



HR Representatives Meeting Notes

Meeting Date: February 23, 2022

Invest EAP Resources and Special Series on Stress Reduction

Kim Jennings, Invest EAP

- Invest EAP will be providing an online UVM Employee Wellbeing Workshop Series (see attached).
- Stress and anxiety are the number one reasons for UVM employees to contact Invest EAP. Family relationships are described as the second reason.
- I strongly encourage you to log into the [Invest EAP website](#) and explore the articles and resources provided there. Your initial login is your UVM email address OR personal email address (Most employees use their personal email as this feels more private and secure) and initial password is: UVM
- Employees can easily schedule an appointment with an EAP counselor using our [online scheduling portal](#)
- If you would like to discuss Invest EAP collaboration with your department for workshops, please feel free to [contact me](#).
- In addition to collaborating for workshops, I encourage each H/R Representative to invite me into meetings so I can present this important benefit information directly to the staff members they represent.

Attached:

1. [Invest EAP requirements](#)
2. [UVM Employee Wellbeing workshops](#)
3. [2021 UVM Invest EAP utilization - Presenting problems data.pdf \(usage data calendar year 2021\)](#)
4. [Invest EAP presentation to UVM HR Reps.pdf](#)

New Hire Update and Welcome a New Hire to LER team

Peter Blackmer, Associate Chief HR Officer

New hires – Please be sure to have conversations about the UVM vaccine policies with applicants during their interviews.

First day of work –

- Please remind new hires about the vaccine policies in advance of their start date, and that they need to bring their vaccine documentation on their first day of employment (or assist them in putting in a request for a religious or medical exemption immediately).
- Be sure they are assisted in uploading their documentation into PS HR on the first day.



- If you know a new hire is not fully vaccinated, but intends to be, consider moving their start date out, so that they will be vaccinated when they begin employment.
- Reminder: Boosters are *not* currently part of the compliance policy. However, please encourage staff to consider getting a booster, be as flexible as possible with schedules to allow for time to get the booster and assist those in need of uploading their booster information to the PS vaccination portal.

Exemptions' testing compliance – Begin new hires on the testing schedule immediately. LER is actively monitoring employees for testing compliance. For those employees with approved exemptions and fall out of compliance with the testing schedule, LER staff will be contacting departments to bring staff into testing compliance.

Welcome to LER new hire Charity Dugener as a new Faculty Services Coordinator. HR Reps in the colleges and schools will be seeing communications and transactions from Charity in her new role.

Update on Vaccination Policy Management

Peter Blackmer, Associate Chief HR Officer

- UVM is now in 99+% compliance with vaccine policies!

Performance Appraisal Season

Peter Blackmer, Associate Chief HR Officer

- PeopleAdmin - Please be aware that the “future goals” from last year’s reviews did not populate into this year’s reviews. However, supervisors can access prior year performance reviews for all their staff direct-reports. A guide for supervisors that includes steps on how to view prior reviews can be found [here](#).
- LER trainings - LER is willing and able to provide trainings about how to conduct robust, meaningful performance appraisals. This can be for a group of supervisors (and even 1:1 consults). Contact LER to discuss/schedule.

New Employee Orientation (NEO) for Represented Staff

Peter Blackmer, Associate Chief HR Officer

Immediately following new hire orientation, represented new hires are directed to a link to optionally join their specific union’s standing online meeting.

Please be aware that employees whose positions are represented by a bargaining unit have the right to attend this union orientation that immediately follows the UVM orientation.

- 1. Know which of your new hires are represented.**
- 2. Do not assign duties to represented staff during this time.**

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

Visit: [HR Reps online](#)
