

May 2021

## AMY HESTER WINS STAFF EXCELLENCE AWARD



Amy Hester, Benefits Manager, was a recipient of the Staff Excellence award 2021. Amy has been with University HR for 18 years and was recognized for her extraordinary efforts to ensure new hire benefits enrollment and retirement meetings occurred during the COVID pandemic. Each year, the University honors 4 employees with the Staff Excellence, which are nominated by coworkers and then winners are selected by a review committee. The award comes with a cash prize. University HR is so proud of Amy and appreciates the University recognizing all she does for us.

## EMPLOYEE HANDBOOK POLICY UPDATES

Changes effective May 1, 2021:

<u>Policy</u>	<u>Description</u>
2.2.1 Recruitment	Part 2 updated with further definition of job enlargement.
2.7 Employment of Foreign Nationals	Updated to address remote work outside of U.S. Other clarifications of current process.
6.6 Military Leave	Updated to align with IHL policy.
6.8 University Declared Leave	Changed title to “University Declared Closures” and updated to address remote work.

## **EMPLOYEES WORKING USM EVENTS**

Employee volunteerism for events and activities on campus is highly encouraged. If the event is during the person's normal work hours, the employee may, with advanced management approval, volunteer for such activity while remaining "on the clock" and not having to use personal leave. If the employee volunteers for an event/activity that is outside of his/her normal work schedule, then the employee will be doing so as a volunteer and will not receive pay for such activity.

Volunteer opportunity: A university activity in which a call for volunteers is made to perform a service that is not a routine job at the university, such as helping to give directions or drive a golf cart for commencement or orientation. It is not "volunteer" work if the work is normally performed by someone for pay or if it is a normal part of the employee's job.

For example: A person cannot "volunteer" (no pay) to fill in for someone who is on vacation. Even if the work is after hours, if it is a normal part of a person's job to perform that type of work then it is not "volunteering" and should be paid.

If you have any questions, please contact your [HR Partner](#) for guidance.

## **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
- Or have been enrolled full-time (12) during the spring and returning to full-time (12) in the fall
- Or they have applied for summer graduation and the application is showing in SOAR

*\*If these conditions are not met, they will need to be hired as Temporary Staff which will require a job posting in Cornerstone and a background check prior to the student continuing work.*

Reminder:

- Student workers enrolled less than half time (6 hours for Undergraduate or 0 for Graduate) 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 Temporary Staff, which will require a job posting in Cornerstone and a background check prior to the student continuing work.

## **WORKING A SECOND POSITION**

Employee Handbook Policy #3.2.2

Employees who teach classes, conduct research, work camps or other events for USM during their normal working hours and who receive additional compensation above their normal salary will charge this time to personal leave. It is the responsibility of the department head to ensure the employee complies with these policies. If the employee does not have sufficient accrued personal leave to cover this time, the employee will be required to report the time taken as leave without pay. For any secondary position, the employee must obtain approval from their supervisor in advance.

## UPCOMING VIRTUAL HR TRAINING

### **Cornerstone Q&A** Wednesday, May 5<sup>th</sup> @ 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.

### **PI Basics** Wednesday, May 19<sup>th</sup> @ 1:30p (1 hour)

*Audience: open to all staff*

You will be sent a link to take the PI assessment prior to the session.

For either of the above, contact Angie Hendershot at [angela.hendershot@usm.edu](mailto:angela.hendershot@usm.edu) to RSVP and she will send you the TEAMS link.

### **Implicit Bias** Wednesday, May 12<sup>th</sup> @ 10a (1 hour)

*Audience: open to all*

Contact Christian Cameron at [Christian.n.lewis@usm.edu](mailto:Christian.n.lewis@usm.edu) to RSVP for the TEAMS link.

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! To access this resource, click on the link below. You will log in using your [w#@usm.edu](#) credentials. Each month we will highlight one or two great learning opportunities for staff and leaders.

Conflict Management – Learn practical tools to gain confidence in resolving conflicts in the earliest stages. <https://www.academicimpressions.com/product/0321-women-leadership-pre/>

Increasing Emotional Intelligence by Identifying your Triggers - When we can overcome our emotional triggers, we are able to navigate a variety of situations more effectively. But when experiencing a trigger, our emotions take over. Many of us struggle to recognize and explain our reactions. How can we take a step back to respond in the moment more thoughtfully and productively? In this session you will learn an approach to help you regain control and respond in a more intelligent way to your next triggering event.

<https://www.academicimpressions.com/product/0420-eq-self-awareness/>

These are just 2 great examples of what is out there. Sign up today!

[www.academicimpressions.com/usm](http://www.academicimpressions.com/usm)

## CORNERSTONE UPDATES

Candidate Onboarding Tasks – This is just a friendly reminder that once you have selected a candidate for an open position HR has developed a handy New Hire Process Checklist for use during the offer to start process. Please help us in keeping up with Candidates and the tasks that are assigned to them (RedTail, Cornerstone, & in person tasks). Regular communication from the hiring department during that offer to start process is critical to a successful onboarding. Talk to them about what has been completed, what is still pending, and their timeline for completion. Remember that all tasks need to be completed prior to the hire date (preferably at least 3 days prior to the hire date for W# activation). [https://www.usm.edu/employment-human-resources/internalportal/new\\_hire\\_process\\_checklist.pdf](https://www.usm.edu/employment-human-resources/internalportal/new_hire_process_checklist.pdf)

# University HR Who's Who

Each year at schools around the country, classes pick their Who's Who winners to recognize categories such as Best Dressed or Most Popular or Most Likely to Succeed. HR decided to do our own version with some reverse engineering. Meet the Who's Who of HR!



**Amy Hester, Benefits Manager**  
Duct Tape Award  
(for being able to fix anything)  
Most likely to exercise during lunch



**Moriah Rouse, HR Coordinator**  
Lifesaver Award  
(for always lending a hand)  
Most likely to have her desk organized



**Christian Cameron, EEO Coordinator**  
Summit Award  
(for always being on top of things)  
Most likely to have her calendar color coded



**Kaitlyn Hunt, HR Specialist**  
Silver Lining Award  
(for always keeping things positive)  
Most likely to have candy at her desk



**Sharon Hughes, Records Supervisor**  
Early Bird Award  
(thinks being on time is too late)  
Most likely to scare people  
when she sneezes



**Harley Jackson, HR Specialist**  
Head Cheerleader Award  
(for keeping our spirits up)  
Most likely to greet you with a smile



**Quentisha Jones, Sr HR Partner**  
The Wise Owl Award  
(for always giving great advice)  
Most likely to have a 3pm snack



**Karen Figueroa, HR Partner (Coast)**  
Altruist Award  
(for always being there for others)  
Most likely to bake you a cake



**Sharessa Parker, HR Partner**  
Guardian Award  
(for always ensuring things are done correctly)  
Most likely to catch a typo



Kameron Dale, Associate Director  
Single File Award  
(for keeping everyone in line)  
Most likely to plan an office party



Krystyna Varnado, Sr AVP  
Paperclip Award  
(for holding us together)  
Most likely to take the stairs



Angie Hendershot, Assistant Director  
MacGyver Award  
(for being able to solve any problem)  
Most likely to make you laugh

***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.  
*To the Top- Together****