Minutes
Human Resources Development Committee (HRDC)
Thursday, April 15, 2021 1:30- 2:30 p.m.

1. Announcements
   a. Staff Recognition Week – Susan
      i. May 18-20; 30 sessions so far – all will be virtual; registration will be open by 4/26; an announcement will be sent about registration; utilize myLearn to register; lots of fun new courses and some tried and true trainings
   b. Document Accountability Update – Alan
      i. On April 22, the Board of Curators is expected to approve a revision to CRR 180.060: Personnel Files. On May 1, following the Board’s expected approval of the CRR edit, there will be a new HR policy, HR-125 Employment Record Policy and Guidelines. The HR policy will provide more detailed information about our approach to employment documentation. In late May and early June, HR Partners (HRPs) will be meeting with units to discuss policy implementation for their assigned colleges, schools and divisions. Questions about the project can be directed to Alan Toigo at toigoa@missouri.edu.

2. ePerformance – Keesha
   a. Process has begun and will go through 7/31/21. Employees should have received announcement from HR Service Center.
   b. More streamlined process; Less back and forth than before
   c. Three check-ins throughout the process in full years. 2021 will just have the one final check-in during July
   d. Employees and their managers will receive automated prompts when each Progress Check-In period begins as well as reminders regarding each step of the process.
   e. https://www.umsystem.edu/ums/hr/performance-evaluation-resources
   f. Able to upload attachments
      i. If you want to obtain feedback from other parties, it will need to be handled outside of the tool and attached.
   g. HR Partners will have access to the reports within the tool
   h. Questions can go to Keesha or the UM Team

3. Job Posting Updates - Keesha

   a. Changes go live 4/30/21
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4. Monthly Payroll Discussion - Amy
   a. Approval Lockout to be removed. Currently only negative hours associated with a correction after payroll need to be manually approved. Expected for May, there will be a batch process that approves the negative hours on a daily basis going back 60 days since time keepers and time approvers have access to edit timesheets that far back.
   b. Questions to HRDC community:
      i. What impact might shortening the number of processing days for the payroll have to units?
      ii. Thoughts on leaving it on Thursdays or look at moving it as late as possible in the month? Means it would move around each month like it used to.

5. 9-month pay guidelines – Hire, Term/Ret, Pay Changes
   a. Per request of the Provost Office, we have established pay guidelines for 9-month hires, terminations and mid-period pay changes. This is not guidance for anyone changing service basis. There will be an additional document for that to come. These guidelines were shared with the Division HR Officers individually to address concerns. The final guidelines have been posted on our website under the Faculty Hiring/Administration section.

6. ePAF updates coming this summer
   a. new GT forms to be delivered early summer: work address, JED, Courtesy Hires, Additional Pay
   b. demo pending

7. Return to Work Discussion – Patty
   • Expectations and procedure for in person return, what is required and where can we be flexible.
     a. Generally speaking, the Health Order has been extended for thirty days which puts us at right around commencement. Our health experts and Boone County Public Health are in lock-step, and are going to wait and see how things look at that time. If COVID cases are negligible and enough people are vaccinated, we may see restrictions lifted completely.
     b. Returning to work on site is the default expectation, but only if employees can return safely (social distancing and face coverings). However, we do not recommend running out and purchasing expensive equipment or furniture in order to make this happen because of how quickly things could change. Instead encourage rotating schedules or hybrid telework for now.
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- How does ADA accommodation work if we return in person full time? Does it have an expiration date?
  a. According to Amber Cheek - It depends. COVID-19 accommodations are inherently temporary and some have expiration dates. The supervisor and the employee should know if there are expiration dates and work with Amber to see if accommodation should continue.

- We cannot force people to get vaccinated or cannot demand to see a proof of vaccination. What if people do not want to return to work in person full-time because they do not want to get vaccinated?
  a. Being vaccinated or not should have no bearing on the decision.
  b. On-site is the default unless:
     i. Need ADA accommodation
     ii. Can’t social distance in workplace
     iii. There is a negotiated telework arrangement agreed to by both employee and supervisor
     iv. The nature of the work and the business need should dictate whether remote work is an option. The telework arrangement webpage has good resources for supervisors.

- Can we continue to keep people remote in cases where we do not have adequate office space to accommodate them at this time?
  a. Yes, or hybrid/rotating schedules

- Can people be written up for refusing to come back fulltime? Or what are the consequences for people refusing to come back to work fulltime, if they have been required to by supervisors?
  a. Emphasize that on-site is default. If they worked on-site full time prior to COVID-19, and they just don’t want to or refuse to come back on-site full time, then we could consider discipline up to and including termination depending on the nature of work and severity of the behavior.
  b. However, we would also like supervisors to be cognizant of the fact that coming back on-site might be emotionally or mentally challenging and it is yet another change for employees. We are encouraging patience and giving folks some time to transition. Please work with your HR Partner if you encounter issues.
  c. Policies and CRRs apply to everyone. Where/how people work and work schedules are decisions that have to be made at a local level that one policy cannot cover. I would point people to the President and Provost message from March 24 regarding the expectation for full in-person work return by 5/17. (attached)

8. Protection of Minors Policy – Patty
   a. https://www.umsystem.edu/ums/ecas/protection-minors