



UNC
GREENSBORO

Human Resources

*Find your **career** here*

HR Liaisons Meeting

Tuesday, August 13, 2024

1:30 PM - 3:00 PM

These sessions are NOT recorded or transcribed!

This presentation includes live links and will be shared on the [HR Website](#)

Please stay muted until presenters permit otherwise. Ask questions via Chat or Q&A function

Welcome

Jeanne Madorin
Associate Vice Chancellor and
Chief Human Resources Officer



Learning & Organizational Development

Shay Bracewell, Training Specialist

E-mail: tgbracewell@uncg.edu



Professional Development Sponsored by ComPsych



To register, please visit the Percipio Link [HERE](#)

Wed, August 14th: "Mental Health & Well Being"

- Preventing Employee Burnout (10:00 AM)
- Digital Mindfulness: Taking Control of Your Device and Screen Time (11:00 AM)

Wed, August 21st: "Conflict Resolution"

- Managing Your Emotions in the Workplace (10:00 AM)
- How to Deal with Difficult People (11:00 AM)
- Giving Feedback in Personal or Work Situations (1:00 PM)

Wed, August 28th : "Effective Communication"

- Learning to Say "No" (10:00 AM)
- Initiating Difficult Conversations (11:00 AM)
- Becoming a Better Listener (1:00 PM)

NOTE, if you are registering for multiple classes within the same course, you may only be able to register for one class within that course. You may still attend the other classes without registering by sending an e-mail to tgbracewell@uncg.edu.

Professional Development Sessions Sponsored by ComPsych: "Mental Health & Well Being"



START DATE

Aug 14, 2024

DATES AND TIMES

August 14, 2024, 10:00 AM - 11:00 AM

Professional Development Sessions Sponsored by ComPsych: "Mental Health & Well Being" : Preventing Employee Burnout

📍 Bryan Building
HR Training Rm 113

This professional development session's focus is centered around Mental Health & Well Being , the class is specifically entitled Preventing Employee Burnout

START DATE

Aug 14, 2024

DATES AND TIMES

August 14, 2024, 11:00 AM - 12:00 PM

Professional Development Sessions Sponsored by ComPsych: "Mental Health & Well Being" : Digital Mindfulness: Taking Control of Your Device and Screen Time

📍 Bryan Building
HR Training Rm 113

This professional development session's focus is centered around Mental Health & Well Being, the class is specifically entitled Digital Mindfulness: Taking Control of Your Device and Screen Time

Register for the event [HERE](#)

NOTE, if you are registering for multiple classes within the same course, you may only be able to register for one class within that course. You may still attend the other classes without registering by sending an e-mail to tgbracewell@uncg.edu.

SAVE THE DATES!



Estate Planning

The presentation will cover general estate planning topics including wills, trusts, powers of attorney, and advance health care directives, as well as the estate planning and trust services offered to members by SECU through Members Trust Company.

Wed, September 11th from 10:00 AM- 11:15 AM
Bryan School of Business, Room 113

Wed, November 12th from 10:00 AM- 11:15 AM
Bryan School of Business, Room 113

To register for this session, please visit Live Courses via [Percipio](#)

Life Stages

During the presentation, we will discuss the Financial Advisory Services offered through SECU, including insurance, investments, retirement and education planning, estate planning and trust services, and financial empowerment. During the presentation, we will discuss the Financial Advisory Services offered through SECU, including insurance, investments, retirement and education planning, estate planning and trust services, and financial empowerment.

Wed, October 11th 10:00 am- 11:15 am
Bryan School of Business, Room 113

To register for this session, please visit Live Courses via [Percipio](#)

Benefits & Retirement Services

Emily Foust, Manager of Benefits

E-mail: askbenefits@uncg.edu



Aetna Health Insurance Transition

Open Enrollment: September 30 - October 25, 2024

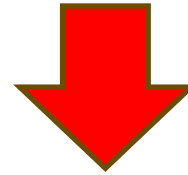
- Find a provider tool is now available:
- <https://www.shpnc.org/find-doctor>
- TWO BENEFIT PLATFORMS!!
- BenefitFocus - health insurance only
- Empyrean – all other insurance

Aetna Health Insurance Transition

Find a Doctor



Select your health plan below to access your Find a Doctor tool.



