

HR Liaisons Newsletter



UNC
GREENSBORO
Human Resources

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September 2020

FEATURED NEWS

Reminder and Resources Regarding Special Leave Provisions related to Coronavirus (Covid-19)

Reminders

- **Emergency Paid Sick Leave (up to 12 weeks) and Childcare Expanded Family and Medical Leave (80 hours)** are offered through the [Families First Coronavirus Response Act \(FFCRA\)](#) to eligible employees until December 31, 2020. Employees must apply and be approved for this leave and may supplement this leave with other accrued leave (special administrative leave is no longer available).
- **Eldercare Leave** is available for employees as COVID-19 Administrative leave for Eldercare needs due to eldercare facilities being closed because of COVID-19. This leave mirrors the childcare leave provided in the FFCRA.
- **Employees who cannot telework and do not have remote work available** must use their own accrued leave. If no leave available, they may apply for leave without pay.
- **Employees under mandatory quarantine and not cleared to return to work** who have exhausted all the FFCRA Emergency Paid Sick Leave, and all other accrued leave may receive COVID-19 Administrative Leave at 100% of their pay for up to 160 hours **only if**:
 - Advised to quarantine
 - Experiencing COVID-19 symptoms and awaiting a diagnosis

723 Kenilworth Street, UNCG, PO Box 26170, Greensboro, NC 27402-6170

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Internet Home Page: <http://hrs.uncg.edu>

UNCG is an Equal Opportunity/Affirmative Action Employer

Reminders and Resources Regarding Special Leave Provisions related to Coronavirus (Covid-19)

Reminders

- **Expanded Community Service Leave** allows permanent employees to volunteer up to 80 hours with non-profit organizations on COVID-19 activities.
- **Accrued vacation and sick leave** can be used interchangeably through December 31, 2020.
- **More information on leave** is available on the [Families First Coronavirus Response Act website](#). Some leave does require preauthorization and all requests for leave require supervisory approval.

Resources and Assistance

Questions involving leave – benefits@uncg.edu or 336-334-5009

Questions involving faculty – fps@uncg.edu or 336-334-5494

[Return to Campus Guide](#)

[FFCRA Leave Application](#)

[Childcare Hotline](#)

[Search for a Child Care Facility](#)

Reporting Illness

In order to better assist employees who may have contracted COVID, be experiencing symptoms, or are caring for someone with COVID or COVID symptoms, a [voluntary self-reporting form](#) has been made available. Upon completion of this form, a Human Resources representative is notified and will contact the employee to assist with applying for eligible leave and in returning to work when able. All employees, including those who continue to work remotely, are encouraged to complete the self-reporting form.

Timesheets

All employees must use the latest timesheets (noted as updated 6/30/2020 on the [HR website](#)) unless approved for CSAL or FFCRA related leave. For employees approved for CSAL or FFCRA leave, special timesheets will be provided as noted above.

Please contact the Benefits Office at benefits@uncg.edu, with any questions related to FFCRA and special leave provisions.

FLU SHOT CLINICS FOR UNCG EMPLOYEES

UNCG's on-site flu shot clinics are back this October! Flu shot clinic dates, location and time are:

- October 12 • Maple Room, EUC • 9 am - 4 pm
- October 13 • Maple Room, EUC • 9 am - 4 pm
- October 27 • Maple Room, EUC • 9 am - 4 pm

Flu shots are available to all employees covered on a State Health Plan at no cost.

Each participant must bring Insurance card and a form of identification (ID).

Each participant must complete a consent form with insurance and ID details before the flu shot is administered.

Retirees covered by UnitedHealthcare can participate but would need to bring Medicare card.

- Appointments are required (*More information will be forthcoming regarding how to make an appointment*)
- **Flu shots administered only to people age 18 and up**
- The vaccine offered is the Strain 4 Quadrivalent

Get more information about the flu from the [BlueCross BlueShield website](#).

Equal Employment Opportunity Diversity Fundamentals (EEOFD) Required Training

Reminder that the EEOFD 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.

EEOFD 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 close 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**.

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

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National Register to Vote Day

Tuesday, September 22

National North Carolina Day

Monday, September 28

National Coffee Day

Tuesday, September 29

Important Dates

September 25
EPAF Deadline

October 5 & October 19
New Employee Orientation (NEO)
Webinar

October 12, 13 & 27
Flu Shot Clinics
Maple Room, EUC

October 8 & December 2
Last two HR Liaisons Meetings for 2020
Both @ 2:00 PM – 3:30 PM Webinars

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

Upcoming Events (Workshops/Trainings)

[On Demand Workshops Now Available!](#)

[Overcoming Procrastination](#)
September 23 @ 12:00 pm - 1:00 pm

[Estate Planning](#)
Presented by the State Employees Credit Union (SECU)
October 6 @ 12:00 pm - 1:00 pm

[Reinventing Yourself](#)
October 7 @ 12:00 pm - 1:00 pm

[Managing Personal Finances](#)
November 4 @ 12:00 pm - 1:00 pm

See all HR workshops at workshops.uncg.edu