HR Liaisons Meeting

Tuesday, November 11

1:30pm to 3:00pm

These sessions are **NOT** recorded or transcribed

Please stay muted until presenters request otherwise.

Ask questions via the Chat function.

UNC GREENSBORO

Human Resources

Welcome

Patricia M. Lynch

Associate Vice Chancellor and Chief Human Resources Officer

ITS Initiatives

Todd Sutton

Associate Vice Chancellor for Learning Technology
& Customer Success

TASUTTON@uncg.edu

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Human Resources

CHiP Initiative

Purpose: Centralize all UNCG technology purchases through ITS to ensure compliance, improve security, standardize support, and reduce costs.

- **Scope:**
  - All UNCG tech purchases go through ITS
  - Standardized, secure, supported services
  - $1Mil+ annual savings projects

- **Two Facets:**
  - **Leasing:** Tier 1 or Tier 2 Mac/PC for faculty & staff (4-year lifecycle)
  - **Purchases:** Peripherals, tablets, & other non-leased technology (research equipment, Tier 3exceptions, etc.)

https://its.uncg.edu/tech-initiatives/chip-initiative/

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Managed Print Services (MPS) Program

Purpose: Streamline print operations, reduce costs, improve efficiency, and support sustainability through centralized printer management

Features
- Secure, shared multifunction printers
- Follow-Me billing & usage reports
- Centralized billing, no P-Card use

Policies
- ITS approval for all printers & supplies
- MPS covers toner & standard paper
- Return unapproved or legacy printers

Placement & Access
- Common areas only, no office printers
- Shared access across departments
- Student printers placed by need

Special Cases & Compliance
- E-fax replaces physical faxing
- Specialty printers need approval
- Escalating penalties for violations

https://go.uncg.edu/mps

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IT Assessment

Purpose: Evaluate how IT services are organized and delivered across campus.

- **Goal:** Identify strengths, gaps, and design a model tailored to UNCG

- **Process:** Transparent, phased, and shaped by input from faculty, staff, and students

- **Job Security:** Not designed to cut positions; changes will be thoughtful and gradual

- **Your Role:** Share IT support experiences, understand that this is about sustainability, and watch for updates.

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Technology Modernization Initiatives

Identity & Access Management (IAM)

- Modernizing login and access processes.
- Assessment complete; planning for platform procurement.

Research Data Storage

- Moving all research data to Box.
- Sept 2: Non-research data frozen.
- Oct 10–14: Research migration completed.
- Dec 11: Non-research data removed.

Windows 11 Transition

- University-wide upgrade to Windows 11.
- Windows 10 support ended Oct 15, 2025.
- Nov 11: Windows 10 blocked from GCN.

https://its.uncg.edu/tech-initiatives/

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Academic & Administrative Updates

Panopto Retirement

- Panopto ends Dec 31, 2025.

- Shift to M365 tools and Canvas Studio.

- Download and move any needed videos.

Banner Web Time Entry

- Modernizing time and leave entry.

- Exempt: submit leave on last workday.

- Go-Lives TBD for student/temp, non-exempt, and non-exempt LEO employees

Academic-Link Wireless

- Enhancing indoor Wi-Fi reliability.

- Network closet assessments finishing Nov 2025.

- Remediation timeline TBD.

https://its.uncg.edu/tech-initiatives/

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November Workshops: Harvest Your Creative Spark

Getting Started with Cognito Forms – Nov. 12, 12PM

Kickstart Your Creativity with Adobe Express – Nov. 13, 1PM

Accessibility Incubator – Nov. 14

Open Office Hours with ITS Learning Technology's Instructional Design Team – Nov. 18, 10AM

Creative Infographics with Everyday Tools – Nov. 19, 10AM

Open Office Hours with ITS Learning Technology's Instructional Design Team – Nov. 25, 10AM

Register at: https://workshops.uncg.edu/

December is our recharge month—jump into LinkedIn Learning while we prep for Spring training.

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Keep In Touch With Us

Tech Initiatives Website: https://its.uncg.edu/tech-initiatives/

Sign up for the Campus Technology Initiatives Team while you're there!

Project Status Dashboard: https://its.uncg.edu/project-status-dashboard/

Banner User Group: https://go.uncg.edu/banner-users-groups-request

Send Us Your Questions! https://go.uncg.edu/ask-its

ARTIFICIAL INTELLIGENCE

Responsible Governance & Strategy

Dr. Casey J. Forrest

Associate VC for Enterprise Technology Infrastructure and Chief Technology Officer

CJFORREST@uncg.edu

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Human Resources

Agenda

- AI Governance & Strategy
- AI 2025 Roadmap
- Approved AI Tools
- AI Resources & Training
- Q & A

