May 6, 2020 - Welcome!

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.**
Agenda

• Colleen Dutton
  o You Asked, We Answered
  o Update on COVID 19 response and return to campus plans
  o Vacation balances over the max
  o Communication and leading your team virtually
  o Workforce planning in challenge times
  o Staffing adjustments in HR
  o Max a Mask project update
  o Resources for employees and their families dealing with stress and the unknown
  o Care for yourself to care for others

• General Announcements

• Keri Burns
  – Update on Student Employment

• Brian Dourty
  – Update on Telephone replacement and Email integration

• Celeste Burnett
  – Update on the FFCRA - EPSL and EFML Process and Time Reporting.

• Marita Yancey
  – Changes to the UT Voluntary Retirement Plans and Relief and Economic Security ("CARES") Act

• Janette Bell
  – Annual Performance Review Update

• Terry Cartwright
  – Virtual Training Updates

• Q & A

• Closing Remarks
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.
HAVE A QUESTION?

The Office of Budget and Finance encourages UTD staff and faculty to contact the OBF Help Desk (available weekdays from 8 a.m. - 5 p.m.) for answers to payroll, travel, eProcurement or budget questions.

www.utdallas.edu/finance/resources/get-help/
EMAIL OBFhelp@utdallas.edu
1. Are there any incentives for early retirement during this crisis?

2. Will any modifications be made to current UTD benefits because of the CV-19 crisis?

3. What has HR experienced during this transition and what new and interesting revelations have come about to prepare for a future crisis?

4. What will happen to paychecks after May 1st?

5. When do you think the University will open up?
6. If the University will return in stages, how do you determine who returns first and in what stages?

7. Is there a possibility that this could happen again? Annually? If so how will the continuity strategy change?

9. What are the ramifications of this situation on employment? Will there be furloughs? Will there be layoffs? If so, who decides employee fates and how?

10. What can employees do to prevent layoffs or furloughs?
Factors and criteria used to determine which STAFF positions are selected for a Reduction In Force (RIF)

_Nondiscrimination:_

*Any decision regarding reduction in force, termination, and/or reemployment shall be made without regard to a person’s race, color, religion, sex (including pregnancy), sexual orientation, gender identity, gender expression, national origin, age, disability, genetic information, or veteran status.*

Maintaining positions to perform core business operations and the ability to provide services and contributions to the organizational mission of UTD, while functioning within available resources, should be the primary consideration in the evaluation and decision process for a RIF.

Management is responsible for evaluating business needs based on current and projected workloads, volume and level of services provided, and functional changes to operations in their decision process using the factors below. This criteria below gives the primary parameters for identifying positions that are essential contributors to the mission of UTD; however, there may be other unique factors of significance deemed relevant and appropriate to consider by the business unit, and which conform to any applicable legal or regulatory mandates. Such additional factors should be discussed with Human Resources prior to final determination.
In the Event of a RIF

Decision Factors

1. When identifying positions that will no longer be needed to fulfill the operations of the business unit, managers must first assess and determine which positions are necessary to meet current and projected workloads, volume and level of services provided and functional changes to operations.
   - Where multiple positions in the same job classification and/or role exist within the unit, but only a subset of those positions are identified for the RIF, each employee in that classification or role in the unit must be evaluated against the same factors as part of the decision process.

Additional factors to consider with multiple positions in same job classification and/or role:

2. Performance
   - Consistently meets or exceeds performance expectations as documented through the annual appraisal process.

5/4/2020 STAFF RIF Factors
In the Event of a RIF

- The primary component for determining employee performance should be the two previous year’s annual performance appraisals. If the employee has been employed for less than two years the annual appraisal on file and/or probationary reviews would be considered.

- Any disciplinary action or performance improvement plan for either job performance, attendance or personal conduct during the past 2 years;

- Documented subpar or unsatisfactory performance communicated to the employee prior to May 1, 2020, but not rising to the level of disciplinary action or a performance improvement plan; or

- Any other documented indicators of performance deficiencies prior to May 1, 2020.

