Thank you for joining the HR Forum, we will begin shortly.

This session is being recorded and will be posted on the HR Forum website after the event.

For those who want or need captioning, you can click the symbol in the lower right hand side of your Teams screen. The Callier Center has a list of additional resources. Click here for that list.

Please submit questions via the Q&A box or HRForum@utdallas.edu.
Hosted today by:
COLLEEN DUTTON, CHIEF HUMAN RESOURCES OFFICER

September 2, 2020 - Welcome!
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 ongoing 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.**
• Welcome – Colleen Dutton
• Standing Items for HR Forum
  – You Asked, We Answered
  – Updates:
    • Return to Campus
    • Living Our Values Task Force
• Guests
  – Marco Mendoza – Institutional Compliance, Equity, and Title IX Initiatives – Sexual Misconduct and Changes in Title IX
  – Matt Winser-Johns -- Galerstein Gender Center – Safe Zone Training
• Telecommuting guidelines for Fall2020 and beyond – Colleen Dutton
• Taking Care of Ourselves – Resources for Our Wellbeing – Celeste Burnett
• Benefits and Wellness Updates – Marita Yancey
• Employment and Compensation Updates -- Nancy Joseph, – Find Out Fridays
• Talent Development
  Jillian McNally -- Fall Update
• Closing Comments
How questions will be addressed:

1. Please type your questions in the Q&A feature or send an email to HRForum@utdallas.edu if unable access the Q&A feature. Both will be monitored throughout the forum.

2. Questions will be addressed periodically throughout the forum.

3. We will do our best to answer as many questions as possible during the presentation and respond to them individually if needed. For unanswered questions, please email the appropriate HR contact or HRForum@utdallas.edu.
1. What is the plan for flu shots this year? If we are getting our own (not attending a campus event one, if there is one), are there certain pharmacies we go to?

2. Besides the daily health screening emails are there any other provisions for testing for COVID-19?

3. I would like to know if UTD is going to take part in the recent Executive Order to defer Social Security deductions from paychecks. If so, is there a process in place to elect not to have this done?
Return to Campus Updates

- Continue to work remotely or as directed by your supervisor
- Complete your daily health screening
- Wear your mask
- Practice social distancing
- Wash your hands
- Actions for spring semester to be determined
Return to Campus

https://www.youtube.com/watch?v=kTI8ZLoo88A
Living Our Values Task Force

Co-Chair: Rafael Martin, Vice President and Chief of Staff
INSTITUTIONAL COMPLIANCE, EQUITY, AND TITLE IX INITIATIVES
Institutional Sexual Misconduct Policy

Prohibits sex discrimination, sexual harassment, retaliation, and other prohibited conduct under the policy, including:

- Sex Discrimination
- Sexual Harassment
  - Sexual Assault
  - Dating Violence
  - Domestic Violence
  - Stalking
- Retaliation
- Sexual Exploitation
- Other Inappropriate Sexual Conduct
- False Information & False Complaints
- Interference with the Grievance Process
- Failure to Report (for Responsible Employees)
1. Mandatory Dismissals are required when the definitional or any element of the jurisdictional framework under Title IX is not met:

   - Conduct alleged constitutes “sexual harassment” under the regulations;
   - Conduct alleged occurs in the institution’s “education program or activity”;
   - Conduct alleged occurs against a person “in the United States”; or
   - Complainant is participating in or attempting to participate in the “education program or activity” of the institution.
2. **Discretionary Dismissals** when:

- Complainant withdraws the formal complaint or allegations;
- Respondent is no longer enrolled or employed at the institution; or
- Specific circumstances prevent the institution from gathering evidence sufficient to reach a determination as to the formal complaint or allegations.

3. Dismissing a Formal Complaint under Title IX **doesn’t preclude** an institution from addressing conduct prohibited under an institution’s policy through a fair and equitable grievance process.
Institution’s Sexual Misconduct Grievance Process

**Title IX Process Starts**
Formal Complaint Submitted

**Resolution Options**
(a) Formal Grievance Process, (b) Informal Resolution, or (c) Formal Complaint Dismissal under Title IX

**Live Hearing**
Determination regarding responsibility

**Administrative Disposition**
The parties may accept the determination and sanctions (if applicable); waives Live Hearing

**Live Hearing**
Either party may select a hearing for a determination regarding responsibility

**Resolution Options**
(a) Investigation/Determination, (b) Informal Resolution, or (c) Formal Complaint Dismissal

**(2) Initiate Alternative Process for Students**
When the conduct alleged doesn’t constitute “Sexual Harassment”

**(1) Initiate Alternative Process for Faculty & Staff**
When the definitional & jurisdictional framework under Title IX is not met
A Complainant and Respondent have the following rights during a grievance process:

- To be informed of and have access to counseling, medical, academic, and other applicable support services, including confidential resources.

