



*Human Resource Services*

**HR Liaison Meeting Minutes  
October 13, 2009  
9 a.m. and 2 p.m.  
EUC Maple Room**

**Alan Bridge** welcomed the attendees.

**Tresa Saxton**, Student Health Services Director, provided an H1N1 update. See <http://www.uncg.edu/shs/> for information. Call the Student Health flu line, 336-256-H1N1(4161), to speak to clinic staff about your symptoms, condition, and possible need for treatment.

**Deb Carley** shared updated information about the Faculty and Staff Blue & Gold Picnic with the following hand outs:

- <http://web.uncg.edu/hrs/BlueGoldPicnic/>
- <http://web.uncg.edu/hrs/BlueGoldPicnic/bluegoldpicnic.pdf>

**Melissa Barnes** discussed the following:

- NC Flex open enrollment (10/05/09-10/30/09)  
([http://web.uncg.edu/hrs/Benefits/Flex\\_Open\\_Enrollment/](http://web.uncg.edu/hrs/Benefits/Flex_Open_Enrollment/))
- Core AD &D –\$10,000 benefit at no additional cost for eligible employees, effective 1/1/10 - enroll online or by phone  
([http://web.uncg.edu/hrs/Benefits/Flex\\_Open\\_Enrollment/ADD/](http://web.uncg.edu/hrs/Benefits/Flex_Open_Enrollment/ADD/))
- Q & A Sessions – See HRS website for schedule  
([http://web.uncg.edu/hrs/Benefits/Flex\\_Open\\_Enrollment/Flex\\_QA/](http://web.uncg.edu/hrs/Benefits/Flex_Open_Enrollment/Flex_QA/))
- Vision Plan – Enroll for vision exam coverage
- Weight Watchers at Work – Next 17-week session begins 10/26/09  
(<http://web.uncg.edu/hrs/Training/Weightwatchers.pdf>)

**Alan Bridge** reviewed the following information:

- Adverse Weather – If the Chancellor closes the campus for adverse weather, the absence is considered administrative leave. Only the Chancellor has the authority to grant administrative leave.
- Overtime – OSP is critically observing and reviewing accrual of overtime hours
- Gap Time is considered comp time

- Management has the authority to send EPA and SPA employees home who demonstrate flu like symptoms. These absences are not administrative leave, and are taken as vacation, sick, or bonus leave.

**Benita Peace** announced the following:

- EPAF listserv – Subscribe at [listproc@lists.uncg.edu](mailto:listproc@lists.uncg.edu)
- SPA EPAFs beginning 11/1/09:
  - Probation to permanent
  - Funding source changes
  - Terminations
- Grace Period - HRS will accept paper EAFs for these types of actions until 1/1/10
- FAR (Federal Acquisition Regulation) - This new rule requires federal contractors to agree, through language inserted into their federal contracts, to use E-Verify to confirm the employment eligibility of all persons hired during a contract term, and to confirm the employment eligibility of federal contractors' current employees who perform contract services for the federal government within the United States. Federal contracts awarded and solicitations issued after September 8, 2009, will include a clause committing government contractors to use E-Verify.

**Pat Davis** asked the group to check the payroll website (<http://fsv.uncg.edu/payroll/index.html>) for payroll deadlines and due dates. She also asked the attendees to review their monthly labor reports and to check UNCGenie for correct addresses for W2 form mailings.

**Alan Bridge** reminded everyone that the Compensation Guidelines posted on Budget Central remain in force.

**Alan Bridge** adjourned the meeting.

Minutes submitted by: Betty Betts