



**HR Liaison Meeting Minutes  
May 28 & 29, 2009**

**Alan Bridge** welcomed the attendees and reminded them to take the information relayed in these meetings back to their departments.

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.

The Flexible Furlough Plan mandates that the annualized base salaries as of May 1 from all funding sources be reduced by .5 percent (1/2%) over the remainder of this fiscal year. In return, the employee receives 10 hours of flexible furlough leave to be taken between May 15 and December 31, 2009. Employees who are employed less than full-time are to receive flexible furlough leave for a pro-rated number of hours.

Flexible furlough hours are paid leave and can be used in any increment with supervisor approval. Any hours not taken by December 31 will be forfeited.

The pay reduction does not apply to temporary employees. However, SPA temporary employees who work 40 hours a week must reduce their hours by a total of 10 hours by June 10. Furlough hours are to be pro-rated for temporary employees who work less than 40 hours per week.

The earn code F (190) has been added to both the SPA & EPA timesheets to record furlough leave. A furlough leave category has been added to Banner. Instructions will follow.

Furlough leave must be documented for all employees including faculty. Pat O'Rork recommended using the EPA timesheet to document faculty furlough leave time. No classroom instruction is to be disrupted for furlough leave.

The Budget Central website at <http://fsv.uncg.edu/budgetcentral/> lists frequently asked questions (FAQs) and is updated regularly. A link to this site is listed on the pay stub. Furlough totals will appear on the pay information page beginning with July payroll.

RIF Glossary of Terms and EPA Guidelines from General Administration will be added to the Budget Central site.

**Angela Mahoney** reminded the group of the following deadlines for submitting forms to HRS:

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

**Benita Peace** announced the new and improved Jobsearch hiring proposal.

**Benita Peace** discussed issues regarding RIF, severance, Unemployment Insurance, etc.:

- RIF employees are eligible to file for Unemployment Insurance benefits at any time after leaving the University. Unemployment will not be paid until all vacation, bonus, and severance are paid to the employee.
- Severance pay, if applicable, begins the following month after leaving. EPA employees are not eligible for severance pay. See the RIF policy for severance pay formula.
- RIFs are given a thirty day written notice during which the employee continues working.
- Temporary and probationary employees are not given notice or severance.
- \$494 per week is the maximum unemployment benefit. See the North Carolina Employment Security Commission website ([www.ncesc.com](http://www.ncesc.com)) to calculate benefits and file a claim.
- Eligibility is for 26 weeks.

**Deb Carley** discussed the following:

- Dr. Tresa Saxton will be in charge in the event of an H1N1 pandemic.
- State Health Plan open enrollment deadline was 5/29/09
- Premium increases for dependent coverage will appear in the June pay check.
- Retirement contributions may look confusing for May and June because of reduced earnings, but will be reconciled for July.

**Alan Bridge** told the group that because of budget restrictions, one of the two service awards events will have to be discontinued. State service awards ceremony is in the fall and UNCG service awards ceremony is in the spring. If you have a preference, please send an email to Alan at [rabridge@uncg.edu](mailto:rabridge@uncg.edu)

**Alan Bridge** adjourned the meeting.

Minutes submitted by: Betty Betts