- To be informed of the importance of a victim going to a hospital for treatment and the preservation of evidence, if applicable, as soon as practicable after an alleged incident.

- To receive a prompt, fair, equitable, and impartial grievance process.

- To receive information and ask questions about the formal and informal processes.

- To be given equal chance to participate in a grievance process, including the opportunity to identify witnesses and other relevant evidence.
Party’s Rights (Continued)

• To choose not to actively participate in the grievance process, if desired.

• To have an advisor of choice present during all meetings and grievance proceedings.

• To have an advisor provided for a party at a hearing under the Title IX grievance process, if an advisor of choice is not present.

• To have access and equal opportunity to inspect and review any evidence obtained as part of the investigation, and to receive a copy of the completed investigation report.

• To be equally informed of any determinations regarding responsibility, dismissals of formal complaints, and/or a party’s filing of an appeal.

• To file a report with local and/or campus law enforcement authorities.
1. **Required under Title IX; unless resolved through an informal resolution agreement or a formal complaint dismissal.**

2. Both parties must have **access to evidence obtained** during the investigation, and equal opportunity to refer to such evidence during the hearing.

3. **Each party’s advisor** must be permitted to ask relevant questions of the other party and any witnesses, including questions that challenge credibility:
   - Conducted orally, directly, and in real time by the party’s advisor
   - **Never permitted** by a party personally
4. May be conducted with all of the parties physically present in the same geographic location; or

5. Any of the parties, witnesses, & other participants may appear virtually, with technology enabling participants simultaneously to see & hear each other (at the institution’s discretion).

6. Must create an audio or audiovisual recording, or transcript of any live hearing, & make available to the parties for inspection & review.
Each party may have an **advisor of choice** to be present at any meeting or grievance proceeding; the advisor of choice may be but is not required to be an attorney.

- Each party’s advisor must be permitted to **ask the other party and any witnesses all relevant questions** and follow-up questions during a live hearing.

- **If a party does not have an advisor present at the live hearing:** The institution **must provide one** without fee or charge to that party, **an advisor of the institution’s choice**, to conduct the questioning on behalf of that party.
Under the institution’s Sexual Misconduct Policy, **Responsible Employees** have a duty to report incidents and information reasonably believed to be sexual misconduct (prohibited conduct defined) under this Policy.

All employees are Responsible Employees (except Confidential Employees). Responsible Employees include **all** administrators, faculty, and staff.

Responsible Employees must report all known information concerning an alleged incident of sexual misconduct to the **Title IX Coordinator**.
Under state law, if a Responsible Employee knowingly fails to report all information concerning an incident the employee reasonably believes constitutes stalking, dating violence, sexual assault, or sexual harassment committed by or against a student or employee at the time of the incident, the employee is subject to disciplinary action, including termination.
Retaliation Prohibited under Title IX

No institution or other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because an individual has made a report or formal complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing.
Campus Support Services & Resources

Marco Mendoza, Title IX Coordinator
TitleIXCoordinator@utdallas.edu or 972-883-2306

UTD Police
911 or 972-883-2222 (nonemergency)

For additional resources, visit: utdallas.edu/institutional-initiatives/title-ix/resources/.

Confidential Resources:

UTD STUDENT COUNSELING CENTER
972-883-2575
After hours helpline: 972-UTD-TALK (883-8255)

UTD STUDENT HEALTH CENTER
972-883-2747

EMPLOYEE ASSISTANCE PROGRAM (EAP)
214-648-5330

DALLAS AREA RAPE CRISIS CENTER
24-hour crisis hotline: 972-641-7273

TURNING POINT RAPE CRISIS CENTER
24-hour crisis hotline: 1-800-886-7273
# Title IX Coordinator Contact Information & Online Report Form

