



# HUMAN RESOURCES UPDATE

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August 2019

## VEHICLE USE AGREEMENTS

Recently the Department of Procurement & Contract Services put out reminders that any employee who drives a USM vehicle (including golf carts) must complete the Vehicle Use Agreement form upon hire and again annually for UPD to verify driving credentials. Please note HR does not perform this as part of the criminal background check; the vehicle use agreements are the responsibility of each department. Each department is to name a responsible party, requested that it be the same person who is responsible for inventory, and that person must ensure the checks are conducted timely and that all issues- such as UPD reporting a suspended license- are remedied appropriately. If and when UPD returns a vehicle use agreement with driving restrictions, we ask that you contact your HR Partner for assistance in resolving the situation- both with new hires and current employees. We are here to help!

## SAVE THE DATE: BENEFITS FAIR

Human Resources will host a Benefits Fair on both Hattiesburg and Gulf Park campus. Representatives will include vendors from all insurance companies, PERS, all ORP vendors, the Payne Center, the Athletic department and USM Health Clinic.

Hattiesburg campus event will be held on Wednesday, September 25<sup>th</sup> in the Thad Cochran Center Ballroom 1 from 9:00 a.m. until 3:00 p.m.

Gulf Park campus event will be on Thursday, September 26<sup>th</sup> in the Hardy Hall Ballroom from 9:00 a.m. to 3:00 p.m.

This is a great way to get information you need and ask questions regarding any of our benefits before Open Enrollment, which is October 1<sup>st</sup> through October 31<sup>st</sup>.

## GRADUATE HEALTH INSURANCE

Reminder that the deadline to waive health insurance for all GA's will be September 6, 2019. The monthly cost for a GA is \$129. All information can be found at <https://www.usm.edu/employment-human-resources/ga-ra-international-student-information.php>.

## INTERNATIONAL HIRING PROCESS CHANGE

In an effort to streamline the international hiring process, University HR will be completing taxes on international employees. New hires will no longer have to go to Tax Compliance, just HR! There will be a new process for international employees since more detail is needed for taxes. The new employee (faculty, staff, student workers and GAs) will need to make an appointment with Moriah Rouse ([Make an Appointment](#)) in order to complete hiring paperwork. **New hires will not be able to walk in and complete this paperwork anymore.** If you are hiring an international employee at Gulf Park, GCRL or Stennis please coordinate with Angie Hendershot, HR Partner, to ensure paperwork is completed in a timely manner.

## RECORD KEEPING

University HR would like to remind departments that personnel files including personal information should not be kept on employees (student workers included). Please be aware that departments should not be making copies of any paperwork that include any of the personal information found in the hiring packet such as social security numbers, birthdates, banking information, copies of identification, and tax information. This information should only be found in the employee's original HR file.

If you have this information on file in your department please have the information shredded.

## 9/12 PAY GROUP FOR FACULTY

For Faculty to enroll in the 9/12 pay group please complete the form at


[https://www.usm.edu/employment-human-resources/files/forms\\_and\\_resources/formsa\\_z/faculty\\_pay\\_group.pdf](https://www.usm.edu/employment-human-resources/files/forms_and_resources/formsa_z/faculty_pay_group.pdf)

and return to Human Resources Box 5111 by September 6, 2019. Forms received in our office after the 6<sup>th</sup> will not be processed.

If you are in the 9/12 pay group and want to return to 9 month pay, please complete the form and mark I would like to drop 9/12 pay and return to 9/9. If you are already enrolled in the 9/12 pay group no action is needed.

## NEW STUDENT WORKER HIRING PROCESS

In an effort to streamline processes and remain consistent in our hiring practices, University HR is introducing a new process for hiring student workers. Effective July 1st, all student workers (excluding Graduate Assistants) will be required to have a start date of a Monday. This is to give HR, OFPA, and ORA time to process paperwork before time is submitted to payroll. All students will be given a card by HR stating that they are approved to begin working. **They are not authorized to begin until the card has been received by their supervisor.** This means that your student worker must have completed all new hire paperwork on or before their start date or they will be pushed back to the following Monday. Below is an example of the card that every student will be given stating that they are eligible to start work.

