

July 2020

## STAFF EXCELLENCE AWARDS

Nominations are now being accepted for the 2019 Staff Excellence Awards. The purpose of these awards is to recognize employees who have served in an exceptional manner by exemplifying outstanding service through their work, exhibiting a positive and supportive attitude, and acknowledging those employees whose efforts have inspired and supported the performance and achievement of others. A monetary reward along with a certificate of appreciation will be given to all recipients of the Staff Excellence Awards.

Nominations are submitted electronically. Additionally, supervisors will be notified for approval prior to the employee being named as an award recipient.

Below are the requirements for an employee to be nominated along with the link to make your submissions. Let's recognize those employees who have gone above and beyond what is required and expected of them.

### Eligibility

- Must be a full time employee of the University
- Must have been employed for at least 3 years (Hired before January 1, 2016)
- Recipients of the last three years (2016, 2017, 2018) are not eligible for this year's award

### Criteria

- Has a positive attitude toward work responsibilities, co-workers, and customers
- Serves as a role model for others
- Willing to take initiative, and accepts and carries out additional responsibilities beyond regular job assignments for the good of the campus community as a whole
- Has a team player attitude

### Nominations

- Active employees of the University may submit nominations
- Nominators must submit this form in detail no later than 5 p.m. on July 10, 2020
- Questions must be answered clearly and in detail. When asked why nominee is deserving of the award, elaborate on your response; give specific examples.

### Submission Link

<https://forms.usm.edu/provost/view.php?id=128184>

## HUMAN RESOURCES PROCESSES DURING COVID-19

For the protection and safety of all, Human Resources will continue working by appointment only. All new hires will need to schedule a time to complete new hire paperwork. In order to schedule the appointment, the individual will need to visit HR's home page and click the link that says [Schedule an Appointment](#)

If you are a current employee and need to speak with someone in HR, we ask that you make contact via phone or e-mail with that person first and make arrangements for a visit, if necessary. If you are not sure whom to speak to, contact our main line at 601-266-4050 or call the HR Partner for your department. This link will take you to our directory <https://www.usm.edu/employment-human-resources/human-resources-staff-directory.php>.

A mask is required in order to visit Human Resources.

Also, please remember that students still need to bring their PAF to their new hire appointment with HR. Even though PAFs are electronic now, departments will need to print it off once it has all needed signatures and give it to the student to bring to HR.

## SUPREME COURT PROHIBITS DISCRIMINATION BECAUSE OF SEXUAL ORIENTATION AND GENDER IDENTITY

The Supreme Court recently heard arguments regarding whether sexual orientation and gender identity are protected under Title VII of the Civil Rights Act of 1964. Up until this point, it was not clear if Title VII provided such protections. On June 15, the Supreme Court ruled in a 6-3 decision that sexual orientation and gender identity are covered under the protected class of "sex" in Title VII, which means that discrimination on either basis is now prohibited under federal law. At USM, we already prohibit such discrimination, as outlined in our institutional non-discrimination policy: <https://usm.policystat.com/policy/7104864/latest/>

The full Supreme Court decision is linked here for your review: [https://www.supremecourt.gov/opinions/19pdf/17-1618\\_hfci.pdf](https://www.supremecourt.gov/opinions/19pdf/17-1618_hfci.pdf)

## PERSONALITY TESTS

Are you interested in taking a personality test to understand your personal motivations in the workplace better? Human Resources has access to a system called Predictive Index (PI) that is quick (literally takes 5 minutes) and completed online. If you are interested in learning more, please reach out to Angie Hendershot at [angela.hendershot@usm.edu](mailto:angela.hendershot@usm.edu) for more information. You are also welcome to attend training on the PI Assessment and how to interpret your report (contact Angie for more information). Lastly, Angie can also schedule a team workshop if your department or group would like to learn more about each other as a team. **All employees are welcome to participate- faculty or staff!** The deadline for completing an assessment is July 31 and we will have no access to continue after that point, so if you are interested you have to act now.

