



## Minutes

### Human Resources Liaison Meeting

Thursday, March 25, 2021

3:00 – 4:30pm

Meeting via Zoom

#### ▪ Welcome/Introductions

Liz Grimes

- The meeting was called to order at 3:02pm.
- Liz welcomed all the Liaisons.
- Planning for Fall 2021 – Liz shared that the Campus Operations Planning Team (formerly the Return to Campus Committee) is meeting weekly to discuss employees returning to campus in the fall. She stressed that this is going to be gradual, staggered approach not one where everyone returns on the same day. Departments are encouraged to continue working remotely and allow flexibility for their employees.
- Telework/Flexible Schedules (Elaine Doell) – A committee has been formed to study what has worked well with teleworking and using flexible schedules this past year. They will then use this data as a guide to gradually ease employees back onto campus in the fall. This committee is a cross section of employees from all departments on campus. They will also take a look at what type of jobs on campus can continue working remotely on a permanent basis, and which ones will need to return to campus. The status of a job being remote is based strictly on a business need, not an individual employees' needs. The members of this committee are: Elaine Doell (Chair), Patti Hale, Mona Clites, Clair Stanley, Dana Harris, Sharyn Miller, Jim Koebel, Jordan Calfee, Joanne Ferguson, Shaline Hale, Nate Miner, Eric Simon, Tim Lewis, Kristy Nance, and Steve Perry.

#### ▪ Talent Acquisition

Jennifer Coombs

- Social Media Program Survey (Katie Fornes) – Talent Acquisitions has developed a Social Media Program Survey. The survey will help in the development of a social media site for HR on Instagram, Facebook and Twitter. This site will showcase places where we work, job postings, employee testimonials and other HR related materials. Katie Fornes is heading up this project and is asking for volunteers to take the survey and get the ball rolling. Once these sites are live, the survey information will be featured (with the employee's permission). If you would like to take the survey and help out, please follow this link:  
<https://forms.office.com/Pages/ResponsePage.aspx?id=gWcTlIOXdUyvKGigIcEcvwF7bz8GxOZItaL2Lh7HduJUNKJWN1FXTUheWVRaS0M4ME5EQUdYVERaSi4u>
- I-9/CBC (Ivor Dikkers) – Important reminder: **An I-9 must be completed before the employee's first day of work.** This is a hard deadline established by the Federal Government. If UNCW does not adhere to this policy, we can be fined per each missed deadline case. The fine can range from \$234 - \$2332 depending on the circumstances. If a department does have this happen, they will have to provide the reason this policy was not followed and that will be recorded by USCIS for audit purposes.

- An I-9 can be started as soon as the employee accepts a job offer. The E-Verify case, which completes the I-9 process, can be completed as early as 90 days before the employee's start date. For details on completing the I-9, please visit the Human Resource website, click on Forms and then click Form I-9.
  - Please work with your front-line supervisors (faculty, directors, staff, etc) in your departments to make sure they are aware of this policy.
  - Remember to use the I-9/CBC Request Form (can be found under the EPAF or FLAC link on SeaPort) to request any I-9s and/or background checks for student workers, temps, volunteers, adjunct faculty. Copy the link to the tracking spreadsheet that is shown once the request is submitted. Requests must be submitted even if/when we fully return to campus.
  - Follow the progress of an I-9 by visiting the tracking spreadsheet which is updated by Ivor Dikkers and Kimberly Holbrook. You may contact either of them for further details concerning this spreadsheet.
  - Per Charlie Ducker in HR, please remember that once you have received notification that an I-9 has been completed for an employee, please remember that you must enter an EPAF to establish a job assignment so that the employee can get paid.
- Temp Employees (Jennifer Coombs) – HR is continuing to work on the workflow for hiring a temporary employee. Departments can continue to hire from the current Temp Pool. Jessica Ludwick reporting that workflows for both EHRA and SHRA posting and hiring proposal workflows are available on SharePoint in the Talent Acquisition Workflows and Resources channel, and additional tools will be added to this site as they are produced. Please reach out to Jessica if you need access to this information.

▪ **Benefits/Comp & Class**

**Patti Hale**

- Comp/Class Website (Fran Hewett) – HR is updating the Compensation/Classification website that will hopefully be live by the end of this month. It will encompass more information and a FAQ section to help answer questions from campus patrons. Once the updates are completed, it will be introduced during an open forum for all those interested.
- Leave Provisions – Patti explained that employees can use regular work hours to get their COVID-19 vaccines. If you have a reaction and cannot work the next day, you may use Paid Administrative Leave. If your reaction continues for several days, personal sick leave will have to be used after the first day.

▪ **HRIS**

**Megan Keefe**

- New Report Request Form – A new form is being developed for data request and will be accessed through Team Dynamix portal. It is scheduled to roll out within the next several weeks.
- New Undergraduate Student Employee Tutorial (Sean Connolly) – Sean has developed a tutorial on how to enter a new student employee record. You can access the tutorial on the HR website, click 'EPAF' and scroll down to access all the EPAF User Guides and Tools.
- Chat Bot for HR – Megan and IT are working on a Chat Bot for HR. It is still in the beginning stages of development, but she is asking for suggestions employees might have for FAQ for HR. She encouraged anyone interested is in seeing how a Chat Bot works, to visit the websites for the Career Center and Campus Life. Both have an activated Chat Bot which pops up when you go on the website.

- **Employee Leadership and Learning Engagement** **Molly Nece**
  - New Employee Virtual Passport (Melissa) – Melissa shared that several employees have completed the New Employee Virtual Passport. She has also added new videos to the First Five Days section and NEO Gone Virtual.
  - Full Cycle Performance (Michel) – The 2020-2021 performance cycle has come to an end. 20-21 Full Cycle Performance tasks, including annual appraisal, are due in Full Cycle Online by April 30, 2021. The 2021-2022 performance cycle begins as of April 1, 2021 and performance plans are due in Full Cycle Online by May 31, 2021.
  - Staff Award of Excellence (Michel) – HR is accepting nominations for the 2021 Staff Award of Excellence until 5:00 pm, March 31. Please visit this Dare2Learn Academy link for details: <https://uncw.edu/d2la/recognize/awardforexcellence.html>.
  
- **Other Business** **Liz Grimes**
  - Elaine Doell emphasized that UNCW is continuing to follow their policies and procedures for working remotely and should continue to do so until further notice. It is important that we return to campus in a gradual manner and not everyone at once.

**Meeting adjourned at 3:50.**

**Next Meeting, Thursday, May 20, 3:00 – 4:30**  
**Via Zoom**