April 8, 2020 - Welcome!

To watch a recording of this HR Forum, click this link:
http://utdallas.edu/t/5745

Hosted today by:
COLLEEN DUTTON, CHIEF HUMAN RESOURCES OFFICER
The Office of Human Resources

Mission:
To enable the success of others.

What we do should help others be their best at what they do best.
A Value Added HR Department:

- **Makes it easier for people to get their job done.** Reduces unnecessary roadblocks that derail the flow of teaching, research, and service to students.

- **Proactively partners with schools and divisions on recruitment and retention activities** that will recognize and develop high performers, and in anticipating future staffing needs.

- **Promotes competitive pay and benefits** that are of value to faculty and staff. Provides on-going benefits education so employees fully utilize and understand the total rewards offered at UTD.

- **Partners with schools and divisions to raise the performance standards across campus** to encourage and support positive employee relations and career development.

- **Develops faculty and staff leaders** to advance the strategic plan of UTD.

- **Serves as a role model for customer service excellence.**
Make A Mask

• This is a volunteer effort to make homemade masks for UTD staff who are working on campus.

• Debbie Greszler in OIT and on Staff Council will coordinate the effort.

• Pick up and drop off location will be the PD.

• If you have any supplies (material, elastic, thread, needles, sewing machine, etc.) you can donate or you would like to make masks, please contact Debbie Greszler (debra.greszler@utdallas.edu) for more information.
Agenda

• Rafael Martin
  – Campus Response to COVID-19

• Colleen Dutton
  – General Announcements
  – Families First Coronavirus Response Act (FFCRA)

• Janette Bell
  – Annual Performance Reviews

• Jillian McNally
  – Upcoming Training Classes

• Marita Yancey
  – Virtual and Telephonic Resources via Your UTD Benefits
How questions will be addressed during the forum:

1. Please type your questions in the chat feature.
2. Questions will be addressed periodically throughout the forum.
3. Questions will also be addressed at the end of the forum.
4. We will do our best to answer as many questions as possible. For unanswered questions, please email the appropriate HR contact. Emails can be found at the end of the presentation.
Task Force Working Groups

- Academic Continuity
- Research Continuity
- Administrative Continuity
- On-campus Housing
- International Travel
- Domestic Travel
- Campus Readiness
- Communications
• All employees will receive regular pay through April 30, 2020 unless the employee states they are not able or willing to perform expected duties assigned to them by supervisor. This is a very fluid situation so please be aware the date may be extended.

• Accrued vacation or comp time should still be charged, even if working remotely, if the employee is taking a personal day off. Sick time should still be charged if illness of self or a covered family member is not related to COVID 19.

• Effective April 1, UTD must comply with the FFCRA. Any questions should be submitted to loa@utdallas.edu.

• Starting May 1, supervisors must determine if work is available for the employee to perform remotely if their position is not required to be on campus. The employee could perform alternative duties. These alternative duties will allow the employee to be paid while their regular work duties may be limited during this time of crisis.

• This is a time for us to show our sense of community as ONE UTD and assist other areas of campus where possible. If you have employees who could be reassigned to assist in other areas of campus operations, please email Terry Cartwright or Jillian McNally who are managing the workforce deployment process.

• Under this unique circumstance, volunteer activities may count as hours worked. Working to help our surrounding communities at this time is work benefiting the UTD community. Employees who wish to volunteer should discuss options and seek approval from their supervisor prior to beginning volunteer activities.
The Families First Coronavirus Response Act:
Summary of Key Provisions

Colleen Dutton
Chief Human Resources Officer
The **Families First Coronavirus Response Act (FFCRA)** requires certain employers to provide employees with additional paid leave options for specified reasons related to COVID-19. **The Act is effective April 1, 2020 through December 31, 2020.**

**There are two types of leaves provided under the FFCRA:**

1. Emergency Paid Sick Leave (EPSL)
2. Emergency Family and Medical Leave (EFML)

The leave provided under the FFCRA does not modify an employee’s right to use sick or vacation time, as set forth in our current policies. Rather, these new provisions expand UTD’s employee benefits.
**What is EPSL and who is eligible?**

- Employees are eligible from their first day of employment
- Full-time employees may take up to 2 weeks/80 hours of EPSL
  - Paid at 100% of employees rate of pay
- Part-time employees may take up to 2 weeks /hours are proportionate to FTE
  - Paid at 100% of employees rate of pay
  - Leave hours proportionate to FTE
- Leave may be taken for certain COVID-19 related reasons
- Leave must be taken in full day increments but an employee does not have to use all hours continuously
  - **For Example:** Employee it using EPSL intermittently 2 days per week

