



## HR Reps Meeting Notes

January 26, 2022

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### Employee Vaccine Updates

*Peter Blackmer, Associate Chief HR Officer*

- LER team is tasked with reviewing all employees for compliance.
- Kudos to UVM employees with over 99% compliance rate. Willfully non-compliant is a very small percent of non-compliant employees. The main reasons are confusion about the policy or technology obstacles (Peoplesoft uploading copy of vaccine card).
- Temp employees have been slower with compliance, but with follow up are getting more into compliance.
- Reminder: New hires (all employee categories) must be in compliance first day of employment. Therefore, supervisors and HR reps should follow up with new hires on employees' first day of employment.
- Employees on leave must be in compliance upon return to work, therefore supervisors should be in communication with these employees *prior* to their return date.
- Offer letters should have vaccine compliance statement in them.
- At some point soon, non-compliant employees' employment will be terminated.

### Payroll Checks Update

*Penny Cayia, Director of Payroll and Tax Services*

Effective January 21, 2022, all paper payroll checks will be mailed to the home address on file in People Soft. A user guide to update personal information in People Soft can be found [here](#) and the guide to add banking information to enable direct deposit can be found [here](#).

### New Hire System Access, New Employee Orientation, and Start Requirements

*Kait Rooney, Director HRIS & Operations*

See attached PowerPoint

### Additional Sick Days Offered to Employees with COVID-19 or Providing Care

*Jes Kraus, Chief Human Resources Officer*

- UVM is extending an additional 5 days of COVID-19 related sick leave for staff for days between 1/21/2022 and 5/31/2022 (not retroactive to dates prior to 1/21/22).
- Employees who are unable to work due to personal illness from COVID-19, or because they must care for an immediate family member who is ill with COVID-19, may exercise any of the following options to cover related absences from work:
  - Utilize any of their accrued leave balances (sick, vacation, personal, comp time, cultural holidays);

- If their accrued sick leave balance is exhausted, utilize up to five (5) days of additional paid COVID leave;
- Employees who have exhausted all accrued sick leave balances and paid COVID leave may run a negative sick leave balance of up to 80 hours.

Contact HRS for guidance on PS codes and how to complete the timesheet.

**See attached policy for details.**

### **Performance Review Process Refresher**

*Rafae Khan, HR Systems Supervisor*

**See attached PowerPoint**

### **New Wellness Programs and Events**

*Cara Hancy, Employee Wellness Coordinator*

Visit the [Employee Wellness website](#) all links below are listed with more details!

*Highlights:*

- [Subscribe to list serve to stay informed](#)
- [Fitness class schedule](#) – Instructed by UVM Campus Rec, remote & in person options
- [Personal health coaching](#)
- [Headspace meditation app](#) – free
- [Well-Check's 1/31 & 2/3](#) – deadline to sign up Tuesday 2/1 end of day
- [Epic Wellness on-site Chiropractic Care](#)
- Coming soon Wellness Workshops hosted by Invest EAP in March & April

### **Central Ordering of Translation Services for Administrative Functions**

*Kayla Dewey, Administrative Assistant HRS*

Translation services are now available free to UVM departments for human resources and other related needs. [Request Form](#)

Please contact Human Resource Services at <mailto:hrsinfo@uvm.edu> or 802-656-3150 with questions.