

# HR REP MEETING AUGUST 2022

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AUGUST 31, 2022

1PM-2:30PM

# AGENDA

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1. Temp Change Form Update: *Penny Cayia, Director of Payroll and Tax Services*
2. PeopleAdmin Union Fields: *Rafae Khan, HR Systems Supervisor*
3. Student I-9 Sessions: *Rafae Khan, HR Systems Supervisor & Kait Rooney, Director of HRIS & Operations*
4. Medical related termination reminder: *Kait Rooney, Director HRIS & Operations*
5. Work location in offer letters: *Kait Rooney, Director HRIS & Operations*
6. Background Check Reminder: *Peter Blackmer, Associate Chief HR Officer*
7. Offer letters - processes & probationary period limits: *Peter Blackmer, Associate Chief HR Officer*
8. Increased LER training dates: *Peter Blackmer, Associate Chief HR Officer*
9. Waiver Hires: *Andrea Mast, Associate Chief HR Officer*

# TEMP CHANGE FORM

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- Purpose: Enter updates in a PeopleSoft Form
- Approval workflow same as temp hire form
  - Only Payrate Changes & Expected End Dates require approval by HR
- Timeline for go live

# PEOPLEADMIN UNION FIELDS

Fields in PeopleAdmin that must be assessed to determine & document union eligibility for a position action:

- Confidential Position
- Supervisory Position
- Union Status Comment
- HR Union Status Verification
- Union Position

[https://www.uvm.edu/sites/default/files/Human-Resource-Services/Union\\_Exclusion\\_Guidelines.pdf](https://www.uvm.edu/sites/default/files/Human-Resource-Services/Union_Exclusion_Guidelines.pdf)

# Definition of confidential: impedes add this\*

## Union Information

\* Confidential Position

\* Supervisory Position



Union Status Comment

Non-union due to supervisory

*If you believe that the union status of this position should change because of supervisory and/or confidential responsibilities, please refer to [this guide](#) and describe proposed changes*



\* HR Union Status Verification

*If you believe that the union status of this position should change because of supervisory and/or confidential responsibilities, please refer to [this guide](#) and describe proposed changes*  
**This field is required.**

\* Union Position



# STUDENT I-9 SESSION

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- Please volunteer (or send a department volunteer) by emailing [hrsinfo@uvm.edu](mailto:hrsinfo@uvm.edu) if you are hiring more than 10 student employees.

### FALL 2022 STUDENT EMPLOYEE I9 COMPLETION SESSIONS

Welcome, we look forward to seeing you! Please make sure you have your acceptable documents and start date ready for viewing.

<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
Monday, Aug 29	8:30 am -10:30 am	Waterman 427A
Tuesday, Aug 30	1:30 pm -3:30 pm	Waterman 427A
Wednesday, Aug 31	9:30 am -11:30 am	Waterman 427A
Thursday, Sept 1	2:00 pm -4:00 pm	Waterman 427A
Friday, Sept 2	8:30 am -10:30 pm	Waterman 427A

Tuesday, Sept 6	9:30 am -11:30 am	Waterman Memorial Lounge Room 338
Wednesday, Sept 7	2:00 pm -4:00 pm	Waterman 427A
Thursday, Sept 8	8:30 am -10:30 am	Waterman 427A
Friday, Sept 9	1:30 pm -3:30 pm	Waterman 427A

Monday, Sept 12	2:00 pm -4:00 pm	Waterman 230
Tuesday, Sept 13	8:30 am -10:30 am	Waterman 230

# MEDICAL RELATED TERMINATIONS

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- Employee's terminating after the exhaustion of FMLA and personal medical leave entitlements
- Consult your LER Professional/Benefits Advisor to determine which job code to use:
  - Retired – disabled (these employees have been approved for long-term disability but the Standard or Social Security Administration)
  - Retired – LTD pending (these employees have applied for LTD but are pending approval/documentation, UVM covers their benefits after separation until a determination is made. Typically, occurs when on an intermittent FMLA or a short-term disability leave that was not initially identified as a long-term illness)
  - Other – LTD not applied for or denied while the employee was active.
- These codes are important to ensure that benefits are not terminated upon separation for employees eligible to continue benefits. Communication is key!



# WORK LOCATION IN OFFER LETTERS

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- Confirm the primary work location for the employee within the offer they are being hiring with the understanding they will not be working at a UVM owned facility.
- The employee will still need to complete the Telework Agreement & Out-of-State Form during their first week of employment

# BACKGROUND CHECK REMINDER

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- [Background Check Policy](#) – Effective Feb 2021
- Required:
  - When required by law, credentialing, licensure or accreditation standards;
  - When required by a government agency for security clearance or to determine eligibility for federal grants or contracts; or
  - To determine if an applicant has a record of criminal conviction that poses undue risk to the safety of persons or property in view of the job duties of the position for which they are applying.

Background checks to assess whether an applicant has a record of criminal conviction that poses undue risk to the safety of persons or property must be conducted when job duties for a position require access to, or responsibility for:

- Vulnerable populations (exclusive of minors who are students matriculated at UVM), as defined in this Policy;
  - Residence hall bedrooms and/or private living spaces;
  - Quasi-private venues such as showers or locker rooms;
  - Controlled substances, hazardous materials, or biosafety level two or higher facilities;
  - "Direct contact with minors" as defined in the Protecting Minors Policy.
- Research equipment that has been identified as export controlled (as determined by the Vice President for Research or designee) whether owned by UVM or a third party as outlined in UVM's [Export Controls](#) policy;
- Physical plant operational systems and equipment, such as the Central Heating Plant, the Lock Shop/electronic access services, water supply, and life safety systems (in each instance, in the event of unsupervised access only);
- Vehicular transportation of UVM students, employees or affiliates, or the operation of vehicles or heavy machinery;
- IT systems and database administrative access to sensitive data (installing programs; activating or de-activating databases; creating, changing or removing user accounts)
- Financial systems (excluding research administration data and budget information), when access could be used as an opportunity for personal gain in view of the nature and extent of internal controls (as determined by the Controller);
- Accounting or financial data for transactions that are not reviewed, verified or supervised by others under Controller-approved protocols (excluding research administration and budget information); or
- Animals intended for use for research, teaching, testing, experimentation, or exhibition purposes.

# ENSURE USE OF CURRENT OFFER LETTER TEMPLATES

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- Use the updated templates online
  - do not save the templates to your desktop as they may become outdated
  - Templates are located:
    - Staff & Grad: <https://www.uvm.edu/hrs/forms>
    - Temp Employee: <https://www.uvm.edu/hrs/temporary-employees-paid-non-employee-resources>
    - Faculty/Post Doc: <https://www.uvm.edu/provost/appointment-letter-templates-faculty-recruitment>
- UVMSU probationary periods in offer letters may not exceed 4 months
- Review the yellow sections of the offer letter for applicability to the new hire
- Transfers = trial period



# ADDITIONAL LER TRAININGS & DATES

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- LER Supervisor Training – more dates available
- Department Specific UVMSU Contract Trainings COMING SOON

# WAIVER HIRES

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- UVMSU positions are no longer eligible for waiver hires including prior pool hires.
- Departments must post the position, allow existing UVMSU employees to apply, and interview any qualified UVMSU employees.
- Pooled postings for identical open positions are still allowed.
- This does not apply to NU postings.

# OTHER ITEMS/SUGGESTIONS/TOPICS

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- Send us the topics you want to discuss in the chat or via email.