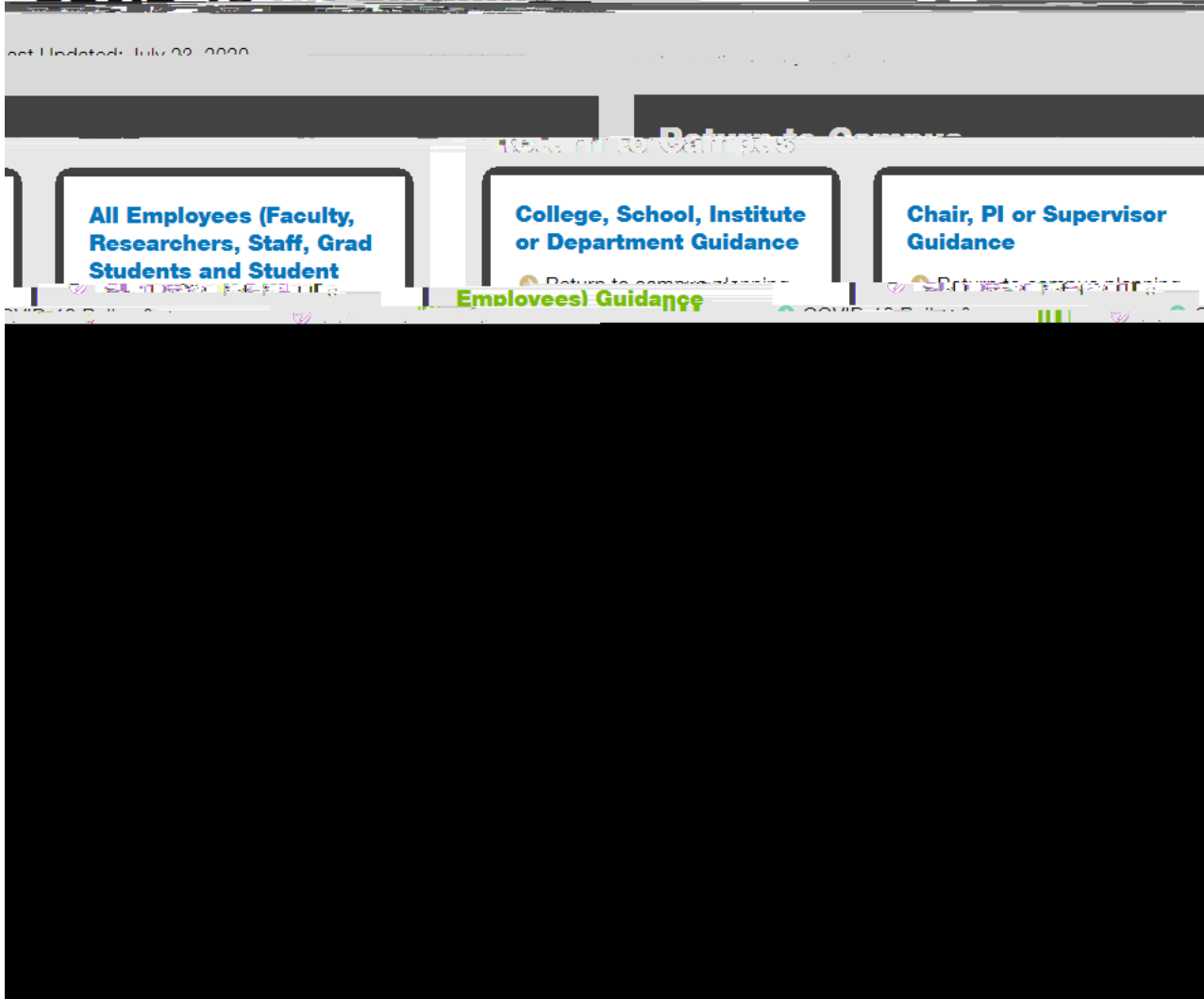# HR Liaison Meeting

Friday August 14, 2020
Virtual

Agenda:
- Welcome
- Return to Campus
- Health and Safety Policy Compliance
- Protocol for COVID-19 Positive or COVID-19 Symptoms
- Non-COVID Topics for Fall
  - Equal Pay Act, Hiring and Avature Updates
  - I9 Updates
  - International Employee Update
  - FMLA Forms
  - Reminders

Welcome

Katherine Erwin

COVID-19 HR Guidance

Last Updated: July 22, 2020

Return to Campus

All Employees (Faculty, Researchers, Staff, Grad Students and Student Employees) Guidance

College, School, Institute or Department Guidance

Chair, PI or Supervisor Guidance

https://www.colorado.edu/hr/covid-19-hr-guidance

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Return to Campus

For fall semester, if the employee can work remotely, the employee <u>should continue to work remotely</u> to reduce the population density for those who are working on campus.

