



UNIVERSITY of NORTH CAROLINA WILMINGTON
HUMAN RESOURCES

MINUTES

Human Resources Liaison Minutes

Thursday, January 25th, 2018

3:30 PM – 5:00 PM, Friday Annex Room 136

- **Employee Engagement Survey** **Liz Grimes**

All permanent UNCW employees will be receiving the email containing the link to take the employee engagement survey which is administered by General Administration. GA wants to implement several different metrics focusing on engagement, recruitment, retention, etc that are ties to the GA Strategic Plan. The survey will be released on Monday, January 29, 2018. Employees will have until February 12th to complete the survey. We ask that you provide support for employees who may not have access to a computer so they may take the survey. Anonymous results will be shared with campus later this year.
- **Adverse Weather Update** **Liz Grimes**

UNCW is still under a “Condition 2” for the suspended operations during the winter storm. Our request for Condition 3 was not granted. The Adverse Weather Policy is a state policy that outlines three adverse weather conditions. Under this policy, campuses have the authority to declare Conditions 1 and 2. Condition 3 (closure) may only be granted to campuses retroactively from UNC General Administration under the authority of the Office of State Human Resources. For leave-earning employees, Conditions 1 and 2 involve using one’s own leave to cover time away from work, and Condition 3 provides paid leave while away from work. Employees may make up the time with their supervisor’s approval. Questions about the adverse weather policy or related timekeeping may be directed to Patti Hale. To read more about the three conditions and the adverse weather policy, please click [here](#).
- **FLAC** **Liz Grimes**

The FLAC implementation team has been working with our pilot groups Watson College of Education and University College and have sucessfully processed all pay actions for the Spring term. We are now starting to meet with the rest of Academic Affairs (CAS, Cameron, Library, smaller groups managed by AARM) and will conduct training with the admins in April. The rest of Academic Affairs will go live for the summer session. Thank you to the FLAC team for all of their hard work on this.

- **HR Employee Leadership, Learning, & Engagement** **Molly Nece**
 Please take a look at our programs for this year. We encourage you to take advantage of some of our programs. Please reach out to Adam Hall if you have any questions.
- **Full Cycle Update** **Molly Nece**
 The 2017-2018 performance cycle ends on March 31st, 2018. Annual appraisals should take place between the beginning of March and the end of April. Completed appraisals are due to HR by April 30th, 2018. We are excited to announce that we will be moving Full Cycle Performance to a fully online platform for the 2018-19 cycle. The new platform will give employees and leaders easier access to Full Cycle Performance tools and documents and make the entire process more efficient - plus, it means no more clunky PDFs or digital signatures. There is a group of 175 employees currently pilot testing the online platform. Their participation and feedback will ensure that the new platform will be as user-friendly and efficient as possible for the 2018-19 cycle.
- **ARP Process 2018 Update** **Cathi Willoughby**
 We are working on getting the information and files out quicker for this fiscal year. We will be sending out communication at the division level in February and July. The intent is that departments can start planning competency analyses earlier. We welcome any questions or feedback.
- **IT Bands** **Cathi Willoughby**
 Legislature has extended the exemptions for FLSA Exempt IT positions currently in SHRA career bands to be reviewed and classified as EHRA IRPS. GA is actively working on the new classification categories and compensation structures and anticipate them to be complete around late-March (subject to change). Currently, only *vacant* SHRA positions may be considered for conversion and will be reviewed at the time of submission for accuracy in classification. If there are any questions regarding this update, please contact Cathi Willoughby.
- **DC Virgo** **Cathi Willoughby**
 We have submitted the instructional positions for the DC Virgo project and next will be working on the non-instructional positions in the coming months.
- **HR 330/335** **Caroline Dellinger**
 The HR 330 is now completely online through PeopleAdmin, we welcome any feedback regarding this process. We are now in the early planning stages of moving the 335 to PeopleAdmin with the first meeting in early February. More information to come on this.
- **Dual Employment** **Caroline Dellinger**
 Dual Employment occurs when an employee who works for UNCW also works for another state agency. The Class & Comp team has been working with Budget, Accounts Payable, and Payroll to update the website clearly defining what dual employment is with FAQs and a flow chart. The website will be live this Spring.