

March 2022

HR RECEIVING MENTAL HEALTH ALLY CERTIFICATION

University HR team members are currently completing a new certification program for mental health allies. This program is a partnership between SHRM (the professional organization for HR) and Psych Hub (an online portal for behavioral health). The initiative was launched to accelerate the movement to eliminate the stigma of mental health in the workplace and foster an organizational culture where workplace mental health can be discussed openly, and help organizations build a more complete approach to employee wellness. By this publication, 8 of us should have completed or be close to completing our mental health ally badge, which signals that we are a safe and trusted source of support.



2S DAY



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2/22/22

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

INDEPENDENT CONTRACTORS REMINDER

As always, it is imperative to complete Independent Contractor paperwork BEFORE services are performed. This is especially true when contracting with an active PERS member or PERS retiree. All current members of PERS should be paid through payroll. If you are interested in contracting with a PERS member, please see the attached document and email hr@usm.edu or taxcompliance@usm.edu if you have questions.

Our goal is to ensure that legal requirements are met, and potential penalties are mitigated to the best of our ability. Please do not hesitate to reach out for assistance.

NEW AND UPDATED INSTITUTIONAL POLICIES

All USM institutional policies are posted on usm.policystat.com (PolicyStat).

Employees are responsible for familiarizing and abiding by institutional policies.

Click the link below to view recently created/updated policies:

[Compliance and Ethics | The University of Southern Mississippi \(usm.edu\)](#)

ALCOHOL AND OTHER DRUGS TRAINING

The Drug-Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require an institution of higher education (IHE) such as the University of Southern Mississippi (USM) to certify it has adopted and implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs both by university students and employees both on its premises and as a part of any of its activities. USM complies with this obligation by issuing an Annual Alcohol and Drug Report (<https://www.usm.edu/student-health-services/annual-alcohol-and-drug-notification.php>) and by requiring all faculty, staff, adjuncts, and affiliates to complete the Alcohol and Other Drugs course in the Get Inclusive Compliance Course system. Each individual will receive a personalized link from training@usm.edu allowing them to access their training. Should you have any questions or concerns, email training@usm.edu

VETERAN/DISABILITY SELF IDENTIFICATION

DISABILITY STATUS

Voluntarily self-identifying is a good thing — it's how things change. The video below explains why companies doing business with the federal government ask job applicants and employees to voluntarily self-identify if they have a disability, and the important role that self-identifying plays in ensuring equal employment opportunity for people with disabilities.

Click here to watch the video: <https://www.usm.edu/affirmative-action-equal-employment/index.php> or <https://www.dol.gov/ofccp/SelfIdVideo.html>

In order to track our efforts to attract and hire individuals with disabilities, the University of Southern Mississippi is required to ask all of its employees to update their disability status every five years. This information is required by the Office of Federal Contracts Compliance Program (OFCCP).

If you wish to self-identify a disability, please complete for the [Voluntary Self-Identification for Disability Status](#) form (PDF).

VETERAN STATUS

In addition, each year, our office submits a report (VETS 4212) to the United States Department of Labor identifying the number of employees belonging to each specified “protected veteran” category.

This information will allow us to accurately measure our efforts and allow us to remain compliant with federal regulations. Completing these forms is completely voluntary. Your answer will not be used against you in any way.

If you are a covered veteran and wish to self-identify, please complete the [Voluntary Self-Identification for Veteran Status](#) (PDF).

Please return all completed forms to the Office of Affirmative Action and Equal Employment, Box #5111. If you have questions, please do not hesitate to contact our office.

UPCOMING HUMAN RESOURCES TRAINING

Cornerstone Q&A

Thursday, March 3 @ 10a (1 hour)

Audience: Anyone who accesses Cornerstone as part of the hiring process.

Please review the resources and training on the [HR website](#) prior to the session.

Top 10 Supervisor Mistakes

Tuesday, March 15 @ 10a (1 hour)

Audience: Supervisors/Managers

Summary: A review of common mistakes that leaders make in the supervision of people.

Conflict Resolution

Thursday, March 24 @ 10:00a (1 hour)

Audience: All Employees

Summary: Understanding your role in conflict and how to approach conflict in a more effective manner using lessons from the book, "Crucial Conversations."

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.

COPING WITH UNCERTAINTY

Uncertain times can leave us feeling anxious and stressed, and for many of us life feels particularly uncertain lately. Keep in mind that in life, no one can avoid the unexpected. But these simple steps from the American Psychological Association can help you better face life's uncertainties:

- **Be kind to yourself.** Remind yourself that it might take time for the stressful situation to resolve and be patient with yourself in the meantime.
- **Reflect on past successes.** Chances are you've overcome stressful events in the past. Give yourself credit.
- **Limit exposure to news.** Compulsively checking the news only keeps you wound up. Limit your social media and news exposure during particularly vulnerable times of day, such as at bedtime.
- **Avoid dwelling on things you can't control.** Get out of the habit of ruminating on negative events.
- **Take your own advice.** Ask yourself: If a friend came to me with this worry, what would I tell her? Imagining your situation from the outside can often provide perspective and fresh ideas.
- **Engage in self-care.** Make efforts to eat well, exercise, and get enough sleep. Seek support from those you trust. Social support is important, so reach out to family and friends.
- **Ask for help.** If you're having trouble managing stress and coping with uncertainty on your own, get help.

Start by contacting our Employee Assistance Program. 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). 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.

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](#).

Effective Leadership: An Introduction to Key Academic Leadership Skills & Competencies for Faculty- FREE!

LIVE TRAINING: March 11, 2022 | 12p-2p Eastern

Gain key leadership skills to help you navigate everyday faculty life or prepare for a future academic leadership role.

Customer Service Skills Training: Certification for Higher Education Professionals- FREE!

VIRTUAL CONFERENCE: March 23-25, 2022 |

Gain the knowledge and skills you need to provide high quality customer service in the higher education environment.

Enhancing Your Skills as an Experienced Manager: A Bootcamp for Mid-Level Leaders- DISCOUNT!

ONLINE BOOTCAMP: March 23-May 4, 2022 |

Learn how to better build and motivate a cohesive team that works seamlessly toward common goals.

Women's Leadership Success in Higher Education- FREE!

VIRTUAL CONFERENCE: March 28-29, 2022 |

Become your most powerful self. Join women from across higher education to gain confidence as a leader, prioritize your goals, chart your career path, and expand your network!

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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