



## HR Reps Meeting Notes October 27, 2021

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### Benefits Open Enrollment Update

*Greg Paradiso, Director of Benefits*

- Introduction and welcome of Cara Hancy, the new Employee Wellness Program Specialist. Britta MacAlpine has left UVM.
- Approximately 500 employees attended the October 26<sup>th</sup> Wellness & Benefits Fair.
- Updates have been made to [Benefits webpage](#) including and [Open Enrollment Guide](#) (pdf). This comprehensive easy-to-read guide contains information about each employee benefit for 2022.
- Voluntary Short-Term Disability (VSTD) benefit has been moved into the PeopleSoft system for enrollment, management and now as part of payroll deductions.
  - Important: Current enrollees in the VSTD need to re-enroll during the open enrollment period annually.
- Flexible Spending Account plan – The full remaining amount balances in current accounts will roll into calendar year 2022. This is this year only due to special federal legislation related to the COVID-19 pandemic. FSA account holders must re-enroll every year during open enrollment.

### Demo of the new PS enrollment system

*Kait Rooney, Director of HRIS & Operations*

[https://www.uvm.edu/sites/default/files/Human-Resource-Services/HRSDocs/OE\\_Benefits\\_Self-Service\\_Guide.pdf](https://www.uvm.edu/sites/default/files/Human-Resource-Services/HRSDocs/OE_Benefits_Self-Service_Guide.pdf)

### LER Staff Changes

*Peter Blackmer, Associate Chief HR Officer*

- Noel McCann and Mackenzie Munro are joining the LER team in mid-November.
- LER is recruiting to fill a LER Manager position.
- Since Noel is moving into LER, there is an open Faculty Admin Coordinator position.
- Since we will be backfilling for Mackenzie's HR Customer Service position soon, please let Kait Rooney or Rafae Khan know if you know anyone who might be interested in that role.

### Telework Q&A

*Peter Blackmer, Associate Chief HR Officer*

- The [electronic Telework Agreement Request Form](#) is live.
- A [How-To Guide](#) is available.
- Note that the "Refer" button is not an approval button. To approve a request, press "Update," then "Recommend."

- Temporary employees should complete the telework request (this includes intermittent temps)
- Mid-level approvers cannot enter comments. There is no place in the system for the substance or rationales of decisions to be noted.
- New hires during Probationary period should not request telework unless it is listed as a condition of employment. These employees should be at their work site location.
- Employees that were denied telework requests are allowed to resubmit a request if they are altering their request in a substantive way.
- Management always maintains the right to alter or rescind telework arrangements, partially, fully, temporarily, or permanently.
- A query report of request status of all their employees can be created by VPs to share with Business Managers.

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