 <p>THE UNIVERSITY OF SOUTHERN MISSISSIPPI</p> <hr/> <p>University Human Resources 118 College Drive #5111   Hattiesburg, MS 39406-0001 Phone: 601.266.4050   Fax: 601.266-4541   <a href="mailto:hr@usm.edu">hr@usm.edu</a>   <a href="http://www.usm.edu">www.usm.edu</a></p> <p>This letter is to certify that _____ is allowed to begin working on _____. Please contact University HR office if you have any questions.</p> <p>HR Representative: _____</p> <div data-bbox="927 1591 1235 1801" style="border: 1px solid black; width: 190px; height: 100px; margin-left: auto;"></div>
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## **EEO STATEMENT & NOTICE OF NON-DISCRIMINATION**

The University of Southern Mississippi does not discriminate on the basis of age, sex, sexual orientation, disability, pregnancy, gender identity, genetic information, religion, race, color, national origin, veteran status, or any other status protected under applicable federal, state, or local law, in its admission, treatment, or access to its educational programs and activities or in its employment practices. The University of Southern Mississippi prohibits sexual and gender-based harassment, including sexual assault and misconduct, and other forms of interpersonal violence.

If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact:

The Office of Affirmative Action & Equal Employment Opportunity  
EEO Coordinator - Christian Cameron  
McLemore Hall (MCL) 310 | 118 College Drive #5111 | Hattiesburg, MS 39406  
Phone: 601.266.6618 | Fax: 601.266.4541 | TTY/TDD: 1.800.582.2233

This policy assists the University in complying with federal and state legal mandates and University policies in relation to discrimination and applies to all members of the University community. The full Notice of Non-Discrimination policy (Policy No. PRES-AA-005), as well as the Procedure for the Resolution of Discrimination Complaints (Policy No. PRES-AA-004), can be accessed on the University's Institutional policies webpage at [www.usm.edu/institutional-policies](http://www.usm.edu/institutional-policies).

## **AGE DISCRIMINATION**

Age discrimination involves treating an applicant or employee less favorably because of his or her age. The Age Discrimination in Employment Act (ADEA) forbids age discrimination against people who are age 40 or older.

### Age Discrimination & Work Situations

The law prohibits discrimination in any aspect of employment, including hiring, firing, pay, job assignments, promotions, layoff, training, benefits, and any other term or condition of employment.

### Age Discrimination & Harassment

It is unlawful to harass a person because s/he is 40 or older. Harassment can include, for example, offensive or derogatory remarks about a person's age. Although the law doesn't prohibit simple teasing, offhand comments, or isolated incidents that aren't very serious, harassment is illegal when it is so frequent or severe that it creates a hostile or offensive work environment or when it results in an adverse employment decision (such as the person being fired or demoted). The harasser can be the person's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of the employer, such as a client or customer.

### Age Discrimination & Employment Policies/Practices

An employment policy or practice that applies to everyone, regardless of age, can be illegal if it has a negative impact on applicants or employees age 40 or older and is not based on a reasonable job related factor.

Source: <https://www.eeoc.gov/laws/statutes/adea.cfm>

# VETERAN/DISABILITY STATUS SELF IDENTIFICATION

## DISABILITY STATUS

Voluntarily self-identifying is a good thing — it's how things change. The video below explains why companies doing business with the federal government ask job applicants and employees to voluntarily self-identify if they have a disability, and the important role that self-identifying plays in ensuring equal employment opportunity for people with disabilities.

Click here to watch the video: <https://www.usm.edu/affirmative-action-equal-employment/index.php> or <https://www.dol.gov/ofccp/SelfIdVideo.html>

In order to track our efforts to attract and hire individuals with disabilities, The University of Southern Mississippi is required to ask all of its employees to update their disability status every five years. This information is required by the Office of Federal Contracts Compliance Program (OFCCP).

If you wish to self-identify a disability, please complete for the [Voluntary Self-Identification for Disability Status](#) form (PDF).

## VETERAN STATUS

In addition, each year, our office submits a report (VETS 4212) to the United States Department of Labor identifying the number of employees belonging to each specified “protected veteran” category.

This information will allow us to accurately measure our efforts and allow us to remain compliant with federal regulations. Completing these forms is completely voluntary. Your answer will not be used against you in any way.

If you are a covered veteran and wish to self-identify, please complete the [Voluntary Self-Identification for Veteran Status](#) (PDF).

Please return all completed forms to the Office of Affirmative Action and Equal Employment, Box #5111 or [christian.n.lewis@usm.edu](mailto:christian.n.lewis@usm.edu). If you have questions, please do not hesitate to contact us at 601-266-6618 or [christian.n.lewis@usm.edu](mailto:christian.n.lewis@usm.edu).

