HR Helpful Hints & Reminders

June 2020
Agenda

Given the updates, we ask that all participants hold questions until the end.

- Campus Reopening
- Furloughs
- Critical Hire Process
- Workforce Reduction
- Faculty Contracts & Summer Pay
- Rehired Retirees
- Independent Contractor vs. Employee
- Student Employment
- Time & Absence Reminders
- Holiday Policy Change
- USG Well-being
- Clearance Process
- Rehire Eligibility Update
- OneUSG – Add/Change Position Transaction
- Evaluations
- Questions
Campus Reopening Phases

Phase 1 – between June 1- June 30, 2020, the following occurs
• Vice Presidents, Deans, Department Heads & Directors conduct on-site assessments to ensure that the work environment under their purview is configured to decrease health risks to their employees.
• Personnel, who perform mission critical/time sensitive functions, return in June according to VP, Dean, Department Chair and Director instructions.
• Personnel, who need to support supervisors also return based on VP, Dean, Department Chair and Director instructions.

Phase 2 (Preparation for Return to Regular Operations) July 1, 2020 – Who Returns
• Supervisors (including administrative faculty), who did not return to campus during Phase 1
• Personnel, who perform mission critical/time sensitive functions who have worked remotely during reduced operations, and who may have only partially returned in June
• Appropriate support personnel for the groups listed above
• Staffing will be adjusted to support returning faculty, staff and students who are preparing for full operations in Phase 3

Phase 3 (Coincides with the Start of Fall Semester) August 3, 2020
• All faculty and staff return to campus for the 2020 Fall Semester for face to face instruction, research, and other services
Campus Reopening Supervisor Tips & Training

The goal for Augusta University (AU) as we reopen is to keep all patients, students and employees safe. As a resource for supervisors, a campus reopening training is being created and will be distributed soon. A checklist is also available.

Supervisors will be expected to review the Campus Reopening Training. Supervisors should also:

• Complete a work space assessment for their respective department(s);
• Ensure work spaces are at least 6 feet apart or other measures to protect employees are in place; engage Facilities Services as needed.
• Ensure proper cleaning & disinfecting;
• Ensure employees continue to practice social distancing;
• Encourage the wearing of face coverings by all employees and visitors;
• Ensure employees who are required to wear PPE have and wear the proper PPE.
AU Re-Opening Tips & Reminders

- Review your employees’ current schedule, i.e. who is teleworking and how often, who has a flexible schedule, who is using Non-Closure Emergency Leave (NCEL ends June 30, 2020).
- Develop & communicate schedule for employees to return to on-site work.
- Assess your area’s physical space - make sure employees can maintain at least 6 feet of distance between each other while at work.
- Post signage which will be made available through the AU Guide to Reopening to be published soon.
- Let your employees know of the training and the expectation that they will take personal responsibility for adhering to safe practices while at work – social distancing, hand-washing, not coming to work if sick, etc.
Employees who are considered high risk for severe illness from COVID-19 based on CDC guidelines, may request an alternate work arrangement/accommodation due to COVID-19.

This process is only applicable to high risk employees as defined by the CDC.

To request an alternate work arrangement/accommodation due to COVID-19, please complete the [Alternate Work Arrangement/Accommodation Form](https://www.augusta.edu/hr/university/university_benefits/alternativeworkarrangement.php) and submit to Human Resources (HR) at AU_HR_CONFIDENTIAL@augusta.edu or by fax to 706-721-1996 by June 30, 2020. Requests can be submitted after this date.

Once the request is received, HR will notify and engage the employee’s department regarding the request for alternate work arrangement/accommodation. If determined this request is an extension and/or alteration of an existing accommodation, the request will be forwarded to our ADA Coordinator.

Teleworking/Flextime agreements will be required beginning August 3<sup>rd</sup>. 

https://www.augusta.edu/hr/university/university_benefits/alternativeworkarrangement.php
The USG has provided a tiered furlough structure that we anticipate will go into effect July 1, 2020, and be in place for fiscal year 2021.

