


HRforum

Thank you for joining the HR Forum, we will begin shortly.

This session is being recorded and will be posted on the HR Forum website after the event.

For those who want or need captioning, you can click the  symbol in the lower right-hand side of your Teams screen.

The Callier Center has a list of additional resources.

[Click here](#) for that list.

Please submit questions via the Q&A box or

HRForum@utdallas.edu



HRforum

April 7, 2021 - Welcome!

Hosted today by:

COLLEEN DUTTON, CHIEF HUMAN RESOURCES OFFICER



- Welcome
- You Asked, We Answered
- Updates:
 - HR staff changes
 - Welcome Robert Garcia- Employee Relations Specialist II
 - Karlynda Poage – Employment and Compensation Specialist I
 - Casey Hennigan-Williams- C19 Program Manager
 - Living Our Values Task Force
 - VP of Diversity, Equity, and Inclusion search
- Guests Presenter:
 - Covid-19 Vaccine Information - Dr. Reuben Arasaratnam, UT Southwestern Medical Center
- HR Updates
 - Return to campus plan
 - Remote Work Arrangement
- Closing Comments



How questions will be addressed:

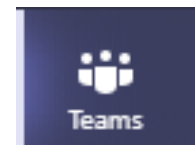
1. Please type your questions in the Q&A feature or send an email to HRForum@utdallas.edu if unable access the Q&A feature. Both will be monitored throughout the forum.
2. Questions will be addressed periodically throughout the forum.
3. We will do our best to answer as many questions as possible during the presentation and respond to them individually if needed. For unanswered questions, please email the appropriate HR contact or HRForum@utdallas.edu.

HR Campus Connection is your source for UTD HR News and Updates. Join us in Teams today to stay connected!

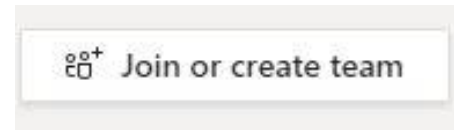


Join in 3 Easy Steps:

1- In the MS Teams App, click on the “Teams” icon to the left



2- Click on the “Join or Create Team” button in the upper right corner



3- Enter the following code to join: **4NSTAB6**

The Office of Human Resources

Mission:

To enable the success of others.

What we do should help others
be their best at what they do best.



A Value Added HR Department:

- **Makes it easier for people to get their job done.** Reduces unnecessary roadblocks that derail the flow of teaching, research, and service to students.
- **Proactively partners with schools and divisions on recruitment and retention activities** that will recognize and develop high performers, and in anticipating future staffing needs.
- **Promotes competitive pay and benefits** that are of value to faculty and staff. Provides ongoing benefits education so employees fully utilize and understand the *total rewards* offered at UTD.
- **Partners with schools and divisions to raise the performance standards across campus** to encourage and support positive employee relations and career development.
- **Develops faculty and staff leaders** to advance the strategic plan of UTD.
- **Serves as a role model for customer service excellence.**



Honor & Respect



ONE UTD emblem was created in 2013. You are welcome to apply to your websites, trainings, etc., to help spread the message that diversity is valued at UTD.

“Where can we find the recording of HR Forum in case we miss being here live?”

- *HR Campus Connection in TEAMS*
- *HR website - <https://hr.utdallas.edu/about/hr-forums/>*

“I would like to know if there will be a cost for parking passes waived April-August 2021 for those who paid for a full parking pass for 2020, as those passes were only used a fraction of the year and were not refunded to staff or faculty but were refunded to students.”

- Parking permits are prorated in cost for UT Dallas employees on the first of each month
- **No parking permit price increase in FY21 or FY22**
- Permits are available for purchase online via credit/debit card as a one-time payment, or via monthly payroll deduction
 - www.utdallas.edu/myparking
 - Log in with Net ID
 - Select payment method at check out
- All parking permit purchases are valid from the date of purchase through August 31, 2021

