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.
May 5, 2021 - Welcome!

Hosted today by:
COLLEEN DUTTON, CHIEF HUMAN RESOURCES OFFICER
Welcome

You Asked, We Answered

Updates:
- Return to Campus – Precautions and Protocols
- Living Our Values Task Force

Guests Presenter:
- Comet Cupboard – Hillary Campbell
- Comet Giving Day – Brennae Wright

HR Updates
- TA/RA New Hire Process
- Talent Development Update
- Remote Work Arrangement Request Form
- Annual reviews
- FY22 Classified Staff Salary Ranges
- Campus Culture and Climate Survey for Employees

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.**
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.
May is Asian American Pacific Islander (AAPI) Heritage Month.

Center for Asian Studies
https://asianstudies.utdallas.edu/

Multicultural Center -
https://multicultural.utdallas.edu/programs-and-services/cultural-celebrations/asian-heritage-programs/
Crow Museum Event

“Living Room” Series – Wednesdays at 6pm

- Open Tuesday – Sunday 11am- 5pm

Two visiting exhibitions:
- Divine Spark by Kana Harada
- Born of Fire: Contemporary Japanese Women Ceramic Artists.

https://crowcollection.org/aapi-heritage-month/
Living Our Values Task Force

Update:
VP for Diversity, Equity and Inclusion search

https://www.utdallas.edu/execsearch/vp-diversity-equity-and-inclusion/
Will there be new guidelines regarding gatherings, meetings, and workspace use, once we return to campus in June at 100%? (For example will there still be restrictions placed on the number of people allowed to gather for meetings?)

How will space be allocated in the offices where we are sharing open work spaces?

Will the daily health check still be required when we return to campus?

Please continue to monitor our UT Dallas COVID-19 website for updates on protocols and guidelines.
Please get your COVID 19 vaccination as soon as possible !!!

May 3rd email to campus -  [https://evites.utdallas.edu/coronavirus/37.html](https://evites.utdallas.edu/coronavirus/37.html)

- Effective May 1, 2021, fully vaccinated individuals who are registered through the UT Dallas voluntary vaccine reporting tool:
  - Will no longer need to wear a mask outdoors on campus, except when at a crowded event;
  - Will no longer be required to quarantine/isolate and may continue working on campus after a known COVID-19 exposure;
  - Will no longer need to quarantine in campus housing following a known COVID-19 exposure (applies to on-campus residents);
  - Will be able to opt-out of the Daily Health Check; and
  - Will be exempted from routine COVID-19 screening. (Unvaccinated and/or unregistered individuals will be subject to routine COVID-19 screening upon their return to campus.)

- Please note: The changes above apply only to those fully vaccinated individuals who remain asymptomatic. If an individual exhibits symptoms consistent with COVID-19, regardless of their vaccination status, they should complete a COVID-19 self-report form ([English](https://evites.utdallas.edu/coronavirus/37.html) or [Spanish](https://evites.utdallas.edu/coronavirus/37.html)) and may be asked to take a COVID-19 test and/or quarantine.
After completing the voluntary vaccination disclosure form, and all appropriate vaccine doses have been completed, you will receive a vaccination badge and an email so you may choose to opt out. 

There may be a slight delay before you receive your vaccine badge and opt-out email.

1. Two weeks after your final vaccination, you will receive an automated email message to opt-out out of the Daily Health Check (DHC).

2. To opt-out, you will need to click a link in the email and submit an opt-out confirmation survey.

   Note that opting-out is optional. If you don’t submit the opt-out survey, you will continue receiving the Daily Health Check.

   The email will also include a link to your Event & Badge page so that you can print out/save an image of your Daily Health Check badges.