AI Oversight Committee - Membership

Committee Member	University Affiliation
Casey Forrest, Chair	Information Technology Services
Sean Farrell	Human Resources
Dominic Lombardi	Advancement
Janet Imrick	University Communications
Wade Maki	Chancellor's Office
Enyonam Williams	Institutional Integrity and General Counsel
Denise Archetto	Intercollegiate Athletics

Committee Member	University Affiliation
Travis Hauer	Enrollment Management
Zach Smith	Finance & Administration
Melissa Skillings	Office of Research and Engagement
Brett Carter	Student Affairs
Laura Pipe	Academic Affairs
David Kirkland	Information Technology Services

AI Oversight Committee - Charter

Purpose

The Artificial Intelligence (AI) Oversight Committee was commissioned by UNCG's Chancellor and UNCG's Vice Chancellor for Information Technology Services in February 2025. The AI Oversight Committee is charged with providing strategic guidance and oversight for how UNCG will responsibly embrace, engage, and empower AI use across the university in its approach to learning, academic integrity, professional development, and operational efficiency.

1. Discover and evaluate opportunities for innovation and efficiency improvements.
2. Field and provide recommendations for potential security risks and data privacy issues.
3. Advocate and Promote committee initiatives in respective campus divisions.

AI Oversight Committee - Goals

1. Provide guidance on managing AI's impact on university interests.

2. Recommend best practices, training, and support for AI use.

3. Identify necessary policy updates, including ethical and legal considerations.

4. Assist faculty in incorporating AI into teaching and research.

5. Promote academic integrity in the use of generative AI.

6. Ensure ethical and transparent business use of AI tools.

7. Improve administrative efficiency with AI resources.

8. Gather community input to inform AI investments and support.

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AI 2025 Roadmap

1. Responsible AI Principles

2. AI Digital Trust Guidelines

3. Academic Integrity Policy Addendum

4. AI Use Statement (AUP and Data Integrity)

5. Central AI Hub Website

6. Campus-wide AI Use Case Inventory

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AI 2025 Roadmap

1. **Responsible AI Principles**

2. AI Digital Trust Guidelines

3. Academic Integrity Policy Addendum

4. AI Use Statement (AUP and Data Integrity)

5. Central AI Hub Website

6. Campus-wide AI Use Case Inventory

Develop Responsible AI Principles to guide university procurement, development, implementation, and monitoring of AI within its provision of academic and business services (*Accuracy, Dependability, Privacy and Security, and Accountability*).

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AI 2025 Roadmap

1. Responsible AI Principles
2. **AI Digital Trust Guidelines**
3. Academic Integrity Policy Addendum
4. AI Use Statement (AUP and Data Integrity)
5. Central AI Hub Website
6. Campus-wide AI Use Case Inventory

Develop AI Digital Trust Guidelines to foster confident, responsible exploration of the AI landscape to ensure your own privacy and the privacy of students, faculty and staff.

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AI 2025 Roadmap

1. Responsible AI Principles

2. AI Digital Trust Guidelines

3. **Academic Integrity Policy Addendum**

4. AI Use Statement (AUP and Data Integrity)

5. Central AI Hub Website

6. Campus-wide AI Use Case Inventory

> Finalize supplementary guidelines on academic integrity, which address the use of generative artificial intelligence (GAI) tools for completing class assessments and assignments, as an extension to the existing Academic Integrity Policy at UNCG

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AI 2025 Roadmap

1. Responsible AI Principles

2. AI Digital Trust Guidelines

3. Academic Integrity Policy Addendum

4. **AI Use Statement (AUP and Data Integrity)**

5. Central AI Hub Website

6. Campus-wide AI Use Case Inventory

Primary Objectives: 1) express restrictions on the use of AI with University data; 2) mandate any purchase or use of AI products or services that handle university data above public L2 classification is evaluated by ITS

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AI 2025 Roadmap

1. Responsible AI Principles

2. AI Digital Trust Guidelines

3. Academic Integrity Policy Addendum

4. AI Use Statement (AUP and Data Integrity)

5. **Central AI Hub Website**

6. Campus-wide AI Use Case Inventory

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AI 2025 Roadmap

1. Responsible AI Principles

2. AI Digital Trust Guidelines

3. Academic Integrity Policy Addendum

4. AI Use Statement (AUP and Data Integrity)

5. **Central AI Hub Website**

6. Campus-wide AI Use Case Inventory

Launch a UNCG central AI Hub website as a platform to access detailed information about UNCG's Artificial Intelligence (AI) initiatives, guidelines, resources, news and events, and related links from across the University.

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AI 2025 Roadmap

1. Responsible AI Principles

2. AI Digital Trust Guidelines

3. Academic Integrity Policy Addendum

4. AI Use Statement (AUP and Data Integrity)

5. Central AI Hub Website

6. **Campus-wide AI Use Case Inventory**

In support of UNCG Acceptable Use Policy, IT Procurement Policy, and Information Security Policy, request campus departments/units to identify and/or provide inventory of any AI deployed and operating in support of university missions.