*It is important to note that the RIF process is not an alternative to avoid engaging in the progressive discipline process for employees who are not performing satisfactorily. A RIF is not a performance management tool, but rather an action based on business needs to address financial deficits or better align resources so the department can meet its goals and objectives within available resources.*
In the Event of a RIF

3. Higher level of value-added competency
   - Evaluation of each employee’s relative qualifications and proficiency levels in the knowledge, skills and abilities required to successfully perform the job.
   - Employee has a unique skill set or strong competency level that offers an overall greater benefit to UTD than other employees in the same classification or role.
   - Exemplary performance or contributions above other employees in the same classification or role must be provided for review.

4. Institutional Seniority
   - Seniority is based on the UTD hire date and not solely based on length of time in position.
   - If performance and competency levels are comparable among the employees whose positions are being considered for the RIF, employees with the least amount of service at UTD will be selected.
In the case where a RIF may be related to a consolidation, unit transfer or acquisition, the potentially affected employee’s hire date with their previous unit may be used for seniority consideration purposes.

5. **Veteran Status Preference**

   *As part of the review and analysis process, all employees who hold positions identified for a RIF will be reviewed by HR to determine if the veterans’ preference applies.*

   - In accordance with Texas Government Code, Section 657.002, an individual who is entitled to a veteran’s employment hiring or appointment preference is also entitled to a preference in retaining employment if the state agency or institution of higher education that employs or appoints the individual reduces its workforce. This applies only to the extent that workforce reductions by the state agency or institution of higher education involve other employees of a similar type or classification.

   - In accordance with Texas Government Code, Section 657.002, a state agency or institution of higher education must provide employment preference to individuals who qualify for a veteran’s employment preference in the following order of priority:
     - A veteran with a disability.
     - A veteran
     - A veteran’s surviving spouse who has not remarried.
     - An orphan of a veteran if the veteran was killed while on active duty
6. Former Foster Child Preference:

As part of the review and analysis process, all employees who hold positions identified for a RIF will be reviewed by HR to determine if the former foster child preference applies.

- Texas Government Code Section 672.002 An individual may qualify for a former foster child employment preference, which gives the individual a preference in employment over other applicants for the same position who do not have greater qualifications, if the individual meets the following conditions:  ○ The individual was under the permanent managing conservatorship of the Department of Family and Protective Services on the day preceding the individual’s 18th birthday, and  ○ The individual is under the age of 25.

- Texas Government Code Section 672.002 states an individual entitled to the former foster child employment preference that is aggrieved by a state agency’s hiring decision or a workforce reduction that affects the individual may appeal the agency’s decision by filing a written complaint with the agency’s governing board. The governing board is required to respond to a written complaint no later than 15 business days after the date the governing body received the complaint. The governing board may render a different hiring decision if the governing board determines that the former foster child employment preference was not properly applied.
Re-employment and reposting an eliminated position:

- Positions subject to a RIF cannot be filled for a period of one year from the effective date of the RIF.
- The RIF policy requires that an employee shall be offered reemployment if the eliminated position is reinstated within the next 360 calendar days, from the effective date of displacement.
- Employees affected by a RIF may apply for other suitable vacant positions within the University. Such employees may be appointed to available vacant positions without the necessity of satisfying normal job posting time limits or job pool size. This special consideration will continue for 360 days from the effective date of the RIF, or until regular University employment is secured, whichever comes first.

HR will coordinate notifying the hiring manager of the availability of a RIF’d employee for their vacant position. Employees impacted by a RIF are given priority consideration as long as they meet the minimum qualifications for the position.

