



## College of Arts & Sciences Managers' Meeting

Wednesday, September 9, 2020

10:30 a.m. – 12:00 p.m.

via Zoom

**Welcome** - Elizabeth Bakanic, Associate Dean for Finance & Budget Mgmt.

**HR Announcements** - Ashante Diallo, Associate Dean for Human Resources

This month's Lunch & Learn will be held on **Tuesday, September 29th** from **12 noon – 1:00pm via zoom**. This month's topic is **"Appointment, Promotion and Tenure"**. Zoom information will be <https://unc.zoom.us/j/91372695699>, or #+1 (929) 436-2866, Meeting ID: 913 7259 5699.

**INFORMATION: COVID-19 Employee Testing Events** - UNC-Chapel Hill is partnering with the Orange County Health Department to offer employee COVID-19 testing clinics every Wednesday at the R7 parking lot adjacent to Sheps Bldg, located at 725 M.L.K. Jr. Blvd. These Wednesday testing clinics are drive-thru and will run from 10 a.m. to 2 p.m. starting today, **Sept. 9, 2020**. Attached is a flier for you to share with your staff in case they are interested in being tested.

These testing clinics are for asymptomatic people and Environment, Health & Safety/Risk Management doesn't recommend being tested any more frequently than every 14 days. If employees are symptomatic or have been identified as close contacts of someone who tested positive, please ask them to follow existing process of contacting the University Employee Occupational Health Clinic.

**UPDATE: Suspension of non-essential HR Actions** – Effectively immediately, please use the updated version (8.23.2020 file name) of the Request for Essential Action form. The form has been updated on the [COVID-19 Information Page](#) on the CASBO website. Upon submission to your HR rep, we will obtain the new required Finance Lead signature.

**INFORMATION: COVID-19 Shared Leave** - UNC-Chapel Hill has created a COVID-19 Shared Leave Program into which UNC-CH employees may contribute leave for use by fellow employees who need time off for specific COVID-19 related reasons. The program is available to permanent leave-earning employees from Sept. 1 to Dec. 31, 2020.

Employees may help individuals who have been affected by the Coronavirus pandemic by donating leave to the COVID-19 Shared Leave Bank. Donations will be accepted from Sept. 1 to Dec. 31, 2020. OHR Benefits and Leave Administration will review requests for shared leave and distribute donations to eligible recipients.

To qualify for COVID-19 Shared Leave, employees must have been employed by the University for at least 30 days. Eligible recipients must also have exhausted all personal leave, paid time off, and paid leave benefits available under the Families First Coronavirus Response Act (FFCRA) or special COVID-19 Paid Administrative Leave provisions (if eligible). Shared Leave Bank donations may be applied to eligible absences that occur between Sept. 1, 2020 and Dec. 31, 2020.

For program details, including how to apply for COVID-19 shared leave and links to forms, please visit [hr.unc.edu/covid-19/shared-leave](http://hr.unc.edu/covid-19/shared-leave). Contact [leave@unc.edu](mailto:leave@unc.edu) for leave and benefits-related questions and [hr@unc.edu](mailto:hr@unc.edu) for general inquiries.

**INFORMATION: Office Equipment Purchases related to Work Accomodations –** Any purchases of office equipment that are needed to assist an employee with carrying out the essential functions of their job will require the employee to request a formal accommodation through [UNC’s Equal Opportunity and Compliance Office](#). This approval will be needed before the request to purchase related equipment is submitted.

**UPDATE: Background Check Policy and Procedure Changes -** Effective immediately, the following changes to the [Background Check policy](#) and procedure, which will standardize background check requirements across appointment types as well as reduce administrative burden and cost for campus hiring departments.

Component	Current Policy/Procedure Through August 31, 2020	New Policy/Procedure Effective September 1, 2020
<b>Background check validity period</b>	<ul style="list-style-type: none"> <li>Background check results will be valid for a period of <b>six (6) months</b> from the date the background check was completed as long as there are no adverse results.</li> </ul>	<ul style="list-style-type: none"> <li>Background check results will be valid for a period of <b>twelve (12) months</b> from the date the background check was completed as long as there are no adverse results.</li> </ul>
<b>SHRA and EHRA Non-Faculty Employees</b>	<ul style="list-style-type: none"> <li>Temporary SHRA or EHRA Non-Faculty employees are exempt from background check requirements if the employee returns to the same department doing same or similar work following a State-mandated 31-day break as long as break in service does not exceed <b>90 days</b>.</li> <li>Permanent SHRA or EHRA Non-Faculty employees who change to temporary SHRA or EHRA Non-Faculty positions are required to undergo a background check.</li> </ul>	<ul style="list-style-type: none"> <li>Temporary SHRA or EHRA Non-Faculty employees are exempt from background check requirements if the employee returns to the same department doing same or similar work following a State-mandated 31-day break as long as break in service does not exceed <b>120 days</b>.*</li> <li>Permanent SHRA or EHRA Non-Faculty employees who change to temporary SHRA or EHRA Non-Faculty positions are <b>exempt</b> from background check requirements as long as break in service does not exceed <b>120 days</b>.*</li> </ul>

