

May 2024

## SOUTHERN MISS NAMED A BEST PRACTICE

In April, Krystyna Varnado, Sr AVP for Human Resources, was invited to speak at the SACUBO Annual Meeting (Southern Association of College and University Business Offices) on the topic, “The Talent Pipeline: How USM is Prioritizing the Employee Experience.” SACUBA recognized our session as a Best Practice.

Varnado’s presentation featured three ways USM was meeting the recruitment and retention challenge through cultural workplace experiences. She spoke about the formation of our [SMEA](#) (Southern Miss Employee Advantage) as a way of attracting candidates with the motivational fit for our work environment, our new [staff performance management program](#) to provide career growth and development for staff, and the use of “[skills-based hiring](#)” as a way to expand and improve our applicant pools.

We couldn’t be prouder to see Southern Miss leading the way in leadership, innovation, and workplace excellence!



Left: Varnado recognized by SACUBO as a Best Practice session.

Right: Varnado with co-presenter Wil Crawford, Forvis, and Allyson Easterwood, USM VP for Finance & Administration

## WORKPLACE INJURIES REMINDER

As a reminder, Moffitt Health Center cannot treat worker's compensation injuries. Each injury is treated by HealthWorks, 4209 Lincoln Road, Hattiesburg (601-296-2899). If HealthWorks cannot provide the service, the employee should visit Work Well Clinic located at 231 Methodist Blvd, Hattiesburg (601-268-8088). Coast employees should be seen by [Occupational Medical Facilities of Memorial](#) (228-867-4000) or [Singing River Hospitals](#). University Human Resources should be contacted before sending an employee for treatment if during office hours. If the work-related accident is life threatening, the employee should be sent to the emergency room (in Hattiesburg, Forrest General Hospital or Merit Health Wesley). Also, a first report of injury must be completed and sent to University Human Resources. Worker's compensation information can be found on the [Wellness & Safety](#) page of the HR website. General information is available at [https://www.usm.edu/employment-human-resources/files/workers\\_comp\\_procedures.pdf](https://www.usm.edu/employment-human-resources/files/workers_comp_procedures.pdf)

## INVOLUNTARY TERMINATION REMINDER

This is a reminder that all involuntary terminations must be reviewed by HR before any action is taken or the employee is notified. This policy applies to all university employees, **including student workers and graduate assistants.**

If you believe that an involuntary termination is necessary, please consult with your HR Partner. Additionally, a Record of Termination must be completed and submitted to HR for review and approval. Supervisors do have the authority to place individuals on administrative leave pending an investigation; however, it is important to notify your HR Partner immediately in such cases. For more detailed information, please refer to section **3.4 Termination Policy & Requirements** in the Employee Handbook or contact your HR Partner.

## TRANSITIONING FROM 12-MO to 9-MO REMINDER

Administrators returning to faculty and transitioning from a 12-month administrative position to a 9-month faculty position should be prepared to enter a "without pay" status during the transition time of July and August.

Administrators transitioning back to faculty will return to the faculty pay cycle with the first check issued at the end of September. Additionally, as there will be a break in pay, a portion of insurance deductions will be missed. The missed deductions will be taken from the check that will be issued at the end of September.

*Please review the employee handbook, section 6.2 Personal Leave.*

Administrators on a 12-month contract who revert to a 9-month teaching position will no longer accrue personal leave. The personal leave accrued will be frozen and not available for use at any time unless resuming a 12-month position. For those enrolled in PERS the unused leave will be credited to PERS when employment with USM ends. For those enrolled in ORP, personal leave has no value.

If you would like more information about your transition and how your time may be impacted, please contact Kelly James Penot, HR Manager at [Kelly.jamespenot@usm.edu](mailto:Kelly.jamespenot@usm.edu).

## **SUMMER SEMESTER 2024**

### **Personnel Action Forms (PAF)/Personnel Data Sheets (PDS) Dates**

The following deadlines have been set to ensure that all summer faculty and new or continuing Adjunct appointments are completed in time for the Summer semester. All dates are the latest date the forms should be received by the specified office.

Please be aware that until the fully completed paperwork is received by Human Resources and processed through ORA and OFPA, the employee will not appear in SOAR, and if new, will not have a USM email address.

Monday, April 22, 2024, PAF and PDS in Provost Office (with faculty qualifications form and accompanying documentation as needed and/or Provost signature)

**Monday, May 6, 2024, Final fully signed form for Summer semester due in HR**

#### **Dates for Summer Teaching:**

Full Summer Semester – May 28, 2024, to August 5, 2024, paid out June through August

Summer Session I – May 28, 2024, to June 26, 2024, paid out June and July

Summer Session II – June 27, 2024, to August 5, 2024, paid out July and August

#### **Dates for Summer Research:**

May 15, 2024, to June 14, 2024 –pays out in June

June 15, 2024, to July 14, 2024 –pays out in July

July 15, 2024, to August 14, 2024 –pays out in August

## **PAF AND PDS DATES FOR FALL FACULTY**

The following deadlines have been set in order to ensure that all faculty and new or continuing Adjunct appointments are completed in time for the fall semester. All dates are the latest date the forms should be received by the specified office. Please be aware that until the fully completed paperwork is received by Human Resources and processed, the employee will not appear in SOAR, and if new, will not have a USM email address.