A minimum 60 days’ notice to the employee is required for all RIFs.
In the Event of a RIF

For assistance, please email EmployeeRelations@utdallas.edu or contact:

Ellen Ammons – Lead Employee Relations Manager – ellen.ammons@utdallas.edu
Janette Bell – Employee Relations Manager – Janette.bell@utdallas.edu

For OIT, Crow, UT SIS, CBH, BPI, CVL and Callier please contact:
Celeste Burnett – HR Manager at celeste.burnett@utdallas.edu
Update on COVID-19 response and return to campus plans

- Will continue to work remotely until further notice
- Be as flexible as possible on who is required to come to office
- When we do, it will be a phased in process with limited number of people on campus at same time
- Hope to know more about the plan by the end of May
Vacation balances over the max

- No exceptions made to carryover allotment
- Employees with an overage as of 8/31 will have time converted to sick time.
- HR preparing notices to be sent out by mid May to employees and supervisors
- 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.
- Supervisors:
  • Keep in mind how vacation request may impact your phasing in process for people to return to campus
Leadership Lessons

– Workforce planning in challenging times

• Still working remotely
  – The employee could perform alternative duties.
    » 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.

• 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.
Leadership Lessons

– Communication and Leading Your Team Virtually – Colleen Dutton

  • Friday, May 8 from 10 to 11 in TEAMS
  • If you would like to attend please contact TalentDevelopment@utdallas.edu

– Resources for employees and their families dealing with stress and the unknown

  • Employee Assistance Program
    – Toll-Free: (888) 993-7650
    – Website: www.deeroakseap.com
    – Email: eap@deeroaks.com

  • UTD Covid 19 Website – Check out the Helpful Links

– Care for yourself to care for others
Make A Mask

• 85 Volunteers are working to make masks
• We’ve made 1300 masks and 1171 masks have been delivered
• We will continue to make them for staff as long as there is a need.
• 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.

THANK YOU ALL !!!!!!!!!! 😊
Student Employment Updates

- Hourly Student Employees not affected as part of staff hiring freeze (S09996 and S09997)
- All new positions requested after April 17\textsuperscript{th} must have a [Position Request Form](#) associated with their Handshake posting for approval
- New hire paperwork is being processed remotely (3x week)
- Social Security Administration is not operational for SSN applications at this time
- End Assignment ePARs must be completed for all hourly student employees that will not be working remotely for the remainder of the semester and/or during the summer by May 15\textsuperscript{th}
Summer Employment

• Summer Employment Dates: Saturday, May 16 - Friday, August 15, 2020 (up to 40 hours per week)
• Graduating students; last day of work is Friday, May 8, 2020
• Returning students and Federal Work Study (FWS); last day is Friday, May 15, 2020
• FWS begins September 1, 2020 but ePARs cannot be submitted for approval until August 3, 2020
Trainings and Orientations

New Student Orientations – mandatory
10:00 am - 11:30 am
• Friday, May 1, 2020
• Wednesday, May 13, 2020
• Wednesday, May 27, 2020
• Friday, June 5, 2020
• Wednesday, June 17, 2020
• Friday, July 10, 2020
• Wednesday, July 22, 2020

Supervisor Trainings - optional
• Wednesdays; 11:00 am – 12:00 pm
• Registrations are now in Calendly
Student Employment Staff

Cameron Woods, Assistant Director
Zahra Nourani, Student Employment Coordinator
Andrew Anderson, Student Employment AA
Laurie Manning, Student Employment AA

Email: studentemployment@utdallas.edu
Project Updates

• **Telephony System and Email**
  – Pilot Phase – Complete!
    • Core infrastructure implemented, OIT migrated
  – Early Adopters Phase – In progress
    • ISO, ATEC, ETS
  – Campus Migration Phase – Planning underway
    • Department by department
    • Initial equipment order placed
    • Complete transition by end of the year

• **Campus Wireless Refresh**
  – Phase 1 underway
  – ROC, SLC, SU, SSB, SSA, Science building complete
  – JSOM is being planned

• **VPN Client**
  – AnyConnect being replaced with GlobalProtect
  – Recommendation is to move now
  – Targeted communications will be going out soon
Important Links

• Need a headset to facilitate remote work?
  – https://www.utdallas.edu/oit/remote-work/purchasing-headsets/

• Need help with MS Teams?
  – https://www.utdallas.edu/oit/howto/microsoft-teams/

• Need help migrating to new VPN client?
  – https://www.utdallas.edu/oit/howto/vpn/
Celeste Burnett – Human Resources Manager

FFCRA, EPSL AND EFML UPDATE
The Families First Coronavirus Response Act (FFCRA)

The Act is effective April 1, 2020 through December 31, 2020.

