



**HR Liaison Meeting Minutes
June 25 & 26, 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.

Alan reported on the status of the budget which is currently in the Compromise phase. For the latest budget information, access the budget website known as Budget Central at (<http://fsv.uncg.edu/budgetcentral/>).

OSP has created a new Reduction-In-Force Resources web page (<http://www.osp.state.nc.us/RIF/index.htm>) which has tabs for Employees, Supervisors/Managers, HR Professionals, Policies, and Career Transition Center. Featured pages include RIF Policy, RIF Guidelines, Priority Reemployment and Severance.

Furlough leave must be documented for all employees. Flexible furlough hours are paid leave and must be used by December 31, 2009. After this date any unused furlough hours will be forfeited.

Alan presented additional voluntary options to contemplate in the current RIF and budget environment:

- In an effort to save the jobs of those who do not want to leave, employees who want to leave their employment at UNCG for a variety of possible reasons will be allowed to possibly take the place of another employee who is in RIF status. Employees cannot volunteer to be laid off, but they can express a willingness to explore this option. Those who are interested are to contact Melissa Barnes. These “trade-offs” apply to SPA staff, only, must be within the same division, and must match the RIF position classification.
- Reduce time base. This option must be mutually agreed upon by the employee and the supervisor. Use the following link to access Guidelines for Reduced Time Base, Employee Template, and Supervisor Template:

(http://web.uncg.edu/hrs/HR_Liaisons/documents/Reduced_Time_Guidelines.pdf)

Benita Peace communicated the following information:

- Hiring freeze for State funded positions is lifted as of July 1.
- Hiring departments can post vacant positions to the Market Rate only.
- **Vacant positions are the first targets for RIF; then probationary employees.**
- Reclassification and career progression actions are still frozen; for both STATE and NON-STATE funded positions.
- “Encumbrance Override End Date” has been added to EAFs and must be filled in by the department when applicable for use by Contracts & Grants.
- New Jobsearch Hiring Proposal has now been implemented.
- Departments will see RIF and Promotional Priority job candidates in Jobsearch.
- Beginning August 1, EPAFs will be used for SPA terminations and account code changes.
- UNCG Application will have new questions:
Are you a layoff candidate with the State of N.C. eligible for RIF priority reemployment consideration as described by GS 126: YES NO
Notification Date: _____

Deb Carley discussed the following:

- Pay summary message in Genie explains the retirement deduction/contribution adjustments.
- Dr. Tresa Saxton is in charge of H1N1 pandemic activities.
- Premium increases for dependent coverage will appear in the June pay check.
- Fallin’ For Fun Fest benefits fair has been cancelled. In its place small information sessions are scheduled:
 - August 14 – Kirkland Room – Financial Information
 - October 16 – Kirkland Room – Other Benefits Information
 - TBA for February – Wellness Information

Melissa Barnes announced HRS Wellness Initiatives:

1. Weight Watchers at Work – Mondays and Wednesdays at 12:15 p.m. in the HRS Training Room at 113 Bryan. Contact Melissa Barnes or Jason Morris for information.
2. Spartan Step (*Striving to Eliminate Pounds*) – weight loss challenge
3. Walking Trails – 15, 30, and 45 minute campus walking routes are being tracked and mapped for use during breaks and lunch. When they are completed, the maps will be available on the HRS website.

Alan Bridge adjourned the meeting.

Minutes submitted by: Betty Betts