# HR Liaisons /COVID Liaisons Network Meeting Agenda

**DATE:** January 10, 2022 / 3:00 – 4:45pm - ZOOM  
**ATTENDING:** HR Liaisons and HR Staff

<table>
<thead>
<tr>
<th>Topic</th>
<th>Speaker</th>
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<tbody>
<tr>
<td>I. Welcome &amp; Announcements</td>
<td>Karla McCormick</td>
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<tr>
<td>a. Combined HRL and COVID Liaison meeting</td>
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</table>
  i. Covid Liaisons that are not HR Liaisons are free to leave after COVID discussions are completed |
| b. Staff Updates |  
  i. Director, Human Resource Development – interviews in process |
|  
  ii. Onboarding Specialist – posted |
|  
  iii. Foreign National Employment Specialist – reposted |
| c. Juneteenth Holiday – NEW |  
  i. Recognized on June 20th. |
| II. COVID Liaisons | Karla McCormick |
| a. New Guidance | Greg Peden |
|  
  i. Communication – 1/4/2022 | Kimberly Braxton-Lloyd |
|  
  1. Time of Quarantine – reduced from 10 to 5 days |
|  
  2. No testing requirement to return |  
  3. Time frame of last vaccine/booster & quarantine requirements |
|  
  ii. NEW- Resource Guide |  
  iii. Employee Decision Tree |
|  
  iv. COVID Liaison TEAMs |  
  Karla McCormick |
|  
  Greg Peden |
|  
  Kimberly Braxton-Lloyd |
| III. HRL Network Updates | Leanne Fuller |
| a. Meetings |  
  i. Next meeting – February 10, 2022 |
| b. HRL Advisory Council |  
  i. New members |  
  1. Julene Pugh – College of Business |  
  2. Lindsey Johnson – VP Bus-Fin/CFO |
|  
  3. Nichole Diehl – Veterinary Medicine |  
  4. Tami Poe – Liberal Arts |
|  
  ii. Remaining members |  
  1. Trey Lightner |  
  2. Tammy Walker |
|  
  3. Arlene Brown |  
  4. Ginger Vedder |
| IV. Human Resource Development | Kimberly Graham |
| a. Performance Management Update | Moriah Kent |
| V. Compensation & Classification | Shelly Murray |
| a. Position Budgeting |  
  b. Pay Evaluator Update |  
  c. Performance Management Update |
| VI. Employee Relations | Sonya Dixon |
| a. Emergency Contact Information |  
  b. Pay Evaluator Update |
| VII. TigerFlex Pilot Program | Leanne Fuller |
| a. Pilot Continuance through Summer semester | David Hall |
| b. Participation | Patrick Johnston |  
  i. CURRENT Participants - Confirm any changes – working on instructions to send to HRLs |
|  
  ii. NEW Participants - Spreadsheets return to tigerflex@auburn.edu as an attachment of approved new participants by 1/31/2022 |  
  1. AUHR will send instructions to NEW participant (from your approved list) of completion of Service Level Agreement form. No signatures but records submitter |
|  
  iii. AUHR will maintain a copy of the form on file |  
  ii. Pay Evaluator Update |
Link to Recording

The following reminders and items were shared in the combined HR Liaison/COVID Liaison Zoom meeting that was held on Jan. 10, 2022. Please refer to the audio recording link above for details.

☑️ Welcome and Announcements – Karla McCormick
  - Karla McCormick welcomed everyone to the call.
  - Karla advised that since our meeting was a shared call with COVID Liaisons, the COVID Liaisons who are not HRLs were free to leave the call.
  - Staff updates:
    - Director, Human Resources Director
      - We are interviewing candidates and hope to have a director on staff by mid-March.
      - Arlene Brown, Libraries, is representing HR Liaisons on the search committee.
      - HRLs and other stakeholders will be invited to view/participate in the candidate presentations to be conducted during the last week of January and the first week of February.
      - More information will be shared.
    - Onboarding Specialist
      - The position is currently posted. Please share with anyone that would be interested.
    - Foreign National Specialist
      - We had a verbal acceptance prior to winter break but she withdrew due to a promotion at her current institution.
      - Please share the opportunity with anyone that may have an interest.
  - Additional Holiday
    - In recognition of Juneteenth, the University will add June 20 as the holiday.
    - The University will not eliminate another approved holiday.
  - Community Service Leave (CSL)
    - It is hard to clarify and come up with an all-inclusive list of what qualifies for CSL.
    - It can not be a political or religious activity.
    - It should keep with the spirit of why the leave was created initially; the opportunity to provide a service to the community.
    - Please try to be consistent within your division when determining CSL requests.
    - Refer to the CSL website for examples

