



HR Liaisons /COVID Liaisons Network Meeting Agenda

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

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

[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:
 - Moderna and Pfizer – in the last 6 months
 - Johnson & Johnson – in the last 2 months
 - Quarantine and Isolation
 - We use interchangeably but there is a difference.
 - Isolation is when you are not in contact with anyone.
 - Quarantine is when you are in a watch mode of symptoms, how you interact with others.
 - 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.
 - Asymptomatic – test date
 - Symptomatic – The date symptoms first appeared
 - Boosters can now be given as early as five months.
 - Inquiring on vaccination status
 - Karla shared that we cannot ask someone their status for this purpose.
 - In conversations with employees, you can indicate that their status will impact how you advise if they want to volunteer their status with you.
 - You can show them the decision tree and have them indicate their path.
 - Refer back to how these conversation were happening prior to the vaccine mandate.
 - Self Report Form
 - Greg indicated that they will work on rebuilding some logic related to the last question and the date of the vaccine.
 - Return to Work
 - 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.
 - 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
 - 80 hours total from the beginning of ECAL. It has not increased.
 - Employees need to manage their usage as much as possible.
 - HR is not policing ECAL other than the total allowed.
 - Positive case in household and quarantine
 - If the employee an’t social distance, then the quarantine period begins at the last date of exposure.
 - 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**

- **Next Monthly Meeting**
 - Planned for February 10- A meeting invite will be forthcoming following this meeting notes/recording distribution.
- **HRL Advisory Council**
 - Four new members have been selected to serve.
 - Julene Pugh
 - Lindsey Johnson
 - Nichole Diehl

- Tami Poe

✓ **TigerFlex Program – Leanne Fuller**

- 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
 - Spreadsheets need to be returned as soon as the names are approved in the division.
 - 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.
 - AUHR will send the instructions to complete the Service Level Agreement and attestations.
 - No signature is required on the form but the form does records the submitter. It is all electronic.
 - AUHR will maintain the data received on the form

✓ **Performance Management – Moriah Kent & Kimberly Graham**

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

✓ **Compensation & Classification – Shelly Murray**

- **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.
- **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**

- **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.
- **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**

○ **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

○ **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

| Holiday | Weekday(s) Observed | Date(s) Observed |
|--|---------------------|---|
| Martin Luther King Jr. Day (2022) | Monday | Jan. 17, 2022 |
| Memorial Day | Monday | May 30, 2022 |
| Juneteenth Day | Monday | June 20, 2022 (actual holiday June 19,2022) |
| Independence Day | Monday | July 4, 2022 |
| Labor Day | Monday | Sept. 5, 2022 |
| Thanksgiving | Wednesday - Friday | Nov. 23-25, 2022 |
| Christmas* | Monday | Dec 26, 2022 (actual holiday Dec. 25, 2022) |
| New Year's Day | Monday | Jan. 2, 2023 (actual holiday Jan. 1, 2023) |
| Martin Luther King Jr. Day (2023) | Monday | Jan. 16, 2023 |

* 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)* ...

