UHR
CONNECT

MAY 2020 | VOL 6 NO 4

UNIVERSITY
HUMAN RESOURCES

Daily Development

LINKEDIN LEARNING

Since March 23, University Human Resources has been sending Daily Development emails to staff employees. These emails highlight a valuable resource available to all university employees - **LinkedIn Learning**. LinkedIn Learning provides employees with unlimited access to an online library of 15,000+ instructional videos designed to enhance job performance and close job-related skills gaps. Each day, you have received this email with a personal selected 2-3 minute module appropriate to the current work environment.

We want to hear from you on how this daily message is being received. Click the feedback link to let us know your thoughts towards topics covered, email frequency, usefulness, and any other feedback you might have.

FEEDBACK

WELLNESS DURING COVID-19

RecWell wants to remind you to move often, in any way that feels good, even while at home. Make it your goal to Move Your Way for at least 30-minutes per day, most day of the week.

HELPFUL WAYS TO MOVE AT HOME INCLUDE:

FIND FREE RESOURCES ON RECWELL'S KEEP MOVING WEBSITE

recwell.umd.edu/keepmoving

FOLLOW THE WELL AT WORK UMD FACEBOOK PAGE

@UMDfitness

FIND VIRTUAL WORKOUTS ON UMD FITNESS YOUTUBE CHANNEL

WORKOUT WITH A FRIEND VIA ZOOM

JOIN THE RECREATION MOVEMENT 2020 CHALLENGE

2020recreationmovement.com

How Leaders Can Support Their Staff During This Uncertain Time

BY THE CENTER FOR LEADERSHIP AND ORGANIZATIONAL CHANGE

BE CALM TO SHARE CALM

What?

It doesn't help you or your team when you are anxious. Under stress, we are less creative, less productive, and less able to adapt to changing situations. Our thinking brain can become turned off and at the mercy of our emotional brain. And, emotions are contagious! If we are all reacting emotionally, we can't fix problems or do our best work.

How?

- Bring awareness to the situation. Notice what is triggering you and what you need to do to bring your thinking brain back online.

- Praise your team – we need appreciation and recognition now more than ever.

- Increase your communication about things you know (work projects, schedules, etc.), not things that are out of your control (coronavirus case numbers, closures/shutdowns, etc.).

PRAISE MORE

What?

We all need regular, specific, and personalized praise. But during times of high stress, we need it even more often. When we show appreciation, we let others know that their work matters, and they are more likely to pay that praise forward.

How?

- Practice "Good, Better, Best" appreciation. If you only have time for "thank you!" then that's good. Better is to appreciate what was done. When we appreciate not just what, but why it was important and why it matters, we are practicing "Best" appreciation.

- Include praise during your staff meetings. If it's not a regular on the agenda, add it.

- Recognize your team in different ways. While we can't give high fives or hugs, we can show care by working alongside our team members, offering flexible work hours, or offering more choice than we may otherwise.

COMMUNICATE

What?

Communication can be hard at the best of times, but now, regular consistent communication is critical for all staff, remote and in-person. During this time of over-communication and mixed messages, we want to avoid speculation and rumor at work.

How?

- Send an email communication or schedule an in-person meeting weekly. Even if you don't have updates, this is a chance for your team members to ask questions.

- It's okay if you don't have all the answers right now. Be sure to share: Things you do know and things you hope to know soon. Also important is to share things you don't know. Don't make up stories and don't leave assumed unknowns unsaid.

- Begin or maintain your 1:1 meetings with the people on your team. This is important now, not only to check in on work but also to check in on other life stressors such as health, childcare, eldercare, or financial concerns.

FOCUS ON WORK

What?

Focusing on work not only makes us feel like we are playing an important role, like we matter, but it also gives our brain something positive to do. When we are focused on work, our brain is less likely to be hijacked by stress, panic, or worry.

How?

- Make sure that everyone on your team is comfortable with their work situation and make accommodations as necessary. Focus on safety and health, and ensure all employees have regular access to restrooms, hand sanitizer, breaks, and personal protective equipment (PPE).

- Tie your work to the mission of the University of Maryland. Now is a great time to tell the story of how your team's work is important to the education, research, or service of our campus and state.

- If it's hard for a member of your team to complete their regular work, consider this a good time for online training. Ensure your safety and other certificates are up-to-date and take advantage of LinkedIn Learning and other online training.

BE COMPASSIONATE

What?

