



Coronavirus (COVID-19) Update

COVID-19 HR Action Guidelines

As previously communicated, on March 24, Interim UNC System President Dr. William Roper called for a suspension of all non-essential human resources actions to provide for maximum focus on the University's COVID-19 response.

The following actions are generally considered essential and, upon review, may be granted an exception:

- Actions necessary to support COVID-19 response, including any healthcare or clinical operations
- Actions necessary to support or augment other clearly essential University operations, as defined by the Chancellor, which cannot be delayed
- Actions mandated by law or policy, including those to meet critical compliance obligations, without ability to delay
- Actions required by existing employment contracts, without ability to delay
- Actions otherwise directed by the President or his designee

We have received additional information and further clarified our processes for responding to this mandate. The following provides updated guidance regarding these actions.

As communicated previously, this is a temporary pause. We have seen many changes and adaptations to current policies and procedures as this unprecedented situation has unfolded. Please be assured that our goal is to do what is in the best interest of the University while we remain in compliance with the instructions issued by Dr. Roper.

Review of Actions

- Actions related to graduate students and faculty will be reviewed within Academic Affairs.
- Actions for EHRA and SHRA staff will be considered using the following process:
 - Vice Chancellors will be notified of pending actions within their respective areas and given the opportunity to provide a justification for moving forward during this period if they believe the action meets the criteria for qualifying as an essential action as defined above, thus justifying an exception. Any new action submitted will need to contain a justification on the reason for an exception that includes the operational need, what is being performed and why it is considered essential.
 - Actions will be reviewed in Human Resources in consultation with the Vice Chancellor for Finance and Administration.

Hiring Action

- Each new hire will be evaluated to ensure that the position is either related to COVID-19 or otherwise necessary for the continued effective functioning of the University. It is understood that certain administrative, operational, and faculty positions will fall within this category and may still need to be filled.
- The following actions can, upon review, continue to be processed:
 - Graduate student and teaching assistant hires or extensions for upcoming terms, when determined necessary for the continued conduct of instructional activities, including on-line classes, can be processed.
 - Reappointments of existing fixed term faculty members, so long as appropriate funding contingencies are provided for, can be processed.
 - New hires (including graduate students and temporary employees) in positions that are fully grant funded, as long as appropriate funding contingencies are provided for, are authorized to proceed. This does not mean, however, that non-essential salary or position actions should be proposed on grant funded positions.
- Employment offers that have already been formally communicated may be honored with the caveat that a start date may be subject to modification based on COVID-19 and related public health restrictions (this does not include situations where an offer has been discussed or contemplated, but not formally completed and communicated).
- Positions currently under recruitment will be reviewed on a case by case basis to determine if the recruitment should continue at this time.

Salary Adjustments

- Faculty promotions and related promotional increases per the University's tenure code and related procedure can be processed.
- Acting or interim appointments and associated pay actions may be considered when such an assignment is necessary for the conduct of the University's essential operations.
- Standard protocol and procedures for actions involving University salary increase and position approvals should be followed.

Position actions, including creating new positions or modifications to existing positions

- Pending position actions will be reviewed on a case by case basis to determine if the action meets one of the above exceptions.
- Modifications that are intended to maintain or update accurate documentation of existing positions, such as better clarifying the duties and responsibilities of a position, entering an existing position in SpartanTalent, changing the supervisor of a position, or making another type of change that is not a significant change to the position description, may continue.

Funding Availability

All personnel actions must be within currently available or approved funding.

This guidance is applicable to all employment actions, including faculty, staff, students, temporaries, and any other employment related situation.

Questions should be referred to the following:

Faculty: Andrea Whitley, fps@uncg.edu

EHRA/SHRA Staff and Temporary Employees: [Human Resources Business Partners](#) or hrs@uncg.edu

Graduate Students: Kelly Burke, kjburke@uncg.edu



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