September 1, 2021 - Welcome!

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

➢ You Asked, We Answered

➢ General Update:
  • LOV Task Force
  • Return to Campus

➢ Guests Presenter:
  • Educational Technology Services Update – Darren Crone

➢ HR Updates
  • HR Staffing – Colleen Dutton
  • Benefits Updates – Marita Yancey
  • Talent Development Updates – Jillian McNally

➢ 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 to 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!

Any employee can join – code no longer needed
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.
Living Our Values Task Force

Dr. Rafael Martin
Vice President and Chief of Staff
Colleen Dutton

RETURN TO CAMPUS UPDATES
Q: I was wondering if the University would be providing PPE (masks, hand sanitizer, and wipes) for staff and faculty and if so where do we go to get them?

A: Contact Facilities Management for cleaning supplies, mask, wipes, etc.

Q: We understand that reporting of vaccination is strictly voluntary, but with the campus now open to our students do we have a current “number” or percentage of the total campus population who have reported being vaccinated?

<table>
<thead>
<tr>
<th>Affiliation</th>
<th>Fall 2021</th>
<th># 1st dose</th>
<th>% 1st dose</th>
<th># 2nd dose</th>
<th>% 2nd dose</th>
<th># Fully Vaccinated</th>
<th>% Fully Vaccinated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>28,792</td>
<td>20,460</td>
<td>71.06%</td>
<td>18,913</td>
<td>65.69%</td>
<td>19,450</td>
<td>67.55%</td>
</tr>
<tr>
<td>Staff/Faculty</td>
<td>4,000</td>
<td>2,730</td>
<td>68.25%</td>
<td>2,600</td>
<td>65.00%</td>
<td>2,683</td>
<td>67.08%</td>
</tr>
<tr>
<td>Staff</td>
<td>2,700</td>
<td>1,742</td>
<td>64.52%</td>
<td>1,662</td>
<td>61.56%</td>
<td>1,712</td>
<td>63.41%</td>
</tr>
<tr>
<td>Faculty</td>
<td>1,300</td>
<td>988</td>
<td>76.00%</td>
<td>938</td>
<td>72.15%</td>
<td>971</td>
<td>74.69%</td>
</tr>
</tbody>
</table>

8/31/2021 @ 9:35AM
How do I report?

• Comets United webpage - https://www.utdallas.edu/covid/

• **Report Your Vaccination** - We highly encourage anyone who has received the vaccine to register using our voluntary report form.

• Information on an incentive program for employees will be released soon.
Return to Campus

- Please wear mask when on campus, practice social distancing and other personal hygiene protocols to reduce potential exposure.
- Still seeing primary exposures attributed to personal activities/gatherings.
- Don’t come to campus if not feeling well.
  - If you have symptoms of COVID-19, have tested positive for COVID-19, or had close contact with someone who has tested positive, please fill out the COVID-19 self report form, which is available in English and Spanish.
  - Follow guidance from C19 contact tracers.

Badges are Back!

It takes all of us doing our part to keep our campus community safe.

Complete your Daily Health Check **EVERY DAY!**

*(yes, that includes weekends, holidays, and days off)*
Fall 21 - C19 Testing Program

- All students and employees required to test by Sept 17.
  - Testing international students since Aug 1
  - On-campus and Northside residents since Aug 19
  - General student population will test Sept 1- Sept 10
  - Faculty and staff will test Sept 13 – 17
  - Students and employees must schedule in advance and will receive a link via email to schedule for your designated week
  - No weekly proactive testing at this time; may resume if positivity rate warrants.

- Testing performed Aug 19 - Aug 27:
  - 6709 tested performed (primarily students but some employees)
    - 33 total positive cases
      - 31 students/ 1 faculty/ 1 staff
      - Positivity rate - .49% of those tested
Thanks to all who answered my SOS and helped with the testing site!!

Temp staff positions added:

- 8 Contact tracers
  - 5 for student Affairs
  - 3 for employees (5 total)
- 5 Testing Site Coordinators
- 8+ Testing Site Administrative Assistants (variety of support task)
- 71 students selected as testing assistants to work testing stations (20)

Testing site hours:

- Mon/Thurs/Fri – 7am – 5pm
- Tues/Wed – 7am – 8:30pm
Darren Crone, Assistant Provost

EDUCATIONAL TECHNOLOGY SERVICES
• De-densification
• 210 classrooms
  • Web camera, MS Teams, tablet
• 1,482 faculty
• 4,135 sections
• 1 week to prepare
• Manage expectations
• Show yourself grace
• Classroom technology: media@utdallas.edu
• eLearning: elearning@utdallas.edu

• Questions??
Marita Yancey – Senior HR Director, Benefits & Wellness

BENEFITS PROGRAM
Purpose of the Family Leave Pool - allow eligible employees to withdraw days for these reasons:

• Bonding with and caring for children during a child’s first year following birth, adoption or foster placement under 18 years of age or older requiring guardianship;

• Caring for seriously ill immediate family member or the employee, including pandemic related illnesses caused by a pandemic;

