



## HR Reps Meeting Notes from September 29, 2021

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### **HR Structure and Vacancies**

*Jes Kraus, Chief HR Officer*

- New HRS org chart (attached)
- Descriptive announcement (attached)
- There are new vacancies in LER and in Classification/Compensation

### **AFT Negotiations Update**

*Jes Kraus, Chief HR Officer, and Peter Blackmer, Associate Chief HR Officer*

- Negotiations have begun, and the ground rules have been set for negotiations for the approximately 1,350 UVM employees in the bargaining units.
- HRS will share any meaningful updates with HR reps.

### **Telework eForm**

*Peter Blackmer, Associate Chief HR Officer*

PowerPoint (attached)

- The telework eForm will create a uniform campus-wide process for employee requests and telework arrangements, and for UVM to manage these agreements. The eForm will also create a centralized database that will allow HR to analyze campus wide participation in telework.
- LER will be providing a FAQ on the HR website.
- HRS will be providing a series of trainings for supervisors on how to use the eForm and navigate the process.
- The September 2021 interim extension of telework agreements can remain in effect (status quo) until the new eForm process rolls out. Departments must nevertheless consider requests for telework arrangements on a case by case basis within the operational needs of the department and the individual job duties of each employee.

### **Managing Supervisor Responsibilities & Data**

*Kait Rooney, HRIS & Operations Director*

The attached PowerPoint outlines the steps to accomplish the task.

Updating PeopleSoft for current employees:

10/15/2021

- Department review of vacant positions, request inactivation for those that are not being recruited for.

- Send ePARs/Group ePARs to update supervisors for employees reporting to vacant positions.

10/30/2021

- HRS will review reporting and determine supervisors based on PS information.
- Payroll will update supervisor flags in PS.

11/30/2021

- Use UV\_SUPERVISOR\_FLAGGED to confirm supervisors in your department.

## **New Employee Orientation Updates**

*Caitlyn Sisler, Benefits Advisor*

All orientation sessions are remote only. We will not hold in-person or hybrid orientations at this time.

**Sign up Deadline is Thursdays at noon** – Please be sure this deadline is met to enroll new hires in orientation for the upcoming session.

### **Missed the deadline?**

- Please be assured that your new hire's Medical, Vision, and Life insurance still start on the date of hire (if elected) and the benefits with waiting periods (Dental, LTD, 403b, etc.) still start counting from the date of hire.
- The I9 must be completed by the end of the 3rd business day from the start date. If there isn't someone in the department that is authorized to complete the I9 (usually an HR Representative), the new hire can come into HR at Waterman 228 during office hours to have their documents reviewed.

**Please remember** to forward the orientation confirmation email and attachments to your new hire.

**Electronic New Hire Benefits Enrollment Forms:** A unique link will be delivered to your new hire's email address the morning of their orientation to be completed out after the presentation.

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**Upcoming HR Sessions from PD&T** (for more information click the links):

- [Best Practices for Supervisors in a Remote Environment](#), Oct. 7, 10:30 – noon
- [Retirement Savings Plan: Info Session](#), Oct. 28, 9 - 10 am
- [Voluntary Short-Term Disability](#), Oct. 20, 10 - 11 am

**Open Enrollment for Employee Benefits is October 24 – November 19.**

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

<https://www.uvm.edu/hrs/hr-reps>