<table>
<thead>
<tr>
<th><strong>Marco Mendoza</strong></th>
</tr>
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<tbody>
<tr>
<td><strong>Title IX Coordinator</strong></td>
</tr>
<tr>
<td><strong>Office of Institutional Compliance, Equity and Title IX Initiatives</strong></td>
</tr>
<tr>
<td><strong>Synergy Park North 2.720</strong></td>
</tr>
<tr>
<td>3000 Waterview Pkwy</td>
</tr>
<tr>
<td>Richardson, TX 75080</td>
</tr>
<tr>
<td><strong>The University of Texas at Dallas</strong></td>
</tr>
<tr>
<td>Phone: (972) 883-4470</td>
</tr>
<tr>
<td>Email: <a href="mailto:TitleIXCoordinator@utdallas.edu">TitleIXCoordinator@utdallas.edu</a></td>
</tr>
<tr>
<td>Online reporting: <a href="https://cm.maxient.com/reportingform.php?UTDallasICETHR">https://cm.maxient.com/reportingform.php?UTDallasICETHR</a></td>
</tr>
</tbody>
</table>
Thank You!

Questions?
Matthew Winser-Johns – Assistant Director

GALERSTEIN GENDER CENTER
Safe Zone Ally Training - Fall 2020

Virtual Safe Zone Ally Series

**Session 101**
Intro to LGBTQ+ Identities
09/25/2020
10AM - 12PM

**Session 102**
Knowledge is Power
10/23/2020
10AM - 12PM

**Session 103**
Allyship in Action
11/13/2020
10AM - 12PM

Register here: utd-gender-center.eventbrite.com

Please note that in order to receive a certificate of completion, you must participate in all three sessions. For more information, please contact matthew.johns@utdallas.edu
COURSE OF EQUITY SERIES

SESSION 101
INTRO TO GENDER EQUITY
09/18/2020
10AM - 12PM

SESSION 102
KNOWLEDGE IS POWER
10/16/2020
10AM - 12PM

SESSION 103
CHAMPIONSHIP SKILL-BUILDING
11/06/2020
10AM - 12PM

REGISTER HERE: UTD-GENDER-CENTER.EVENTBRITE.COM

THIS SERIES IS WILL BE DELIVERED VIRTUALLY VIA MICROSOFT TEAMS.
FOR MORE INFORMATION, PLEASE CONTACT JACQUELINE.PRICE@UTDALLAS.EDU
Thank You!

Questions?
Remote Work Location (RWL) guidelines for fall

• Still flexible for fall 2020 semester – but no guarantees starting Jan 2021.

• Current policy is under review with plans to have final guidelines by November.

• Applies to any RWL arrangement, even if within DFW area.

• Any RWL arrangement must be approved by unit leadership, and possibly Dean or VP.

• Supervisors/unit are not obligated to approve a RWL if they determine it is best for business needs to have person perform duties on campus. Unit leadership can determine what is permitted.
Where is the work performed?

- Payroll tax and employment laws – we must abide by the laws and regulations of the state in which the work is performed.
- FMLA, ACA, Sick Leave, Vacation requirements can change from state to state.
- Unemployment insurance – Any state that we have employees performing work for UTD, we must register with as an employer of that state.

Impact to employee’s benefit coverage

- UT Health Select insurance area is Texas.
- Out of Texas = out of area coverage; higher co-pays.
– Immigration status may be impacted if residing and working outside of the DFW area.

  • Dept. Homeland Security determines geographical area for residence if on an immigration visa.

Out of state restrictions do not apply to summer research projects, short term and temporary living arrangements or visits.
Thank You!

Questions?
TAKING CARE OF OURSELVES: RESOURCES FOR OUR WELLBEING

Celeste Burnett – HR Group Manager
Resources for Your Wellbeing

**LIVE WEBINARS**

Live webinars will be offered throughout the Fall semester:
- Employees can participate anonymously
- Employees can ask questions during live Q&A
- Sessions will be recorded and made available to all employees

Currently scheduled webinars:
*Registration information will be shared on the HR website.*

- **9/10/2020** 10:00 am  How to Cope with Anxiety During Difficult Times
- **9/18/2020** 1:00 pm  Preventing Burnout
- **9/24/2020** 1:00 pm  How to Cope with Change and Uncertainty
- **10/1/2020** 10:00 am  Stress and Its Impact on Your Health

Additional dates/topics will be announced.
COUNSELING SERVICES

- Confidential access
- 24/7 access
- 7 free counseling visits per issue, per person
- Access to services via face-to-face, video, or telephonic
- Bilingual call center (English and Spanish)
- Tele-language Services
  - Ability to provide therapy in a language other than English if requested. Services are available for telephonic interpretation in over 190 of the most commonly spoken languages and dialects.