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>Employee works</td>
<td>8 hours EPSL taken</td>
<td>Employee works 8</td>
<td>8 hours EPSL Taken</td>
<td>Employee works</td>
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<tr>
<td>8 hours</td>
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<td>hours</td>
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<td>8 hours</td>
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- Employees are not entitled to be paid for unused EPSL hours upon separation of employment and unused hours will not roll-over to the next calendar year.
Employee is **unable to work or telework** due to the following COVID-19 related reasons:

- The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
- The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- The employee is experiencing symptoms of COVID-19 and also seeking a medical diagnosis;
- The employee is caring for an individual (not required to be a family member) who is subject to local or state order;
- The employee is caring for a child of their own because the school or place of care for the child has been closed or the child care provider of their child is unavailable, due to COVID-19 precautions;
- The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

- **Employees are not entitled to more than 2 weeks of EPSL even if experiencing more than one qualified reason.**
The EFML temporarily expands the provisions of The Family and Medical Leave Act:

After the first 2 weeks of EPSL have been used, eligible employees who are unable to work or telework because of the need to care for their own child under the age of 18 whose elementary or secondary school or place of care has been closed, or whose child care provider is unavailable, due to COVID-19 are entitled to an additional 10 workweeks of EFML paid at two-thirds (2/3) of the employee’s regular rate of pay.

EFML provides an additional reason to take FMLA, but does not expand the maximum allowable time of FMLA, which remains at 12-weeks over a 12-month period.
Emergency Family and Medical Leave (EFML)

**Eligibility:**
- Employee has been employed with UTD for 30-days or more
- Employee is unable to work/telework due to qualified childcare reason
- Employee has not exhausted FMLA allotment within the prior 12 month period

**Provisions:**
- First two-weeks of EPSL paid at 100% pay
- Additional 10-weeks of EFML paid at 2/3 of the employee’s regular rate of pay
- EFML may be taken intermittently in one hour increments
- Employees may not supplement EFML leave with accrued vacation, sick or comp time in order to receive 100% of pay
- Parents employed at the same organization cannot take expanded FML at the same time for school closure/lack of childcare and both are limited to a combined total of 10 weeks EFML
- The use of sick leave while on EFML is not permitted

**Benefits:**
- Employees will retain current benefit levels at their regular rate in accordance with their FTE, even if being paid at two-thirds (2/3) rate during the 10 weeks of EFML.
**Example Scenario for EFML coordination with EPSL & total FMLA time taken**

**Employee meets eligibility:**
- Employee has been employed with UTD for 30-days or more
- Employee is unable to work/ telework due to qualified childcare reason
- Employee has not exhausted FMLA allotment within the prior 12 month period

<table>
<thead>
<tr>
<th>Qualified Reason</th>
<th>EPSL</th>
<th>EFML</th>
<th>Total FMLA counted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee is unable to work / telework due to the need to care their own child under the age of 18 due to school closure/ unavailable childcare</td>
<td>2 weeks</td>
<td>10 weeks</td>
<td>12 weeks</td>
</tr>
<tr>
<td></td>
<td>Paid at 100% employee’s rate of pay</td>
<td>Paid at 2/3 employee’s rate of pay</td>
<td></td>
</tr>
<tr>
<td>Employee continues to be unable to work / telework due to the need to care their own child under the age of 18 due to school closure/ unavailable childcare</td>
<td>2 weeks</td>
<td></td>
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</tbody>
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An employee **may choose** to exhaust available vacation or comp balances **BEFORE** going on 10 weeks of EFML at two-thirds (2/3) pay.

<table>
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<tr>
<th>Scenario</th>
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<th>Employee Paid Leave</th>
<th>EFML</th>
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<td>Employee is unable to work / telework due to the need to care their own child under the age of 18 due to school closure/ unavailable childcare</td>
<td>2 weeks EPSL</td>
<td>Employee chooses to exhausts their own vacation and comp-time <strong>before</strong> using EFML</td>
<td>10 weeks of EFML</td>
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An employee **may choose** to exhaust available vacation or comp balances **AFTER** going on 10 weeks of EFML at two-thirds (2/3) pay.

