

April 2022

***New* Performance Management Process for Staff!**

What?

A new performance management process is being implemented at USM for all staff employees. This new program will replace any existing performance evaluation processes already in place.

Why?

Currently, USM has no official performance management process for staff. Some departments do not do performance evaluations at all. Others do them but it is inconsistent from department to department. Additionally, performance evaluations are no longer considered best practice, and a new contemporary approach to performance management is desired.

Who?

All staff positions

How?

Information has been posted on the [HR website](#), which includes a recorded information session that all staff are asked to watch. The information session is just 15 minutes and explains all of the details of the process including why we are doing this, how it will work, and what you can expect next. All of the supplemental forms and information are also included on the site. Additionally, live training sessions will be held for supervisors, as they are responsible for administering the program, and a link to sign up for one of those sessions is also on the site. Note that the live trainings are reserved for those in a supervisor role of staff at this time.

Where?

All of the information is on the [HR website](#).

When?

The information is available on the [HR website](#) now, and the live training sessions for leaders will be held this month. Departments can get started as soon as they are ready. University HR recommends initial meetings occur in the timeframe of April- July of each year, consistent with the fiscal year, though variation from that timeline is permitted.

Note, last year we held a pilot program with 10 departments who did an entire year of the program to test it for us, and the feedback was overwhelmingly positive. We believe that both staff and supervisors are going to like this new process and that it will serve the primary purpose of helping everyone be as successful as possible both in their current role as well as their career.

SMTTT!

STAFF EXCELLENCE AWARDS

Nominations are now being accepted for the 2021 Staff Excellence Awards. The purpose of these awards is to recognize employees who have served in an exceptional manner by exemplifying outstanding service through their work, exhibiting a positive and supportive attitude, and acknowledging those employees whose efforts have inspired and supported the performance and achievement of others.

Nominations are submitted electronically. Additionally, supervisors will be notified for approval prior to the employee being named as an award recipient.

Below are the requirements for an employee to be nominated along with the link to make your submissions. Let's recognize those employees who have gone above and beyond what is required and expected of them.

Eligibility

- Must be a full-time employee of the University
- Must have been employed for at least 3 years (Hired before January 1, 2018)
- Recipients of the last three years (2018, 2019, 2020) are not eligible for this year's award

Criteria

- Has a positive attitude toward work responsibilities, co-workers, and customers
- Serves as a role model for others
- Willing to take initiative, and accepts and carries out additional responsibilities beyond regular job assignments for the good of the campus community as a whole
- Has a team player attitude

Nominations

- Active employees of the University may submit nominations
- Nominators must submit this form in detail no later than 5 p.m. on April 14, 2022
- Questions must be answered clearly and in detail. When asked why nominee is deserving of the award, elaborate on your response; give specific examples.

Link to submit nominations:

https://usmforms.formstack.com/forms/staff_excellence_awards

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). Remember, 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.

IT'S 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 for additional information about how to comply with the policy or call 601-266-4466.

For Additional information- See the [Minors on Campus webpage](#)

UPCOMING HUMAN RESOURCES TRAINING

Civility for Leaders

Thursday, April 7 @ 1:30p (1 hour)

Audience: Supervisors/Managers

Summary: Understanding the role civility plays in the workplace and your responsibilities as a leader.

Creating a Harassment Free Environment

Tuesday, April 19 @ 10a (1 hour)

Audience: All employees

Summary: Understanding each employee's rights and responsibilities for creating a work environment free of harassment.

Please RSVP to Karen.figueroa@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 listing of all of our available training that can be requested through your [HR Partner](#) on-demand.

PROFESSIONAL DEVELOPMENT OPPORTUNITIES

All faculty and staff are now enrolled with a membership to Academic Impressions giving us access to trainings, webcasts, resources, and conference discounts! Free or discounted with your University membership! You will login using your **w#@usm.edu** credentials. Each month we will highlight great learning opportunities for staff and leaders- there are many, many more! Go explore- to access this resource, click [here](#).

Conflict Management: A Practical Workshop for Leaders- FREE!

LIVE TRAINING: April 8, 2022 | 1p-3p Eastern

Learn practical tools to gain confidence in resolving conflicts in the earliest stages.

Uncomfortable Conversations Are Necessary, Not Unkind- FREE!

LIVE TRAINING: April 19, 2022 | 1p-3p Eastern

Learn the value and importance of engaging in difficult conversations despite your own personal discomfort.

Part I of III of the Engaging in Racial Inequity Dialogue Educational Series

Access a Learning Plan FREE!

Learning plans on a variety of topics are accessible for a deeper dive into current challenges around workplace culture and communication. Pick your learning plan & download the pdf, complete the training activities & reflect on your learning, then submit your reflection activity to get a certificate of completion. Topics include Building Resilience, Creative Problem Solving in Higher Ed, Developing Better Time Management, Improving your Meetings, Leading More Inclusively, Managing Conflict as a Leader, Managing Difficult Colleagues, and more!

EARN A \$300 REDUCTION IN YOUR 2023 MEDICAL PLAN DEDUCTIBLE

To earn a reduction, complete the following steps by 10/31/2022:

- Register using the ActiveHealth website or mobile app www.MyActiveHealth.com/Mississippi
- Complete the health assessment
- Complete a compliant wellness visit with an in-network provider

The program is voluntary. The incentive is available to active and retired employees with base or select coverage. Medicare primary, spouses, and dependents are not eligible. For all questions, please contact ActiveHealth at 1-866-939-4721.

TUITION WAIVER DEADLINE

The deadline is near for both dependent child and faculty/staff planning to take classes during the Summer and Fall semester.

- Summer Deadline – received in HR by May 1, 2022
- Fall Deadline – received in HR July 1, 2022

SUMMER 2022 DUE DATES FOR PAPERWORK

Personnel Action Forms /Personnel Data Sheets Dates

The following deadlines have been set to ensure that all PAF and PDS for faculty and new or continuing Adjunct appointments are completed in time for the summer semester. All dates below 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 25, 2022, PAF and PDS due in Provost Office. (Should include faculty qualifications forms and accompanying documentation as needed and/or Provost signature)

Monday, May 2, 2022, Final form with all signatures for summer semester due in Human Resources.

Dates for Summer Teaching:

Full Summer Semester – May 31 – August 1: paid out June, July, and August

Summer Session I – May 31 – June 29: paid out June and July

Summer Session II – June 30 – August 1 paid out July and August

Dates for Summer Faculty Research PAFs:

May 18 – June 16 paid out in June

June 17 – July 16 paid out in July

July 17 – August 15 paid out in August

Dates for Summer GA Positions Personnel Action Forms:

Friday, April 15, 2022 - PAF, Award Memo, and Tuition Waiver due in Graduate School

May 17th – August 16th paid out June, July, and August

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 prior to the student continuing work.

WELCOME BABY KHLOE



Congratulations to Quentisha Jones, Sr HR Partner, on the arrival of her new baby girl, Khloe Alise Nixon

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.

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