# DEPARTMENT OF LABOR COMPLIANCE POSTERS

The Office of Affirmative Action and Equal Employment Opportunity is asking that you post the compliance posters (below) within each department in an effort to make sure the University remains in compliance with requirements of the Department of Labor. The Office of Affirmative Action and Equal Employment Opportunity is required to conduct periodic audits of these postings. Please have all postings updated and posted within each department. Please email Christian Cameron at [christian.n.lewis@usm.edu](mailto:christian.n.lewis@usm.edu) if you have any questions.

<https://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf>

[https://www.dol.gov/ofccp/regs/compliance/posters/pdf/OFCCP\\_EEO\\_Supplement\\_Final\\_JRF\\_QA\\_508c.pdf](https://www.dol.gov/ofccp/regs/compliance/posters/pdf/OFCCP_EEO_Supplement_Final_JRF_QA_508c.pdf)

[https://www.dol.gov/ofccp/regs/compliance/posters/pdf/OFCCP\\_EEO\\_Supplement\\_SP\\_JRFQA508c.pdf](https://www.dol.gov/ofccp/regs/compliance/posters/pdf/OFCCP_EEO_Supplement_SP_JRFQA508c.pdf)

<https://www.dol.gov/whd/regs/compliance/posters/eppac.pdf>

[https://www.dol.gov/ofccp/pdf/pay-transp\\_formattedESQA508c.pdf](https://www.dol.gov/ofccp/pdf/pay-transp_formattedESQA508c.pdf)

# AUGUST TRAINING SESSIONS

**Cornerstone User Training**                      **Tuesday, August 13 at 9am**                      **Hardy Hall 316 (Gulf Park)**

*Audience: Hiring managers, proxies for hiring managers, approvers, and selection committees*

Topics Include:

- General Navigation
- Requesting a Requisition
- Changing Status
- Faculty Recommendation Letters
- Offer Letters including the new Adjunct Faculty Offer Letter
- Assigning Recruiting Forms
- Background Check
- When to move the candidate to Hired Status

Remember training dates and user guides are available online: <https://www.usm.edu/employment-human-resources/applicant-tracking-system-hiring-manager-resources.php>

**Retirement Planning w/VOYA**                      **Tuesday, August 13 at 11:30am**                      **Hardy Hall 346 (Gulf Park)**

*Audience: All benefit eligible faculty and staff*

Topic: Options to take money with you when you leave an employer or retire, what to do next, distribution, rollover, etc.

Must RSVP by 8/9 so that materials and lunch items can be arranged

**Retirement Planning Strategies for PERS Members**

Wednesday, August 21; 2:30-3:30; LAB ROOM 101

Thursday, August 22; 2:30-3:30; LAB ROOM 103

*Presented by Kameron Dale, Associate Director for Human Resources*

**Review of the HR Website**                      **Wednesday, August 21 at 10am**                      **Cook Library 123**

*Audience: Anyone who accesses the HR website for forms and information.*

**Affirmative Action Plan 101**                      **Wednesday, August 14 at 9am**                      **Hardy Hall 316 (Gulf Park)**

**Monday, August 26 at 10am**                      **Cedar Point Research**

**Building (GCRL)**

Learn about the requirements of our Affirmative Action Plan and your obligations as a hiring manager.

*Audience: Hiring Managers*

Please RSVP to [angela.hendershot@usm.edu](mailto:angela.hendershot@usm.edu) if you would like to attend any of the sessions outlined above at the coast locations. All others do not require RSVP.

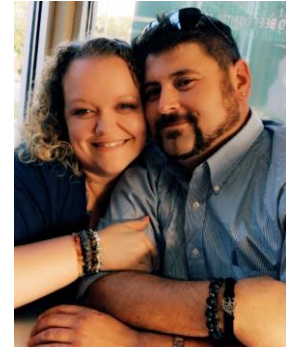
# HUMAN RESOURCES SUMMER VACATIONS



Denise Booth's (HR Partner) son played in the Cal Ripken World Series



Amy Hester (Benefits Manager) and family vacationing in Smokey Mountains



Amy Warrick (HR Specialist) got engaged to her fiancé Joe



Quentisha Jones (HR Partner) honeymooned in Cancun



Kameron Dale (Director) took her nephew to a Luke Bryan concert



Lauren Booth (Receptionist) took a family trip to the beach with her son, Jayce



Angie Hendershot (HR Partner) and her family vacationed in Hot Springs, Ark



Karen Figueroa's (HR Partner) son Hunter playing in the zoo's splash pad



Krystyna Varnado (AVP) took a girls trip to Las Vegas and met Carrot Top



Kaitlyn Hunt (HR Specialist) toured Europe for her summer vacation.

***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.***



Christian Cameron's (EEO Coordinator) son Xavier cooling off on a waterslide.