☑️ COVID Liaison Discussion – Greg Peden, Karla McCormick and Leanne Fuller
  - Mask Mandate
    - Karla shared that we are still under a mask requirement when indoors.
    - The University has hired security guards to help enforce the wearing of masks.
  - Updated Resources
    - Leanne shared the following information:
      - The COVID Liaison Resource Guide has been updated.
        - It was shared as an attachment to this meeting and is also in the COVID Liaison Teams page.
        - The intake form has been updated and is also included in the Resource Guide.
      - Employee Decision Tree tool
        - It was created by Patrick Johnston and shared last week.
        - It was also attached to this meeting and is in the COVID Liaison Teams page
      - Student Decision Tree tool
        - It was just created. We will share with everyone and put it in the COVID Teams page.
    - Updates (Refer to the recording for detailed information.)
• Greg Peden highlighted some of the recent changes.
  • The quarantine period has been reduced from 10 days to 5 days.
  • If a person has had COVID in the last 90 days, not required to quarantine
  • The time of vaccination status is part of the decision in advising to quarantine.
  • The type of vaccination correlates in terms of time to quarantine:
    o Moderna and Pfizer – in the last 6 months
    o Johnson & Johnson – in the last 2 months
• Quarantine and Isolation
  o We use interchangeably but there is a difference.
  o Isolation is when you are not in contact with anyone.
  o Quarantine is when you are in a watch mode of symptoms, how you interact with others.
  o We will use the term “Quarantine” because that is what we are accustomed to using at Auburn.
• The date you begin counting is the same as in the past.
  o Asymptomatic – test date
  o Symptomatic – The date symptoms first appeared
• Boosters can now be given as early as five months.
• Inquiring on vaccination status
  o Karla shared that we cannot ask someone their status for this purpose.
  o In conversations with employees, you can indicate that their status will impact how you advise if they want to volunteer their status with you.
  o You can show them the decision tree and have them indicate their path.
  o Refer back to how these conversations were happening prior to the vaccine mandate.
• Self Report Form
  o Greg indicated that they will work on rebuilding some logic related to the last question and the date of the vaccine.
• Return to Work
  o If there is conflicting information between our guidance and the doctors’ guidance (longer to stay out of work), then follow the normal procedures for FMLA as they may be eligible.
  o Symptoms need to be improving to return to work; some may require longer based on their own sickness and symptoms.
• There is no change in visitors, hosting events and protocols associated with event management.
• ECAL
  o 80 hours total from the beginning of ECAL. It has not increased.
  o Employees need to manage their usage as much as possible.
  o HR is not policing ECAL other than the total allowed.
• Positive case in household and quarantine
  o If the employee an’t social distance, then the quarantine period begins at the last date of exposure.
  o For example, if you cannot social distance, the employee quarantine period begins when the spouse/family member quarantine period ends.

✓ HRL Network Updates – Leanne Fuller
  o Next Monthly Meeting
    ▪ Planned for February 10- A meeting invite will be forthcoming following this meeting notes/recording distribution.
  o HRL Advisory Council
    ▪ Four new members have been selected to serve.
      • Julene Pugh
      • Lindsey Johnson
      • Nichole Diehl
✓ TigerFlex Program – Leanne Fuller
  o The program will continue through the summer semester.
    ▪ Participation
      • Current participants – We are finalizing the instructions to send to HRLs for confirming any changes and should have them out in the next few days.
      • New participants
        o Spreadsheets need to be returned as soon as the names are approved in the division.
        o We can send a spreadsheet and add to it later in the month; just let us know who you are adding so we don’t communicate more than one time to the participant.
        o AUHR will send the instructions to complete the Service Level Agreement and attestations.
        o No signature is required on the form but the form does record the submitter. It is all electronic.
        o AUHR will maintain the data received on the form

✓ Performance Management – Moriah Kent & Kimberly Graham
  o We sent an email communication regarding the Planned Check-in season for Performance Management.
  o The Year-end Review will not be able to be completed without steps 2 and 3 being completed (Planning Phase).
  o We encourage steps four and five to be completed for Planned Check-ins.
  o 58% of supervisors have completed step two.
  o 48% of employees have completed step three.
  o Encourage your employees to complete the steps to avoid year end frustration.
  o Visit aub.ie/performance and aub.ie/pm7pm for resources.

