



UNIVERSITY of NORTH CAROLINA WILMINGTON
HUMAN RESOURCES

Human Resources Liaison Minutes
Thursday, March 19, 2020
Meeting via Zoom

• **Welcome/Intro**

Liz Grimes

- Meeting called to order at 3:00 pm.
- Liz welcomed everyone and turned the meeting over to HR Staff member Olivia Cunningham. She gave instructions on how to use Zoom, and a quick overview of the features and how to use them.

• **Talent Acquisition**

Elaine Doell

- HR will now be moving to a remote I-9 process which will be handled by Ivor Dikkers. Ivor joined the meeting and gave a brief synopsis of how this process will work. The employee is to email Ivor that they need to complete an I-9 and he will then email the form link and explain the process to the employee. The employee will still need two forms of ID or a valid passport. Once he has completed the E-Verify, he will email the employee's supervisor so they can complete other hiring paperwork.
- Elaine explained that now we are working remotely, Criminal Background Checks will only be accepted via fax or US mail. For a faster turnaround, fax is the better alternative. If a fax machine is not available, various vendors such as Staples, FedEx, US Postal Service, etc will provide this service at a nominal cost.
- Val Heil explained that since we are now working remotely all search/interviews should be carried out electronically such as through Skype, Zoom, etc. If you need two interviews to narrow down the search, you might start by using a phone interview with each candidate and then following up with Skype or Zoom. The important thing to remember is to make sure that all candidates are routed through the same process.
- Jessica Ludwick emphasized that if you need any help navigating through the search and hiring processes, please reach out her or Val and they will be glad to give their guidance.

• **Employee Leadership & Learning Engagement (ELLE)**

Molly Nece

- All onboarding appointments will be conducted via Teams beginning Monday, March 23.
- Be on the lookout for a new virtual learning platform "D2LA Gone Virtual" being launched Thursday, March 26.
 - Each week enjoy up to 12 live zoom workshops (i.e. leading virtual teams), virtual retreats (4 selections), self-directed learning, a virtual learning community (teleworking strategies), and tap into our two "talent agents" who will suggest learning based on your needs.

- At this time, there has been no guidance from the Systems Office regarding the performance management guidelines. We will keep you posted as soon as we receive information ourselves.
- Results from the UNC System Engagement Survey:
 - The participation rate was 1% higher from 2018 (59%).
 - SHRA and EHRA non-faculty exceeded the university goal of 62%.

- **Coronavirus Helpful Information**

Liz Grimes

- The HR website now has a Coronavirus Information page (<https://uncw.edu/hr/coronavirus/index.html>). It contains resources for employees, teleworking, policies, leave keeping resources and helpful links. Please check it out and let us know if you have any further questions.

- **Salary and Benefits /Class & Comp**

Patti Hale

- Patti addressed various issues concerning employees teleworking:
 - Supervisors and employees need to work together to devise a work plan for the employee while they are teleworking.
 - Students and temps can work remotely if necessary. They are also eligible for paid administrative leave through March 31 until further notice. Please see the attached document about recording this leave. No documentation is required for paid administrative leave. Further details about paid administrative leave can be found on the HR website at <https://uncw.edu/hr/coronavirus/index.html>
 - It is not required to have a time log when teleworking. The supervisor and employee need to devise a work plan so both know what is expected of the employee.
- Tim Huelsman (Payroll) shared that April 3 is the deadline for students and temps to submit their March timesheets and April 5 is the approval deadline. During this teleworking period, employees need to submit their direct deposit forms via campus mail or us mail, do not use email. Paper checks will be mailed during this time period.

There being no further business, the meeting adjourned at 3:55 pm.

Next HR Liaison Meeting will be Thursday, May 28, 2020

3:00 – 4:30 pm

FSU, Azalea Coast Room A/B



OFFICE of HUMAN RESOURCES

COVID-19 SPECIAL FACULTY AND STAFF WORK AND LEAVE PROVISIONS Updated Guidelines for Leave Keepers

GENERAL GUIDELINES

1. The COVID-19 Special Faculty and Staff Work and Leave Provisions are in effect until March 31, 2020.
2. Employees should work with their supervisor to telework/work remotely to the fullest extent possible. This is always the first step.
3. Employees who
 - a. cannot work remotely because of childcare or eldercare needs due to COVID-19-related school and facility closings,
 - b. cannot work remotely because their position duties cannot be performed remotely, or
 - c. are sick due to symptoms of a cold, flu or COVID-19 or who are caring for a dependent with such symptoms will receive paid administrative leave until March 31, 2020, for the period of time they are unavailable to work.
4. Employees who cannot telework for their full FTE requirement may record paid administrative leave to reach their full FTE.

RECORDING HOURS ON LEAVE REPORTS

1. Teleworking hours should be recorded as "Regular Hours Worked" in SmartTime and LawTime.
2. Paid administrative leave should be recorded as "Other Leave Taken" in SmartTime, LawTime, and ExemptTime,
3. "COVID-19" must be entered in the comments section for any employee who used paid administrative leave.

TEMPORARY AND STUDENT WORKERS

1. Temporary and student workers, NOT working remotely, should record the average scheduled hours worked per day in Web Time Entry with the comment "COVID-19."
2. If temporary and student workers work remotely, those hours should be recorded in Web Time Entry