Monday, July 1, 2024

PAF and PDS in Provost Office. (Should include faculty qualifications forms and accompanying documentation as needed and/or Provost signature)

Monday, July 15, 2024

Final fully signed form for Fall semester due in Human Resources

#### **2024-2025 Academic Year**

Faculty Contracts: August 16, 2024 – May 13, 2025

Dates for Personnel Action Forms and Personnel Data Sheets:

Intercession – August 5, 2024 – August 20, 2024 - Paid out in August

Full Fall Semester – August 16, 2024 – December 16, 2024 – Paid out September through December

Fall Session I – August 16, 2024 – October 9, 2024 – Paid out September through October

Fall Session II – October 10, 2024 – December 16, 2024 – Paid out November through December

## **2024-2025 ACADEMIC YEAR GA PAPERWORK**

Full Academic Year – PAF Effective dates August 14th, 2024 - May 13th, 2025.  
PAF is due to the Graduate School no later than Friday, June 21st, 2024

## **SUMMER POLICY FOR STUDENT WORKERS**

(This policy does not apply to Work Study Students and Graduate Assistants)

To remain employed as a student worker during the summer, students must meet one of the following:

- Be enrolled full-time (12) during the summer semester.
- Have been enrolled full-time (12) during the spring and returning to full-time (12) in the fall.
- Applied for summer graduation and the application is showing in SOAR \*If these conditions are not met, they will need to be hired as part-time staff which will require a job posting in Cornerstone and a background check prior to the student continuing work.
- Student workers enrolled less than half time (6 hours) in the summer will lose their FICA exemption status.
- Student workers can work up to 20 hours per week regardless of enrollment during the summer semester.
- If graduating student workers continue working after final exams, they must be hired as part-time staff which will require a job posting in Cornerstone and a background check before the student continues work.

## **ALMOST CAMP TIME!**

All programs/activities or any event involving minors on the University campuses must adhere to the requirements set forth in the USM Minors on Campus Policy.

QUESTIONS: Please email [compliance@usm.edu](mailto:compliance@usm.edu) for additional information about how to comply with the policy or call 601-266-4466.

For Additional information- See the Minors on Campus webpage <https://www.usm.edu/compliance-ethics/minorsoncampus.php>

## **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

A reminder that all benefit-eligible employees have access to our Employee Assistance Program (EAP). To register online, go to [GuidanceResources.com](https://www.guidanceresources.com) or the app GuidanceNow, and use the Organization Web ID COM589. When it asks for your company name, enter UNIVE (a box should pop up with USM for you to select). In addition to web resources, membership also comes with telephonic access to talk to a counselor, financial advisor, or legal advisor: 800-272-7255.

Click [here](#) to view a short video about the EAP.

This month's features include:

- [How Your EAP Can Help: Preventing Burnout](#)
- [How Your EAP Can Help: Easing Anxiety](#)
- [Video - What to Expect When Reaching Out](#)



## UPCOMING HR TRAINING

### **The Resilience Workshop**

**Thursday, May 2 @ 10a (1 hr 15 min)**

*Audience:* All faculty and staff

*Summary:* The Resilience Workshop offers tools and resources, such as the Drive Resilience App, to aid in enhancing wellness and safeguarding mental health.

*Location:* Hybrid Session - International Center 319 | Zoom

*RSVP:* Please register using this [link](#). A reminder will be sent after you've registered regarding the session. Email any questions to [CFD@usm.edu](mailto:CFD@usm.edu).

### **Staff Performance Management Program**

**Wednesday, May 15 @ 11:30a (1 hr)**

*Audience:* Anyone who supervises staff

*Summary:* Overview of the new Staff Performance Management process, which is now the official (and mandatory) program for staff. This program is required to be implemented no later than June 2024.

*Location:* Teams

*RSVP:* Visit our new [training website](#) to register.

### **Progressive Discipline**

**Thursday, May 23 @ 2:00p (1 hr)**

*Audience:* Anyone in a managerial role

*Summary:* Understanding USM's policy for addressing performance and behavior issues through progressive discipline

*Location:* Teams

*RSVP:* Visit our new [training website](#) to register.

In addition to the above, HR has posted our [full training library](#) on our website with a complete list of all of the available that can be requested through your HR Partner on-demand.



*University HR was honored to be a part of the Coastal USM awards day celebrating milestone anniversaries and retirements.*

***If you have questions about any of the information contained in this HR Update, Please contact our main line at 6-4050 or your HR Partner for more information. SMTTT!***