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ARTIFICIAL INTELLIGENCE

Welcome to the Central AI Hub for the Spartan Community

TRAINING IN AI

Learn more...

AI RESOURCES

Find what you need...

NEWS & EVENTS

Stay up-to-date...

The UNCG central AI Hub website is a platform to access detailed information about UNCG's Artificial Intelligence (AI) initiatives, guidelines, resources, news and events, and related links from across the University. See below to learn how UNCG will responsibly embrace, engage, and empower the use of Artificial Intelligence.

GOVERNANCE

University guidelines, approved tools, and campus governance.

Get Started

EDUCATION

UNCG AI-driven academic programs, courses and certificates that align with your areas of interest.

Begin Your Educational Journey

TRAINING

Explore curated AI training, expert insights, and collaborative discussions.

Learn More

RESOURCES

Explore a range of resources and information to unlock AI's potential for enhancing ways to learn, teach, research and work at UNCG.

Find What You Need

COMMUNITY

Exchange knowledge and best practices, and collectively shape the future of AI at UNCG.

Learn Together

NEWS & EVENTS

Stay informed about the latest AI-driven research and innovative projects to conferences, workshops, and seminars at UNCG.

Stay Up to Date

HOME | AI AT UNCG | PROGRAMS | TRAINING | RESOURCES | COMMUNITY | NEWS & EVENTS

🏠 NGWP Starter Site | AI at UNCG | Digital Trust Guidelines

DIGITAL TRUST GUIDELINES

As the use of generative AI tools continues to grow at our university, it's important to understand how to use these tools safely and appropriately. Generative AI can create new content (text, images, video, and more) based on user input, but like any new technology, it has its benefits and its limitations. It's essential to understand that generative AI is not infallible and can sometimes generate incorrect information. It is also important to consider the ethical and privacy implications of using these tools, and to use them in a manner that is respectful and compliant with university policies. We are committed to protecting the privacy of our students, faculty and staff.

Before using a generative AI tool, consider the following questions:

What information am I submitting to the tool? Could it include personal information?	+
Are you using this for personal usage or is this for UNCG business or academic purposes?	+
Are you requiring students to use the tool?	+
Is it easy to find and understand who owns the data?	+
What is the public discourse around the ethics and policies of the tool?	+

AI at UNCG

Oversight Committee

Responsible Principles

Digital Trust Guidelines ▶

Permissible Use Cases

Approved Tools

Brand and Marketing Guidelines

INTELLECTUAL PROPERTY CONSIDERATIONS

Intellectual property laws are designed for humans, and we're just beginning to have legal cases to help establish how we'll protect

Approved AI Tools

ADOBE EXPRESS

Adobe Express is an all-in-one AI content creation app designed to assist users in crafting sleek, eye-catching social posts, images, videos, flyers and more.

Learn More

COPILOT CHAT

Copilot Chat is the free-to-use version of Microsoft 365 Copilot, offering handy assistance to users as they brainstorm, summarize data, generate images and more.

Learn More

Approved AI Tools

COPILOT FOR MICROSOFT 365

This paid add-on integrates deeply with your Microsoft 365 apps, drawing on your company's data (via Microsoft Graph) to provide intelligent assistance directly in Word, Excel, Outlook, Teams, and other applications.

MICROSOFT TEAMS PREMIUM

Microsoft Teams Premium is an add-on license that enhances the standard Microsoft Teams experience by providing AI-powered meeting features like intelligent meeting recaps, AI-generated notes, personalized highlights, and branded meeting experiences.

Approved AI Tools

CHATGPT BUSINESS

ChatGPT Business provides a secure team workspace, access to advanced models, team management features like an admin console, and ensures user data is not used for training OpenAI's models.

CLAUDE PRO

Claude is an advanced AI assistant and large language model developed by Anthropic that excels at tasks requiring complex reasoning, coding, writing, and vision analysis, and ensures user data is not used for training OpenAI's models.

Allowable Use by Data Classification

- Free Generative AI Tools: Approved for use with <u>Level 1</u> data classification.

- Microsoft Free CoPilot integrated within the Windows 11 OS : Approved for use with <u>Level 1 and Level 2</u> data classification.

- Microsoft Enterprise CoPilot for Microsoft 365: Approved for use with <u>Level 1 and Level 2</u> data classification.

- ChatGPT Business Plan: Approved for use with <u>Level 1 and Level 2</u> data classification.

- Claude Pro Plan: Approved for use with <u>Level 1 and Level 2</u> data classification.

- Adobe Firefly: Approved for use with <u>Level 1 and Level 2</u> data classification.

HOME   GOVERNANCE   EDUCATION   TRAINING   RESOURCES   COMMUNITY   NEWS & EVENTS

AI at UNCG | Training | AI Career Upskilling Courses

AI CAREER UPSKILLING COURSES

Artificial Intelligence (AI) is a broad and fascinating field with many applications. To help you get started or deepen your understanding, leverage your access to LinkedIn Learning and find relevant courses that cover various aspects of AI.