Compassion shows the members of our teams that they matter and that we care. All of our schedules and demands have changed and good leaders pay attention to and find ways to accommodate their teams.

How?

- Allow for a more flexible work schedule, if possible. Can shifts be staggered to different times? Can people use video conferencing to meet?

- Think about how you can accommodate staff who now have kids at home or who need to care for aging parents. Is there telework flexibility or flexible leave that can be used?

- Listen to your team members when they share their challenges. Just being a listening ear can help to calm and refocus your team member on what is most important right now.

References:
How to keep the greater good in mind during the coronavirus outbreak
COVID-19: Support In-Person & Hourly Workers
What Science Says that Leaders Should Do

Thrive Through This **with** CLOC

SUPPORTING UMD FACULTY AND STAFF DURING THE COVID-19 OUTBREAK

CHAT WITH A CLOC COACH

No-fee, 20-minute, one-on-one confidential chat with a coach from CLOC via phone or Zoom to help you work with care and be effective during this time of crisis.

LEARN & GROW

Free 40-minute interactive online sessions with information, tips, and strategies to help you:

- Be Calm to Share Calm
- Be Compassionate
- Communicate Often
- Praise More

- Focus on Work
- More session topics coming!

SHARED WORKSPACE

90-minute community work session via Zoom, providing an opportunity to work in fellowship with others on individual projects to decrease isolation and increase peer support.

GIVE & TAKE COMMONS

Drop by the Commons to share materials you are creating and grab things that you can modify for your corner of the campus.

CLOCWORKS

Join our email list for updates, tools, tips, and strategies for being and doing your best.

Families First Coronavirus Response Act

The Families First Coronavirus Response Act (FFCRA) is a new federal law that requires the University to provide **emergency paid sick leave** and **expanded paid family and medical leave** to employees who cannot work or telework as scheduled due to specified reasons related to COVID-19. The provisions of the law only apply to employees who are scheduled to work or telework. If you are not scheduled to work or telework due to a reduction of hours, closure of a unit, etc., then you are not eligible for the emergency paid sick leave or the expanded FML.

BASIC PROVISIONS OF THE LAW

EMERGENCY PAID SICK LEAVE:

Up to 80 hours of paid sick leave will be provided to all employees (regardless of employment category, FTE, and amount of service) when the employee is unable to work/telework because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for their child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
6. is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.

- For reasons #1 - #3, leave is paid at full pay up to $511 per day.

- For reasons #4 - #6, the leave is paid at ⅔ pay up to $200 per day. When the employee is paid at ⅔ pay, the employee can "top up" to receive full pay by using their own accrued leave (annual, personal, sick, compensatory) and/or advanced sick leave to supplement their pay.

- For reason #5 above, EPSL and EFML will run concurrently. This means that all of the leave that an employee takes to care for a child whose school/place of care is closed will count towards the 12-week total amount of EFML.

- Part-time employees are eligible for leave for the number of hours on average that the employee is normally scheduled to work during a two-week period.

EXPANDED FML:

Up to 12 weeks of EFML leave must be provided to employees who have at least 30 calendar days of service (regardless of employment category and FTE) due to a need to care for a minor child whose school, place of care, or child care provider is closed or unavailable for reasons related to COVID-19. The expanded FML is not an additional 12 weeks of FML; the law simply adds an additional reason for which an employee can qualify for FML.

- The first 2 weeks of EFML are unpaid. An employee may choose to use any EPSL for which they are eligible, their own accrued paid annual, personal, sick, or compensatory leave, and/or advanced sick leave during the initial 2-week period. As noted above, employees may also use their own accrued leave to supplement the ⅔ pay rate provided by the law.

- For the remaining 10 weeks of EFML, the employee must exhaust all of their accrued paid annual, personal, sick, or compensatory leave first. Any accrued paid leave is paid at 100%. After exhausting accrued leave, the employee will be paid at two-thirds pay (up to $200 daily and $10,000 total). After an employee's accrued leave has been exhausted, the employee can choose to request advanced sick leave (if eligible) in order to "top up" the law-provided ⅔ pay, thus maintaining their full pay rate.

- Part-time employees are eligible for leave for the number of hours on average that the employee is normally scheduled to work during the period.

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE
UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

▶ **PAID LEAVE ENTITLEMENTS**
Generally, employers covered under the Act must provide employees:
Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to $511 daily and $5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to $200 daily and $2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅔ for qualifying reason # below for up to $200 daily and $12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to w over that period.

