

# Staff Council

June 25, 2020



# Current HR Initiatives

- C-19 Response
- HR 2020 (Ongoing)
  - HR Transactions – Training Materials and SOP's
  - Welcome Center Construction
- Supervisor Training
- Ongoing leadership and support – DEI Action Plan

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Flexible Work Arrangements  
Retirement Planning  
Performance  
Health Care  
HR Policy  
Flexible Spending  
Career Advancement

# HR People & Process

# Compensation

# Tuition Assistance



# 2019-20 Council Year

- Employment Practices Review Updates
- Threat Assessment Program Overview
- Compensation and Classification Update
- Catastrophic Leave Update
- Supervisor Training Overview and Updates
- OTAC Update
- Workplace Flexibility
- Covid-19 Updates, Pay Practices, Paid Leave Policies
- liveWELL Update

# *I want to hear from you!*

To help me plan for the year, please share your thoughts and ideas via **Qualtrics** on areas of HR you'd like to hear more about.



## **Timeline**

- June – Qualtrics submissions
- July – Review of submissions
- August – Additional discussion of key topics

# Overview of the Human Resources Plan

- Support for Employees
- Organization Template for Plan
- HR Policy/Practice
- Training Components

# Employees Focus

## Employee Support

- Mental Health Resources
- Productivity – for employee and supervisor
- Childcare Resources

## Remote Work Support

- Remote Work Agreements
  - Operational Manual revisions
- Ergonomic Toolkit – to support remote work
- IT support (partnering with ITS)



# Return to Campus Plan – Employees

- Develop a concise written plan for returning employees to work
- Needs assessment to prepare campus for fall
- Identify a coordinating team to develop plans for return to campus

Safely transitioning campus back to modified in-person environment

# Plan - Workflow Form (under development)

## 3 Step Process:

- **Initial Summary (workflow):** High level summary information to initiate campus planning. A series of high-level questions to prepare for the coordination meeting. Estimated number of workforce that will be on campus at 30 days; 60 days; and 120 days.
- **Organizational Coordination Meeting:** After Initial Summary is completed, a virtual meeting will be scheduled with each organization to discuss the plans
- **Concise In-Depth Plan (workflow):** More in-depth plan that includes additional form-based assessment questions and an attachment to consist of a brief, specific Org-level plan.

# Determine functions/individuals

- Remote Work - continue to accomplish all their work responsibilities remotely
- Hybrid – partial responsibilities accomplished remotely and partial on campus
- On Campus - must perform work responsibilities on campus

Does all of the work of this position (or work group) have to be done on campus?

○ If yes:

▪ Is the work needed right now?

- Yes - Early return to campus
- No – Return to campus at a designated later time

○ If no:

▪ Does any of the work of this position (or work group) have to be done on campus?

- Yes - Consider part-time return to campus
- No - Does the position support someone else whose work needs to be done on campus?
  - Yes - Return to campus when the supported person returns
  - No - Continue working remotely; re-evaluate at designated time

# HR Policy/Practice

- Employee social contract/social compact - Attestation Deployed via Employee Self Service
- Leave accommodations for vulnerable populations – in alignment with CDC guidelines
- Complaint process identified for employees to bring forward concerns
- Coaching and corrective measures associated with non-compliance of PE
- Review of building-related protective measures (working with FM)
- Data security in remote work environments (working with ITS)

# TRAINING

- Coordinated approach
- Working committee comprised of Subject Matter Experts (SME's)
- Online training
- Consistent message for multiple audiences

## Advisory Committee

Student Training

Parent  
Informational Video

Employees

Supervisors

# Implementation Team – Student/Parent Training

## Student Training

- Basic COVID-19 information
- PE expectations and training
- Social distancing and large groups
- Cleaning and disinfecting
- Personal Health status/changes
- Acknowledge of Expectations
- Highlight updates to Code of Student Life

## Parent Informational Video

- Steps to protect health & Safety of students
- Expectations for Face Coverings
- Social distancing & Large Groups
- PE provided to students
- Cleaning and disinfecting
- What Parents can do to support their student
- Highlight updates to Code of Student Life

# Implementation Team – Employee/Supervisor Training

## Employee Training

- Basic COVID-19 information
- Acknowledgment of Expectations
- PE expectations and training
- Social distancing and large groups
- Cleaning and disinfecting
- Highlight updates – Operations Manual

## Supervisor Training

- Employee Engagement Strategies
- Building & maintaining relationships
- Remote Onboarding
- Fair & Equitable Treatment
- What to do if an employee is sick

# Additional HR

- ✓ Recruitment of Faculty and Staff
  - Virtual screenings continue
  - options for in person interviews for finalist – June 1<sup>st</sup>
- ✓ New Employee HR/Benefits Orientation – Virtual
- ✓ Employee Consultations – Virtual but limited in person appointments