LinkedIn Learning offers over 900 courses on Artificial Intelligence (AI), catering to a wide range of interests and skill levels. UNCG provides a membership to all students, faculty, and staff. Activate your LinkedIn Learning account to access the comprehensive list of available courses. For your convenience, we have curated a selection of AI training courses that may be of interest to you.

LINKEDIN LEARNING PATHS

Training

AI Basics

    Write Effective Prompts

AI for Teaching and Learning

AI Career Upskilling Courses ▶

Learning paths consist of carefully curated courses that progress in a logical sequence to assist you in achieving your educational objectives. Additionally, they provide a comprehensive list of courses pertinent to your role, goals, or interests, and can be taken in any order.

- Human Skills in the Age of AI* (5h 22m)

- Generative AI for Learning and Development* (4h 20m)

- Improve Your Programming Skills with Artificial Intelligence (6h 9m)

- AI for Organizational Leaders* (4h 48m)

- AI for Managers* (4h 24m)

- Build Your Generative AI Productivity Skills* (4h 51m)

- Develop Your Prompt Engineering Skills (6h 6m)

- Building AI Literacy (7h 23m)

AI COMMUNITY

Our UNCG AI Community is a collaborative and inclusive space for students, faculty, and staff to explore, discuss, and advance the world of artificial intelligence.

Whether you're new to AI or an experienced enthusiast, our UNCG AI Community aims to provide the support and inspiration to help you thrive in this rapidly evolving field. We value your input and ideas and want to hear from you!

SUBMIT AN EXISTING AI USE CASE

Share how your school, department, or office are using innovative AI solutions or services.

Submit Existing Use Case

SUBMIT NEW IDEAS FOR AI USE CASE

Share new ideas and solutions to shape the future of artificial intelligence at UNCG.

Submit New Idea

SHARE YOUR FEEDBACK

To learn from one another, share your experiences on using AI to enhance learning, research, and work at the university.

Share Feedback

QUESTIONS?

Learning & Organizational Development

Chris Castelloe

Director of L&OD and HR Business Partner

cdcastelloe@uncg.edu

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Human Resources

Upcoming Learning Opportunities

Situational Leadership® Essentials

Human Resources Liaisons - Training Program

Financial Wellness During the Holidays:

This workshop will cover the importance of creating a plan for holiday spending while meeting financial goals. We'll discuss ways to plan and save for a financially healthy holiday season.

- Date & Time: Thursday, November 13 | 10:00am to 11:15am
- Location: Bryan Building, Room 113 (HR Training Room)
- Link: https://go.uncg.edu/financialwellness

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Reminders

Title IX

EEO (Previously Known as EEODF)

Security Awareness

FERPA

HIPAA

Welcoming Jill Felten to the G!

For questions about professional development opportunities or to request consultation or support with instructional design, contact our team at profdev@uncg.edu.

CHRIS CASTELLOE
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Benefits & Retirement Services

Emily Foust

Manager of Benefits

ASKBENEFITS@uncg.edu

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Deduction Reminders

- It is possible that salaries may be reevaluated in the first 3-4 months of 2026, and premium changes would take place if a member moved to a different salary band (legislative increase).

- New health plan deductions will be in the December 22nd paychecks. Health insurance is paid a month ahead.

- All other Open Enrollment deductions will take place in the January 30th paychecks (FSA, life, dental, etc.).

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Human Resources

State Health Plan – Lantern Surgical Benefit

What is it?

- Lantern is a network of surgeons designed for non-emergent surgeries.

Why should we use it?

- If a surgery is deemed a Lantern-covered surgery by the State Health Plan, it would be free for the member. There will be no cost ($0) for the surgery for members who use a Lantern provider —no deductibles and no copays.
- A Lantern Care Advocate will provide personalized support throughout the surgical journey, handle scheduling and paperwork.

Commonly covered procedure categories for Lantern:

- Spine
- Orthopedic
- Joint
- Ear, nose, & throat
- Cardiac
- Gynecology
- General surgery

- Gastrointestinal
- Spine & ortho injections
- Urology
- Bariatrics*

- *Beginning Jan. 1, 2026, Bariatric surgery will only be covered by the Plan if it is performed by a Lantern surgeon.*

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Human Resources

State Health Plan – Lantern Surgical Benefits: Medical Travel

A Lantern Care Advocate will work to match you with a surgeon in the Lantern network as close to your home as possible. When close to home isn't possible, there is a travel benefit members may utilize (*see below for details*).

