

September 2022

SMEA WEBSITE NOW LIVE!

Earlier this year, University HR held focus groups with faculty, staff, and leaders to help develop what is now called our Southern Miss Employee Advantage (SMEA), which shares the positive attributes of working at USM. We created a graphic, held a contest to come up with our SMEA statement, and now it has all come together on the [HR website](#). Check it out, and then you are encouraged to use it in the hiring process to give to your applicants, as well as to share with your teams. This was an amazing group effort, and just one more example of what an amazing team we are here at USM.

Employment and Human Resources

[COVID-19 FAQs](#)

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[Employee Advantage \(SMEA\)](#)

[Employment](#)

[Benefits](#)

[Forms & Resources](#)

[AA/EEO](#)

CURRENT EMPLOYEES

Log in with your w# to access forms, training, payroll information, hiring resources, etc.

Contact Us

Employment and Human Resources
301 McLemore Hall (MCL)
118 College Dr. #5111
Hattiesburg, MS 39406

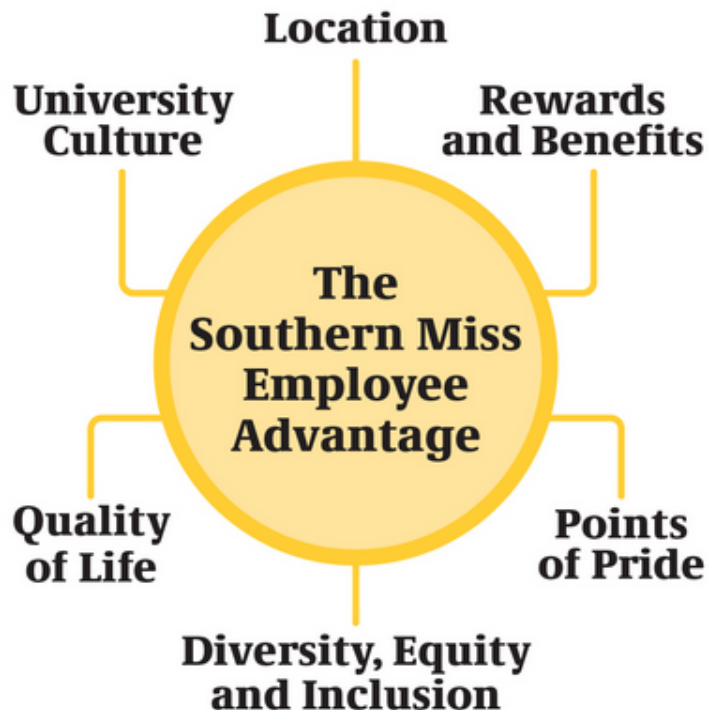
Hattiesburg Campus

[Campus Map](#)

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Southern Miss Employee Advantage

The University of Southern Mississippi – Committed to seeing all faculty and staff “soar to new heights” by enhancing their quality of life, furthering their educational and personal goals, and taking their employee experience TO THE TOP!



AFFIRMATIVE ACTION TRAINING FOR LEADERS

The Office of AA/EEO will be presenting an overview of the 2022 Affirmative Action Plan for any hiring managers at the University. This presentation is intended to explain what an Affirmative Action Plan is, what our obligations are under the plan, an overview 2022 goals and good faith efforts, and what role the hiring manager specifically plays in achieving our goals. The presentation will be held on Microsoft Teams on:

Thursday, September 22, 2022 @ 10:00am
Wednesday, October 12, 2022 @ 2:00pm

To sign up, please email Quentisha Jones at Quentisha.jones@usm.edu.

NEW RESILIENCY APP AVAILABLE

What is the Driven Resilience App?

University HR is excited to announce that we are rolling out a new Driven Resiliency App. Driven is a virtual coach in your pocket designed to help you manage stress, increase motivation, and proactively build mental wellness. The app is fun, engaging, and fully digital!

How Does it Work?

- It all starts with measurement through a fast, 3-minute resilience questionnaire to measure your resilience across the PR Resilience Domains.
- Based on measurement results, a personalized self-paced training course starts.
- There are short, unique daily chats that quickly help you build healthy resilience skills and habits.
- Includes interactive daily activities and useful techniques that can be used as needed.
- Help is available whenever needed through the AI-powered chat.
- Re-measurement can be completed on a regular basis to track progress and prove the benefits.

Who is Eligible?

Benefit-eligible faculty and staff

Where Can I Find Out More?

You can contact Quentisha Jones, EEO and Employee Relations Manager, in the Office of AA/EEO Quentisha.jones@usm.edu. You can also watch a short video to learn more about the app [here](#).

When Can I Access the App?

Access to the app is available now. To access the code to the Driven app, complete this form: https://usmforms.formstack.com/forms/driven_resiliency_access

Monthly sessions to learn more about the resources available on the app will also be held starting in October.

BUILD YOUR RESILIENCE

Driven is your **virtual resilience coach**, helping you stay motivated and reach your goals, regardless of life's challenges!



LEARN EVERY DAY

The **Driven Resilience App** uses a unique **virtual coaching approach**, becoming your **personal resilience expert that's always on**.

5-minute daily activities helps you make time to learn and practice new skills that are proven to build resilience. You'll notice being:

- More confident personally & socially
- Clear about your goals and future
- More equipped to manage high stress
- Able to build a stronger support network



ENGAGING & FUN

Chat, read, watch. Driven is a visually beautiful experience enhanced with a unique narrative design



INSTANT HELP

Feeling stressed? Need to calm down? Driven helps with useful techniques when you need it.