3. Opt-out submissions will be processed automatically and will take effect the next day.

Only applies to individuals considered fully vaccinated:

- 2 weeks after their second dose in a 2-dose series, such as the Pfizer, Moderna, or AstraZeneca vaccines, or;
- 2 weeks after a single-dose vaccine, such as the Johnson & Johnson’s Janssen vaccine.
Starting June 1, 2021 at UTD

- FFCRA/EPSL leave expired Dec 31, 2020

- Employees will use accrued leave, vacation or sick time, if they need to quarantine due to being symptomatic, a close contact, or having known or potential exposure to COVID.
  - Non-exempt staff may use accrued comp time.
  - Applies to vaccinated and unvaccinated employees.
  - May be eligible for FMLA depending on circumstance

- Supervisor may allow remote work option during COVID quarantine period if work is available.
  - Remote work option may not be reasonable or possible for all positions.
Hillary Beauchamp Campbell, Director Undergraduate Education

COMET CUPBOARD
The Comet Cupboard is a UT Dallas food pantry initiative dedicated to helping students in need. Its primary mission is to provide necessary food and personal care items to members of the UT Dallas community, but its impact reaches much further. The Comet Cupboard acts as a service learning component of the undergraduate academic experience and strives to cultivate a campus culture where the community is valued above individualism.
Comet Cupboard @ UT Dallas FAQs

When did the Cupboard open? **FALL 2012**

Who runs the Cupboard? **OFFICE OF UNDERGRADUATE EDUCATION**

Where is the Cupboard? **MC 1.604**

Who can use the Comet Cupboard? **ALL CURRENTLY ENROLLED UT DALLAS STUDENTS**

How Much Does it Cost to Use the Comet Cupboard? **NOTHING**

What Items Are Available in the Comet Cupboard? **NON-PERISHABLE FOOD, PERSONAL CARE, LIMITED FRESH & FROZEN FOOD, AND HOUSEHOLD**

What/Who Funds the Comet Cupboard? **DONATIONS / DONORS**

What Else Should You Know? **FIRST UNIVERSITY FOOD PANTRY IN TEXAS & CHARTER MEMBER OF THE COLLEGE AND UNIVERSITY FOOD BANK ALLIANCE**
Spring 2021 Cupboard Updates - Distribution

- Serving twice as many students per week from F20
- 1600 items distributed per week
- 15% of weekly visits are first-time use
- 10 combined faculty/staff volunteers + PD weekly
- @1000 items donated per week
- Pre-reserved twice-weekly distributions in Summer 2021

1/3 of Comets served during pandemic AY21 compared to prior years
Spring 2021 Cupboard Updates - Initiatives

- Virtual undergrad volunteer engagement
- Community Garden plot
- Menstrual Equity Initiative
- Alternative Spring Break
- Earth Week
- Raising Cans
- Partnerships with SGA and GSA
- North Texas Food Bank
Comet Cupboard Challenge: Change Capacity

- Operational staffing
- Location constraints
- Storage
- Fluid distribution processes as pandemic winds down
- Yearly usage increases
Comet Cupboard – How to Help Now

**DONATE ITEMS**
Drop off at UTD Police Department

**BE A SHELF STAR**
Collect a specific item during an assigned month

**HOST A DRIVE**
In your department, community, organization, student group

**TELL THE STORY**
Share posts and raise awareness of college food insecurity, homelessness, and other obstacles to our students’ academic success

**VOLUNTEER**
Unload, stock, and personal shop on distribution days

**CONNECT**
cupboard@utdallas.edu

**AMAZON WISHLIST**

**FOLLOW US**
Facebook
@CometCupboard
Twitter
@CometCupboard
Instagram
@cometcupboard

**COMETS GIVING DAY**
Donate, match, connect Cupboard CGD Ambassador
#CometsCare  #UTDBright

THANK YOU, UT DALLAS EMPLOYEES!
Thank You!

