



# HR Newsletter

## JULY 2020

### July Birthdays!

1st	Rachel Burk, <i>foreign languages dept.</i>	21st	Melodie Barton, <i>school of art, science, business</i>
2nd	Kathy Doherty, <i>school of education</i>		Gary Jackson, <i>information technology</i>
	Kyle Hopson, <i>language learning lab</i>	24th	Kathleen Bossert, <i>English department</i>
4th	Amie Hall, <i>school of pharmacy</i>		Bill Diggs, <i>public safety</i>
6th	Sean Delaney, <i>finance &amp; administration</i>		Jessica Laster, <i>business office</i>
	Jean Marie Hofstetter, <i>school of education</i>	25th	Kari-Lei Berry, <i>athletics</i>
	Stephanie Savick, <i>school of education</i>		David Sibony, <i>conference services</i>
7th	Heather Folz, <i>school of pharmacy</i>		Simone Weiner, <i>school of pharmacy</i>
8th	Jennifer Lampton, <i>CAUS/GRAD enrollment</i>	26th	Lauren Haggerty, <i>school of pharmacy</i>
11th	Gail Donahue, <i>ACES</i>	27th	Gene Farrington, <i>English department</i>
17th	Melissa Falen, <i>school of education</i>	28th	Stacey Williams, <i>school of pharmacy</i>
	Laura Keller, <i>registrar's office</i>		Charles Wilson, <i>public safety</i>
	Robin Riha-Lopez, <i>a child's place</i>	29th	Simone Christian, <i>school of nursing</i>
19th	Flo Kirby-Brown, <i>public safety</i>		Peter Scanlan, <i>enrollment management</i>
		31st	Marlee Messick, <i>women's college admissions</i>

### Welcome to our new Partner in Mission:

Courtney Allen, *director of housing & residence life*

Janel Belarmino, *academic field work coordinator,  
occupational therapy program*

Kathy Doherty, *dean, school of education*

Amber Hurt, *director of student engagement*

Alexandra Mumma, *graduate assistant, campus ministry*

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*employee assistance*

ACI's Employee Assistance Program (EAP) provides professional and confidential services to help employees and family members address a variety of personal, family, life, and work-related issues.

### **Confidential and professional assessment and referral services for employees and their family members**

#### **EAP and Work-Life Benefits:**

From the stress of everyday life to relationship issues or even work-related concerns, the EAP can help with any issue affecting overall health, well-being and life management.

- Unlimited Telephonic Clinical Assessment and Referral
- Up to 5 Sessions of Professional Assessment\* for Employees and Family Members
- Unlimited Child Care and Elder Care Referrals
- Legal Consultation for Unlimited Number of Issues per Year
- Financial Consultation for Unlimited Number of Issues per Year
- Unlimited Pet Care Consultation
- Unlimited Education Referrals and Resources
- Unlimited Referrals and Resources for any Personal Service
- Unlimited Community-based Resource Referrals
- Online Legal Resource Center
- Affinity™ Online Work-Life Website
- myACI App for Mobile Access
- Multicultural and Multilingual Providers Available Nationwide

EAP benefits are free of charge, 100% confidential, available to all family members regardless of location, and easily accessible through ACI's 24/7, live-answer, toll-free number.

EAP services are provided by ACI Specialty Benefits, under agreement with Reliance Standard Life Insurance Company.

Reliance Standard Life Insurance Company is licensed in all states (except New York), the District of Columbia, Puerto Rico, the U.S. Virgin Islands and Guam. In New York, insurance products and services are provided through First Reliance Standard Life Insurance Company, Home Office: New York, NY. Product availability and features may vary by state.

\*3 Sessions per Six Months for California Employees

#### **Additional Questions?**

Contact Human Resources or contact ACI Specialty Benefits toll-free at

**855-RSL-HELP**

(855-775-4357)

[rsli@acieap.com](mailto:rsli@acieap.com)

<http://rsli.acieap.com>



ACCESS CODE  
RSLI859

THIS IS A **FREE**  
BENEFIT!!!



## Early (Half-day) Fridays

From July 10 through July 31, the University will have **Early (Half-day) Fridays**. Normal office and work-hours will begin at 8:30 a.m. and end at 12:30 p.m. We will also have a “Early Friday” on Thursday, July 2 as the University is closed on July 3<sup>rd</sup> for the July 4<sup>th</sup> holiday.