• An extenuating circumstance created by an ongoing pandemic, including providing essential care to a family member; and

• Allows eligible employees to apply for leave time under the family leave pool.
The law is effective 9/1/2021
- Eligibility criteria: 50% FTE with 4 ½ months of continuous service; student positions are not eligible
- Eligible employees may voluntarily donate one or more days of earned sick or vacation leave
- Withdrawal limited to lesser of one-third of the total time in the pool or 90 days (720 hours);
- One occurrence per fiscal year and max at three occurrence per lifetime at UTD.
Family Leave Pool Provisions

• Must exhaust all sick, vacation, comp time and Sick Leave Pool available
• Active, resigning & retiring employees may donate sick and vacation time.
• Applicable medical and/or supporting documentation will be required to withdraw time from the pool.
• Forms and administrative processes are being developed and will be posted on the Leave Section of the HR Website.
Donations to and payments from the Family Leave Pool will be taxed in accordance with the IRS guidelines.

Sub-Pools within the Family Leave Pool

- Medical Emergency* Family Leave Pool – Not taxable to the donor but payment to recipients is taxable (i.e., caring for seriously ill family member or the employee illness)
- Non-Medical Emergency* Family Leave Pool – Taxable to the donor at the time of donation (i.e., bonding with and caring for children during a child’s first year following birth)

* IRS definition of medical emergency: a medical condition of the employee or a family member that will require the prolonged absence of the employee from duty and will result in substantial loss of income to the employee because the employee will have exhausted all paid leave available.

Taxation requirements are subject to change based on clarification of IRS guidelines.
Military Leave – H.B. 1589

- Provides paid leave of absence to employees engaged in certain military service who are called to state active duty by the governor or another authority in response to a disaster.
- Employee will not be subject to loss of time, efficiency rating, sick or vacation leave.
- Paid leave not to exceed seven (7) workdays in a fiscal year.

Any questions, please email loa@utdallas.edu
Talent Development

Fall Trainings are Coming Soon!

Look what’s happening in September and October...

- Return of our “Emotional Intelligence”, “In the KNOW” and “Catch Comet Pride” series
- “The 4 C’s of a Diamond Employee”, taught by Colleen Dutton
- Single session trainings like “A Fine Mess” and “Unlocking Success”
- New 2022 Cohort of Admin U, featuring new updated classes!
- Trainings from Procurement, Audit, and the Central Business Office, and more!

Registration opens tomorrow, Thursday, September 2nd!
Courses start Tuesday, September 14th
Follow us in HR Campus Connection for more info!
Admin U is back for 2022!

- Certificate series designed to enable Admin success
- 8 Core 2hr Classes
- Year-long program, classes fall between September and May
- Opportunity to “level up” from basic certificate to Ruby, Sapphire, Emerald, or Diamond level through completion of additional elective courses
- New for 2022- Teams Orientation will replace Admin U 4!
- Requires supervisor permission

Interested? Send Supervisor permission to talentdevelopment@utdallas.edu, or email us for more info!

Already started Admin U but need some classes to complete the series? No problem! Your registration permission is still active!
Saturday, October 2 at 9 AM

UT Dallas Plinth
800 W. Campbell Road
Richardson, TX 75080

Race distances include 3.1, 6.2, and 1 mile *for you* to choose from.

Registration:
utd.link/PrettyinPinkBCAR

Sponsored by the Office of Research and Innovation, Human Resources, Student Wellness Center, and University Recreation at The University of Texas at Dallas.
Welcome Daniel Hernandez!
Employee Relations Specialist II
Starts in HR on Sept 7

Status of open HR positions:

Final Interview/Hiring Stage:
• Employment and Compensation Manager
• Leave Administration Manager

Posted:
• Talent Development Specialist II
The BRIGHT Leaders teams group is open to all faculty and staff to support, encourage and serve as a resource to cultivate and nurture effective leadership at all levels. Learn about leadership principles, tools, and tips to "Lead From Where You Are" at UTD to further your career development. You will have access to a variety of articles, recommended readings, videos, talent development sessions, round table discussions, guest presentations, and more.

Can join any time, content is currently being loaded and organized. Official launch is September HR Forum.

BRIGHT Leaders is here to enable your success at UT Dallas. If there are topics on leadership development you are specifically interested in, please email BRIGHTleaders@utdallas.edu.
What is BRIGHT Leaders?

- A multi-layer leadership development platform hosted by Office of Human Resources
- Previous design was cohort model; revised program will have core leadership courses and various tracks of learning activities and training sessions from which to choose from based on personal goals and professional development needs.

**BRIGHT Leaders are:**

B - Bold
R - Responsible
I - Inclusive
G - Growing
H - High Performing
T – Transformative
Q & A

HR FORUMS WILL REMAIN IN TEAMS LIVE EVENT FORMAT
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.
- 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.
THANK YOU FOR ATTENDING!

The next HR Forum via **TEAMS**

**October 6, 2021**

**10:00 AM – 11:30 AM**