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Applying for EPSL / EFML

**Employees Applying for EPSL and EFMLA:**
- Must submit a completed and signed *Families First Leave Request Form*
- Must provide appropriate support documentation
- Submit to LOA@utdallas.edu.

**Supporting documentation may include the following:**
- A medical statement provided by a health care provider or an order from the Department of Health and Human Services or local health agency that instructs the employee to self-quarantine due to COVID-19.
- A written statement provided by the employee and/or the medical provider that the employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis.
- A written statement provided by the employee and/or medical provider that he/she is caring for an individual subject to an order to self-quarantine pursuant to Federal, State, or local government order or advice of a healthcare provider.
- A written statement from the employee that he/she is caring for their child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19. Documentation of closure of school or place of care must be included with request.
  - For employees to substantiate the need for emergency FML based on a school closure or child care provider unavailability, they must represent that “no other person will be providing care for the child during the period for which the employee is receiving family medical leave.” Thus, the IRS takes the position that the employee alone must be providing care to the child, making clear that leave then would be unavailable if both parents or another individual is present to care for the child.
  - In the case of a 15- to 17-year old child, the employee must identify “special circumstances” requiring the employee to provide care. If the employee cannot do so, they cannot take emergency paid sick leave or expanded FMLA.

- Once the leave request is received, reviewed and approved, the employee and the department will receive notification and instructions for how to report any approved leave on the employee’s online Galaxy timesheet.
To access information regarding FFCRA and download the fillable Emergency EPSL and EFML Request Form, please access the following:

UT Dallas Coronavirus Updates – Administrative Continuity: https://www.utdallas.edu/coronavirus/administrative-continuity/#leave

Human Resources website: https://www.utdallas.edu/hr/

Completed requests forms and support documentation should be sent to: LOA@utdallas.edu

All questions & inquiries may be sent to: LOA@utdallas.edu

Together with Payroll and OIT, the HR office is currently looking into the best options for reporting EPSL and EFML time taken. We hope to make this information available in the coming days. In the meantime, as leaves are approved we will work with employees and departments on temporary reporting methods.
FFCRA FAQs

• For additional information on the FFCRA, please visit the Department of Labor website at https://www.dol.gov/agencies/whd/pandemic/ffcra-questions

Annual Performance Reviews

• Deadline for Annual and Probationary appraisals is May 31, 2020

• Appraisal meetings can be conducted via Teams video/audio call, or phone

• Submit appraisals via:
  – Box account (primary)
    • Box accounts have been set up for each school/division
  – Email to appraisals@utdallas.edu (secondary)

• Karen Casey (ER Specialist I) and Diana Alvarado (HR Coordinator II) will manage the process
Jillian McNally, Talent Development Specialist

TALENT DEVELOPMENT
Live Online Professional Development Opportunities

Live, interactive training and professional development sessions launched this week, including offerings from:

- UTD Human Resources
- The Crow Museum of Asian Art
- UTD Internal Audit
- UTD Procurement Management
- More to follow!

To register, visit Galaxy > LEO > “Search for Trainings” > “Search by Department” > “Live Online”. For a full list of offered courses and descriptions, please visit

https://www.utdallas.edu/hr/training/

Additional Online Development Resources

UTD Talent Development has also compiled a list of additional online training and development resources, which can be found on the UTD COVID-19 Administrative Continuity website:

https://www.utdallas.edu/coronavirus/administrative-continuity/
Marita Yancey, Senior Director of Benefits and Wellness Program

BENEFITS & WELLNESS PROGRAM
Benefits: Virtual Resources

• BCBS Health Advocates (866-882-2034) and UT Connect Customer Service Team (888-399-8889)

• Telehealth Services rendered by any eligible network provider other than MDLIVE will be paid as “Office Visit”. Telehealth services rendered by an out of network provider will be paid at out of network benefits.

• 24/7 Nurseline (888-315-9473) provides answers to health care questions, information about medical issues, chronic illness support and more.