It is <u>not</u> the employee's decision to return to campus, the department must create a plan.

Return to Campus

For those who are not able to work remotely, the decision to return employees to campus shall be based upon the following criteria:

- Essential duties must be done on campus or can be done significantly better on campus, ___

- Duties support
  - the health and welfare of students
  - the academic or programmatic needs of students
  - the on campus student experience, __

- Duties support mission critical work including primarily faculty and staff who support on campus research or in person teaching. This includes staff who support teaching and learning, information technology and building and campus maintenance.

Return to Campus

- Email template is found on HR website

- Include the safety measures put into place – plexiglass, HVAC reviews, etc.

- Provide resources (COVID-19 Leave and Accommodation Request Form) for employees who are not able to return to campus:
  - Childcare
  - Vulnerable population
  - Etc.

Return to Campus

_____

- Complete Skillsoft training through portal:
  CU: COVID-19 Safety and Awareness – CU Boulder

- Complete the Daily Health Questionnaire   day employee will be on campus

- Complete the Daily Health Questionnaire if you are sick or have symptoms even if not coming to work that day.

Return to Campus

- Childcare

- Vulnerable population

Employee circumstances will continue to change throughout the semester!

Return to Campus

- Supervisors should be as flexible as possible
  - Allowing flexible work hours
    - Extended days

- Childcare FMLA (Families First Coronavirus Recovery Act allotment)
  - 12 weeks of FMLA at 2/3 pay
  - Maximum of $12,000 for those 12 weeks
  - Can be taken intermittently or in block

Return to Campus

- Safer-at-Home Executive Order
  - Cannot compel vulnerable individual to return to work
  - Encourage flexibility and remote work for employees with vulnerable household members

- Options for leave and remote work requests on COVID-19 Request Form
  - Leave team will collect medical documents and recommend remote work/teaching to supervisor
  - Leave matrix with options found on HR website
  - Referral to ADA compliance when applicable

Health and Safety Policy Compliance

Kenny Nelson

Health and Safety Policy Compliance

All members of the university community, including visitors to campus, are responsible for the following social distancing and safety measures:

- maintain 6-foot distancing when possible,

- wear a face covering in public indoor spaces and outdoors while on campus consistent with state and county health orders,

-

Health and Safety Policy Compliance

- All indoor spaces on campus
- Outdoors within six feet of another person
- Outdoors while waiting for public or non-personal transportation, no matter the distance from another person
- Walking, riding a bike, scooter, bus, or traveling outside of a car on campus

Health and Safety Policy Compliance

– Individuals who have received a medical or religious accommodation from Disability Services, ADA Compliance, OR the Office of Institutional Equity and Compliance.

– Children under 10 years old.

Health and Safety Policy Compliance

– Remember that there may be individuals who have disability or religious accommodations because they are unable to wear a face covering. It can feel isolating and uncomfortable to be unable to participate in this very visible community safety effort.

Health and Safety Policy Compliance

- Do not call CUPD or 9-1-1 unless you are being threatened or have immediate safety concerns from the individual.

- Maintaining physical distancing, approach the individual and introduce yourself.

- Ask them to wear a mask
  - Example phrasing: Are you aware that masks are required to be worn on the Boulder campus?

- If they put one on or apologize - tell them thank you and remind them it should be worn at all times while on campus, indoors and outdoors.

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Health and Safety Policy Compliance

– Supervisors and academic leaders should foster and maintain a culture of voluntary, on-going compliance within their areas of responsibility by modeling compliance through their own behavior and by addressing concerns as they come up about the behavior of students, instructional personnel, researchers and staff in their units.

Health and Safety Policy Compliance

- If you notice students, faculty, staff, or any other community member on the Boulder campus not following our safety measures, we recommend trying the steps below before escalating to central offices.

  – Talking to the individual in a non-confrontational approach

  – If appropriate, talk to a supervisor, HR Liaison, faculty member, academic leader such as a department chair or director.

- To report ongoing non-compliance, please contact:

  – Student non-compliance: studentconduct@colorado.edu

  – Employee (Faculty, Research Faculty, Lecturer, Staff, Grad Student, or Student Employee) non-compliance: HRMail@colorado.edu

Health and Safety Policy Compliance

CU is devoted to broadening awareness of Bias occurring on campus. And while we are committed to safety measures such as mask wearing to   , we wish to acknowledge that many persons of color have been taught to express non-threatening signals through facial expressions like smiling to safely navigate the world. We encourage all CU community members to educate yourself regarding bias, and strive to lead all interactions with kindness and good will.

