



HR Reps Meeting Notes December 8, 2021

New Grad Offer Letter Template

Sean Milnamow, Student Services Specialist, and Rafae Khan, HR Systems Supervisor

- A new [Grad offer letter template](#) is now available on the HRS website.
- This letter is required across campus for all new grad hires with the ePar submission.
- This will ensure consistency in the information that is provided and more fully informs grads about their responsibilities. The letter will capture all the grad hires' information in one document.
- This new letter includes information on fees, scholarships, and GPA requirements.

PeopleAdmin update – employees based in Vermont

Rafae Khan, HR Systems Supervisor

- Hiring proposals now have an extra field with the question “Will this employee be based in Vermont?” This is a Y/N question.
- This update is now live in PeopleAdmin.
- This new additional question is very important for the Payroll department, as it will enable them to follow up on all responses in a timely fashion. Assuming the candidate accepts the position, Payroll will know to reach out to the new hire and their department.

LER Updates - Servicing Professionals Division/ Department Assignments update

Peter Blackmer, Associate Chief HR Officer

- By the end of December, there will be some assignment changes for LER servicing professionals.
- Please check the [“Points of Contact” \(pdf\)](#) for these updates in late December. This PDF is always available on the [LER webpage](#).

FMLA Processes with the Inclusion of Diane Gaboriault

Peter Blackmer, Associate Chief HR Officer

- Diane will be transitioning to be the lead person for FMLA requests. Diane will now be working closely with LER team in all leave management requests. We are starting with FMLA requests but will expand to all leaves in the future.
- Some FMLA requests are straightforward, whereas others are complex with some attendant issues.

Supervisor Changes in PeopleSoft

Kait Rooney, Director, HRIS & Operations, and Andrea Mast, Associate Chief HR Officer

When supervisor changes are made in PeopleSoft, HRS needs information about why the change is being made in the “Comments” section of the ePAR in order to determine if the supervisor update is appropriate. We will be pushing back ePARs that do not have enough detail. This is most significant with new supervisors and when supervising two or more employees results in removal from the AFT bargaining unit. HRS needs to know the following to properly evaluate and approve:

1. Why is the change being made?
2. How many employees do they currently supervise and how many will they now be supervising?
(*please do not include temps or students in the numbers*)
3. Any additional information that will provide context.

Departments are strongly discouraged from moving an employee into a supervisory role if they are supervising only one employee, or if their main relationship to their employees is the approval of time. A supervisor of record should be the person overseeing employee daily activities and performance. They should not be made to approve time - those access requests can be address via an access request in PeopleSoft. If you are unsure if supervisory changes are appropriate, please contact HRS or LER before making the change.

Examples of inappropriate 'report to' requests that will likely be denied:

1. Business Manager supervising a lab tech that have previously been supervised by a faculty member that retired.
2. An employee from AFT becoming a supervisor of 2+ employees without LER/Class & Comp approval and reclassification.

Mandated COVID-19 Vaccinations

Gary Derr, VP for Operations and Public Safety

<https://www.uvm.edu/hrs/employee-covid19-vaccination-requirement>

The UVM mandated vaccine policy was initiated by the new rules for federal contractors and will be preserved at UVM regardless of how the courts rule on the federal government mandate.

UVM saw the remarkable impact on student vaccinations with low positivity rates among students.

The details of the UVM policy have not been finalized as non-compliance actions are currently being negotiated with bargaining units. We hope to have those details soon. Additionally, we are working on updating the language in new hire offer letters.

Compliance with the policy will be centrally managed by a limited number of HRS staff. The same process for tracking student compliance will be used for employees.

Prior to January 4, non-compliant employees will be followed up with narrow and targeted communications and outreach, including email and telephone calls.

Division/College HR Reps will receive lists of employees that are not in compliance for follow up. We are working on establishing a PeopleSoft query to identify employees that are not in compliance.

Covid vaccine mandate policy only applies to UVM employees covered by FLSA and excludes student employee job code. There are individuals working at UVM who are not employees, including independent contractors, workers from temp' agencies, volunteer faculty, residents, fellows, Sodexo employees. Student employees, work-study employees, grad' students would be covered by the student vaccine mandate and not the employee mandate.

New hires will learn about the policy as written on UVM job listings; the policy will be added to job hire letters and explained in new hire enrollment sessions. Supervisors will discuss with new hires.

Data security: Employee compliance review access will be restricted to small number of employees. PeopleSoft query that will be available to supervisors will only provide Y/N if in compliance.

Please contact HRS with vaccine policy and process questions.

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

For HR Reps meeting notes and other communications, visit: <https://www.uvm.edu/hrs/hr-reps>