If travel is necessary to receive care from a Lantern provider, *some* travel costs may be covered. Lantern will send members a prepaid card to use for:

- Daily allowance for meals or other needs (up to $35/day)
- Ground transportation (up to $100)
- Hotel accommodation
- Airfare available if necessary

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Human Resources

State Health Plan – Lantern Surgical Benefit

- For more information: https://www.shpnc.gov/employee-benefits/lantern-surgery-benefit

- Members may call Lantern at 833-916-3826 to determine if a surgery is covered.

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MetLife Legal Plan

For $13.66 per month -

- The legal plan provides access to a nationwide network of 18,000 attorneys.

- The legal plan provides full coverage of attorney fees for common personal legal matters with no additional out-of-pocket costs to employees.

- Full coverage for you, your spouse/domestic partner, and eligible dependent children.

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Human Resources

MetLife Legal Plan

- Assistance for a wide range of legal needs, including financial matters, home and real estate issues, family and personal matters, civil lawsuits, elder care concerns and even minor traffic violations.

- A nationwide network of thousands of vetted attorneys.

- A library of digital legal resources, including estate planning tools, power of attorney forms and other easy-to-use, self-guided documents.

- If you need additional information, please see the website www.legalplans.com or call MetLIFE Legal at 1-800-821-6400.

Classification & Compensation

Ashley Hockaday

Classification & Compensation Director

HRClassComp@uncg.edu

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Human Resources

SHRA Exempt to EHRA Conversion

Per Session Law 2023-102 / Senate Bill 195 (aka the UNC Omnibus Bill):

- All SHRA FLSA-exempt employees must be given the option to convert to EHRA or to remain SHRA in their current position.

- Eligible employees will have a 60-day election period.

- Class & Comp will hold information sessions for affected employees and their supervisors.

- No employee should be compelled or is required to change their status. Employees must determine for themselves whether converting to EHRA is appropriate for them based on their own personal circumstances.

SHRA Exempt to EHRA Conversion

- If an employee does not make a decision by the deadline, they will remain SHRA.

- Once an employee elects to convert to EHRA and the election period ends, the decision is locked in and cannot be changed for as long as they stay in that position.

- Further information will be communicated to affected employees and their supervisors in the coming months.
  - There are approximately 118 employees eligible campuswide.

- All vacant SHRA Exempt positions should be converted to EHRA status prior to job posting.

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Human Resources

Best Practices That Will Help You!

Attach an UPDATED org chart to all SpartanTalent (ST) actions.
- If the org chart does not match the info in the action, we will have to return it. This delays processing the action and causes extra review on our part.

When processing supervisor changes, make sure to attach an updated org chart, that accurately reflects the change requested!
- It is also useful if a few words are included in the "Reason for Request" field, i.e. "Donald Duck will move from reporting to Mickey Mouse to Daisy Duck."

If an ST action needs to be cancelled, please email your assigned Consultant.
- If you do not need a drafted/pending action anymore it will sit active in ST until we cancel it.

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Human Resources

Best Practices That Will Help You!

Submit your temp request form to your Consultant BEFORE submitting an ePAF.
- A temp ePAF should only be submitted after C&C approves the form.

Make sure to include 4 to 8 Key Responsibilities.
- More or less (1 - 3 or 9+) will cause your action to be returned for correction, delaying approval.

The C&C Team works on a "first in, first out" model.
- ST actions are handled in the order they are received.
- If an item is returned, it will be generally be added to the end of the pending actions and processed after all other items currently in the queue.
- If an action is urgent and you would like to request it be bumped back up to the top of the queue, you will need to reach out to your assigned Consultant.

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Human Resources

Talent Solutions

Cati Caruthers

Talent Acquisition & Employment Manager

HRTalent@uncg.edu

End of the Year Deadlines

Hiring Proposals Deadlines:

Monday 12/1/2025: Last Day for Hiring Proposals to be submitted for HR to review for 2025 start dates.

Thursday 12/4/2025: Last day for Hiring Proposals to be completed (Finalized) to be included in December payroll.

Wednesday 12/10/2025: Last day for a new employee to start for year 2025.

NOTE: For new employees who do not report to work on Dec 10th, 2025, departments MUST notify HR by no later than 9 am to remove the employee from our December payroll.

Friday 12/12/2025: last day for a hiring proposal to be submitted for comp review with 2026 start date.

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End of the Year Deadlines

Postings deadline:

Thursday 12/18/2025: Last day to submit postings before the Holiday/winter break.

NOTE: Posts NOT to close earlier than January 2nd , 2026

REMINDER: Deselection of applicants on posts/hiring already completed is needed before the winter break.

Temps Hiring Deadlines:

Tuesday 12/2/2025: Last day to submit temp hiring request forms to the assigned Class and Comp Consultant.

Thursday 12/11/2025: Last day for new temps or rehires to start for year 2025.

Welcoming Jasmine Stimac to the G!

Welcome Jasmine Stimac, our new Talent Acquisition Specialist.