### Additional Guidance:

- ◆ It is critical that departments remain staffed through 12:30pm on Early Fridays.
- ◆ On Early Fridays, if an employee is normally scheduled to work 8:30 a.m. to 5 p.m., they will be paid for time actually worked 8:30 a.m. to 12:30pm, plus Early Release pay of 4.0 hours for a total of 8 hours. **You will use paycode HRC for early release hours.**
- ◆ Early Release hours, up to a maximum of 4.0 hours, are to be used ONLY to bring employees’ total hours for the day to their normal total. Early Release hours are not intended to bring employees’ hours above their normally scheduled hours.
- ◆ Overtime pay is granted when an hourly employee actually works more than 40 hours in a week. Early release time is not included in the calculation of overtime.
- ◆ Employees who are not at work for the full or partial day of an Early Release Friday due to PTO can log in the Early Release hours (not to exceed 4.0 hours) to bring employees’ total hours for the day to their normal total.

Example 1: If an employee is regularly scheduled to work 8 hours on Fridays and does not report to work due to scheduled PTO time, they are required to use 4.0 hours PTO time plus 4 hours Early Release time. If an employee is scheduled to take PTO leave for part of the Early Friday, they can use PTO time to make up the difference to be paid for the full day.

Example 2: If an employee is regularly scheduled to work 8 hours on Fridays and does not report to work due to illness under the PTO policy, they are required to use 8.0 hours PTO time.

Example 3: If an employee leaves work sick, earlier than their regularly scheduled “Early Friday” shift would end, they can use Early Release time for the 4.0 hours and must use PTO time for the remainder of the day.

- ◆ Employees may not report to work earlier on Early Release Fridays, than their normally scheduled start time in order to leave earlier than 12:30pm.

Example: If an employee is normally scheduled to begin work at 8:30 a.m., they may not begin at 7:30 a.m. in order to leave by 11:30 a.m.

- ◆ If an employee actually works their usual number of hours on an Early Release Friday, they will not be allowed to record any Early Release time. *For example, if a non-essential employee actually works from 8:30 a.m. to 5 p.m., with a 30 minute lunch, they may not add 4.0 hours to their 8 hours actually worked.*

# For Faculty

NDMU faculty are central to the University's mission of providing an excellent educational experience to every student. Your well-being is vital to our continued success.

For Fall 2020, we will resume in-person classes with modifications to support the health and safety of our faculty and students. As additional plans, policies, and procedures are developed and made available, your respective schools will provide more information to you.

## Three Things You Need to Know

- ◆ The academic calendar for all divisions has been modified. In-person classes will end by Thanksgiving (Tuesday, November 24) with the final week of classes (November 30 – December 2), Reading Day (December 3) and exams (December 3–10) conducted remotely.
- ◆ Courses should leverage in-person delivery to the greatest extent possible, dependent on classroom occupancy constraints, with all courses also occurring via simultaneous streaming and prepared to deliver by remote instruction.
- ◆ High-risk faculty members will be permitted to seek accommodations, including working/teaching remotely, with medical or other appropriate documentation.

## Classroom Health & Safety

- ◆ Classrooms will be reconfigured to ensure required social distancing. Desks and workstations will be spaced 6 feet apart.
- ◆ Facemask (or equivalent protection) must be worn during class at all times unless outside and observing proper social distancing.
- ◆ Everyone will be required to complete a daily self-monitoring/symptom screening before entering class.
- ◆ Each classroom will be regularly cleaned and equipped with cleaning supplies

## Remote Teaching & Other Accommodations

Faculty members that are in a high-risk category, in accordance with CDC guidance (age 60 or older and/or people with underlying medical conditions), or that require personal flexibility (e.g. difficulties with securing childcare) may seek accommodations, including teaching remotely, with medical or other appropriate documentation.

If eligible, faculty members may also avail themselves of paid leave under the federal Families First Coronavirus Response Act (FFCRA). A summary of FFCRA is available via the U.S. Department of Labor's informational poster (PDF).

