

HR Liaisons Newsletter



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Human Resources

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May 2020

FEATURED NEWS

Families First Coronavirus Response Act (FFCRA)

The Families First Coronavirus Response Act (FFCRA) was enacted in March 2020 to assist employees who have work available but who are unable to work or telework due to COVID-19 qualifying events. The Act provides eligible employees with two types of paid leave: Emergency Paid Sick Leave (EPSL) and Expanded Family Medical Leave (EFML). These new benefits are effective **April 1, 2020 through Dec. 31, 2020. The UNCG implementation date is May 1, 2020.**

- Emergency Paid Sick Leave Act (EPSLA) allows up to two weeks of leave (80 hours total, pro-rated for part-time employees) based on the type of qualifying event (caps apply).
- Emergency Family and Medical Leave Expansion Act (EFMLEA) allows up to 12 weeks of paid leave based on the type of qualifying event. The first two weeks are unpaid, but the employee may use other eligible paid leave during that time. Employees are also allowed up to 10 additional weeks (caps apply).
- **IMPORTANT NOTE:** Eligible employees may supplement the cap limits with Administrative Leave COVID-19 (if available), or personal leave (i.e., Comp Time, Vacation, Bonus or Sick Leave).

Eligibility

- **EPSL** - All types of University employees (full-time, part-time, and temporary) are eligible for the immediate use of paid EPSL for qualifying reasons - except Work Study students. There is no length of service requirement for this benefit.
- **EFML** - All types of University employees (full-time, part-time, and temporary) are eligible for the immediate use of paid EPSL for qualifying reasons - except Work Study students. Employees must have been employed by the University **for at least 30 calendar days** immediately prior to the day the leave would begin, to be eligible to receive EFML.

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Families First Coronavirus Response Act (FFCRA) cont'd

FFCRA Qualifying Events

| QUALIFYING EVENT Leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee: | EMERGENCY PAID SICK LEAVE Up to two weeks of paid leave (80 hrs, pro-rated for part-time) | EXPANDED FAMILY & MEDICAL LEAVE Up to 12 weeks of FML (pro-rated for part-time) |
|--|--|--|
| 1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 | 100% of regular pay, up to \$511 daily and \$5,110 total | |
| 2. has been advised by a health care provider to self-quarantine related to COVID-19 | 100% of regular pay, up to \$511 daily and \$5,110 total | |
| 3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis | 100% of regular pay, up to \$511 daily and \$5,110 total | |
| 4. is caring for an individual subject to an order described in #1 or #2 above | Two-thirds of regular pay, up to \$200 daily and \$2,000 total | |
| 5. is caring for his or her child whose school or place of care is closed (<i>or child care provider is unavailable</i>) due to COVID-19 related reasons | Two-thirds of regular pay, up to \$200 daily and \$2,000 total | First 2 weeks of leave are unpaid (<i>employee may use other eligible paid leave</i>) Up to 10 additional weeks paid at two-thirds of regular pay, up to \$200 daily and \$10,000 total |
| 6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services (<i>none has been declared</i>) | Two-thirds of regular pay, up to \$200 daily and \$2,000 total | |

Families First Coronavirus Response Act (FFCRA) cont'd

How to Apply

- Employees can apply for sick leave and/or expanded family and medical leave by submitting a completed [EPSL/EFMLA form](#) to askbene@uncg.edu.
- The Benefits Office will review and follow up with you and your supervisor regarding the approval/denial of your request and provide additional instructions regarding timekeeping/leave entries.
- Note about childcare: If you are applying for leave because of childcare issues, you may request to use EPSLA or EFMLEA leave on an intermittent basis by completing a proposed work arrangement, subject to your supervisor's approval. Please work with your supervisor to align your requests with the specific time necessary to provide care for your child and complete the work required for your position.

Please contact askbene@uncg.edu with questions regarding FFCRA.

Status of the Benefits Staff

Please note that the HR Benefits Staff is currently providing the same consultations that we ordinarily provide in the office. This includes:

- Retirement Consultations
- Retirement Application Filing
- FMLA Discussions
- General Benefit Consultations

We are available to meet through Zoom, by phone, or if requested, in person in the HR Office. Please contact askbenefits@uncg.edu to schedule an appointment.