WORK-LIFE SERVICES

- Legal
- Financial
- Child / Elder Care Resources
- Daily Living Services (Concierge)
  - Daily living consultants assist individuals with finding resources such as care for their pets, travel, home improvement contactors, apartment locators, and more.
- Safe Ride
- Training
  - Unlimited on-line seminars
  - LIVE webinars offered during the Fall semester
24-Hour Program Access

- Helpline: (888) 993-7650
- iConnectYou App
  (call, instant message, video, SMS text with a counselor)
- LiveCONNECT Instant Messaging

Eligibility

- Employees
- Dependents
- Household members
- Coverage extends for 6 months post-employment

www.deeroakseap.com
Username / Password: utdallas/utdallas
Website provides easy access to multiple services on-line.
Website provides easy access to multiple services and on-line resources.
HELP FOR STUDENTS AND STUDENT WORKERS

- Student Counseling Center - [https://utdallas.edu/counseling/](https://utdallas.edu/counseling/)
- 24/7 Crisis Hotline - **972-UTD-TALK (972 – 883-8255**
- Appointments - Email - [counselingcenter@utdallas.edu](mailto:counselingcenter@utdallas.edu).
- Other Resources for Students
  - **North Texas Behavioral Health Authority** (Serving Dallas, Ellis, Hunt, Kaufman, Navarro and Rockwall Counties) -- [https://ntbha.org/](https://ntbha.org/)
    - Crisis Phone: 866-260-8000
    - Main Phone: 1-877-653-6363
  - **LifePath Systems** (Serving Collin County) -- [https://www.lifepathsystems.org/](https://www.lifepathsystems.org/)
    - Crisis Phone: 1-877-422-5939
    - Main Phone: 1-877-422-5939
- Faculty or Staff concerned about a student’s emotional or mental health should contact the Dean of Students at 972-883-6391 or complete the **BAIT Referral Form**.
Questions?

Helpline: 888-993-7650
Email: eap@deeroaks.com
Website: www.deeroakseap.com
Login/Passcode: utdallas
iConnectYou App Passcode: 148384
Marita Yancey – Senior Director
Taylor Tran – Manager, Employee Health Program

BENEFITS & WELLNESS PROGRAM
Faculty Cancellation of Benefits

- Changes in handling faculty cancellation of benefits coverage if not returning in the Fall
  - Benefits will not be terminated retroactive to the end of the semester (May 31st)
  - Benefits cancellation date for faculty not returning in the Fall will be based on the faculty’s termination, non-renewal or resignation effective date. This date must be reflected on the e-PAR.
  - Refund of benefit deductions will be made, as applicable.
The UT SELECT and UT CONNECT telemedicine benefit is being extended and will remain in place while the federal public health emergency remains in effect.

The telemedicine benefit, which includes an office visit copay, does not affect your $0 copay MDLIVE Virtual Visit benefit.
• Review your Benefits Confirmation and benefits deductions on your October 1st paycheck. If errors are found, notify HR-Benefits Team by October 30.

• UT FLEX Health Care and Dependent Care Reimbursement deadline has been extended to Dec. 31, 2020. Claims filing deadline is Jan. 15, 2021.

• Required Minimum contribution for TSA, DCP and Roth is $15.00 per month.

• Review your vacation and sick leave balance after the September 1 carry over is completed.
Also, please keep in mind:

• Approving of e-PARs in a timely way ensures timely processing of benefits changes for our employees.

• Accuracy of information on e-PARs is critical in benefits processing and reporting.
Wellness Update

• **UTSW Mobile Mammography – rescheduled date**
  – Friday, September 11, 8am – 3pm
  – Loading zone between Activity Center & SSA
  – Call [214.645.2560](tel:214.645.2560) or [866.277.0710](tel:866.277.0710) with your health insurance information to schedule an appointment
  – CDC health & safety guidelines will be followed; temp checks & masks required
Wellness Update

• **Naturally Slim** – Fall Session
  – Apply from **August 31 - September 11, 2020**
  – Program starts on **September 28, 2020**
  – Visit [www.naturallyslim.com/LivingWell](http://www.naturallyslim.com/LivingWell) to apply and learn more.
Wellness Update

• **Changes to BCBSTX Fitness Program**
  
  – Four new plan options to fit members’ budget & lifestyle

<table>
<thead>
<tr>
<th>Options</th>
<th>Base</th>
<th>Core</th>
<th>Power</th>
<th>Elite</th>
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<tbody>
<tr>
<td>Monthly Fee</td>
<td>$19</td>
<td>$29</td>
<td>$39</td>
<td>$99</td>
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<tr>
<td>Gym Facility Network Size</td>
<td>3,000</td>
<td>7,500</td>
<td>12,000</td>
<td>12,400</td>
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</table>

  – **Studio Discount Program**: Boutique-style classes and specialty gyms with pay-as-you-go option and 30% off every 10th class.