There are two types of leaves provided under the FFCRA:

Emergency Paid Sick Leave (EPSL)
- Provides up to 2 weeks of paid sick leave at regular rate of pay
- Employee is unable to work or telework due to a COVID related reason

Emergency Family and Medical Leave (EFML)
- Expands FMLA qualifying reason to include the need to care for an employees own child under the age of 18 due to school closure or unavailable childcare related to COVID-19
- Employee is unable to work or telework
- Paid at 2/3 the employees regular rate of pay
Information regarding FFCRA:
UT Dallas Coronavirus Updates – Administrative Continuity:
https://www.utdallas.edu/coronavirus/administrative-continuity/#leave

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

To request EPSL and EFML:
• Submit a completed and signed Families First Leave Request Form
  – Form may be accessed from the coronavirus administrative continuity website link noted above
• Must provide appropriate support documentation
• Submit form and support documents to LOA@utdallas.edu

All questions & inquiries may be sent to: LOA@utdallas.edu
Marita Yancey, Senior Director of Benefits and Wellness Program

BENEFITS & WELLNESS PROGRAM
On March 27, 2020, the CARES (Coronavirus Aid, Relief, and Economic Security) Act took effect, authorizing economic relief to those impacted by COVID-19. Among the many features of the CARES Act were several provisions that allow impacted participants to have expanded access to their retirement plans.

UT System amended the UT Saver TSA and DCP Retirement plans to allow the CARES Act provisions.

The expanded access does not apply to the UT Optional Retirement Program (ORP) or the Teacher Retirement System (TRS).
• Participants may take a distribution of up to $100,000 through December 31, 2020.

• Expanded Loan Options of up to $100K until September 23, 2020

• Loan Repayment Deferment for up to one year.

• The Required Minimum Distribution (RMD) is waived for

To be eligible for the COVID-19 expanded access options, an individual must, employee must meet the COVID-19 eligibility requirements.
How to Request Relief

• Contact your TSA/DCP provider ([UT Provider Agent Listing](#))

• Your retirement provider will provide you with the appropriate form and COVID-19 self-certification along with the amount available

• Submit the entire application and self-certification by email to utretirement@utsystem.edu or fax to (512)579-5016 for approval

• Contact your retirement provider for loan repayment deferment and RMD
The CARES Act broadened certain regulations around the use of Health Flexible Spending Accounts, including the UT FLEX Health Care Reimbursement Account (HCRA). Additional health care products are as eligible expenses:

- Over-the-counter (OTC) items, such as cold medicine, no longer require a prescription to be eligible for reimbursement.
- Feminine care products are now also considered to be qualified medical expenses and are eligible for reimbursement.

These changes were made retroactive to dates of service beginning January 1, 2020.

Link for more details: https://www.utsystem.edu/offices/employee-benefits/resources/covid-19
EMPLOYEE RELATIONS

Janette Bell, Employee Relations Manager

EMPLOYEE RELATIONS
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](mailto:appraisals@utdallas.edu) (secondary)
• Diana Alvarado (HR Coordinator II) will manage the process
Talent Development

Terry Cartwright, Talent Development Manager

TALENT DEVELOPMENT
• Over 40 Classes Offered Virtually in May
  – The Crow Museum of Asian Art
  – The Office of Procurement Management
  – Th Office of Internal Audit
  – The Office of Human Resources
• Virtual Training in June
• Resolving LEO Issues
• Linked In Learning and SkillSoft
HR Contact Emails

- **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 via TEAMS

June 3, 2020
10:00 AM – 11:30 AM