<b>UNC ORP Retirees</b>	<ul style="list-style-type: none"> <li>All retirees are required to undergo a background check upon return to the university.</li> </ul>	<ul style="list-style-type: none"> <li>UNC ORP retirees are <b>exempt</b> from background check requirements if the retiree returns to the university in a temporary or unpaid appointment within <b>120 days</b> of retirement.*</li> </ul>
<b>Faculty (All Types)</b>	<ul style="list-style-type: none"> <li>Faculty who are rehired following a break in service <b>are not</b> required to undergo a background check.</li> </ul>	<ul style="list-style-type: none"> <li>Faculty who are rehired following a break in service <b>are</b> required to undergo a background check.</li> <li>Clarification: Temporary Faculty changing to permanent Faculty must undergo a background check.</li> </ul>
<b>Tenured Faculty</b>	<ul style="list-style-type: none"> <li>Faculty who will be conferred tenure <b>are not</b> required to undergo a background check.</li> </ul>	<ul style="list-style-type: none"> <li>Faculty who will be conferred tenure <b>are</b> required to undergo a background check.</li> </ul>
<b>EHRA Adjunct Faculty with Intent to Pay</b>	<ul style="list-style-type: none"> <li>Adjunct Faculty (with Intent to Pay) <b>are</b> required to undergo a background check at the time of initial appointment.</li> </ul>	<ul style="list-style-type: none"> <li>Tenured or Fixed-Term Faculty changing to Adjunct Faculty (with Intent to Pay) <b>are not</b> required to undergo a background check.*</li> </ul>
<b>EHRA Adjunct Faculty with No Intent to Pay</b>	<ul style="list-style-type: none"> <li>Adjunct Faculty (with No Intent to Pay) <b>are</b> required to undergo a background check at the time of initial appointment.</li> </ul>	<ul style="list-style-type: none"> <li>Tenured, Fixed-Term or Adjunct Faculty (with Intent to Pay) changing to Adjunct Faculty (with No Intent to Pay) <b>are not</b> required to undergo a background check.*</li> </ul>
<p>Note:  <b>*If driving is a primary function of the job, a "Motor Vehicle Report (MVR) Only" check must be conducted even if a full background check is not required.</b></p>		

**Finance Announcements - Elizabeth Bakanic, Associate Dean for Finance & Budget Mgmt.**

**Payout Reinvestment Process** – The implementation of the new system has been going smoothly. Please be on the lookout for payouts in your account by the end of next week.

**Campus Budget Hearings** – Budget hearings were delayed, but they have now started to schedule them, although many departments are still waiting on a new date. One discussion item is that the campus will stop distributing money market income on a monthly basis and will do an annual distribution at the end of the year based on balances and rates throughout the year. F&A has still not carried over, and this is still in discussion with central campus, but the expectation is that this will come through, so you can still spend against what your expected carryover will be. We do advise that you are very careful with this and stay within the expected carryover budget.

**Budget Meetings** - Budget meetings have also been scheduled and they should start appearing on calendars. These meetings will be with the manager and Chair of the department, along with the Senior Associate Dean, Associate Dean for Finance and the

budget analyst. If the department has anyone else they would like to bring, please feel free to do so. We will bring and provide any pertinent materials for the meeting, but feel free to bring anything you feel is relevant along. The Senior Associate Deans are very interested in understanding the plans for graduate students within the department, both in terms of giving them extra support and their stipends, along with any associated financial impacts. These meetings are not about budget reductions, rather previous commitments and understanding said commitments and that all resources are lined up.

**Discussion and Presentation of CAS Manager of the Year Award – Terry Rhodes, Dean**

**Congratulations** - To Jennifer Parker for winning the 2019-2020 Manager of the Year Award!