Memorial Day

Monday, May 25, 2020

National Chocolate Ice Cream Day

Sunday, June 7, 2020

National Eat Your Veggies Day

Wednesday, June 17, 2020

Father's Day

Sunday, June 21, 2020

Important Dates

May 18 & June 1

New Employee Orientation (NEO)
Webinar

May 12

Payroll Time Entry Cutoff

May 25

EPAF Deadline

June 1

HR Liaisons Meeting
Webinar

See more

[HR dates](#) & [Payroll Deadlines](#)

Employee Assistance Program (EAP)

Life's pressures and challenges can be difficult to handle alone. The University of North Carolina (the University) partners with ComPsych to provide Employee Assistance Program (EAP) benefits to employees in the University system.

ComPsych has developed several resources specific to COVID -19. [See what resources are available.](#)

Through ComPsych, you and your family can receive confidential consultations with highly trained master's and doctoral level clinicians 24 hours a day, seven days a week. The EAP offers up to 3 in-person counseling sessions per issue at no cost to you. If additional resources are needed to address the issue, the additional care may be covered under your medical plan. Concerns include stress, anxiety and depression; job pressures; relationship/marital conflicts; grief and loss; problems with children; substance abuse.

ComPsych provides a wide range of other services including, financial information, legal support and other work-life solutions (college planning, elder care, home repair and much more).

To Access these Resources:

1. Call **1-800-630-4847**, (TDD: **1-800-697-0353**)
2. Log on to <https://guidanceresources.com>. Click on the Register tab and enter **UNCG as the Organization Web ID**. Then fill in the registration form to complete your registration.

Equal Employment Opportunity Diversity Fundamentals (EEODF) training

Reminder that the Equal Employment Opportunity Diversity Fundamentals (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.

UNC Greensboro is expected to achieve 100% completion for all EEODF participants by October 2020.

EEODF training includes six online modules (prerequisite) and a one-day classroom session. Participants are expected to enroll and complete both the online modules and classroom training as soon as possible. It is recommended that online modules be completed no later than a month prior to the anticipated time to attend the classroom session.

Registration for classroom sessions closes three days prior to each scheduled classroom date. Monthly reports will be generated and provided to University executive leadership to highlight the progress of participant completion within each division. **Remember, this training is mandatory.**

EEODF classes will not be offered virtually.

Classes will resume when it's considered safe to hold in-person gatherings, and at the direction and advice of the University leadership and the Environmental Health & Safety (EHS) team.

[Review the brief course highlights, a list of available classroom dates, and easy instructions to enroll today!](#)

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The 2020 Equal Employment Opportunity (EEO) Plan

The submitted 2020 Equal Employment Opportunity (EEO) Plan for the University of North Carolina Greensboro (UNCG) has been fully reviewed and approved by the Office of State Human Resources (OSHR). The development of this plan is used to guide the University's equity – diversity and inclusion efforts to create and maintain a productive work environment that is free from discrimination and inclusive of all employees. The plan is effective immediately and valid through December 31, 2020, and you can review a [copy of the EEO Plan on the UNCG's Human Resources website](#). If you have any questions or concerns, please email the EEO and Affirmative Action (AA) unit at askeeo@uncg.edu.

Reminder of changes to the 2019-2020 SHRA Performance Management cycle

- 2019-2020 SHRA Performance Management Cycle is extended 3 additional months ending June 30, 2020. The appraisal period for SHRA employees is March 1, 2019 – June 30, 2020
- Supervisors must have all 2019-2020 SHRA Final Appraisals submitted through ePerformance by June 30, 2020
- Under the extension all 2020-2021 SHRA Performance Plans must be completed in ePerformance by August 31, 2020
- 2020-2021 SHRA Performance Cycle is July 1, 2020 – March 31, 2021

If you have not started the process, you will receive email notifications prompting you to complete these tasks. If the performance appraisal has already been completed for an employee, no further action is needed, and the review will be considered complete.

In addition, there are no changes to the EHRA Performance Management Cycle and ratings are due June 30, 2020. SHRA employees who are not eligible for 2019-2020 Appraisals (hired after October 1, 2019, employees on FMLA or Workers Comp greater than 6 months) will be moved through the ePerformance by Human Resources.

If you have questions please contact your [HR Business Partner](#) or submit a [Problem Form](#) through ePerformance.

Upcoming Events (Workshops/Trainings)

[Working From Home: Top Tips](#)

April 13 - June 30
Open (No registration)

[Developing Resilience](#)

April 13 - June 30
Open (No registration)

[Daily Drop-In: One-on-one/team training for remote working](#)

April 29 - May 14 @ 10:00am - 10:30 am

[Becoming A Team Player](#)

May 13 @ 12:00 pm - 1:00 pm

See all HR events at workshops.uncg.edu

Happy Memorial Day!

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