- Based on what we know at this time, the only exemptions to furloughs are students, temporary employees, and employees on an H1-B visa.
- Institutions will be able to develop their own approach to scheduling furloughs.
- Additional details and instructions will be provided as soon as we have more information from the USG. The State budget must be approved before any plans can be finalized.

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<th>Salary Tier</th>
<th>Minimum Salary</th>
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USG Critical Hire Process Updates, Tips & Reminders

• All vacant positions are now subject to review through the Critical Hire Process, regardless of salary. **Essential positions** only should be requested to fill.

• All position reclassification requests and salary increase requests are also subject to this process.

• 100% grant funded positions for entire year will receive expedited review and are likely to be approved.

• Requests to fill staff positions and requests for staff increases at a level above $40,000 will continue to require USG approval.

• Each justification must provide a compelling case & you should assume the USG knows nothing about your program or service.
USG Workforce Reduction Update

A reduction in force (RIF) is an action to reduce the number of employees in a department or at a University overall. A reduction in force may become necessary due to reduced funding, reorganization, and/or changed workload.

The USG has updated the current workforce reduction policy to allow for the following two types of reductions:

- Temporary Reduction in Force – which is a partial or full reduction in employee work hours without permanently eliminating positions (e.g. furloughs and temporary layoffs). **NEW!**
- Permanent Reduction in Force – which is a permanent separation from employment.

- Forms are available at: https://www.usg.edu/hr/manual/reduction_in_force
Faculty Contracts & Effort Update

The FY 2021 Budget must be approved before any activity can occur with Faculty Contracts.

- Once the FY’21 budget is approved, loaded and validated by Human Resources, Faculty Support Services (FSS) will begin the FY’21 faculty contract process.

- Faculty contracts will be generated in OneUSG Connect and faculty will be expected to sign their contract electronically in OneUSG Connect.

- Prior to the contracts being generated in OneUSG Connect, FSS will host information sessions for faculty and department contacts on new contract process.

Effort Breakdown - The contract template from the USG does not include the effort breakdown that AU has included and a different process will be used. HR will initiate the Effort validation process beginning tomorrow, June 19, 2020.
Summer Pay Reminders

- All faculty Summer Pay forms for Term 4 are due by July 3, 2020 (if not previously submitted).

- If changes need to be made to a previously submitted Summer Pay form, please contact Heather Kennedy directly so that she can make the appropriate changes and submit for updated approvals and processing.

- As a reminder, per the Board of Regents (BOR) the Summer pay salary maximum of 33.3% includes income from all sources.
Rehired Retirees

Any person retired from USG and/or any state of Georgia retirement plan (TRS, ERS, etc.) must have prior approval before beginning work at Augusta University (AU) and is subject to the salary and income limit policies. If AU fails to obtain prior approval, this could jeopardize the retiree’s retirement benefit and/or AU could be subject to fines and/or repayment of retirement benefits received by the retiree.

– Each rehired retiree is approved on a fiscal year basis by each entity and must be reapproved each fiscal year to continue working.

• All Rehired Retiree Application and Employment Term forms for FY’21 were previously due on April 15, 2020. If you have not already submitted requests for FY’21, please submit ASAP as a rehired retiree cannot continue working (past June 30, 2020) without proper approvals.

• If you have a rehired retiree who is not going to return in FY’21, please ensure you submit the termination ePAR as soon as possible.
Ensuring individuals are correctly identified as independent contractors or employees has important tax and non-tax consequences to both the institution and the individual. The misclassification of an individual can be very expensive to the institution.

• To determine which classification is applicable, the individual must complete the AU Service Agreement Request (SAR).
  • If determined the individual should be an Independent Contractor, please contact Accounts Payable at 706-721-2308/6578 for further guidance.
  • If determined the individual should be an employee, please contact Benefits & Data Management at 706-721-3770 for further guidance.

The SAR can be found here: https://my.augusta.edu/finance/controller/accounts_payable/
Student Employment Updates

Good News for Student Employees!

• **Maximum Work Hours** – Student Assistants may work up to 25 hours per week (may not exceed a total of 1,300 hours in a 12-consecutive month period) unless the student falls into one of the exceptions (on a VISA or FWS).