✓ Compensation & Classification – Shelly Murray
  o Position Budgeting
    ▪ Shelly clarified that if position reclassifications requests are in the queue in Smartsheet, that will be justification for budgeting submission.
    ▪ We are working on these as soon as possible.
  o Pay Evaluator Updates (refer to handout)
    ▪ There are triggers (pop-up dialogue box) for the Minimum Hiring Rate to ensure rates are at or above $14.50/$30,160 annualized.
    ▪ Minimum Salary Threshold trigger – There is a yellow flag for further review and clarification.
    ▪ Job Code Field – You only have to enter that code once on Pay Evaluator; it will populate in the remaining fields.
    ▪ Reminder – Look at the FTE entered and make sure that it matches on the Hiring Proposal and Posting.
    ▪ A salary of $250,000 and greater requires Board of Trustees approval; a yellow flag will appear.
    ▪ Additional communication will be forthcoming on the clarification of title series.
    ▪ A new Pay Evaluator will be shared soon.

✓ Employee Relations – Sonya Dixon
  o Emergency Contact Information
    ▪ In September, all HRLs received a list of employees who did not have emergency contact information.
    ▪ Please follow-up and make sure employees are updating information.
    ▪ Nagware began in January when logging into Banner to prompt an employee to review and update emergency contact information.
    ▪ Nagware will happen again in July.
  o Spirit of Excellence
    ▪ We are encouraging submissions, especially in the Service, Technical and Admin areas.
    ▪ We will accept nominations from anyone; it does not have to be their own supervisor.
✓ Other
  o Last Paid Dates & Clean-up of Records
    ▪ A communication is being considered to send out to HRLs, Timekeepers as a reminder of reviewing employee records and taking appropriate termination action if they have not paid in a period of time
  o Vaccine Mandate Update
    ▪ It is tied up in courts right now; we are in a holding pattern. If anyone request to have their status verified, go ahead and record using the same protocols.
    ▪ Jennifer Adams is expected to share a communication soon.

There were no other questions and the meeting adjourned.

✓ Notes Shared
✓ Handouts Shared
✓ Recording Shared

LF – 1/13/2022
<table>
<thead>
<tr>
<th>Holiday</th>
<th>Weekday(s) Observed</th>
<th>Date(s) Observed</th>
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<tbody>
<tr>
<td>Memorial Day</td>
<td>Monday</td>
<td>May 30, 2022</td>
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<tr>
<td>Juneteenth Day</td>
<td>Monday</td>
<td>June 20, 2022 (actual holiday June 19, 2022)</td>
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<tr>
<td>Independence Day</td>
<td>Monday</td>
<td>July 4, 2022</td>
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<td>Labor Day</td>
<td>Monday</td>
<td>Sept. 5, 2022</td>
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<tr>
<td>Thanksgiving</td>
<td>Wednesday - Friday</td>
<td>Nov. 23-25, 2022</td>
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<tr>
<td>Christmas*</td>
<td>Monday</td>
<td>Dec 26, 2022 (actual holiday Dec. 25, 2022)</td>
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<tr>
<td>New Year's Day</td>
<td>Monday</td>
<td>Jan. 2, 2023 (actual holiday Jan. 1, 2023)</td>
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<td>Martin Luther King Jr. Day (2023)</td>
<td>Monday</td>
<td>Jan. 16, 2023</td>
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* In addition to the above dates for Christmas Day and New Year's Day, we will close campus on Friday, Dec. 16, 2022, and re-open on Tuesday, Jan. 3, 2023.

* Friday, Dec. 16, 2022: All offices will remain open and operating until 4:45 p.m.

* Tuesday, Jan. 3, 2023: All offices will re-open and resume operations at 7:45 a.m.

