November 2018

FEATURED NEWS

OPEN ENROLLMENT

The Open Enrollment period has now closed. Your new elections will go into effect January 1, 2019. Remind staff to check their paystub to ensure deduction accuracy.

WORKERS’ COMPENSATION REMINDER

Legal regulations provided in G.S. 97-1 provide protection and benefits to all employees who are injured through the course of their job. Coverage provides payment of medical expenses, and in certain cases, payment of wages for extended absence. Worker’s Compensation claims must be reported to Human Resources within 3 days of the injury. Claims reported outside of this timeframe may result in delayed claim payments and potential fines for the university. Claim forms and program information can be found on our website. If you have questions about the program, please feel free to contact Human Resources at 336-334-5009.

Please click here for additional information on the Workers’ Compensation process.

FACULTY AND STAFF EXCELLENCE AWARDS CEREMONY

Each April the Faculty and Staff Excellence Awards Ceremony takes place to honor both Faculty and Staff members nominated and selected for 14 different awards. To highlight the staff awards, the ceremony will be in two parts, one for Faculty and one for Staff.

To honor staff, we will hold a Staff Excellence Awards Ceremony and lunch with Chancellor Gilliam on April 25, 2019. More information on the event is to come.

If you have a departmental staff award that you would like to be part of the Staff Excellence Awards Ceremony, please let Sarah Alston (s_alston@uncg.edu) know as soon as possible.

For more information on these awards and to view last year’s award recipient videos, please visit https://hrs.uncg.edu/Excellence_Awards/.

IMPORTANT DATES

November 12
Payroll Time Entry Cutoff

November 5 & 19
New Employee Orientation, Bryan 113

November 17
Last Day to Submit EPAF for December Payroll

November 27
EEODF Training, Classroom portion only

December 4
HR Liaison Meeting

December 5
Payroll Time Entry Cutoff

REMINDERS

- Review the HR Liaison 2019 Meeting schedule in Canvas for next meeting dates and topics.

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

- Find out what Organizational Development can do for your department.
LEARNING & ORGANIZATIONAL DEVELOPMENT

The SuperVISION Leadership Certificate is Highly Recommended by Participants in 2018!

Supervisors of direct support staff have critical responsibilities and an often-demanding job. The goal of the SuperVISION Certificate is to give leaders, who supervise SHRA and EHRA Non-Faculty employees, the knowledge, skills, and abilities to make “Giant Steps” toward supporting their team’s transformation. Participants in the 2018 workshops have rated the program 4.7 out of 5.0 for usefulness and relevancy to their work.

Who Should Participate?

The SuperVISION Leadership Certification and it is highly recommended for all supervisors and those who have oversight of SHRA and EHRA Non-Faculty employees in academic and administration areas.

How Long Will It Take Me to Complete Certification?

The Certification consists of completing 10 courses, 2 hours in length each, over a 10-week period. Make-up classes will be available, but it is recommended that you attend all ten classes consecutively.

SuperVISION cohorts are offered through Human Resources Learning & Organizational Development. Sign up for your cohort here.

For more information or accommodation, contact Sarah Dreier-Kasik at 336-334-9795 or s_dreier@uncg.edu.

EQUAL EMPLOYMENT OPPORTUNITY and DIVERSITY FUNDAMENTALS

UNCG Human Resources Equal Employment Opportunity and Affirmative Action (EEO/AA) is offering the state-mandated supervisor and manager diversity initiative training: Equal Employment Opportunity and Diversity Fundamentals (EEODF). This course was previously offered as Equal Employment Opportunity Institute (EEOI).

The 2018 EEODF training is scheduled for Tuesday, November 27, 2018 and Tuesday, December 18, 2018. To participate in this course, you must complete the online modules. For additional information, please see the included link and the frequently asked questions and answers (FAQ).

If you have any additional questions or concerns, please reach out to Veronica Sills, EEO Consultant and Investigator, at v_sills@uncg.edu or 336-334-5166 and Sarah Dreier-Kasik, Learning and Organizational Development Consultant at s_dreier@uncg.edu or at 336-334-9795 or askeeo@uncg.edu.

DONT’FORGET:
Utilize your diverse recruitment resources below and click here for a list of Diverse boards and here for Industry board resources.

● Inside Higher Ed, the Local JobNetwork, Black PhD, and Higher Education Recruitment Consortium (HERC) recruiting resources are now automatically linked to your job posting, so there is no action required from you.

The tagline found here should be included in your job postings.

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