• **Multiple Positions** – Student Assistants may be employed in more than one student position in multiple departments on campus. However, there are a few stipulations that must be met in order for the process to work.

More information on Student Employment to include exceptions and hire process can be found here: [https://www.augusta.edu/hr/university/university_benefits/studianthires.php](https://www.augusta.edu/hr/university/university_benefits/studianthires.php). For questions regarding student employment, contact Benefits & Data Management at 706-721-3770.
Time & Absence Reminders

• Please ensure that you approve all time and forms of leave by 9:00 a.m. on the deadline indicated on the payroll calendar.

• Payroll no longer distributes the pre-payroll report. However, as indicated in the Finance Forum, departments are able to pull the pre-payroll report in OneUSG Connect by using the “System Reporting” tile.
Holiday Policy Change

Currently, AU provides benefits eligible employees three (3) unscheduled holidays. In accordance with USG policy, all other universities in the USG schedule all holidays. Since OneUSG Connect is not able to accurately apply the AU UH’s, we needed to explore different solutions.

Coupled with the system limitations and with the fact that every other college and university in the USG schedules all 12 holidays coupled with our significant number of closings each year as part of the Holiday Office Closing guidelines, which are offered in place of the scheduling of holidays done elsewhere, AU will change to scheduling all holidays beginning in Calendar Year 2021.

Each year’s holiday schedule will be published on the HR webpage.
USG Well-being

The University System of Georgia (USG) cares about your health and well-being.

• As a reminder, USG is continuing to offer you and your spouse (if enrolled in a USG healthcare plan) the ability to earn up to a $100 well-being credit for completing healthy activities. Complete and log healthy activities (in VirginPulse) through September 30, 2020, and you can earn up to a $100 well-being credit. Employees who are not enrolled in a USG healthcare plan can earn prizes, provided by USG. For more information, visit usg.edu/well-being.

University System of Georgia (USG) continues to partner with KEPRO to provide employees and their family members with a comprehensive Employee Assistance Program (EAP).

• Full-time and part-time employees, family, and household members have access to the program. Services are free and confidential, within the bounds of the law.

• Assistance and more information is available through the KEPRO Employee Assistance Plan via phone at 844-243-4440 or online at EAPHelplink.com (company code is USGCares). The KEPRO EAP is available by phone 24/7.
Separating Employee Clearance Process

HR will continue to work with departments who want to collect terminating/retiring employees parking decal, keys and badge and submit to Human Resources (OR 8000) along with the clearance form.

However, for employees who do not turn in the above items to their department, we are now requesting all employees to schedule an appointment with the HR to complete the final clearance through HR.
Rehire Eligibility Process Change

USG now requires institutions to maintain rehire eligibility in OneUSG Connect.

• When an employee separates, HR will send the department contact a clearance email requesting the rehire eligibility.
• The rehire eligibility can now only be one of the following two options:
  - Yes, this person is eligible for rehire.
  - No, this person is ineligible for rehire.
• If the department selects “No, this person is ineligible for rehire,” additional follow up will be necessary.
• Further information on this is expected from the USG and we will share as needed when we have this information.
• USG approval for a designation of ineligible may be required.

More to come as this develops…
OneUSG – Add/Change Position

• Departments can initiate changes to positions through the Add/Change Position transaction in OneUSG. Job aids are located at: https://usg.service-now.com/usgsp?id=kb_article&sys_id=50eead38db7b88106961f7441d96196a

• Initiating changes through OneUSG for position changes will assist with creating job openings when the position is posted and will also assist with creating the template for job criteria when ePerformance is implemented.

• While the transaction captures most of the information needed for HR to make a proper assessment of the position, there are some items that are not included in the online form. Therefore, please also complete the respective Position Classification/Change Form or Faculty Position Change Form and attach to transaction. These forms can be found here: https://www.augusta.edu/hr/university/university_compensation/resources.php
Reminder - Performance Evaluations

- Staff Performance Evaluations – due to HR by June 30, 2020.

- Leadership Evaluations will be launched by June 30, 2020; the deadline will be included in that announcement.
Questions?