



HR Representative Meeting Notes January 27, 2021

Human Resource Services Updates, Mary Brodsky, Associate Chief HR Officer

New LER Appointments: Introducing Maggie Ferron, Labor/Employee Relations Professional and Peter Blackmer, Director Labor & Employee Relations

President's Day Holiday Reminder: A [memo](#) was distributed and a follow up HRS email notice on Jan 15 articulated policies related to President's day 2021. The deadline for supervisors to notify employees if they are required to work on this day is February 1. Employees working on this day should enter their time in PS as "regular pay 011."

From the January 15 notice:

Supervisors and managers should notify any staff who will be required to work on President's Day of their assignment on or before February 1.

Supervisors should limit the number of staff required to work on President's Day to the minimum number necessary to adequately support the academic programs operating that day. Only staff required to work should report time worked on the holiday (use PeopleSoft time reporting code 011 or Kronos time reporting code 11).

Staff who are **not** contacted by their supervisor or manager and assigned to work on President's Day should **not** work on that day. Non-exempt staff who do not work on President's Day should report their time for February 15, 2021 as paid holiday time using the appropriate PeopleSoft and Kronos regular holiday codes.

Non-exempt, non-represented staff who are required to work on President's Day will receive a floating holiday to be used on or before June 30, 2021 and will be paid as outlined in the Staff Handbook, as follows: *"If you are a non-exempt employee whose normal duties require you to work on a holiday, you will be compensated 7½ or 8 hours at the rate of time and one-half for hours worked, in addition to the holiday pay of either 7½ or 8 hours, depending on the department's work schedule."* Hours reported will automatically calculate pay at the holiday pay rate.

Exempt, non-represented staff who are required to work on President's Day will be paid their normal salary and will earn a floating holiday to be used on or before June 30, 2021.

HRS Hours of Operation: We are continuing with remote operations and in-office operations by appointment until further notice. Please reach out to us at hrsinfo@uvm.edu or call 656-3150 with any questions.

Reminder, to check in with your employees about how they're doing with wellness and resiliency, as this is a time of increased stress.

Question: Has the telework agreement changed?

Answer: Not at this time.

Remote Work Committee: A committee with HRS, Staff Council and other parties on campus has formed to begin a conversation about telework during and beyond COVID-19.

I-9 Reminders

I-9s completed with HRS require employees to contact HRS to schedule an on-site appointment. HR Reps on-site can also complete an I-9. Use the [supervisor I-9 report](#) to determine if an employee requires an I-9.

3 Ways to complete I-9s

1. Complete I-9 with HRS or HR Rep in person
2. Temporary Remote Operations I-9/COVID I-9 completed by viewing documents virtually. Follow the [I-9s during Remote Operations Procedure](#)
3. Remote Hire I-9 Process
 - a. Please note: a notary is NOT required to complete a remote I-9.

Student Employees: Expectation of continuous employment rule. Typically, student employees and work-study students being rehired into a student employee or work-study position (job hired through JOB X/SEO) do not need a new I-9. Use the Supervisor I-9 Report.

Upcoming Professional Development Opportunities, Joel Shapiro, Director, Professional Development & Training

- **EDU@UVM:** This year's EDU theme is "Life in the Time of Covid". We will be offering a series of online "lunch & learns" during the spring instead of a day-long event. We are "kicking off" the series with a presentation by author and national speaker Laura Putnam. She is being brought to campus by our Employee Wellness program.
- **Invest/EAP** is offering a 2-part workshop [All Aboard! A virtual tour of EAP Stress Tools](#). The presentation will walk you through their stress management portal. Class starts on Feb.23
- **New Supervisor Certificate program:** will be continuing this spring. Primarily designed for newly hired supervisors or current employees who have recently taken on supervisory responsibilities but is open to all supervisors. We are transitioning the program to a remote platform and dates are TBD. In the interim, you can read about [last year's program](#). Contact PD&T with inquiries.

Discrimination Prevention Training and Affirmative Recruiting, Nicholas Stanton, AAEO Director

- [Harassment and Discrimination Prevention Training](#), started in 2018, is assigned to new full time and part time staff and faculty on a monthly basis. Contact us at AAEO@uvm.edu with any questions.

In the Fall of 2020, the Online Harassment and Discrimination Prevention Training Refresher course from Everfi was assigned to staff and faculty who had already completed the full Harassment and Discrimination training in prior years. Most employees have completed it, and AAEO will provide follow-up information for outstanding assignments.

- **Affirmative Recruitment training:** AAEO is available to provide Affirmative Recruiting trainings to search committees, departments, and individual staff/faculty. We suggest the training is

completed (“a refresher”) every two to three years for those participating in a search. Trainings are also offered during through Professional Development & Training through the year.

Employee Wellness Resources, Gregory J Paradiso, Director of Benefits, Human Resource Services

- **Wellness Ambassadors:** We would be happy to meet with your department to provide an overview of Employee Wellness offerings and updates.
- **Survey Completed:** We recently compiled survey results to better understand the wellness resource needs of employees. This has been incorporated into programs.
- The [Employee Wellness website](#) and our new event [Calendar](#) outlines our offerings, including resources related to diet, exercise, food-mood, our diabetes program, “lunch & learn” sessions, campus recreation and more.
- **Special March Workshop:** “Love and Life in the Time of Covid” presented by author Laura Putnam offered in March, as part of EDU@UVM.

COVID-19 Safety and Health Reminders, Peter Blackmer, Director Labor & Employee Relations and Rodman Cory, Administrative Professional, Human Resource Services

Daily Check In

- Reminder to HR Reps that employees coming to campus must complete the Daily Health [Check-In](#) so that they know if they are cleared to come to campus (or excluded from coming to campus).
- The Daily Health Check-In has been updated and has clarified Question 4: Facemask wearing is not considered PPE (personal protective equipment) and therefore does not exclude an employee in responding to the query related to if they are within 6 feet of someone outside their household for a cumulative total of 15 minutes over a 24-hour period.

Get Testing!

- Testing is strongly encouraged and is free to UVM employees. It is an easy and straightforward process.
- Differentiation: Asymptomatic versus Symptomatic. Asymptomatic employees can show up without an appointment at the Davis center during specified hours. Symptomatic employees must make an appointment to be tested at one or two sites on campus.

Updated: [Employee Guide](#) for Returning to Campus

New: [UVM’s COVID Health and Safety Refresher Training Video](#)

Question: Is there a way for us to know if our department members have taken the refresher training?

Answer: No. Honor system, or a meeting participant suggested that you could ask that employees take a screenshot of the video.

Supporting and Managing Employees Working on Campus document???

Reminder: [VOSHA training](#) is required prior to a new hire's first day on campus.

Question: Is the required VOSHA training included in the letter template for new hires?

Answer: Yes.

If Employee Tests Positive/Anxiety of Coworkers: HR Reps can provide a supportive role to employees that do not want to come to campus because they've come into contact with a coworker that tested positive for COVID-19, even if healthcare workers and contact tracers designate that they don't meet technical criteria of exposure. If you need support navigating this scenario, contact LER team to help you with that employee.

END