COVID-19 Positive or COVID

COVID-19 Positive or COVID-19 Symptom Protocol

– when an individual is sick, they are to isolate for 10 days

– when an individual has been in close contact with a sick individual, they are to quarantine for 14 days

COVID-19 Positive or COVID-19 Symptom Protocol

- Employees <u>who have returned to work on-campus</u> will be <u>required</u> to notify supervisor of COVID symptoms or COVID positive test results

COVID-19 Positive or COVID-19 Symptom Protocol

1. Complete Daily Health Questionnaire on behalf of employee

2. Manage sick employee, in consultation with department HR or central HR

3. Work environment mitigation, in consultation with department HR or central HR

COVID-19 Positive or COVID-19 Symptom Protocol

- Contact tracking will occur through the county public health department where the employee resides or was tested

- Information submitted is HIPAA protected

- Information to any public health department, including CU Boulder's Health & Wellness Public

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COVID-19 Positive or COVID-19 Symptom Protocol

COVID-19 Positive or COVID-19 Symptom Protocol

– Contact building proctor wha4e1 (t)4 (i)3 (on)4 ( )TJ-0.07kb I97.920ec8 T. (bui-2

COVID-19 Positive or COVID-19 Symptom Protocol

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COVID-19 Positive or COVID-19 Symptom Protocol

- Employees who are instructed to quarantine by supervisors may be contacted by CU Boulder's Health & Wellness Public Health Staff or any other Colorado county public health department for the contact tracing process.

- It is important to note, if the supervisor ensures appropriate social distancing measures have been observed, most coworkers of the COVID-19 positive employee would not be impacted.

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Non-COVID Topics

Equal Pay Act, Hiring and Avature Updates

Kym Calvo

Update

- Much work has been happening to gather information, build infrastructure, and start developing procedures
- Guidance and implementation plans will start being communicated between now and January
- Guidance will be by employee population and communicated as ready for each group
  - Classified and University Staff
  - Faculty and Research Faculty
  - Student Employees
  - Temporary Staff

is still Active

- Hiring may happen with appropriate
- Review the   and hiring approval form on
  HR website: https://www.colorado.edu/hr/covid19/hr-processes#hiring-759
- :
  - Non-tenure track faculty (Lecturers, etc.):
    - Can proceed with Dean approval on the offer letter (no additional hiring approval form required)
  - SRS cabinet approval:
    - Send form in DocuSign directly to Patrick.orourke@colorado.edu and
      _____

Diversity Search & Hiring Training

- For faculty search committees:
  - meetings and   course available
  - to schedule training for a committee, department or college/school

- available for staff search training

- available online:
  - https://www.colorado.edu/hr/learning-development/employee-learning#diversity_search_amp_hiring-389

Avature Updates

Form I9 Services

Rosie Compean

University of Colorado Bou

-                          at the Administrative & Research Center, 3100 Marine Street, 3rd floor
  - Hours: 9:00am – 3:30pm, Monday – Friday ( )

-

  - By appointment only on Tuesdays and Wednesdays
    - Hours: 9:00 a.m. to 12:00 p.m.

Under the following circumstances employees should not come to the I-9 office:

- individuals with symptoms
- Individuals with confirmed COVID-19

Please contact i-9forms@colorado.edu to arrange to complete the I-9 remotely.

International Employee Update

Megan Bohn

Upon Hire, contact the following offices:
- International Tax Office: intltax@cu.edu.
- I-9 Office: i-9forms@colorado.edu
- If you participate in QuickStart: newatcu@Colorado.edu

Please copy the employee and supervisor into the

FMLA Forms

Taylor Craven

FMLA Forms

- Department of Labor (DOL) released new, fillable forms

- CU Boulder will use these forms for all employee classes

- Current versions of the DOL forms will always be found on the HR website: https://www.colorado.edu/hr/leave

- If your department works with Central HR Leave Team, you do not need to provide these forms to employees

