HR Update Forum

April 1, 2020
Today’s Presenters

Sylvia Enriquez, Associate Vice President, Human Resources

Georgina Anguiano Elliott, Benefits Manager

Sheri Hardison, Associate Vice President, Financial Affairs

Diane Pina, Training and Development Specialist
HR Update Forum Agenda

- Clarity of Handbook Operating Procedure 9.15
- Families First Coronavirus Response Act
- Timekeeping Important Reminders
- Management of Your Staff While Telecommuting
HOP 9.15 Campus Closure Due to Weather or Safety Conditions

Sylvia Enriquez, Associate Vice President, HR
HOP 9.15 Campus Closure Due to Weather or Safety Conditions

• The university has not closed but rather remains operational in an alternative method of telecommuting with limited on-site personnel.

• HOP 9.15 relates to the suspension of operations and classes due to inclement weather or safety considerations which may make traveling to or from campus hazardous to students, faculty and staff.

• **At this time, no university suspension or closure has occurred, and operations and classes are continuing through alternative means.** Because of this, no part of HOP 9.15, including the possibility of compensatory time, is applicable to the present circumstances.

• The decision to shift to telecommuting and online classes was made in alignment with local, state and federal coronavirus guidelines. This step was taken to help safeguard the health and safety of our campus community and to ensure the continued functioning of operations at the university.
Families First Coronavirus Response Act (FFCRA)

Georgina Anguiano Elliott, Benefits Manager
Families First Coronavirus Response Act (FFCRA)

• **To provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19.**

• Signed into law on March 18, 2020 and effective today, April 1, 2020 through December 31, 2020.
Emergency FML Expansion Act

- Allows FML for school closure or unavailability of childcare provider due to COVID-19
- Full time and part time employees that have worked 30 calendar days
- Allows up to 12 weeks in a 12-month period for any FMLA qualifying reason
- Allows for the first 10 days to be unpaid followed by 2/3 of regular pay for the remaining 10 weeks
Emergency Paid Sick Leave Act

• Full time and part time employees eligible from first day of employment
• Allows up to 80 hours of paid sick leave
• Employees may elect Emergency Paid Sick Leave for the first 10 days of approved Emergency FML Expansion Act
Qualifying Reasons For Leave Related to COVID-19

1. Due to Federal, State, or local quarantine order
2. Health care provider advice to self-quarantine
3. Is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. Is caring for an individual in category 1 or 2.
5. Care of your child due to school closure or unavailability of childcare provider due to COVID-19
6. Due to substantially-similar condition covered by the U.S. Department of Health and Human Services.
Questions regarding FFCVA?

Contact leave admin for additional questions

LeaveAdmin@utsa.edu
Timekeeping and Important Reminders

Sheri Hardison, Associate Vice President, Financial Affairs
Paperless Timekeeping

- SharePoint timesheets available for staff and students
- Enter time worked and absences electronically
- Submit through automated workflow to supervisor or a supervisor delegate
- Email notifications at each step
- Administrative & Professional staff – monthly timesheet
- Step-by-step instructions for employees and supervisors available on Business Information Services website
- More timekeeping changes coming...stay tuned
Telecommuting Management Practices

Diane Pina, Training and Development Specialist
Key Management Practices While Telecommuting

- Personalize communication with your team
- Communicate often
- Keep lines of communication open
- Turn on your cameras
- Create face-to-face communication in the virtual environment
- Get comfortable being on camera to connect
- Set up team norms for communication that work for all
Key Management Practices While Telecommuting

• Meet at least once a week with your entire team
• Meet at least once a week one-on-one with those who report to you
• Use these times to check in with the team or individual
• Use Microsoft Teams as a primary communication tool
• Become a Teams expert
• Use Teams for video meetings, use chat for instant messaging, work on documents together
• Ask questions, listen, provide guidance and support
Supervisory Training Resources

- HR Training & Development
  - [www.training.utsa.edu](http://www.training.utsa.edu) or call 210-458-4658 or Email training@utsa.edu

- Skillsoft - single sign on with abc123
  - [https://utsystem.skillport.com](https://utsystem.skillport.com)

- Employee Assistance Program EAP Deer Oaks
  - [https://www.utsa.edu/hr/EmployeeRelations/eapinfo.html](https://www.utsa.edu/hr/EmployeeRelations/eapinfo.html)
Thank You!

www.utsa.edu/hr