  – Current members are grandfathered in at the Power tier at $25 per month until they cancel or change tiers.

  – To enroll, visit the [Blue Access for Members page](#) to access the Fitness Program portal or call **888-762-BLUE (2583)** Monday through Friday, between 8 am – 5 pm, CST.
Wellness Update

Fall Wellness Challenge: WALKTOBER

• **Registration**: September 21 – October 9
• **Challenge Dates**: October 1 – October 31
• **The Challenge**: Step Up to a Healthier You With *Walktober*
  – Feel healthier and more energetic
  – Experience autumn’s brilliant beauty
  – Develop fun ways to get moving – through the fall and beyond
• **Goal**: Collect 20 leaves by logging in steps or minutes of exercise
  – Prize will be given to the top 3 participants.
• **Thrive Thursday**: For teams, there will be the option of earning an extra point on Thrive Thursdays.
• **Opt in at** [www.utlivingwell.com](http://www.utlivingwell.com)
Wellness Update

• **Save the Date: Flu Shot Clinics**
  
  – Monday, October 5

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<tr>
<th>Location</th>
<th>Time</th>
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<tbody>
<tr>
<td>Office of Human Resources - Administration, Third Floor, Ste. 3.108</td>
<td>9:00 a.m. - 4:00 p.m.</td>
</tr>
<tr>
<td>Center for Vital Longevity - Break Room - 801</td>
<td>8:30 a.m. - 10:00 a.m.</td>
</tr>
<tr>
<td>Callier Center - Dallas Campus - Room B108</td>
<td>11:00 a.m. - 2:00 p.m.</td>
</tr>
<tr>
<td>Center For Brain Health - CBH Reception Hall - 1.104</td>
<td>3:00 p.m. - 4:30 p.m.</td>
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  – Tuesday, October 6

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<td>Office of Human Resources - Administration, Third Floor, Ste. 3.108</td>
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• Registration will be available soon.

• [www.utdallas.edu/wellness](http://www.utdallas.edu/wellness)
Thank You!

Questions?
EMPLOYMENT & COMPENSATION

Nancy Joseph, Employment & Compensation Manager

HRforum
The Employment and Compensation Team is hosting a monthly event called “Find Out Fridays.” The next session will be held at 10:00 – 11:00 am on September 11, 2020.

These sessions are intended to complement our HR Forum by providing the opportunity to take a deeper dive into the Employment, Compensation and Immigration processes and procedures in a fun, casual, informal setting. Please come with your questions, topics and innovative ideas.
Here is a peek at the topics that will be covered:

• Dispositioning Applicants in PA7
  - Why
  - When
  - How

• Immigration Updates

• Handling Faculty Benefit Cancellations
If you are involved with the employment process for your department and did not receive an invitation, please reach out to us and we will send an invitation your way.

Nancy.Joseph@utdallas.edu
September Talent Development Opportunities

Talent Development opportunities will resume on September 14, 2020

• Topics include:
  – Admin- U
  – Emotional Intelligence
  – Beat the ‘Tigue
  – Internal Audit
  – Procurement
  – and more

Be on the lookout for our September Talent Development Course Catalog in the September 9th edition of the Intercom and online at https://www.utdallas.edu/hr/training/.

If you would like to receive information about talent development opportunities directly to your email and currently do not, please email us at talentdevelopment@utdallas.edu to be added to our mailing list.
Admin-U is an 8-class Professional Development series designed to provide additional training and support for UTD Administrative Support Staff.

- Class topics include:
  - UTD History and Culture
  - UTD Organizational Structure
  - Navigating the UTD Web
  - Business Communication
  - Event Planning
  - and much more!

- Requires Supervisor Approval

- Classes open in LEO September 9th, 2020

- Interested participants should have their supervisor email participation approval to talentdevelopment@utdallas.edu
Calling all Readers!

Join the *Reading Roundup Team* to share a recommendation and see what other UTD Community members are reading!

To join, visit the “Teams” tab in MS Teams, click “Join or create team” and enter the code **XK2J8W4**
HRmforum

Q & A
**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
October 7, 2020
10:00 AM – 11:30 AM