▶ **ELIGIBLE EMPLOYEES**
employees of private sector employers with fewer than 500 employees, and certain public sector up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (se least 30 days prior to their leave request may be eligible for up to leave for reason #5 below.

PRD Deadline and Learning Path

The PRD deadline, May 15, is rapidly approaching. To assist in the review and development process during this new normal of not having in-person conversations, UHR has put together resources to benefit both employee and supervisor.

PRD 101 Online Training provides all the necessary information to complete your PRD by the May 15 deadline. This 20-minute course, available on LinkedIn Learning, addresses the most common questions about the PRD process and tools. PRD 101 will help you learn everything you need to know about how to complete the PRD successfully as an employee, and includes a special supplement for supervisors. Learners also have the option to submit questions to Staff Relations at the conclusion of the course.
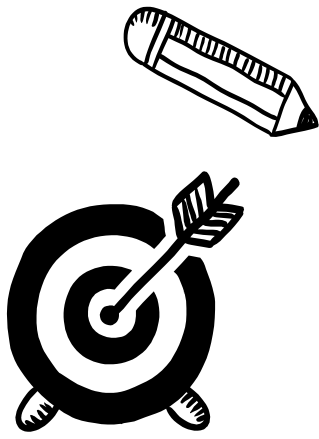

CONDUCTING A PRD VIRTUALLY

Tips for Managing the Process

- Schedule the meeting at a mutually agreed upon time and consider using a video web-conferencing tool (like Zoom or WebEx).

- Email the PRD in advance. Allow extra time for employees to review documents.

- Use of electronic (typed) signatures is acceptable. If the employee has scanning capabilities, the PRD can be signed and emailed to the supervisor.

- Employees should indicate whether they agree or disagree by sending an email to the supervisor or on the physical document.

Best Practices

- Be an active listener and allow the other person to express their thoughts without interjection.

- Pay close attention to what your body language is communicating. Nonverbal cues count.

- When conducting a performance review using video, be aware of the subtle visual cues that you give and receive.

- As the manager, use open-ended questions to solicit the employee's thoughts - give them the chance to explain their biggest wins or challenges.
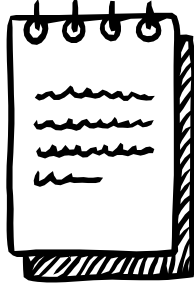
Online Courses for May

PARENTAL LEAVE FOR STAFF
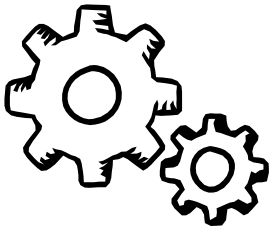**THURSDAY MAY 14, 9:00AM - 10:30AM**
This workshop will provide an overview of the University's Parental Leave policy to staff members who are considering or preparing for the addition of children to their family by birth, adoption, foster parenting, or legal guardianship. During the workshop, we will cover topics such as when and how to request parental leave, eligibility requirements, the assured parental leave period, and how parental leave interacts with Family Medical Leave and other leave benefits.

PHR TRAINING
TUESDAY MAY 19 1:00PM - 3:30PM
The monthly PHR training is required to gain access to the Payroll Human Resources (PHR) System. The training will consist of learning how to insert employee demographics, create employee appointments, gain knowledge about pay adjustments, and create time entry adjustments.
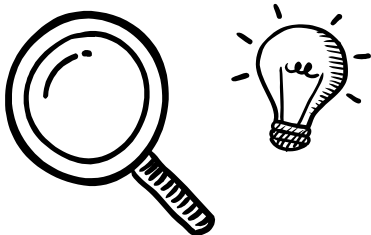
HR POWER HOUR
EVERY FRIDAY, 12:00PM - 1:00PM

PARENTAL LEAVE FOR FACULTY
THURSDAY MAY 21, 1:00PM - 2:30PM
This workshop will provide an overview of the University's Parental Leave policy to faculty members who are considering or preparing for the addition of children to their family by birth, adoption, foster parenting, or legal guardianship. During the workshop, we will cover topics such as when and how to request parental leave, eligibility requirements, the assured parental leave period, modified family support plans, extension of tenure or permanent status review, and how parental leave interacts with Family Medical Leave and other leave benefits.

eTERP TRAINING
THURSDAY MAY 28, 2:00PM - 3:30PM
Designed for new eTerp system users, this monthly training provides an overview of eTerp's position management and applicant tracking modules. During the session, creators will learn how to create and modify positions and postings.