FY21 Parking Permit Prices

Staff and Faculty												
Permit Type	Monthly Price											
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Green	\$144.00	\$132.00	\$120.00	\$108.00	\$96.00	\$84.00	\$72.00	\$60.00	\$48.00	\$36.00	\$24.00	\$12.00
Gold	\$257.00	\$235.58	\$214.17	\$192.75	\$171.33	\$149.92	\$128.50	\$107.08	\$85.67	\$64.25	\$42.83	\$21.42
Evening Orange	\$325.00	\$297.92	\$270.83	\$243.75	\$216.67	\$189.58	\$162.50	\$135.42	\$108.33	\$81.25	\$54.17	\$27.08
Orange	\$396.00	\$363.00	\$330.00	\$297.00	\$264.00	\$231.00	\$198.00	\$165.00	\$132.00	\$99.00	\$66.00	\$33.00
Purple	\$612.00	\$561.00	\$510.00	\$459.00	\$408.00	\$357.00	\$306.00	\$255.00	\$204.00	\$153.00	\$102.00	\$51.00
Housing Staff	\$144.00	\$132.00	\$120.00	\$108.00	\$96.00	\$84.00	\$72.00	\$60.00	\$48.00	\$36.00	\$24.00	\$12.00
Accessible	\$144.00	\$132.00	\$120.00	\$108.00	\$96.00	\$84.00	\$72.00	\$60.00	\$48.00	\$36.00	\$24.00	\$12.00

Please direct all questions about parking to the parking office staff.



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Reuben Arasaratnam, M.D. Infectious Diseases Physician
Dallas VA Medical Center and UT Southwestern Medical Center

COVID-19 VACCINE

- UTSW vaccine clinic – volunteers still needed
<https://hr.utdallas.edu/notices/ut-dallas-covid-19-vaccination-site/>
- UTSW to enroll all UTD employees and current students for vaccine (April 5 email to campus)
- *Please get vaccinated!* To register with UTSW:
<https://utswmed.org/covid-19/covid-19-vaccine-registration/>

Living Our Values Task Force

Update:

VP for Diversity, Equity and Inclusion search

<https://www.utdallas.edu/execsearch/vp-diversity-equity-and-inclusion/>



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- 1. RETURN TO CAMPUS**
- 2. REMOTE WORK ARRANGEMENTS**

- Return date(s) will be determined by the executive leadership (Dean/VP) of your school/division/unit.
- Many areas already working on campus.
- A phased approach is recommended but TBD by school/division/unit.
- Will adjust RTC plan if COVID 19 numbers in north Texas warrant.
- Mask still required at this time.



Returning to Campus

- Choosing not to receive a vaccine will not be justification to continue to work remotely or delay return to campus.
- Employees should start addressing childcare or eldercare needs now to prepare.
- School/division/unit leadership has discretion and authority to designate which positions will be eligible for a remote work arrangement.

- The current Telecommuting Policy is under review with an anticipated effective date of 9/1/2021 or sooner. While the policy is under revision, the following criteria and guidelines should be used by all employees, supervisors and unit leadership when considering a RWA effective June 1, 2021 or after.
- All current RWAs are considered temporary and must be re-evaluated by leadership no later than May 31, 2021. Supervisors and unit leadership should engage with employees as soon as possible to discuss expectations and plans for returning to campus.
- RWA request form pending and will be posted soon.



- A remote work location is defined as the designated work location for any faculty, staff or student that is not a UTD owned or leased building or facility. In general, the remote work location is the employee's place of residence; however, the designated location may be dependent upon other relevant factors.
- Having a remote work arrangement approved does not mean the employee is no longer expected to report to campus or the designated UTD facility. The employee may still be required to report to the designated UTD location depending on operational or business needs, special events, etc.
- A RWA is required if the employee will routinely work remotely or with a hybrid approach of working remotely and working on campus/designated UTD facility.
- A RWA applies to all faculty, staff and student employees, including temporary and non-benefits eligible employees.

- All RWAs must be pre-approved before being implemented.
- Executive Leadership/Supervisors have the discretion to not allow any type of RWA for any position in their unit, even if the position could be performed remotely. An employee does not have the authority to decide on their own if they want to work remotely or if their position is eligible to work remotely. Only leadership/supervisor(s) may approve a RWA in accordance with established criteria and protocols as defined by UTD and executive leadership of the unit/school/division.
- The employee is responsible for any travel-related costs when coming to campus. UTD will not reimburse for gas, mileage, tolls, or other travel expenses if working remotely.
- Remote employees are responsible for providing a secure and appropriate level of internet connectivity at their remote work location. Remote employees will not receive reimbursement or additional compensation to maintain this connectivity. If an employee cannot provide an appropriate level of internet connectivity and security, they will not be eligible for remote work.

