



The University of Vermont

HR REPRESENTATIVE MEETING NOTES FOR AUGUST 31, 2022.

Temp Change Form Update

Penny Cayia, Director of Payroll and Tax Services

- Purpose: Enter updates in a PeopleSoft Form (includes work-study students, temps).
- Approval workflow same as temp hire form
 - Only Payrate Changes & Expected End Dates require approval by HR
- Timeline for go live: Sept 12 (then Sept 19 the old templates will be replaced with PS)

PeopleAdmin Union Fields

Rafae Khan, HR Systems Supervisor

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

It is the departments' responsibility to accurately describe the position in the Union Status Comment box. Following the submission, for every UVM position, Class & Compensation will work with LER to review, evaluate and make final determination of union status.

Description of categories:

https://www.uvm.edu/sites/default/files/Human-Resource-Services/Union_Exclusion_Guidelines.pdf

Medical related termination reminder

Kait Rooney, Director HRIS & Operations

- 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 before submitting:***
 - 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

Kait Rooney, Director HRIS & Operations

- Confirm the primary work location for the employee using update offer letter language. This language should be used when an employee is being hired with the understanding that they will not be working at a UVM owned facility or working outside of Vermont.
- The employee will still need to complete the Telework Agreement & Out-of-State Form during their first week of employment
- This language will be available in all offer templates soon.

Background Check Reminder – Applies to every hiring (full time, temp, student-employee)

Peter Blackmer, Associate Chief HR Officer

- [Background Check Policy](#) – Effective February 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.
- This Policy applies to all applicants for faculty, staff, or administrative appointments (“applicants”), meaning all candidates for full-time or part-time positions, including temporary appointments, and applicants previously employed by UVM who have had a break in service; and internal applicants who have not previously been subject to a background check but who apply for a transfer or promotion to a position requiring a background check, will perform services necessitating a background check; students, including graduate students, in their capacity as UVM employees; contractors or subcontractors, and volunteers, who will have access to persons or facilities that pose safety or security risks, as described below.

➔ Err on the side of caution when deciding if a position requires a background check. When in doubt – do the background check!

The standard background check cost is \$35 and charged to your department. Costs can be added if additional records need to be checked based on how many places someone has lived. The cost is dependent on how many places the person has lived since that adds to the complexity.

Offer letters - processes & probationary period limits

Peter Blackmer, Associate Chief HR Officer

- 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 “at time of hire.”
- Review the yellow sections of the offer letter for applicability to the new hire
- Be aware that internal hires receive a “trial period” not a “probation”; please use appropriate language for trial periods for internal hires.

Non-union employees are currently not aligned with the new probationary period policy. Still follow Staff Handbook.

SU Contracts have been printed in book format. Copies can be picked up at HRS office, Waterman 228.

Online Version:

[UNIVERSITY OF VERMONT and UNIVERSITY OF VERMONT STAFF UNITED,](#)

[AFT Vermont AFL-CIO, EMPLOYEE CONTRACT May 20, 2022 through June 30, 2022](#)

[FAQs can be found here](#)

Employee Addresses:

Peter Blackmer: Periodically remind staff to review / update home addresses in PS. I've recently come across outdated addresses in the system.

Increased LER training dates

Peter Blackmer, Associate Chief HR Officer

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

If immediate need for training, please contact LER.

Waiver Hires

Andrea Mast, Associate Chief HR Officer

- 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.