NC State Health Plan Network (Blue Cross NC 2024)

Enhanced PPO Plan (80/20)

Base PPO Plan (70/30)

High Deductible Health Plan (HDHP)

Find a Behavioral Health Provider
(Headway)

NC State Health Plan Network (Aetna 2025)

Enhanced PPO Plan (80/20)

Base PPO Plan (70/30)

High Deductible Health Plan (HDHP)

Humana Medicare Advantage Plans

Humana Group Medicare Advantage
Base Plan (90/10)

Humana Group Medicare Advantage
Enhanced Plan (90/10)

Aetna Health Insurance Transition

- Make sure that your providers have your new insurance card on file for January.
- Clear Pricing Project - providers can re-join this network.
- Check addresses in BenefitFocus
- Member Outreach pamphlet mailed to home addresses:
 - Aetna Bus & Van tour
 - Webinars
 - Telephone Town Halls

EEO/AFFIRMATIVE ACTION AND EMPLOYEE RELATIONS

Patricia M. Lynch, Director of EEO/AA and ER

E-mail: askeeo@uncg.edu

E-mail: hrbp@uncg.edu

E-mail: pmp2018@uncg.edu



SHRA Performance Cycle

2023-2024 Performance Cycle

- Performance Appraisals Were Due 04/30/2024
 - 94% completion rate (6% of appraisals are incomplete)
 - 7 of the incomplete appraisals need a performance plan
 - 18 of the incomplete appraisals need a performance appraisal
 - 13 of the incomplete appraisals need next-level supervisor approval
 - 15 of the incomplete appraisals need employee acknowledgements

2024-2025 Performance Cycle

- Performance Plans Were Due 06/30/2024
 - 44% phase one completion rate
 - 296 performance plans need to be completed
 - 41 plans need next-level supervisor approval
 - 797 plans need employees to acknowledge the performance plan
 - Phase 2 opens on 02/01/2025
 - Performance Appraisals, Next-Level Supervisors, and Employee Acknowledgements are due on 04/30/2025

EPS Performance Cycle

2023-2024 Performance Cycle

- Performance Appraisals Were Due 06/30/2024
 - 78% completion rate (22% of appraisals are incomplete)
 - 23 need a performance plan
 - 2 plans need the employee's acknowledgement
 - 101 need a performance appraisal
 - 11 appraisals need the employee's acknowledgement

2024-2025 Performance Cycle

- Phase 1 Opened 07/01/2024
 - Performance Plans Next-Level Supervisor Approvals, and Employee Acknowledgements are due on 09/30/2024
 - 8% plans have completed phase 1
- Phase 2 opens on 04/01/2025
 - Performance Appraisals, Next-Level Supervisor Approvals, and Employee Acknowledgements are due on 06/30/2025

EEODF 2024 Class Schedule for New & Existing Supervisors/Managers Classroom (Bryan 113)

2024 Dates

January 9	June 4
February 6	July 9
March 5	August 6
April 2	September 10
May 7	October 8

Tuition Waiver Program & Academic Assistance Program

Tuition Waiver Program

- Benefits for Staff & Faculty
- Staff and Faculty must complete the Tuition Waiver form
- Must apply for this benefit each term
- Required to complete the full schedule of work of normal employment obligations
- Must participate in the NC Teachers' & State Employees' Retirement System or the UNC Optional Retirement Program

Academic Assistance Program

- Not a benefit, right, or entitlement; instead it's a management program for workforce development
- Utilization of the Academic Assistance Program should be identified and documented in the employee's individual development plan which creates a link between the employee's increased competency & the University's workforce planning efforts
- Some examples are the BLET exam for Police Officers or a MBA for an Accountant

Tuition Waiver Program & Academic Assistance Program

Tuition Waiver Program

- Opportunity for eligible employees to have tuition and fees waived for a course taken at any of the 17 campuses of the UNC System.
- Participation is limited to permanent employees who are regularly scheduled to work 30 hours (75% time) or more each week
- Staff and Faculty become responsible for the full tuition and fee cost of any additional course(s) not covered by the Tuition Waiver Program.

Academic Assistance Program

- Reimbursement of academic costs if funds are available at the department level
- Full-Time and Part-Time (half time or more) permanent, probationary & time-limited employees are eligible; probationary employees are eligible after satisfactory performance for a period less than six months
- Temporary and part-time (less than half time) employees are not eligible

Tuition Waiver Program & Academic Assistance Program

Tuition Waiver Program

- Allowed a maximum of three (3) courses per academic year (fall/spring/summer) with no limitation as to the number of courses that can be taken each term.
- Law Enforcement Officers are allowed an unlimited number of course waivers per academic year.
- The Tuition Waiver program does not cover special course fees, enrollment in correspondence courses, extension courses, or noncredit courses.
- Space must be available in the specific class/course. Staff and Faculty are responsible for registration.