## UPCOMING VIRTUAL TRAINING CLASSES

To sign up for any of the below training, please RSVP with Karen Figueroa at [Karen.figueroa@usm.edu](mailto:Karen.figueroa@usm.edu) who will send you a Teams invite.

### Cornerstone Training

Wednesday, July 8 from 10:00a-11:30a

### Top 10 Supervisor Mistakes

Thursday, July 9 from 10:00a – 11:00a

### Implicit Bias/Diversity Training

Wednesday, August 19 from 10:00a – 11:00a

## UNEMPLOYMENT FRAUD

University Human Resources has received several fraudulent unemployment claim requests on current employees whom we confirmed did not file. University HR is working with University PD who is also working with state and federal authorities with the investigation. Please know this form of potential identity theft is prevalent within the state as well as nationally, especially due to COVID-19.

If and when HR receives a fraudulent unemployment claim, we will reach out to you to notify you and you will also receive a letter with instructions on how to proceed. However, we wanted to share this information with everyone in the event that you receive an unemployment card in the mail that you did not request that we might not know about.

Listed below are the instructions and suggestions from the IHL and Mississippi Department of Employment Security office:

1. File a police report with the university/local police department
2. Complete the Identity Theft Affidavit from the Attorney General's office
3. Email the following documents to MDES at [safe@mdes.ms.gov](mailto:safe@mdes.ms.gov)
  - ✓ Police Report
  - ✓ Identity Theft Affidavit
  - ✓ Driver's license or state issued picture ID

If you receive a debit card you should email a legible copy of the front and back of the card to [safe@mdes.ms.gov](mailto:safe@mdes.ms.gov). Destroy the card immediately to prevent activation!

The downloadable ID Theft Booklet as well as free credit report links can be found at this website and is also attached as a PDF <http://www.agjimhood.com/victims/identity-theft/>

Please contact University HR or University PD if you have questions or concerns involving a potential ID theft.

## POLICY UPDATE

Changes effective July 1, 2020:

### Policy

7.2 Grievance Procedures

### Description

Updated the order of steps in the process and the requirement of confidentiality forms.

## **PERSONNEL ACTION FORMS (PAF)/PERSONNEL DATA SHEETS (PDS) DATES FOR FALL FACULTY**

The following deadlines have been set in order to ensure that all faculty and new or continuing Adjunct appointments are completed in time for the fall semester. All dates are the latest date the forms should be received by the specified office. Please be aware that until the fully completed paperwork is received by Human Resources and processed, the employee will not appear in SOAR, and if new, will not have a USM email address.

Monday, July 6, 2020            PAF and PDS in Provost Office. (Should include faculty qualifications forms and accompanying documentation as needed and/or Provost signature)

Monday, July 13, 2020        Final fully signed form for Fall semester due in Human Resources

### 2020-2021 Academic Year

Faculty Contracts – August 13, 2020 – May 18, 2021  
(Classes begin August 17<sup>th</sup>)

### Dates for Fall Personnel Action Forms and Personnel Data Sheets:

Intercession – August 3<sup>rd</sup> through August 14<sup>th</sup> will be paid out in August as an Additional Pay  
Full Fall Session - August 13, 2020 – December 3, 2020 will be paid out September through December  
Fall Session I – August 13, 2020 – October 5, 2020 will be paid out September through October  
Fall Session II – October 6, 2020 – December 3, 2020 will be paid out November and December

## **CORNERSTONE APPLICANT DISPOSITIONS**

A new disposition guide has been added to the HR website on the ATS Hiring Manager Resources page. This guide explains the various dispositions and when and why you would use one over another. Remember you must disposition all of your candidates before you can close out the requisition. Please reach out to your HR Partner with any questions. A link to the landing page is below and you will find the new guide under the heading Cornerstone Hiring Manager Guides called “Final Disposition Explanations- Not Hired:”

<https://www.usm.edu/employment-human-resources/applicant-tracking-system-hiring-manager-resources.php>

***Reminder that Friday, July 3,  
is an official USM holiday  
in observation of Independence Day.  
Please be safe!***



***If you have questions about any of the information contained in this HR Update,  
please contact our main line at 6-4050 or your HR Partner for more information.  
SMTTT!***