- Worker's Compensation. Employees who have received prior authorization for a RWA and who are subsequently injured during the course and scope of employment while working remotely may be eligible to file a workers' compensation claim. Employees and supervisors should follow UTDBP3111 and the appropriate workers' compensation guidelines.
- Depending on the role and unit, remote workers may not be provided a dedicated workspace on campus. Supervisors should identify appropriate workspace for remote employees when they need to report to campus.
- A RWA may impose additional technology costs for the employee. For example, employees engaging in remote work are responsible for obtaining reliable Internet access at their own expense. If UTD technology equipment must be shipped to the UTD campus, the expense of shipment will be the employee's responsibility.

RWA Approval Criteria

- Job Duties and Requirements - Supervisors should focus on the job duties, operational needs and expectations of each position itself, rather than focusing on the employee occupying the position. Business/operational needs and expectations to serve the campus community are given priority consideration.
- Performance - Supervisors should not approve a RWA if performance, behavior, attendance or other work-related concerns exist that may impact the employee's ability to be successful in a remote work environment.
- Length of Agreement - RWAs are not granted indefinitely and may be revoked at any time. If revoked or altered, a notice period of one week minimum should be provided to allow the employee to make any personal adjustments necessary to transition back to working on campus or to an alternative RWA schedule.
- Unit Specific Requirements - Executive leadership may establish unit-specific parameters, in addition to the UTD criteria and guidelines, as part of the review and approval process.



Out of State RWA

- **As of June 1, 2021, all requests** for an out of state RWA will require executive level review (Vice President and Chief of Staff for Administrative Units, and Provost for Academic units). ***Out of state RWAs will only be approved for mission critical positions and subject to annual review and approval.***
- Out of state restrictions/requirements do not apply to summer research projects, short-term and temporary living arrangements or visits (up to 2 months). Episodic work (days or a few weeks) or short-term faculty summer research projects (i.e., 3-4 months) where work is performed outside of Texas on a limited or temporary basis is permitted.
- If out of state RWA is approved, an annual administrative fee will be charged per person to home department.
- Remote work arrangements for locations outside of the United States will not be approved.

Out of State RWA

- UTD must apply all state and local tax and employment requirements of the city and state for which the employee resides and is performing work for UTD. This may result in additional personal or state taxes to the employee, impact the level of coverage of benefits and co-pays/out-of-pocket expenses, impact FMLA and other leave options, worker's compensation coverage and other related laws and regulations.
- Employees are responsible for being informed and aware of any personal impact to their tax status, employment status, benefit coverage, worker's compensation coverage and all other state, local or federal laws or requirements that apply to their out of state address of residence while in RWA status.



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Q & A

- Annual appraisals are due to HR by May 31, 2021
- Schools, divisions, units have the discretion to set and internal completion deadline before May 31.
- Submit to designated BOX account.
- Electronic form is coming!
- Questions - Contact Diana Alvarado or Ellen Ammons

- hr@utdallas.edu – issues relating to general HR concerns.
- employverify@utdallas.edu – to request employment verification.
- compensation@utdallas.edu – issues relating to compensation including PRR, reclassifications, job descriptions, FLSA, and reorganizations.
- employmentservices@utdallas.edu – questions relating to general employment, onboarding and Employment Express.
- jobs@utdallas.edu – issues relating to jobs including access to PA7 and job postings.
- visashr@utdallas.edu – issues relating to international hiring, hiring of foreign nationals, or immigration including (but not limited to) J-1 (for scholars) and H1-B requests, travel signatures, and I-765 completion.
- benefits@utdallas.edu – issues relating to benefits and retirement.
- hcm-timereporting@utdallas.edu – issues relating to time reporting.
- loa@utdallas.edu – questions relating to Family & Medical Leave (FMLA), leaves of absence, and other leave programs.
- employeerelations@utdallas.edu – employee relations related questions.
- serviceawards@utdallas.edu – questions related to service awards.
- appraisals@utdallas.edu – questions relating to appraisals and to submit appraisals.
- hrtraining@utdallas.edu – questions relating to training or to request specific training.

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THANK YOU FOR COMING!

The next HR Forum via TEAMS

May 5, 2021

10:00 AM – 11:30 AM