Academic Assistance Program

- Academic courses from an accredited community college/universities (traditional classroom, video based, distance learning, web-based, e-learning, & certain correspondence courses are eligible.
- Non-accredited correspondence courses are not eligible.
- An employee may be reimbursed for the same course or course equivalent only once.
- Courses taken on own time, prior approval for academic leave for courses taken during working hours
- Courses must be related to the employee's position or career development within UNCG

Tuition Waiver Program

- The employee must maintain employee status for the duration of the course. Otherwise, the employee shall be responsible for payment of applicable tuition and fees. However, this payment requirement shall not apply to an employee who is eligible under this policy at the time of enrollment in a course and is later reduced in force (SHRA) or separated for budgetary reasons (EPS) prior to completion of the course. This exception does not apply to the end of a time-limited position.
- Law enforcement officers at constituent institutions or affiliated entities with a probationary, time-limited, or permanent appointment employed 20 or more hours per week on a continuing basis, regardless of eligibility for participation in either the NC Teachers' and State Employees' Retirement System or the UNC Optional Retirement Program.
- Temporary staff, including student temporary staff, are not considered law enforcement officers for purposes of this regulation.

Academic Assistance Program

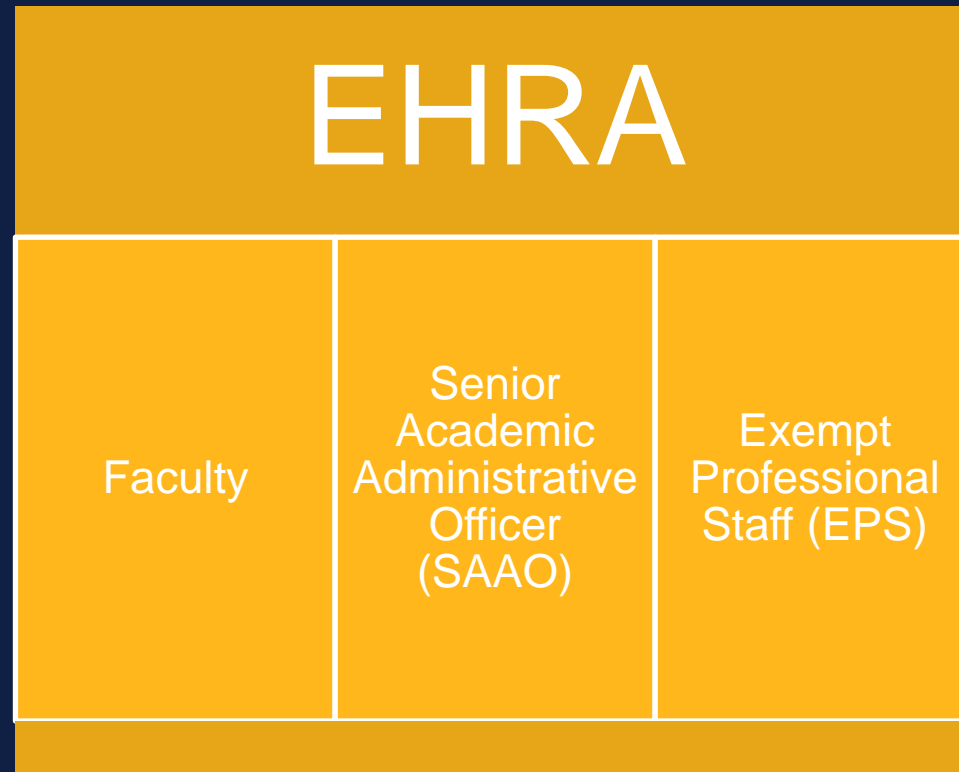
- University of North Carolina Institutions and Institutions of the North Carolina Community College-System
- 100 % of academic costs for up to 20 credit hours per fiscal year
- All academic institutions other than institutions of the University of North Carolina and institutions of the NC Community College System
- Up to the maximum academic cost charged by the UNC institutions for up to 20 credit hours or 32 quarter hours per fiscal year.
- Reimbursement of tuition and fees from out-of-state colleges/universities shall not exceed the amount as specified above.
- Must receive a "C" or better (undergraduate courses) or "B" or better (graduate courses)

REMINDERS & UPDATES

Jeanne Madorin
Associate Vice Chancellor and
Chief Human Resources Officer



EHRA Terminology



EPS Classification

- Currently in the process of reviewing UNC System Office Classification Recommendations
- System level review – all campuses are involved
- Review is likely to continue through 2024
- Conversions on occupied positions will not occur until review is completed

FLSA Exemption Review

- Positions falling under the minimum threshold of \$43,888 have been reviewed and adjustments are in process
- Any position that does not meet the minimum of \$43,888 will be a non-exempt position
 - EPS positions that are currently filled will remain EPS
 - Positions will convert to SHRA when vacated

Family Forward Certification

- UNCG has applied for a Family Forward Certification
- Enables us to be recognized as a family friendly workplace which helps with
 - Recruitment
 - Retention
 - Employee Satisfaction
- Please encourage your colleagues to complete this survey – we need a 25% completion rate and we are currently a little over 10%
- https://familyforwardnc.com/certification/employee-survey/?workflow_parent_entry_id=3168



Any Questions?



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