-334-9725. OSHR NC Learning Center technical difficulties? Contact lmssupport@nc.gov. Issues with the internet browser or Adobe Flash? Contact 6-TECH at 336-250-TECH(8324).

For more information, details on registration, and FAQs visit UNCG Human Resources - EEODF.
Some of us have been working on campus, while others are beginning to prepare to do so and face operating in the ongoing/post pandemic workplace. It is expected that fall 2021 will look more like fall 2019, which means there will be more people and activity on campus.

Below is content available in Percipio to help you with reentering the onsite workplace.

Video: Returning to the Post Pandemic Workplace

Course: Leading in a Post Pandemic Workplace

Aspire Journey: Building Resilience in Your Personal and Professional Life

Channel: Managing Stress

Leadercamp: Overcoming Burnout and Thriving in Turbulent Times

If you have trouble accessing via the links, copy/paste the link into the uncg.percipio.com search bar. See example below.

Please contact Natasha Toussaint nmtoussa@uncg.edu with questions.
**Meet the G!**

Encourage new staff to attend a Meet the G! session. Meet the G! is part of New Employee Orientation (NEO). Meet the G! is a monthly meet-and-greet for departments and groups to welcome and connect with new staff!

![](image)

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 -11:00 am  
**Subject to University calendar and national holidays**

For questions contact Natasha Toussaint at nmtoussa@uncg.edu

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**National Days**

**National Kids and Pets Day**  
Monday, April 26

**National PrepareAthon! Day**  
Friday, April 30

**National Teacher Appreciation Day**  
Tuesday, May 4

**Mother’s Day**  
Sunday, May 9
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**