Human Resources Liaison Minutes  
Thursday, March 22, 2018  
3:30 PM – 5:00 PM, Friday Annex Room 136

- **Introduction of Elaine Doell**  
  Liz Grimes  
  We are happy to introduce our new Assistant VCHR, Elaine Doell. Elaine joins us from ECU where she served in HR as well as CFCC where she was the head of Human Resources. We are excited to have her on our team.

- **Adverse Weather Update**  
  Patti Hale  
  Patti provided a hard copy of the email sent to leavekeepers in late February regarding an update to the January weather event. She pointed out two links that are now on the HR homepage. Those links are to Adverse Weather Guidelines, which explains the Conditions 1, 2, and 3 and also the Adverse Weather FAQ’s, adapted from the OSHR policy. In addition, she briefly discussed the requirements for using Adverse Weather Leave and that it must be made up within 90 days of the weather event. Questions about the adverse weather policy or related timekeeping may be directed to Patti Hale. To read more the adverse weather policy, please click [here](#).

- **Leave Age Report**  
  Patti Hale  
  Patti reminded leavekeepers of the state policy on compensatory time. For FLSA non-exempt employees (SHRA employees who use SmartTime), compensatory time must be used within 12 months after it is earned or be paid out. For FLSA exempt employees (SHRA employees who use MoveTime), compensatory time not used within 12 months is forfeited. A report has been developed to tell us when compensatory time is older than 12 months. HR will begin using it in April to inform employees that they have until the end of the month to use excess compensatory time.

- **Full Cycle Performance**  
  Molly Nece  
  Please check the Dare to Learn website for tools and resources to help with performance reviews. Take advantage of the self appraisal, talent conversation questionnaire, and other tools available to help you with the review process. Reminder: Paper evaluations are due April 30th. For the pilot group, electronic submissions are due March 30th.
• **Certificates: Voice of Inclusion and Giving Flight**  
  Molly Nece  
  This monthly 4-part series (3 hours each) equips new employees with strategies and tools designed to increase communication, collaboration, problem solving, and sharing of new ideas. Applications are online to apply. This could be used a full cycle goal in the future. Also, the Voice of Inclusion Certificate with Kimberly McLaughlin-Smith is available through the Dare to Learn Academy.

• **Background Checks Process**  
  Ivor Dikkers  
  We are in the process of trying to change the background check process so we can make conditional offers before the background check actually comes back. This will help eliminate the time gap that normally occurs. We will continue as normal for now but are welcoming feedback from anyone who knows of any potential issues.

• **Independent Contractor Update**  
  Caroline Dellinger  
  A modified PUR1.40, uShop form, and process information are being updated. More to come on this.

• **Dual Employment**  
  Caroline Dellinger  
  The Dual Employment website is now live on the HR website. Hopefully this will help with any questions regarding this process.

• **Applicant supplemental questions**  
  Caroline Dellinger  
  We encourage the use of supplemental questions when posting jobs to help with the screening process. This will help target more qualified candidates. This tool is already available in PeopleAdmin.

• **FLAC/EPAF Update**  
  Deanna Tirrell  
  FLAC - We are now finished training FLAC managers and are finalizing pay scales in Banner. The FLAC administrators will be training in April.  
  EPAF – We are starting with our pilot groups in April (Campus Rec, Facilities, Campus Life, and Biology). This will be opening to the entire campus in July.