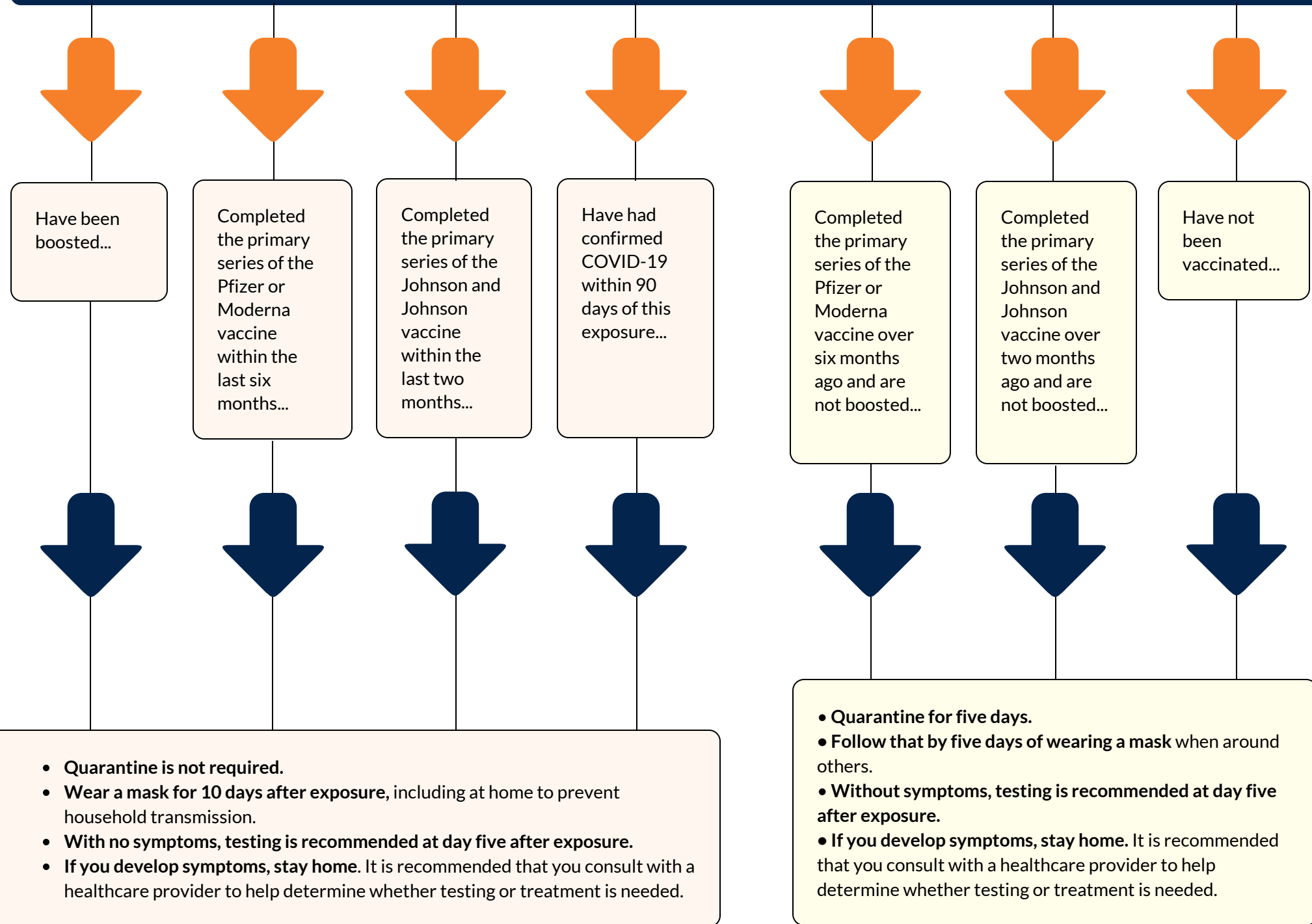
- You should isolate for five days.
- If you have no symptoms or your symptoms are resolving (fever free for 24 hours), follow that by five days of wearing a mask when around others.

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...



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.