**Note:** Temporary employees are **not** eligible for Holiday pay. Holiday hours are treated as hours worked under current University policy.

*Overtime payment during holiday periods should be processed in the same manner that overtime payment would be handled at any other time of the year.*

Contact Human Resources at 844-4145 or univhr@auburn.edu if you have questions about holiday compensation.
COVID-19 EMPLOYEE DECISION TREE

**If you have tested positive for COVID-19 (regardless of vaccination status)**...

- You should isolate for five days.
- If you have no symptoms or your symptoms are resolving (fever free for 24 hours), follow by five days of wearing a mask when around others.

You should also do the following:

- Contact your supervisor immediately: Your supervisor will ask about your recent activities on campus and you may be referred to your department’s COVID-19 liaison.
- Complete the required COVID-19 Self-Report Form: The information goes to the Office of Institutional Research. It is kept confidential and is used to notify Campus Safety. They monitor information about the prevalence of COVID-19 on campus and will share this information anonymously as needed.
- Stay tuned for additional guidance: More information, including when you can return to campus and types of leave available to you, will be provided by your COVID-19 liaison.

*The CDC has updated the recommended isolation and quarantine period for people with COVID-19.*

**If you have been exposed to someone with COVID-19 and...**

- Have been boosted...
- Completed the primary series of the Pfizer or Moderna vaccine within the last six months...
- Completed the primary series of the Johnson and Johnson vaccine within the last two months...
- Have had confirmed COVID-19 within 90 days of this exposure...
- Completed the primary series of the Pfizer or Moderna vaccine over six months ago and are not boosted...
- Completed the primary series of the Johnson and Johnson vaccine over two months ago and are not boosted...
- Have not been vaccinated...

- Quarantine for five days.
- Follow that by five days of wearing a mask when around others.
- Without symptoms, testing is recommended at day five after exposure.
- If you develop symptoms, stay home. It is recommended that you consult with a healthcare provider to help determine whether testing or treatment is needed.

Quarantine is not required.
- Wear a mask for 10 days after exposure, including at home to prevent household transmission.
- With no symptoms, testing is recommended at day five after exposure.
- If you develop symptoms, stay home. It is recommended that you consult with a healthcare provider to help determine whether testing or treatment is needed.

If you have had secondary exposure (a close contact exposure to someone who is being tested for COVID-19 but the results are not yet available), but are not ill, then self-quarantine is not necessary. However, you should continue to practice mitigation strategies including wearing a well-fitting mask, monitor your health daily for the COVID-19 symptoms identified by the CDC and practice infection control measures.

-Information on this page is current as of January 2022 and subject to change. Visit auburn.edu/covid-resource-center for the latest information for Auburn University.
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- If you have no symptoms or your symptoms are resolving (fever free for 24 hours), follow that by five days of wearing a mask when around others.

You should also do the following:
- Complete the required COVID-19 Self-Report Form: More information, including when you can return to campus, will be provided after a self-report form is submitted.
- Notify your instructors you will not be in class: It is up to you if you want to tell your instructors that you tested positive for COVID-19.
- Notify your close contacts: Anyone who had close contact (15 or more minutes, 6 feet apart or less) with you needs to be contacted to let them know they have been exposed to COVID-19.

* The CDC has updated the recommended isolation and quarantine period for people with COVID-19.

If you have been exposed to someone with COVID-19 and...

- Quarantine is not required.
- Wear a mask for 10 days after exposure, including at home to prevent household transmission.
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- Completed the primary series of the Pfizer or Moderna vaccine within the last six months...
- Have been boosted...
- Completed the primary series of the Johnson and Johnson vaccine within the last two months...
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- Completed the primary series of the Johnson and Johnson vaccine over two months ago and are not boosted...
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Compensation & Classification Updates

- Position Budgeting
- Pay Evaluator Updates
  - MHR pop-up
  - Minimum salary threshold yellow flag for AP positions ($35,568)
  - Job Code field – enter only once
  - FTE field reminder. For FTEs < 1, remember to identify the “Actual” salary for offer purposes.
  - BOT yellow flag for offers of $250,000+ which require BOT approval

- MHR Implications for Employees in Job Title Series
  - Work with assigned Compensation Specialist