



Human Resource Services

HR Liaison Meeting Minutes April 21 & 22, 2009

Alan Bridge welcomed the attendees and reminded them to take the information relayed in these meetings back to their departments. Minutes of these meetings will be sent to the HR Liaison listserv as well as posted on the HRS website.

The next scheduled HR Liaison meetings are to be held in the EUC Maple Room as follows:

- Wednesday, August 5, 2009, 10:00 a.m.
- Thursday, August 6, 2009, 2:00 p.m.

Jason Marshburn from the UNCG Office of Emergency Management presented information about campus emergency procedures and issues. Jason urged the attendees to become familiar with their own departmental emergency plans. He reminded the group that in the event of an emergency, it is most important to stay calm and to seek immediate assistance. Campus Blue Light phones and Teaching Station phones have a locator function and connect directly to campus police. The emergency radio station is AM 1640 and is now online with streaming audio. Contact Jason (office -256-8632 or cell-215-5875) if you have questions. The handout distributed during the meetings can be accessed through the following link:
http://web.uncg.edu/hrs/HR_Liaisons/documents/emg_mgt_quick_ref.pdf

T.C. Nordan from the UNCG Payroll Office explained payroll issues associated with the year end roll. As details are clarified, more information will be provided.

Alan Bridge reported that all the UNCG departments have submitted their Reduction In Force (RIF) plans and layoffs have begun. As of now it is expected that UNCG will have fewer than twenty layoffs. The legislature is considering several budget remedies including the use of voluntary furloughs. A bill has been sent to the Senate which includes furlough language, which involves using furloughs as a tool. Because of the hard core freeze imposed on April 9, 2009, Human Resources will no longer accept requests for salary increases, classifications or reclassifications, regardless of funding source.

The Office of State Personnel will begin to implement Career Banding for some more of the state agencies. In an effort to ease the transition, OSP is seeking input from the groups who have been banded. Email Don Shore (dcshore@uncg.edu) or Alan Bridge (rabridge@uncg.edu) with any helpful thoughts or lessons learned from the Career Banding experience.

Don Shore delivered a Career Banding update. The Administrative Support study is delayed until the freeze is lifted. As long as the freeze is in force, if significantly mis-classified positions are identified as new position descriptions are being prepared, add a statement about the discrepancies in Section II. As soon as the freeze is lifted, these positions will be reviewed for appropriate classification.

The deadlines for submitting forms to HRS are as follows:

- PMP – Final Performance Management Plan (HRCB201) – May 29, 2009
- Position Description (HRCB200) – June 30, 2009
- Employee Competency Assessment (HRCB202) – June 30, 2009

Benita Peace explained the OSP salary increase rules. No requests above the market rate will be considered at this time. When the freeze is lifted, OSP will investigate and consider salary increase requests by looking at all positions with the same classification. The Adverse Impact Report submitted by UNCG, as well as equity and Affirmative Action considerations are examined and studied in the decision making process.

Benita discussed the accrual and use of comp time as a result of Adverse Weather. See policy: http://web.uncg.edu/hrs/PolicyManuals/StaffManual/Section5/Adverse_Weather/

A revised I9 form has been introduced. The announcement includes a revised list of documents allowed for identification. HRS will send updated information through the HR Listserv. Use the following link for the revised I9 form and acceptable document: <http://www.uscis.gov/files/form/i-9.pdf>

Because of process changes resulting from the implementation of Banner HR, it has been determined that there is a need for a combined EAF/PAF. Benita will meet with Budget Office personnel to discuss the new design and asked the group for feedback.

Melissa Barnes discussed benefits issues:

- State Health Plan - UPDATE !!! *State Health Plan passed on April 22. Details of the plan can be found here:* <http://www.ncleg.net/gascripts/BillLookUp/BillLookUp.pl?Session=2009&BillID=SB287>.
- NC Flex – There are no plans for open enrollment.
- COBRA - New rules require the employer to pay 65% of the premium for employees who have been involuntarily terminated. To determine eligibility, it is very important to provide clear and specific reasons for terminations. These new rules impact anyone who lost his job between 9/1/08 and 12/31/09.

Alan Bridge adjourned the meeting.

Minutes submitted by: Betty Betts