COVID-19 STUDENT DECISION TREE

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

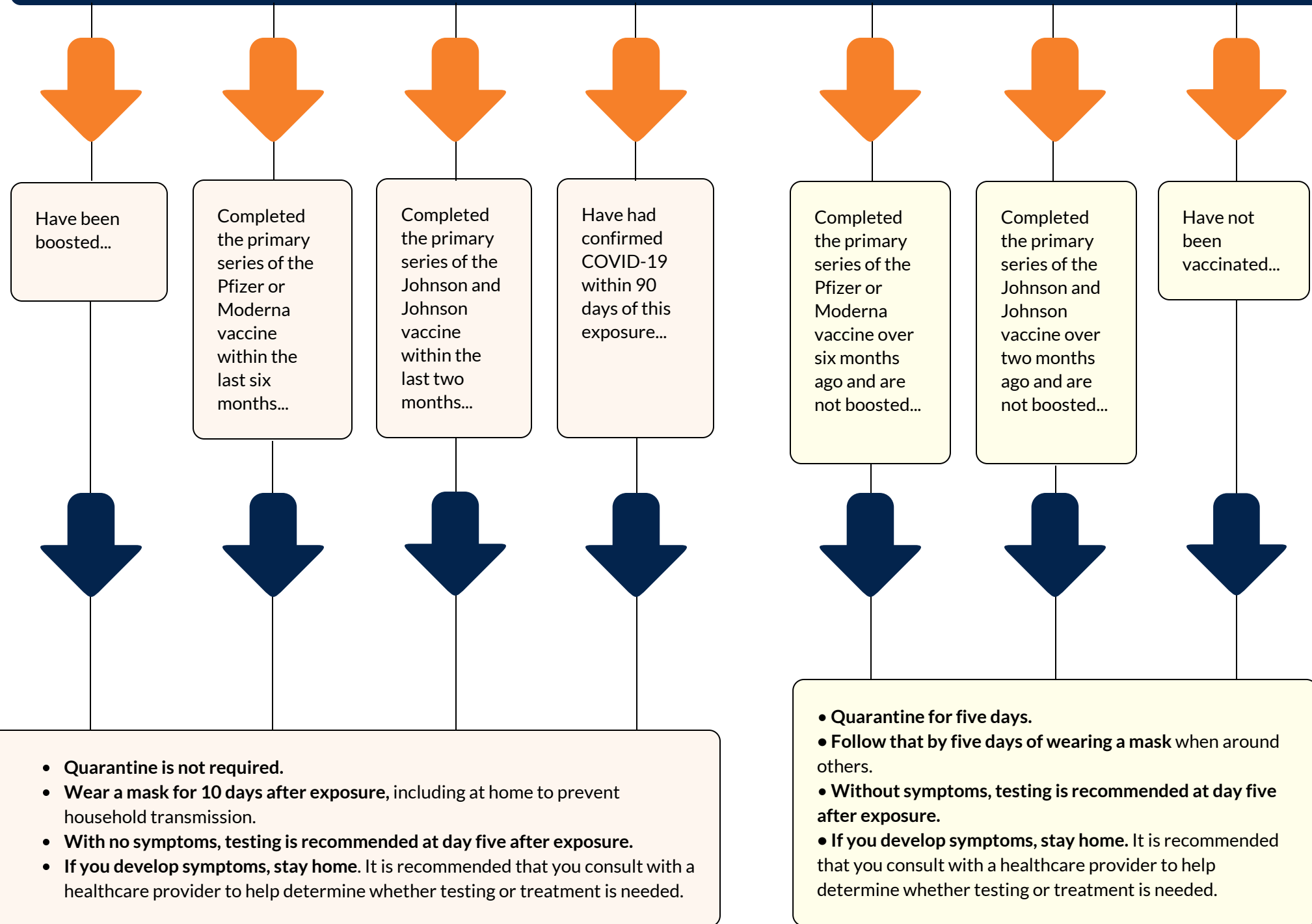
- You should isolate for five days.
- If you have no symptoms or your symptoms are resolving (fever free for 24 hours), follow that by five days of wearing a mask when around others.

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.

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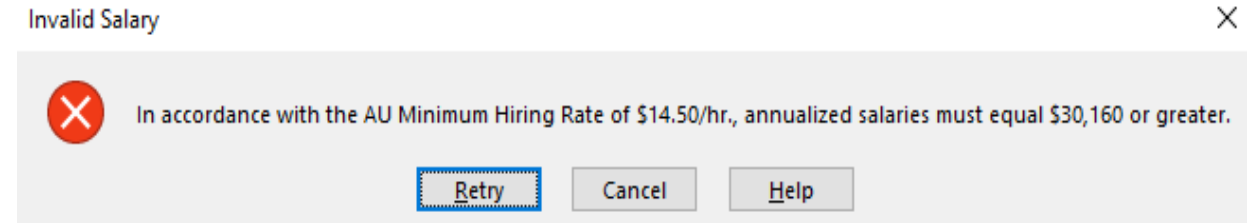


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Compensation & Classification Updates

- 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



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