Reminders

Kenny Nelson

Sick Leave Statute

- Law approved to provide sick leave to <u>ALL</u> employees

- Goes into effect January 1, 2021

- Policy changes will occur at the system level

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Leave Sweep

Timeline

-
  - Regent Policy dictates leave sweeps occur as of this day
-
  - Campus receives list of impacted employees
  - Initial balances swept at System level (will be corrected)
-
  - Review complete, list sent back to Employee Services.
  - Notifies employee of leave sweep
-
  - Sweep takes place in HCM
-
  - Employees able to see updated balances in updaes.6 (ot)-4.4 (1)3-xET/FigureC /TT0 1 Tf0.002 q89.
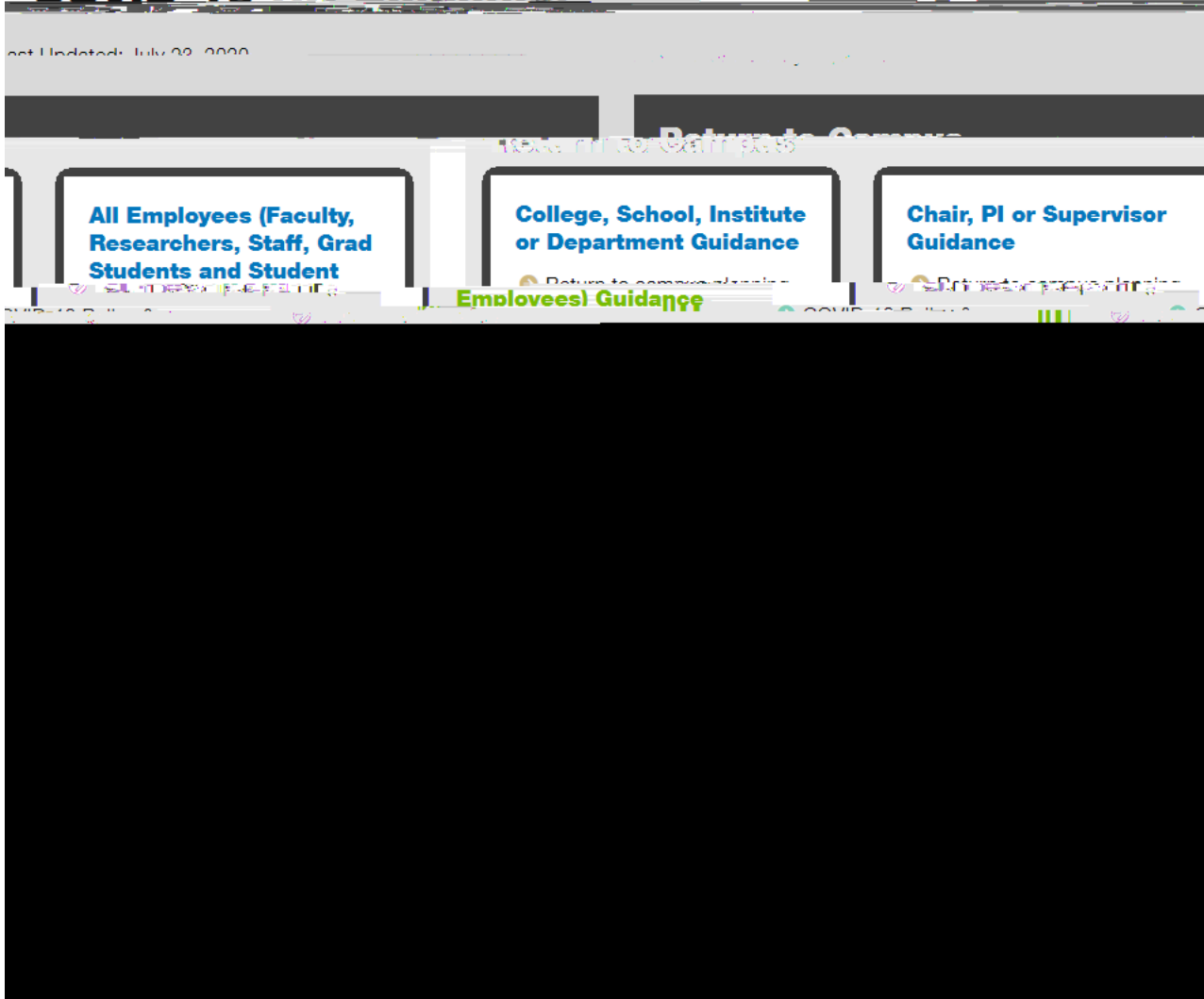
Next HR Liaison Meeting

We will continue with monthly updates and can cancel if there are no topics to discuss.

Save the dates!

- Friday September 18

- Friday October 16

COVID-19 HR Guidance

Last Updated: July 28, 2020

Return to Campus

All Employees (Faculty, Researchers, Staff, Grad Students and Student Employees) Guidance

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Questions?