For questions about Talent Acquisition actions (postings, applicants, hiring proposals, job offers, etc.) or questions about the Spartan Talent system's user group access requests, please contact the team mailbox: HRTalent@uncg.edu

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Human Resources

HR Operations

Glendneil Blackmon

Manager of HR Operations

HROps@uncg.edu

⏰⏰⏰ <u>Payroll Reminders</u> ⏰⏰⏰

❑ December EPAF Deadline: Monday, November 17, 2025

❑ PHATIME Entry Closes: Thursday, December 4, 2025   (Non-Exempt & Hourly December PY)

❑ WEBTIME Entry Employee Submission Deadline: Monday, December 1, 2025 (Exempt December PY)
   WEBTIME Entry Supervisor Approval Deadline: Tuesday, December 2, 2025   (Exempt December PY)

❑ January 2026 EPAF Deadline: Sunday, December 14, 2025

❑ UNCGenie Available for Review: Tuesday, December 16, 2025

❑ December Pay Date: Monday, December 22, 2025 💰💰💰

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2026 Mobile Communication Device (MCD)

❖ MCD allowances will expire on Wednesday, December 31, 2025.

❖ Approved forms for SHRA & EHRA Non Faculty eligible employees, should be submit to hrops@uncg.edu

❖ Approved forms for Faculty, should be submit to Faculty Personnel Services in the Office of the Provost at fps@uncg.edu

❖ Deadline for MCD New & Renewal Request: Please submit all request to the appropriate administrative office by no later than Sunday, December 14, 2025.

Employees eligible for this annual allowance are required to submit documentation, such as an annual contract or monthly billing statement. Supervisors must maintain a departmental copy to certify that verification of the documentation has been completed.

Mobile Communication Device Policy

MCD Form

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Human Resources

Secondary Employment Reminder

- All SHRA employees must obtain **prior approval** before engaging in any secondary employment outside their state position.

- If an employee currently holds or plans to accept outside work, please have them submit an updated **Secondary Employment Request** to their supervisor for review/approval.

- Supervisors with concerns regarding potential conflict of interest, should consult with their HR Business Partner before approving the secondary employment request.

- Supervisors must maintain a departmental copy to certify that verification of the documentation has been completed.

Note: It is the responsibility of the employee to update this form annually and to notify their supervisor of any changes throughout the year.

Secondary Employment Form here

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Human Resources

Winter Break 2025: Leave Schedule

- During winter break, employees should prepare to use **two personal leave days** on **December 30 and 31**, unless prior arrangements for remote work have been approved by their supervisor.

Winter break is set for December 24 – December 31

Campus will reopen on Friday, January 2, 2026

HR Information Systems

Sean Farrell

HRIS Manager

SDFARREL@uncg.edu

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2026 Timesheets

2026 Personnel Dates & Deadlines and Timesheets are under review and will be posted soon.

2025 Calendar Year-End Leave Roll

- Leave roll will occur following January Payroll in 2026.

- Vacation - Any V. hours banked that exceed 240 hours will be rolled to Sick.**

  o ** If any employee with V. hours scheduled to roll has used SALB this calendar year, their rolled V. hours will be reduced by that number.

- SALB 18/19 - Any reduction in rolled V. hours due to SALB use will be credited as SALB.

