



January 2023

START THE YEAR WITH YOUR EAP!

Need help with your new year's resolutions? Your EAP (employee assistance program) is here to help! Their website has fabulous resources available, such as:

- Get Healthy in the New Year slideshow
- Making Your New Year's Resolutions Count article
- How Likely Are You To Keep Your New Year's Resolutions quiz
- New Year's Resolutions resource guide

In addition, you can find many other resources on diet, fitness, finances, relationships, and other lifestyle changes. In addition to website information, you can also call to talk to a financial, legal, or mental health counselor.

All benefit eligible employees have access to our Employee Assistance Program (EAP), as well as all members of their household. 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.

CLEARED TO BEGIN WORK

Once a new employee (staff, faculty, or GA) has accepted a position with the University, many other steps must be taken before the individual is cleared to begin work. The employee will need to schedule an appointment with University Human Resources to complete New Employee paperwork, successfully clear a background check, and be E-Verified. Additionally, a signed and approved Personnel Action Form (PAF) must be submitted. You cannot allow a new employee to begin work until all of these steps have been completed and the person is fully "cleared" by University HR. Once that happens, University HR will inform the individual who submitted the PAF the employee is cleared to begin work via e-mail with the graphic below.



*** Reminder: student workers receive a clearance card (not the above email) that they must present to you before they can start working. No work is allowed until that card has been presented.

TRANSITIONING FROM 12-MO to 9-MO REMINDER

Administrators transitioning from a 12-month to a 9-month position should be prepared to enter a “without pay” status during the transition time of July and August. Additionally, any 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, unused personal leave has no value. If you would like more information about the transition and how your time may be impacted, please contact Kelly James Penot, HR Manager.

POLICY UPDATES

Changes effective January 1, 2023:

<u>Policy</u>	<u>Description</u>
1.2 The University President	Updated link
1.3.7 General Counsel	Updated link
1.4 Organization Charts	Updated link
4.1.1 Eligibility (Dependent Child Academic Tuition Waiver)	Corrected a typo
4.2.3 Courses (Faculty/Staff Academic Tuition Waivers)	Updated for clarification
4.8.5 Southern Miss Ticket Office	Updated for clarification
5.9 Education Enhancement	Updated to reflect any education not listed in this policy must be addressed using the compensation guidelines
7.1.2 Policy (Progressive Discipline)	Corrected policy title
8.2 Retiree Privileges	Minor clarification

The Employee Handbook is posted on the [HR Website](#).

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 more! Go explore- to access this resource, click [here](#).

Setting and Maintaining Boundaries as Faculty to Develop Professional Well-Being and Success FREE!

LIVE TRAINING: January 9, 2023| 12:00pm to 2:00 pm Eastern

Boundary-setting is a key to productivity and well-being- join us to gain the tools to set boundaries and be more successful in your faculty role.

DEI as a Leadership Construct: Inclusive Leadership Strategies for Higher Education FREE!

VIRTUAL CONFERENCE: January 24-26, 2023

Embrace more inclusive leadership practices and incorporate them into your own campus community leadership.

Encore and Live Q&A: Leveraging Cultural Wealth & Community: A Discussion for Latinx Leaders in Higher Education FREE!

LIVE TRAINING: January 31, 2023| 2:00pm to 3:30pm Eastern

Explore your Latinx cultural wealth with a community of peers.

Two-part series: Support Latinx Leadership

RESILIENCE APP- REASONING DOMAIN

Reasoning stems from your inner creativity and ability to problem solve. Being resourceful of information and tools available to you can lead to your ability to solve problems more effectively. Reasoning also means you maintain a sense of adaptability not just during times of crisis, but to think ahead of how to take action and minimize the impact of different scenarios, and see new opportunities arise through change.

Questions to consider/guidelines:

- I can identify challenges/problems that I face and evaluate various solutions.
- I reflect on previous decision-making to help inform future problem-solving.
- I have tools to research and explore my options and future planning.
- When I don't know how to solve a problem I am faced with, I can identify resources to help me.
- I recognize ongoing stressors, and I know how to identify strategies to maintain stability.
- I make choices based on the premise that they will help me achieve my goals.
- When I have multiple things to accomplish, I am able to prioritize and make responsible decisions.

You can learn more about the Reasoning domain by watching this short [video](#).

*You must be logged into the app to watch the video.

If you have not had the chance to sign up for the Driven app and would like to receive access (free for all benefit eligible employees, faculty and staff!), please complete this form:

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

2022 Brags-

What were the major HR achievements last year?

Major accomplishments

- Our new [Performance Management Program](#) rolled out
 - After years of surveys, focus groups, research and a pilot program, HR rolled out a new performance management program for staff last spring
 - This program replaces the former performance evaluation process
 - Toolkits were created and training classes were held (and will be again in 2023)
 - So far, the feedback has been extremely positive!
 - To learn more, review [the information session](#) posted on the HR website.
- Created our SMEA- Southern Miss Employee Advantage
 - Focus groups were held early in 2022 to learn from employees- faculty, staff, and leaders- what makes USM a great place to work and did they come through with some answers!
 - From the information they provided, we created our SMEA, which includes a graphic and website link that departments can share with applicants during the recruitment process
 - All employees are encouraged to visit our [SMEA website!](#)
- Mental health initiatives
 - Early in 2022, a mental health brainstorming session was held with experts from across USM to identify ways we could better support mental health at USM
 - As a result, a new position was created in Student Affairs to help manage mental health programming for the University (faculty, staff, and students)
 - HR staff members received Mental Health Ally certifications to educate ourselves and become a trusted person that understands and supports mental health needs
 - Additionally, HR is providing a free Resilience App to all employees of the University. If you have not requested access to the app, please do so [now!](#)
- Welcome packet
 - Staff Council asked for HR to partner on a [welcome packet](#) for new hires
 - This resource has information regarding maps, places to eat, paychecks, and other resources on all campuses
 - All benefitted new hires now receive this packet upon hire
- Online training
 - [New hire benefits orientation](#) now online
 - [Search committee training](#) now online
 - [Implicit Bias training](#) now online
 - [New leader orientation](#) presentations have been updated and are available for all employees to view, not just new leaders

By the numbers...

- Processed approximately 13,000 PAFs
- Posted more than 650 jobs in Cornerstone
- Ran over 1,600 background checks
- Responded to over 12,000 employment verifications
- Presented more than 100 training sessions on HR topics

2023 HR Plans- What's on deck for this year?

Electronic PAFs: Progress has been made moving us closer to an electronic process and we will continue the work in 2023.

Performance Management Program: We will continue to rollout the new performance management program University-wide as the standard for staff.

HR Website Update: HR has plans to do a complete revamp of our website this year to not only make it more user friendly and easier to find information but to also include some new sections, such as new hire onboarding and recruitment resources to help attract prospective new hires.

More to come!

***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!***