PEER-REVIEWED

Published research show how Driven helps build resilience through short daily training, building new neural pathways*



YOUR DAILY GURU

Learn something new every day through short daily activities and track your progress over time



THE RESEARCH

Based on the Predictive 6 Factor Resilience Model (PR6), the Driven app is proven to build resilience over time. Our research shows that reaching a **score of 85%+ measured by the PR6 is when resilience becomes protective**. This is when we are **truly resilient****.

To access the code to the Driven app, complete this form:

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

driven
RESILIENCE
driv.ai/app



BENEFITS OPEN ENROLLMENT COMING SOON!

Open Enrollment is quickly approaching. Remember this is the once-a-year opportunity for benefit eligible employees to make changes to your pre-tax insurance plans. No action is needed if you do not wish to change anything except for Medical and Dependent Reimbursement which do not carry over and you must sign up for each year. All changes will be effective January 1, 2023. All changes will be made online this year. Any required paper forms will be available on the HR website. More detailed information will come in October. Please visit the Benefits Summary for all benefits information. https://www.usm.edu/employment-human-resources/files/benefit_summary_2022.pdf

GA HEALTH WAIVER DEADLINE

The last day to waive the GA health insurance will be on September 8th. All GAs will be automatically enrolled in the policy and must actively waive the coverage in order to opt out, which cannot be done after September 12th. Please visit <https://studentcenter.uhcsr.com/usm> to waive the policy and for additional policy information. No refunds will be processed for those who do not complete the waiver process by the deadline.

GRADUATE ASSISTANT HOURS

GAs are first and foremost students pursuing an education. Assistantships provide much needed experience for graduate students as well as financial support while pursuing their education. During fall and spring semesters, all GAs must be enrolled full-time for 9 or more credit hours to be defined as a GA and receive a stipend and tuition waiver. GAs can work no more than 20 hours per week year round, which includes breaks and summer semester.

Q. Do GAs have to make up time missed from work during holidays due to University closures?
A. No. GAs paid monthly are not required to make up time when the University is closed for holidays or any emergency closure declared by the President. GAs should observe holidays the same as Faculty and Staff.

STUDENT WORKER HOURS

Students cannot work more than 20 hours per week year-round, which includes breaks and summer. If the student is working more than one job, collectively their hours cannot exceed 20. During the fall and spring semester, all student employees must be enrolled full-time for 12 or more credit hours in order to be employed on campus.

WORKING A SECOND POSITION

Employees who teach classes, conduct research or work camps 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

PAF@USM.EDU

Please do not send emails asking questions to PAF@usm.edu. This email is for submitting paperwork for processing only, and it is not monitored for questions that you have. Please email HR@usm.edu or call 6-4050 for questions regarding paperwork.

PAF & HIRING PROCESS TRAINING

This training is for anyone who completes PAFs and assists hiring managers with the hiring process. We will go over how to complete the PAF and various other forms that HR receives, as well as different due dates.

Thursday, October 6th @ 10:00a on Teams

Link to register:

https://teams.microsoft.com/registration/vqQ9fyInLkO_p2QIDR6x3A,1d2eBX8df02XeLeXaF0k-g,Kbe7vKAvw0adpxOgHDEtkw,zxJcZ6CzMkCQrgEvH7Qj6Q,psll61HibEC3b_M32edbJg,7mTF0WdgykmKwyc35DzPbA?mode=read&tenantId=7f3da4be-2722-432e-bfa7-64080d1eb1dc

JOB POSTING REMINDERS

- Adjunct Faculty Offer Letters are created and submitted to the candidate through Cornerstone; however, they **do not** require HR approval. In addition, the Personnel Data Sheet (PDS) and additional information will need approval from the school director and respective dean. Please reference section 6.3 Hiring Adjunct Faculty/Part-Time Faculty in the [Faculty Hiring Toolkit](#) for additional information.
- All revisions made to job descriptions must be reviewed by your HR Partner. Significant changes to existing job descriptions and/or job descriptions for new positions will require a completed [job evaluation request form](#). Please contact your [HR Partner](#) if you have any questions.

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

If you need a link sent to you to complete the course, email training@usm.edu

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 \(usm.edu\)](#)

UPCOMING HUMAN RESOURCES TRAINING

Cornerstone Q&A

Thursday, September 8 @ 10:00a (1 hour)

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

Summary: An opportunity to ask questions and receive guidance on utilizing Cornerstone.

*** Please review the resources on the [HR website](#) prior to the session

Civility

Tuesday, September 13 @ 1:30 (30 min)

Audience: All employees

Summary: Understanding the role civility plays in the workplace and how each individual contributes.

Civility for Leaders

Thursday, September 22 @ 10:00a (30 min)

Audience: Managers/supervisors

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

Please RSVP to Karen.figueroa@usm.edu to receive the Teams 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 more! Go explore- to access this resource, click [here](#).

[Actualize Your Purpose and Legacy: Workshop on Improving Your Well-Being](#) **FREE!**

VIRTUAL TRAINING: September 9, 2022| 1:00pm to 4:00 pm Eastern

Assessing your wellbeing, defining success in terms of wellbeing, and building a roadmap for your success.

[Responding to Burnout and Attrition in Higher Education](#) **FREE!**

LIVE WEBCAST: September 20, 2022| 2:00pm to 3:00 pm Eastern

Higher Ed has a workforce in crisis- join us to learn what faculty and staff are saying about burnout, engagement, and what will retain them.

[Rethinking Engagement for Gen Z Students](#) **FREE!**

LIVE WEBCAST: September 22, 2022| 1:00pm to 2:00 pm Eastern

Join a national discussion to learn how to best engage Gen Z students.

[Faculty Performance & Conduct: Reframing the Conversation](#) **FREE!**

LIVE TRAINING: September 28, 2022| 12:00pm to 2:00 pm Eastern

Build the infrastructure you need in order to address faculty conduct issues as they occur and ensure collective faculty success.

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.

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