



## HR Representative Meeting Notes

Meeting Date: June 30, 2021

---

### Pharmacy Benefit Transition as of July 1

*Greg Paradiso, Director of Benefits*

(See attached slides)

- Reminder: Vermont Blue Rx effective July 1.
- Mail order prescriptions are automatically transferred to this new group.
- However, credit/debit card information is not transferred. Employees need to call Blue Rx in advance to provide them with this information.
- [FAQ](#) on HR website

### Update on eTEMP form process

*Rafae Kahn, HR Systems Coordinator*

1. UVM now has an agreement with [Inside Higher Ed](#) and Higher Ed Jobs, that automatically posts UVM jobs to these websites.
2. eTemp has fully transitioned to a web-only process.  
Exception would be employees without social security numbers would need to use the paper form.
3. [HR Rep list](#) needs updates  
Please email [hrsinfo@uvm.edu](mailto:hrsinfo@uvm.edu) by July 7 if you see anything on the list that should be updated on this list.

### Culture and Community Discontinued, video of session now on HR website

*Mary Brodsky, Associate Chief Officer for Human Resources*

- Live/In-person UVM Culture & Community training has been discontinued as part of the orientation process for the foreseeable future.
- We encourage supervisors to let new employees know about the webpage, [Week One & Beyond](#) that includes a link to a recorded version of a Culture & Community session.

### New HR Reps webpage:

[www.uvm.edu/hrs/hr-reps](http://www.uvm.edu/hrs/hr-reps)

### Transitioning to On-Campus Operations Beginning August 2

*Mary Brodsky, Associate Chief Officer for Human Resources*

- Please see attached notice sent to campus on 6/29 from Provost Prelock and Vice President Cate.
- Staff requesting a delay of their return to campus may be approved for a one-month extension not to exceed Sept 2.
- For employees currently living/working outside of Vermont and for telework requests beyond Sept 2, HRS is currently working on relevant policies.

Q: Is a telework form needed for employees granted a telework extension?

A: Supervisors will send a link to employees to complete an e-Form if they have approved the extension.

Q: Will there continue to be online orientations for employees out of Vermont?

A: HRS is looking to shift back to in-person orientation but with a hybrid component.

Q: Medical accommodations - can employees who were unable to work on campus during the pandemic that were granted a medical exemption, able to use the same form going forward?

A: No, that form was only related to the pandemic. New process TBD.

Supervisors and Directors should follow timeline and guidelines established in memo, in general, should be planning for an Aug 2 return to campus date.

Q: Can colleges be consulted before guidance goes out about working remotely fulltime from another state?

A: The decision to allow or disallow permanent telework will be in the hands of the Dean/VP/Vice Provost.

Q: How likely would there be a change in telecommuting policy prior to a union contract?

A: It's possible that telework policies and processes can be agreed to with the unions separately from the full collective bargaining agreement(s). The university is in discussions with AFT now.

Q: Within our department we had to reallocate space for on-site staff to ensure six feet distances. We will now have to look to reverse this to accommodate returning staff who were telecommuting. Does this fall under the one month delay if we expect to take longer than month of July?

A: It could. We suggest that you put your work orders in now.

***Return to campus on August 2. Remember to be patient with one another and we can come through the transition back to campus smoothly and with good humor.***

***Stay tuned for Celebratory and Staff Appreciation events on campus!***

**Please contact Human Resource Services at [hर्सinfo@uvm.edu](mailto:hर्सinfo@uvm.edu) or call 802-656-3150 with questions.**