

May 2022

NEW SEARCH COMMITTEE TRAINING

New search committee training for staff hiring is now available on the [HR website](#) under Hiring Manager Resources. This training is for anyone involved in the hiring process to understand our policies and procedures, and to gain best practices for the search to ensure compliance, improve diversity, and make the best hires possible. We ask that all hiring managers complete the training as well as anyone involved in the hiring process, including reviewing applicants, screening candidates, participating in interviews, and providing recommendations. In addition, we have also added Implicit Bias training (also under Hiring Manager Resources), which we also ask that participants complete. If you have questions, contact your [HR Partner](#).

MANAGING THROUGH THE “GREAT RESIGNATION”

- What:** Join University HR for a robust discussion on the topic, “Managing Through the ‘Great Resignation’”
- Why:** The job market is in flux causing turnover to tick up while vacancies are harder to fill. As a leader, there are actions you can take to combat this threat. Join us as we discuss what is driving this phenomenon, how to leverage USM’s competitive advantage, and brainstorm solutions.
- Who:** Anyone in a managerial role
- When:** Tuesday, May 10 at 2p
Thursday, May 12 at 10a
Wednesday, May 18 at 2p
Wednesday, May 25 at 2p
- Where:** Teams
- How:** Contact karen.figueroa@usm.edu with the session you would like to attend to receive a link to the Teams meeting. Session size is limited.

PERFORMANCE MANAGEMENT MAKE-UP SESSIONS

All leaders of the University are invited to attend an education session to review the new staff performance management program now implemented at USM. Visit the [HR website](#) to locate times and dates and register. Be sure to watch the information session also posted and review materials beforehand.

Staff that are interested in learning more about this new program should visit the [HR website](#) to view an information session and other materials, then contact their supervisor with questions.

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. Before working any secondary position, the employee must obtain approval from their supervisor in advance.

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 working an information booth or helping to give directions during orientation or commencement. 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 hours) during the summer semester
- Or have been enrolled full-time (12 hours) during the spring and returning to full-time (12 hours) 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 part-time staff, which will require a job posting in Cornerstone and a background check prior to the student continuing work.

JOB DESCRIPTION HELPFUL HINT

When making revisions to a job description, please make the changes in Microsoft Word so that they are reflected in Track Changes. This is helpful as we receive many requests to review updated job descriptions each day. By viewing the updates in Tracked Changes, it allows for a quicker turnaround time as we can see what was previously listed on the job description and what new revisions have been made.

If you are not familiar with Track Changes, here is a helpful video tutorial and guide: [Track Changes in Word](#)

If you need further assistance, please contact your [HR Partner](#).

CORNERSTONE BUDGET POSITION NUMBERS

Numerous Cornerstone requisition requests continue to be submitted without including E&G budget position number. This information is required in order to process and approve the requisition for posting. Please ensure you are entering correct information at the time of submission to avoid delays.

UPCOMING HUMAN RESOURCES TRAINING

Cornerstone Q&A

Thursday, May 5 @ 10:00a (1 hour)

Audience: Anyone who access 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.

Managing Compensation for Leaders

Thursday, May 12 @ 10a (1 hour)

Audience: Supervisors/Managers

Summary: Understanding USM's compensation program and aiding leaders with new hire offers, pay adjustments, and other compensation decisions.

Job Description Writing Guide

Tuesday, May 24 @ 1:30p (1 hour)

Audience: Supervisors/Managers

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

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.

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). 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](#).

Taking a Proactive Approach to Leading Change- FREE!

VIRTUAL TRAINING: May 18, 2022 | 1p-4p Eastern

Proactively shape the change you want to see occur on your campus.

Conflict Resolution: It's What you Said AND How You Said It- FREE!

LIVE TRAINING: May 24, 2022 | 1p-3p Eastern

Learn the art and science of effective communication in conversations about race.

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

Forging On and Off Campus Partnerships to Support Students' Emergency Needs- - FREE!

LIVE TRAINING: June 1, 2022 | 3p-4p Eastern

Build partnerships on and off campus to support traditionally underserved students.

***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