



HR Updates

CDA MEETING 8/13/2020

Flexible Workplace Alternatives

Taleo Update: Fluid Recruiter

Virtual Training Sessions

HR Service Center Update

UNIVERSITY of **HOUSTON**

HUMAN RESOURCES

Guidelines for Flexibility in the Workplace

REMOTE WORK

Allows employees to work in an Alternate Work Location or their Official Domicile

- Alternate Work Location - temporary off-site location, may be the employee's home or another approved location
- Official Domicile - permanent off-campus location where work duties are typically performed, typically the employee's home

MODIFIED SCHEDULE

Allows employees the flexibility to fulfill their regular schedule at adjusted hours

TEMPORARY REDISTRIBUTION OF RESPONSIBILITIES

Allows supervisors to delegate tasks that may differ from normal job descriptions to employees within their department

Guidelines for Flexibility in the Workplace

FAMILY MEDICAL LEAVE

May be used to supplement hours worked for employees who qualify

- May require physician's note when related to a medical condition
- May be requested when caring for a child whose school or place of care is closed for reasons related to COVID-19 (effective April 1, 2020 - December 31, 2020)

PROFESSIONAL DEVELOPMENT AND ADDITIONAL TRAINING

May be available to employees whose job responsibilities cannot be performed

- May include webinars, online learning, and job shadowing
- Should not exceed an average of 5 hours per week

"ROLL UP YOUR SLEEVES UH"

A work exchange program that allows eligible employees to work within different departments University-wide that differ from their regular job responsibilities (available through October 31, 2020)

TALEO UPDATE: FLUID RECRUITER

TRAINING

Now available!

Upcoming Dates:

August 18th

September 16th

October 14th

New Features

New mobile design!

User dashboard

Requisition summary

Candidate summary

VIRTUAL TRAINING

OVER

530

EMPLOYEES

have participated in virtual training since March 2020.

Including:

CATALYST@Home

Taleo Fluid Recruiter

Managing Employees Remotely

Creative Problem Solving

Visit uh.edu/hr/virtual-training for upcoming sessions!

HR SERVICE CENTER

RETURN TO WORK OPERATIONS PLAN

- Return to campus beginning on August 18th
- Onsite hours:
 - Tuesday - Thursday, 8 AM - 4 PM
 - By appointment only
- I-9 process will continue to be completed online

HR Operations

- Refreshment on Leave Types
- ERS COVID-19 Testing
 - What is covered?
 - How does it work?
- Temporary employment challenges and Limitations

Leave Types

Federal Medical Leave Act (FMLA)

- Leave can be taken for a serious health condition or to care for a spouse, child or parent with a serious health condition
- Must be employed for 1 year / 1,250 hrs. before taking FMLA
- FMLA Application and Physician Medical certification required
- Up to 12 weeks of leave maximum in a calendar year
- Employee can use accrued time to remain in a paid status

Families First Coronavirus Response Act Leave - Only Available thru December 31, 2020

Emergency Family and Medical Leave Expansion Act (EFML)

- Leave can be taken when an employee is unable to work and must care for a child because the school or place of care has been closed due to COVID-19
- Employees must be employed at least 30 calendar day
- Total duration is up to 12 weeks (to include regular FML)
- Can be taken intermittently in increments of 2 hour minimums per day
- First 80 Hrs. are unpaid however employee can use Emergency Paid Sick Leave (EPSL) if applicable or vacation to supplement pay
- Remaining time is at 2/3 regular rate of pay, subject to limits

Leave Types - continued

Emergency Paid Sick Leave (EPSL)

Families First Coronavirus Response Act Leave - Only Available thru December 31, 2020

- Employees are eligible from the first day of employment
- Total of 80 Hrs. of paid leave; subject to limits
- Employees can take leave for the following COVID-19 related reasons:
 - (a) employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
 - (b) employee has been advised by a health care provider to self-quarantine due to COVID-19;
 - (c) employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis;
 - (d) employee is caring for an individual who is subject to an order under (a) above or being advised under (b) above;
 - (e) employee is caring for a son or daughter under 18 years of age (or 18 years of age or older and incapable of self-care due to a mental or physical disability) of such employee if the school (elementary or secondary) or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable due to COVID-19;
 - (f) employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Important Links:

Families First
Coronavirus Response
Act (FFCRA)

[FFCRA Required Notification](#)

[FFCRA LEAVE FAQs](#)

Federal Emergency
Leave Portal

[FMLA Application Portal](#)

Free COVID-19 Testing

COVID-19 Lab Testing

- As of March 6, 2020, in-network lab testing for COVID-19 is available at no cost to HealthSelect of Texas, HealthSelect Out-of-State and HealthSelect Secondary participants.
- As of March 11, 2020, this also applies to Consumer Directed HealthSelect participants.
- As of April 23, 2020, out-of-network lab testing for COVID-19 is also available at no cost for all plan participants. This covers out-of-network COVID-19 lab testing claims received on or after March 18, 2020.
- [Learn how you can avoid extra COVID-19 testing charges.](#)

Temporary Employment – Staff Only

TRS Definition

TRS defines temporary employment as total employment that is expected to last less than four and one-half months in a school year. For the purposes of this definition, TRS has determined that four and one-half months is equal to 18 weeks.

It is important to note the designation of ‘total employment’ means the total amount of time a person is employed with the TRS Covered Employer, not just the actual dates they work. Therefore, if there are periods between assignments when the person is not working, but the person is still considered to be an employee, that time is counted in the total employment.

UH Temporary Employment

All temporary employment must not exceed 125 calendar days (previously referred to as 4.5 months or 18 weeks; 125 calendar days meets the TRS requirement of less than 4.5 months) of total employment from date of 1st hire into the temporary position. The 125 days is an actual count of all days (weekends, holidays and days not worked).

TRS is tracking all reported temporary employment to identify non-compliance.

Temporary Employment is employment defined 2 ways:

- 1) **Temporary (Casual) Employment:**
 - a) Employee **MUST** be scheduled and consistently work **LESS THAN 20** hours per week.
 - b) Last an indefinite period.

- 2) **Temporary (Short-Term) Employment:**
 - a) Last a total period of 125 calendar days or less from date of 1st hire into the temporary position.
 - b) Employee may be scheduled and work between 20 – 40 hours per week.

All temporary employment must have an end date. The 125th day (from date of 1st hire) must be the last day worked with the 126th day being the inactive date.

Temporary Employment – Staff Only

Continued

Key Points to consider:

- A break in service does not reset temporary (short-term) employee status.
- Any employee who is hired or rehired in a temporary (short-term) position cannot exceed 125 calendar days from the date of 1st hire.
- An employee who has reached the 125-calendar day maximum cannot be rehired in a temporary status for one calendar year + 1 day following the termination of the last temporary (short-term) assignment.
- When hiring temporary employees, it is imperative to consider employment within all UH campuses and other state agencies for benefit eligibility.
- Student employment is not considered for TRS eligibility.

New guidelines, processes and tools will be coming soon.

THANK YOU!



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