- Community Involvement - CI Leave will be reset for the new year

- Personal Observance Leave - PO Leave will be reset for the new year

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Human Resources

Reminders & Updates

Patricia M Lynch

Associate Vice Chancellor and Chief Human Resources Officer

UNC GREENSBORO
Human Resources

Abolishment
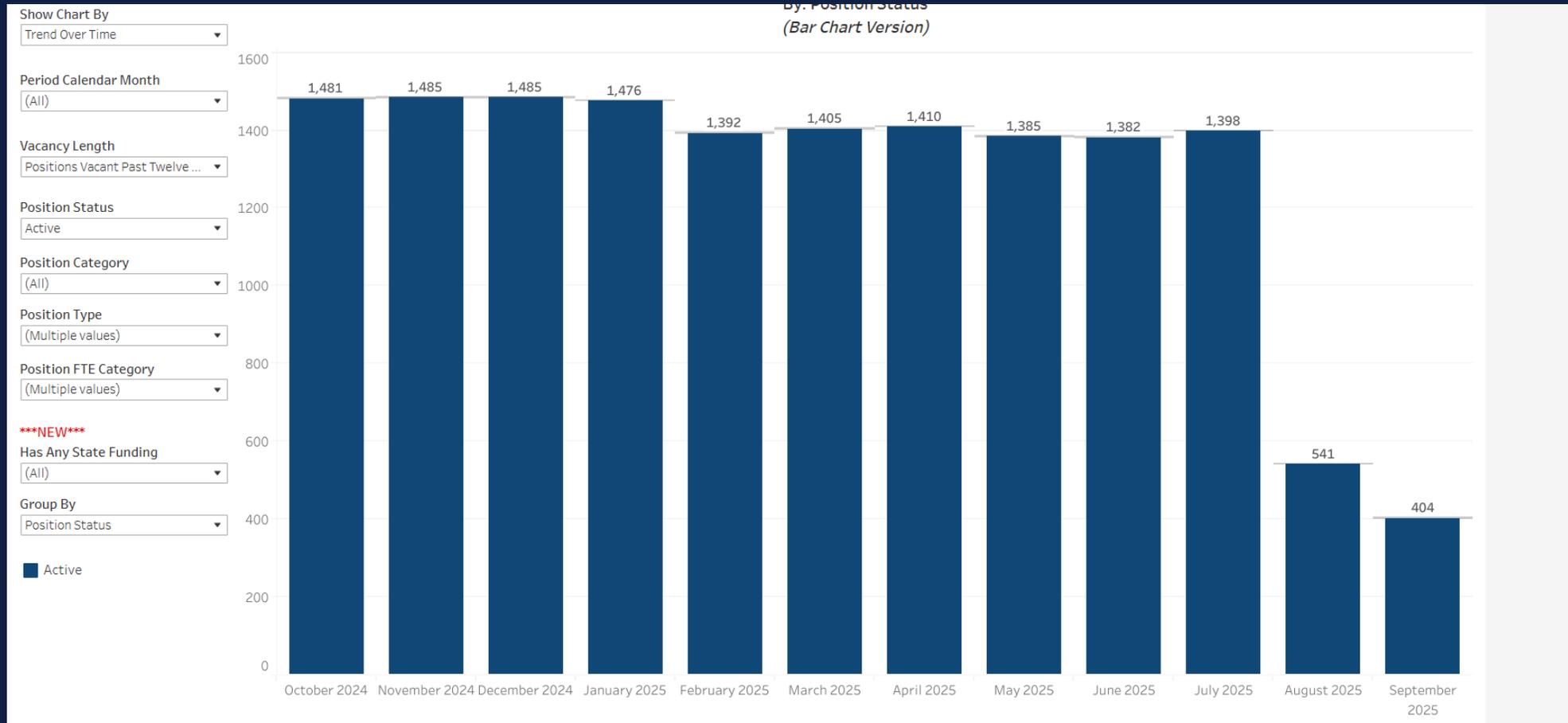
Permanent Administrative Base Salaries & Credit Hour Production

June 2019	Earned SCH Prior 12 months	Instructional & Administrative Spending per SCH	
UNCG	471,280	194	

Compared with:

September 2025	Earned SCH Prior 12 months	Instructional & Administrative Spending per SCH	Growth in Instructional & Admin Spending
UNCG	423,295	176	90.4%

SHRA Grievance Policy Update

The State Human Resources Commission met on September 18, 2025, and approved revisions to the University SHRA Grievance Policy. The updated policy will be effective December 1, 2025. There are three (3) changes:

1. There was a statutory change to add an employment preference for the National Guard as eligible for the formal grievance procedure.

2. Clarification on which grievance issues are not eligible for the formal grievance procedure but are instead processed through the Informal Discussion/Informal Inquiry process or other alternative dispute resolution process determined by the UNCG.

3. Edits to the EEO references for consistency with current University policy.

https://myapps.northcarolina.edu/hr/download/282/shra-grievance-policy-282/17656/university-shra-grievance-policy-effective-12-01-2025.pdf

UNC GREENSBORO
Human Resources

Free Speech

- Recent national incidents have raised questions about employees' free speech rights, particularly in relation to personal social media posts.

- Some employees at universities have faced discipline or dismissal for online statements about controversial issues.

- The Provost recently provided guidance to faculty on academic freedom and expression. Human Resources (HR) also provided guidance to staff members in concert with the general counsel's office. HR will conduct training sessions and there will be training on the HR website.

Free Speech

Courts use <u>three questions</u> to decide if employee speech is protected:

- **Public Concern:** Does the speech address a matter of legitimate public concern (e.g., policy, governance, social issues)?

- **Private Capacity:** Was the speech made as a private citizen rather than part of your official duties?

- **Operational Impact:** Does the speech cause disruption significant enough to outweigh your right to speak?

Free Speech

DO

- Do exercise your first amendment right to express views as private citizens in appropriate forums

- Do consider how speech may impact students, colleagues, and the University community (maintain civility)

- Do participate in available training and ask your supervisor questions as well as other knowledgeable University administrators

DON'T

- Do not speak in official employee capacity on public matters, unless authorized

- Do not use University time or resources for private speech on public matters

- Do not engage in speech that disrupts university operations, violates policies, or creates a hostile work environment

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End of Year Celebrations

- Considerations to remember (diverse palates with individual wrapped food items, non-denominational, attendance voluntary, keep décor non-specific, and remember staff may celebrate different days for observance)

- Be safe and inclusive

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Spartan Open Pantry (SOP)

- UNCG is preparing for food prices rising and donations declining.