Questions?
DEVELOPMENT AND ALUMNI RELATIONS

Brennae Wright, Director
Comets Giving Day

• 5/26 at 10am – 5/27 at 6:49pm
• More than 80 groups on campus
• Challenges/matches taking place
• Comet Cupboard food drive beginning 5/1 - bring items to PD
• Comet Cupboard food drive kick off event on 5/26-5/27 – bring items to Lot G
• Follow @UTDallasAlumni on social
• #COMETogetherUTD
• Givingday.utdallas.edu
EMPLOYMENT AND COMPENSATION

Evelie Giddings, Employment and Compensation Specialist
<table>
<thead>
<tr>
<th>Department</th>
<th>RA/TA/GA</th>
</tr>
</thead>
<tbody>
<tr>
<td>link to RA/TA/GA.</td>
<td>7 (PA7)</td>
</tr>
<tr>
<td>2. Send the instructional script to the RA/TA/GA</td>
<td>2. Complete HireRight’s online Criminal Background Check</td>
</tr>
<tr>
<td>3. Create and submit the PA7 Hiring Proposal</td>
<td>3. Complete online employment forms via PA7 Onboarding Tasks</td>
</tr>
<tr>
<td>4. Create the ePAR 30 days out after CBC clearance</td>
<td>4. Make HR appointment to provide I9 documents by DayOne (May 16, 2021)</td>
</tr>
<tr>
<td>5. Remind RA/TA/GA to complete onboarding tasks and to make an HR</td>
<td>5. Complete University Health Check the day of HR appointment. Provide I9</td>
</tr>
<tr>
<td>appointment to provide I9 documents</td>
<td>documents and I20, if F-1.</td>
</tr>
</tbody>
</table>
• Enter the quick posting link on the RA/TA/GAs Checklist

• Submit ePARS by **May 7, 2021**; for international students, save the ePAR and submit upon confirmation of entry into the U.S.

• Use **May 16, 2021** as the Start Date

• For International students use the date eligible to work in the U.S. (i.e. entry date listed on the I-94 form)
Jillian McNally – Talent Development Specialist

TALENT DEVELOPMENT
May Trainings are Now Open!

Look what’s happening in May...

• Conclusion of Dignity and Respect Series
• Trainings from Procurement, Central Business Office, and the Crow Museum of Asian Art
• Return of our “In the KNOW: Becoming Part of the UTD Community through Knowledge, Networking, Organization, and Welcome” series!
  • Designed to help employees become more knowledgeable and better connected to the University of Texas at Dallas.
  • 4 Class series, classes range from May to November
  • Sessions 1 and 2 open now for registration!
Are you new to Teams? Or could you use some tips and best practice techniques to best utilize the tools available in Teams?

Join the Office of Information Technology for **Teams Orientation**!

- Brand new training!
- Perfect for new employees or those new to Teams
- May 20th, 2021 – 2pm to 3pm

**Interested?**

[Click HERE to register for this MS Teams Live Training](#)
Green Zone Training

• Offered by the Military and Veterans Center
• Established in 2015 to build a network of staff and faculty who can shape a veteran-inclusive campus culture
• First time offered virtually!
• Consists of three 2-hr classes via Microsoft Teams
• Trainings available in June and July

Interested? For more information, please visit
https://veterans.utdallas.edu/greenzone/
To Register, please click here:
https://utdallas.qualtrics.com/jfe/form/SV_0llGivRbwvNieDY
1. Remote Work Arrangements Request Forms
2. FY22 Classified Staff Salary Ranges
3. Campus Culture and Climate Survey
UT Dallas makes remote work available as an option in situations where it supports department and business operations. It is an option for suitable positions and eligible employees; however, it may not be right for every position or employee. The employee’s leadership is responsible for determining which jobs are suitable and which employees are eligible for remote work and to define the circumstances under which the jobs are to be performed.

Remote Work at UT Dallas

- Remote work is completing the same work normally performed at the specified University worksite, but doing it from another approved location.
- Remote work is not an entitlement. Permission to work remotely is based on job function, work group, internal and
Annual Appraisal Process for CY2020

- 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
<table>
<thead>
<tr>
<th>Salary Grade</th>
<th>Range Min</th>
<th>Range Mid</th>
<th>Range Max</th>
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</thead>
<tbody>
<tr>
<td>003</td>
<td>$ 21,546</td>
<td>$ 26,288</td>
<td>$ 31,030</td>
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<tr>
<td>004</td>
<td>$ 23,365</td>
<td>$ 32,126</td>
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<td>$ 25,332</td>
<td>$ 35,085</td>
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<td>$ 38,346</td>
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<td>$ 41,751</td>
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<td>$ 102,685</td>
<td>$ 135,753</td>
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<tr>
<td>018</td>
<td>$ 76,333</td>
<td>$ 112,591</td>
<td>$ 148,849</td>
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The current UTD strategic plan places great importance and commitment on creating a valued learning, living and working environment for all faculty, staff and students. Strategic Theme One specifically states under supporting initiatives:

**Periodically survey the campus to ensure that our culture is “best in class” to accomplish the preceding objectives**.  
[https://strategicplan.utdallas.edu/themes/](https://strategicplan.utdallas.edu/themes/).

- A campus culture and climate survey ad-hoc committee has been created to steer the process in creating a survey that will help UTD learn about the employment experience of faculty at staff at UTD.
- The survey will be open to all faculty and staff employees, including non-benefits eligible, temporary, and part-time faculty and staff.
- Since the survey will focus on the employment experience, graduate or undergraduate positions that require student status to hold will not be included in this specific survey.
General outline and key goals of survey:

1. Identify and address issues that negatively impact workplace climate and culture.
2. Identify efforts that positively impact the UTD community so they may be shared, supported and encouraged across campus.
3. Solicit feedback and constructive suggestions that will establish UTD as a “Best Place to Work or Employer of Choice” as viewed by our employees and applicants.

- A Request for Proposal (RFP) is currently open from which the committee will select a third-party vendor to administer the survey.

- Size and scope of survey will be limited to encourage maximum participation; will be crafted in such a way we can administer the survey every 3-5 years to monitor progress, track and trend impact of efforts.

- Target launch date is late January or early February 2022. Survey results and action plans will be
Stakeholder groups have been identified for members of the committee to interview and solicit feedback on what topics the survey should focus on to address concerns and identify opportunities for improvement. For example, key topics identified by the committee include:

- Effectiveness of Diversity, Equity and Inclusion policies and initiatives
- Accessibility on campus
- Gender inclusivity across university platforms
- Communication from leadership (all levels)
- Effectiveness of executive leadership
- Civility, dignity and respect towards others
- Questions about why people stay at UTD
- Questions about what would cause someone to leave UTD
- Other key issues TBD by committee and feedback process

Topics will not include:

- General employee benefits (i.e., health insurance, retirement plans, etc., provided by UT System or State Legislation)
- Other topics TBD based on defined scope of survey and level of interest from stakeholder groups
The committee will meet with a variety of stakeholder groups:

- Galerstein Gender Center
- ERGs
- Office of Diversity and Community Engagement staff
- Office of Institutional Compliance and Equity
- Cabinet/Vice Presidents and Executive Leadership
- Deans
- President
- Provost
- Faculty Senate will define group to meet with committee representative.
- Staff Council will define group to meet with committee representative.
- Facilities and Housing – offer opportunity for each area to meet with committee member – focus on lower-level positions
The survey committee is comprised of the following faculty and staff representatives:

- Committee Chair - Colleen Dutton, Chief Human Resources Officer
- Daniel Hernandez – Assistant Director of Greek Life Programs; Diversity and Equity Committee
- Dr. Amandeep Sra – Professor of Instruction – Chemistry and Biochemistry; Diversity and Equity Committee
- Joy Camp – Administrative Assistant II – ECS; Staff Council
- Janice Gebhard – Administrative Coordinator – Auxiliary Services; Staff Council
- Dr. Gregg Richard Dieckmann – Associate Professor – Chemistry; Faculty Senate
- Dr. Meghna Sabharwal – Professor – EPPS; Faculty Senate
- Mary Jo Venetis – Director – Academic Affairs; Universal Access ERG
- Matt Winser-Johns – Assistant Director – Galerstein Gender Center; QuTD ERG
- Brianna Hobbs – Assistant Director Career Services – Career Center; Black Faculty and Staff Alliance ERG
Q & A
HR Contact Emails

- **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.
- **employee_relations@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.
THANK YOU FOR COMING!

The next HR Forum via TEAMS

June 2, 2021

10:00 AM – 11:30 AM