## Request Accommodations

Requests for accommodations or FFCRA related-leave may be directed to the Office of Human Resources at [human\\_resources@ndm.edu](mailto:human_resources@ndm.edu). **All faculty accommodation requests that may include teaching remotely are requested to be submitted on or before July 15, 2020.**

## For Staff

NDMU staff play a crucial role in supporting the University's mission to provide an excellent educational experience to every student. Your well-being is vital to our continued success. For Fall 2020, we will resume in-person classes with modifications to support the health and safety of our NDMU community.

### Three Things You Need to Know

- ◆ The University will begin a phased (50%) return to campus on July 20, 2020, and a full return to campus by August 17, 2020. Daily self-monitoring and symptom checks will be required.
- ◆ High-risk staff members will be permitted to seek accommodations, including working/teaching remotely, with medical or other appropriate documentation.
- ◆ The Families First Coronavirus Response Act (FFCRA) provides certain eligible faculty and staff paid leave benefits during the COVID-19 pandemic until December 31, 2020.

### Return to Campus

Staff will return to campus in a phased approach, in support of core student facing activities and other essential functions beginning July 20, 2020 through August 17, 2020, Staff will be informed by their vice presidents and supervisors when and under what conditions they are to return to work on campus and should not return until authorized.

Prior to a full return to campus on August 17, 2020, supervisors in core student facing offices (e.g. Registrar's, Business Office, Financial Aid Office, and Admissions), as well as other offices where appropriate, will to the extent practicable manage a two shift schedule aligned with a 50% in-office staffing model.

#### *Example A*

Group 1 in office during Week 1; teleworking in Week 2.

Group 2 teleworking in Week 1; in office during Week 2.

#### *Example B*

Group 1 in office on Monday and Friday; teleworking Tuesday, Wednesday, and Thursday in Week 1. Rotates for Week 2.

Group 2 in office on Tuesday, Wednesday, and Thursday; teleworking Monday and Friday in Week 1. Rotates for Week 2.

### Accommodations & FFCRA

Staff members that are in a high-risk category, in accordance with [CDC guidance](#) (age 60 or older and/or people with underlying medical conditions), or that require personal flexibility (e.g. difficulties with securing childcare) may seek accommodations, including teaching remotely, with medical or other appropriate documentation.

If eligible, staff members may also avail themselves of paid leave under the federal Families First Coronavirus Response Act (FFCRA). A summary of FFCRA is available via the U.S. Department of Labor's [informational poster \(PDF\)](#).

### Request Accommodations

Requests for accommodations or FFCRA related-leave may be directed to the Office of Human Resources at [human\\_resources@ndm.edu](mailto:human_resources@ndm.edu).

## Do you need to change your benefits?

Due to COVID-19, you are able to make changes to your flexible spending and dependent care accounts. Check out the quick guides to see how easy it is to make changes in Paycom!

## Need help with Paycom?

If the internal Help Menu isn't quite answering your questions, you can always reach out with questions or set up time to talk with us via Zoom.

Paycom even has an **“Ask Here”** function that allows you to easily submit your questions through Paycom and everyone in HR will be notified.

## Open positions in your department?

We are now utilizing Paycom for applicant tracking!  
Our paper Recruitment Request form is now digital in Paycom.  
To get started, select Create Requisition.



For your planning purposes, the next two instances of your favorite chat program will be held on July 9 and July 13. Both will be discussing questions and sharing information about the upcoming virtual reunion and its final schedule, which will be ready for viewing prior to these events. Reunion is for everyone in the community, not just milestone celebrants, so we hope you'll consider attending one or both of these sessions.

Please feel free to share this with others through email or phone. To help prevent Zoom-bombing, please do not share the links or passwords on social media. Note: There are different logins for each meeting.

### **How Do You Fix Your Coffee? (Morning)**

Topic: Open Forum on Virtual Reunion

Thursday, July 9

9:00 - 10:00 a.m. EST

<https://ndmu.zoom.us/j/91484232384?pwd=akIzRTBVaWRlcExRMetjUXROZk90QT09>

Meeting ID: 914 8423 2384

Password: 828916

### **How Do You Fix Your Cocktail? (Evening)**

Topic: Open Forum on Virtual Reunion

Monday, July 13

7:00 - 8:00 p.m. EST

<https://ndmu.zoom.us/j/97159598956?pwd=NzRDUHdCVy8wd3owSFFuQzJXRHBhUT09>

Meeting ID: 971 5959 8956

Password: 830326

Yours in caffeine,

*Aliza*