- UNCG estimates distribution of 90,000 lbs. of food in 2025-2026, based on the average year-to-year increase before the government shutdown.

- On Friday, a federal judge in Rhode Island ordered administration to release partial payments for SNAP. Once released, the amount will cover only part of the $8.6 billion required for November's SNAP payments nationwide.

- UNCG will need everyone to partner and support SOP's work (donation, volunteer, or organize)

CORNUCOPIA OF CARE

NOVEMBER 6-20, 2025

UNCG STAFF SENATE
SPARTAN OPEN PANTRY DRIVE

DONATION DROP BOX LOCATIONS:

- BRYAN SCHOOL OF BUSINESS (4TH FLOOR)
- CURRY BLDG (3D FLOOR)
- COLEMAN BLDG. (2ND FLOOR ATRIUM)
- GRAHAM BLDG. (1ST & 2ND FLOORS)
- JACKSON LIBRARY (1ST FLOOR)
- MOORE HUMANITIES & RESEARCH ADMIN BLDG. (LOBBY)
- MUSIC BLDG. (2ND FLOOR)
- NURSING & INSTRUCTIONAL BUILDING (2ND FLOOR)
- SCHOOL OF EDUCATION BLDG. (LOBBY)
- SULLIVAN SCIENCE BUILDING (2ND FLOOR)
- UNCG POLICE DEPARTMENT (LOBBY)
- WEATHERSPOON ART MUSEUM
- 840 NEAL STREET (1ST FLOOR HALLWAY)

ITEMS IN HIGH DEMAND:

- CEREAL
- CANNED MEATS
- PASTA / PASTA SAUCE
- GRANOLA BARS
- MICROWAVEABLE SOUPS
- COOKING OILS
- 1-2LB. BAGS OF RICE
- DEODORANT
- TOOTHBRUSHES
- TOOTHPASTE
- MENSTRUAL HYGIENE PRODUCTS

PLEASE NO CANNED PEAS, GREEN BEANS, OR CORN.

SCAN HERE TO MAKE A FINANCIAL DONATION TO THE SOP

UNC GREENSBORO Staff Senate

UNC GREENSBORO Faculty Senate

UNC GREENSBORO
Human Resources

ComPsych

Employee Assistance Program

Counseling Services

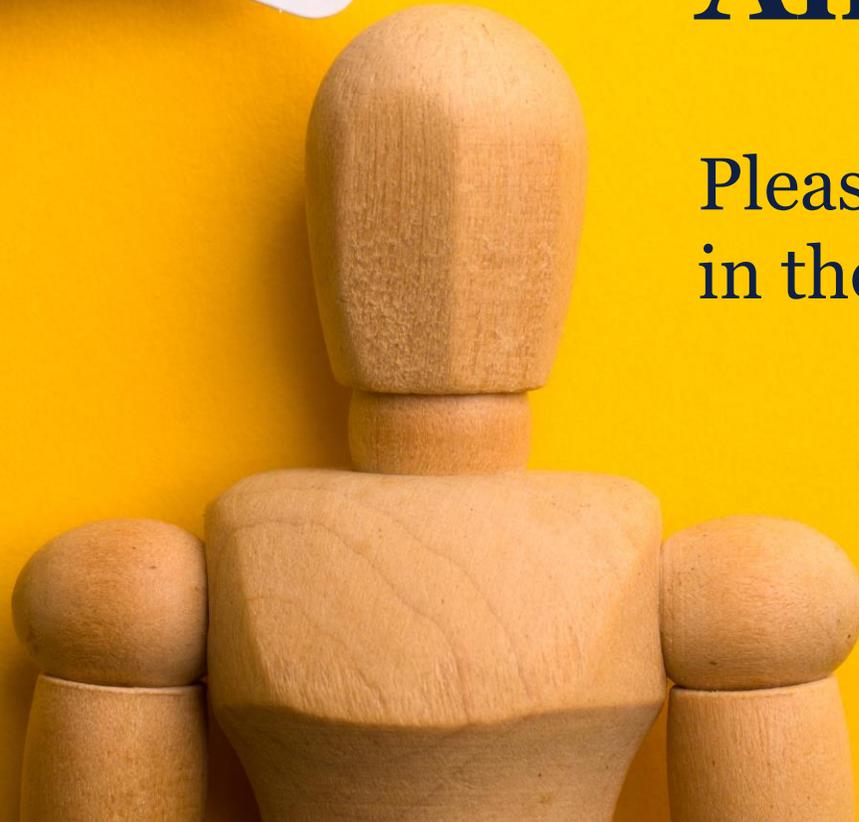Certified Financial Planners

Legal

Civil and Criminal Actions

College Planning

Home Repair

Any Questions?

Please unmute your mic or type in the chat.