



HR Representative Meeting Notes from August 25, 2021

“Returning to the Workplace - Advice for Leaders”

Taryn Austin, InvestEAP

Attached: [Resiliency Toolkit](#)

Some highlights:

- Our current situation (related to the pandemic), has leant itself to “fatigued brains, working in fatigued systems.”
- We are most vulnerable when we are all fatigued, so be curious...be kind...be compassionate.
- We have demonstrated that we are resilient and capable of change.
- Leaders should “*Pause...Pace...and be open to Change.*”
- Be aware of how you talk to yourself too, and ask, “*is it true?*”
- Work out what you are in control of, versus are not in control of.
- Be gentle with yourselves.

Update Employee Wellness

Greg Paradiso, Director of Employee Benefits

Attached: Wellness Programs flyer

New Employee Wellness programs this fall:

- [Well Check Health Screening](#) – 15-minute testing followed by scheduling of a one-hour remote session with a dietician to review of results.
- Free [Headspace](#) membership. Access the full library of 500+ meditations on everything from stress, to resilience, to compassion. This begins Oct. 1 and more information and registration instructions are on the Employee Wellness website.

In addition to new programs, the successful in-person group-coaching program provided by UVM Integrative Health returns this fall.

Employees can register for fall programs on the Employee Wellness website at www.uvm.edu/hrs/wellness

Grad Updates

Rafae Khan, HR Systems Coordinator

- Job code 0983 “Graduate Assistant” has been changed to “Graduate Research Assistant.” The use of this job code is not changing. The title now more accurately reflects what it is already being used for.
- In collaboration with the Grad College, an offer letter template for Graduate hires will soon be introduced. This template must be used for Grad hires who start in Spring 2022. We will send the link to this template as soon as it is posted.

Revised Telework Policy Update

Mary Brodsky, Associate Chief Officer for Human Resources

- A revised telework policies and procedures document will be distributed to HR Reps soon. The policies will include a requirement that a Vice Provost, Dean, or Vice President will approve all telework agreements. *Post-script: the [Telework Policy](#) and [UOP](#) have now been published.
- The electronic procedure outlined in the document will not be available until mid-September. Therefore, at department heads’ discretion, an interim extension to telework beyond September 2 can be granted to employees (until such time as the formal electronic procedure is rolled out). Department heads must evaluate whether an interim extension is appropriate, based on operational needs.
- In the meantime, prior to the release of the policy and the UOP, it is suggested that managers take this brief time to assess their departments overall staffing levels and create a master plan for how telework might be incorporated into their department’s current schedule.

Please contact Human Resource Services at hrsinfo@uvm.edu or call 802-656-3150 with questions.

Meeting notes and related documents can be found at <https://www.uvm.edu/hrs/hr-reps>