• Omaha Health – Virtual Health Coaching; 12 weeks support to build healthy habits with free wireless smart scale

• Livongo – Virtual health support for those dealing with diabetes; provides free meter, unlimited strips and lancets and coaching

• Hinge Health – Virtual therapy for knee, hip, and back pain; provides free tablets and wearable motion sensors

• Employee Assistance Program (EAP) – Confidential counseling – 888-993-7650 through Deer Oaks EAP Service; online access at www.deeroakseap.com
Virtual Visits

• $0 CoPay!
  • Partnership with MD Live – 24/7/365 access to a doctor by phone, mobile app (MDLIVE) or online video.
  • Online: mdlive.com/bcbstx, Call: 888-680-8646, Text: BCBSTX to MDLIVE (635483)
  • Behavioral health, psychology health and non-Emergency medical conditions
Other Benefits Information

- *The UT SELECT and UT CONNECT plans will cover in-network medically necessary services at 100% for testing and treatment of COVID-19, including physician services, hospitalization, and emergency services. This *means that members receiving medical care for COVID-19 from network providers and facilities should have no out-of-pocket costs. We hope all of you stay safe and healthy, but for our members and families who may need care during this unprecedented time, we hope this enhanced benefit offers some peace of mind. **This significant change in medical coverage is a qualifying mid-year status change event that would allow an eligible individual to add the medical plan.** To make changes, email the HR-Benefits Team at benefits@utdallas.edu by May 9, 2020.

- Express Scripts lifted the “refill too soon” limitations to accommodate early refills for prescriptions

- Voluntary retirement election changes can be made on the 10th of each month for the following month’s payroll checks

- TRS telephone or remote video conference counseling at 800-223-8778

*Note: This is new information that was announced by UT System OEB on 4/9/20
The Challenge: Work of Art is an emotional fitness campaign designed to help you learn skills that boost happiness and foster resilience.

Every Monday during Work of Art you’ll receive details and guidance on 1 new activity from each of these categories: Mindfulness, Gratitude, Optimism, Connection, Collage (miscellaneous)

Aim to complete 1 or 2 healthy activities at least 4 times each week. Pick activities that matter to you.

Registration: April 20-May 8
Challenge Dates: May 4-31
Weekly Goal: 100 points (equivalent to one completed work of art)

Opt in: www.utlivingwell.com
Wellness Update

New Digital Wellness Resource

Livongo for Hypertension: New Health Benefit at No Cost to You that Helps Make it Easier to Live with High Blood Pressure

Who can join: UT SELECT health plan members and their covered dependents

What you get:

- **Connected Blood Pressure Monitor**: Automatically uploads your blood pressure readings to your secure online account; the app provides valuable guidance and tips.
- **Support from Coaches When You Need It**: Communicate with coaches about high blood pressure and get answers to all of your questions on nutrition and making lifestyle changes.
- **No More Tracking**: Your monitor records and organizes all of your blood pressure readings; share with your healthcare team whenever you’re ready.

Enroll today: ready.livongo.com/UTS/begin
Wellness Update

Watercooler Wednesday

Missing your UTD colleagues and friends?
Connect with them by participating in a quick wellness activity.

The UTD Wellness Committee will be hosting on TEAMS (http://udt.edu/t/5699)

**Watercooler Wednesdays**

Every Wednesday, from April 8 to April 29, a wellness activity will be shared
from 10:00-10:15am and repeated at 3:00-3:15pm.

Feel free to join both sessions and share with your colleagues!

Help us create a virtual social environment for UT Dallas Faculty and Staff.
• **hr@utdallas.edu** – issues relating to general HR concerns.
• **employverify@utdallas.edu** – to request employment verification.
• **compensation@utdallas.edu** – issues relating to compensation including PRR, reclassifications, job descriptions, FLSA, and reorganizations.
• **employmentservices@utdallas.edu** – questions relating to general employment, onboarding and Employment Express.
• **jobs@utdallas.edu** – issues relating to jobs including access to PA7 and job postings.
• **visashr@utdallas.edu** – issues relating to international hiring, hiring of foreign nationals, or immigration including (but not limited to) J-1 (for scholars) and H1-B requests, travel signatures, and I-765 completion.
• **benefits@utdallas.edu** – issues relating to benefits and retirement.
• **hcm-timereporting@utdallas.edu** – issues relating to time reporting.
• **loa@utdallas.edu** – questions relating to Family & Medical Leave (FMLA), leaves of absence, and other leave programs.
• **employeerelations@utdallas.edu** – employee relations related questions.
• **serviceawards@utdallas.edu** – questions related to service awards.
• **appraisals@utdallas.edu** – questions relating to appraisals and to submit appraisals.
• **hrtraining@utdallas.edu** – questions relating to training or to request specific training.
THANK YOU FOR COMING!

Next Human Resources Forum
May 6, 2020
10:00 AM – 11:30 AM