

July 2023

NEW LEADER TRAINING REGISTRATION AVAILABLE

Enhancing your leadership & management skills

Join the Office of the Provost and Human Resources for **Enhancing your Leadership and Management Skills at Southern Miss!** The sessions will cover conflict management, university organization and policies, communication practices, and best practices in leadership and management. While these sessions are intended as new leader orientation, any and all leaders of the University are invited to sign-up as a refresher.

Sessions include:

Orientation for School Directors and Associate Directors

Wednesday, July 19 from 8:30 a.m.- 12:30 p.m.

This interactive workshop will provide an overview of administrative responsibilities, processes for policies, student grievances, and appeals, and approaches to navigate school dynamics and collaboration.

Civil Treatment for Leaders

Thursday, July 20 from 8:30 a.m.-12:30 p.m.

Civil Treatment for Leaders provides tools and skills to help leaders build more inclusive, productive, and compliant workplaces. In addition to exploring legal requirements all leaders need be aware- such as discrimination, harassment, and retaliation- the broader focus is to help build better and more effective behaviors aligned with mission, values, and goals — and maintain those changes for the long term.

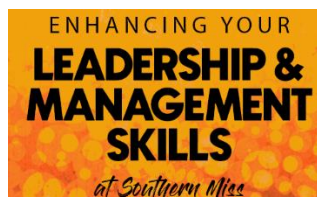
HR Policy Overview

Thursday, July 20 from 1:30-4:00 p.m.

University Human Resources (UHR) will provide an overview of the policies and processes of the University pertaining to management. Discussions will include: navigating the UHR website, an overview of new leader orientation, and an introduction of HR policies and processes, such as our hiring processes, compensation guidelines, performance management program, and progressive discipline policy.

Sign-up is available on the Center for Faculty Development website by clicking [here](#).

*** Note that sessions of Crucial Conversations are also being offered, however, participants are being selected by invitation-only at this time.



PREGNANT WORKERS FAIRNESS ACT

In response to a new federal law effective June 27, 2023, we have added a new section to the [Employee Handbook](#) 7.5.4 Pregnant Workers Fairness Act (PWFA), which states:

Per the Pregnant Workers Fairness Act (PWFA), employees who have a known limitation due to pregnancy, childbirth, or related medical conditions are eligible to pursue a reasonable accommodation per the process outlined in 7.5.3. A pregnancy-related condition is defined as a known physical or mental condition related to, affected by, or arising out of pregnancy, childbirth, or a related medical condition. Examples of related medical conditions include morning sickness, gestational diabetes, miscarriage, sciatica, lactation, and post-partum depression. Reasonable accommodations may be provided for pregnancy-related conditions even when temporary in nature. The University is not required to provide an accommodation that would impose an undue hardship nor is the University obligated to provide the accommodation of choice if an alternative is available. Retaliation against any person requesting a reasonable accommodation is prohibited

Effective immediately, employees who have pregnancy-related conditions may submit a request for reasonable accommodations to our Benefits Office in University Human Resources. No department should deny a request without going through the Benefits Office to ensure compliance with the new law.

Please note that there is another new law effective at the same time, PUMP for Nursing Mothers Act, which addresses lactation in the workplace. USM already has 2 policies in place that are compliant with these new regulations. Please refer to:

4.10 Lactation/Breastfeeding Space

5.4.7 Lactation/Breastfeeding Breaks

Employees with questions may reach out to Rachelle Irvin, Assistant Benefits Manager, at Rachelle.irvin@usm.edu or 6-6289.

Managers with questions may reach out to Miranda Brumfield, HR Partner, at Miranda.newman@usm.edu or 6-5414.

TERMINATION PAFS

Please be sure to submit a Termination PAF for all employees at the time they end their employment with the University. A termination PAF is necessary for all student workers and graduate assistants upon graduation.

Short-term hires with both a start and end date on their hiring PAF (such as Visiting Instructors) also require a Termination PAF at the conclusion of their employment.

HR FORM UPDATES

University Human Resources is updating forms to improve processes and ensure compliance with government regulations. Please check our website and use the most current version when processing paperwork.

FALL GRADUATE ASSISTANTS

PAF, Award Memo, & Tuition Waiver were due to the Office of the Graduate School June 30th

Requests for Background checks should have been submitted by July 1st for new Graduate Assistants. If you have submitted the background check for your incoming Graduate Assistants more than two weeks ago and have yet to receive a background check clearance message from University Human Resources, you may wish to follow up with your incoming GA to ensure they have completed their portion of the RedTail background check process. Additional information on the background check process can be found here – [RedTail Information Sheet](#)

New Graduate Assistants must complete their portion of the Background Check process by July 15th.

Incoming GAs should complete their New Hire Paperwork by July 30th. Incoming GAs can make an appointment to complete this step here – [Human Resources \(office365.com\)](#)

Not meeting the above deadlines may delay the incoming GA's start date. A delayed start date may result in time worked in August being added to their September check. Reminder, new employees, including GAs, should not begin work until you have received clearance from UHR.

PERSONNEL ACTION FORMS (PAF)/PERSONNEL DATA SHEETS (PDS) DATES FOR FALL FACULTY

Fall Semester

The following deadlines have been established to ensure all faculty and new or continuing Adjunct appointments are completed in time for the fall semester. All dates are the latest date the specified office should receive the forms. 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.

Wednesday, July 5th, 2023

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

Wednesday, July 19th, 2023

Final fully signed form for the Fall semester due in Human Resources

2023-2034 Academic Year

Faculty Contracts: August 16th, 2023 – May 14th, 2024

Dates for Personnel Action Forms and Personnel Data Sheets:

Intercession – August 1st, 2023 – August 16th, 2023 - Paid out in August

Full Fall Semester – August 16th, 2023 – December 12th, 2023 – Paid out September through December

Fall Session I – August 16th, 2023 – October 9th, 2023 – Paid out September through October

Fall Session II – October 10th, 2023 – December 12th, 2023 – Paid out November through December

UPCOMING HR TRAINING

Job Description Writing Guide

Thursday, July 13th @ 1:30am (1 hr)

Audience: Supervisors/Managers

Summary: Understanding the key elements of an effective job description.

Cornerstone Q&A

Tuesday, July 18th @ 10:00am (1 hr)

Audience: Anyone who has access to Cornerstone as part of the hiring process

Summary: Overview of the Cornerstone applicant tracking system. Please review the resources and training on the [HR Website](#) prior to the session.

Please RSVP to Miranda.Newman@usm.edu to receive the link to the training.

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.

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 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:

[Healthy Travel Tips](#)
[Tips for Beating the Summer Sun and Heat](#)
[Benefits of Family Meals](#)
[Building Relationships That Matter](#)
[Building Exercise Into a Busy Schedule](#)

Join us for an upcoming live webinar from our EAP.

Goal Setting for Personal & Professional Success Thursday, July 27th @ 10:00am (1 hour)

Audience: All employees

Summary: Goal setting gives you a long-term vision and short-term motivation. The process of setting goals allows you to choose where you want to go in your personal life as well as your professional career. A life without goals is like a road trip without a map. By knowing exactly what you want to achieve, you are less likely to get lost, and you will be happier and less frustrated along the way.

Click [here](#) to register or email Miranda Brumfield at Miranda.Newman@usm.edu to RSVP.

***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!***