EMPLOYEE HANDBOOK REVISION NOW RELEASED

As mentioned previously, the Employee Handbook had several revisions that will be effective July 1. The revised handbook is now posted on our website. Revisions include:

<table>
<thead>
<tr>
<th>Policy</th>
<th>Description</th>
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<tbody>
<tr>
<td>3.2.2</td>
<td>Staff Employees Teaching Classes - Changed title to “Working a Second Position”  - Updated to include all employees, not just staff  - Updated to include conducting research</td>
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<tr>
<td>3.11</td>
<td>Contractual Obligations of Faculty New policy- Outlines general expectations for faculty on employment contracts</td>
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<tr>
<td>4.1</td>
<td>Scholarships for Children for Faculty/Staff Changes/clarifications to note:  - Title changed to “Dependent Child Academic Tuition Waiver”  - Updated what constitutes proper documentation of relationship required to be included with the application as part of the approval process, which includes a birth certificate, legal guardianship paperwork or most recent year taxes showing child was claimed as a qualified dependent of the employee  - Application deadlines updated to reflect for consistency with Business Office processes  - Minor updates for clarity and formatting</td>
</tr>
<tr>
<td>4.2</td>
<td>Faculty/Staff Academic Tuition Waiver Changes/clarifications to note:  - Changed requirement to maintain a semester 2.0 GPA to a cumulative 2.0 GPA for eligibility  - Application deadlines updated to reflect for consistency with Business Office processes  - Minor updates for clarity and formatting</td>
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<tr>
<td>5.5.2</td>
<td>Recordkeeping Updated to include the 7-minute rounding rule for consistency across units</td>
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<td>6.3</td>
<td>Major Medical Leave Updated for clarity and formatting- no significant changes</td>
</tr>
<tr>
<td>8.2</td>
<td>Retiree Privileges Updated with most current information</td>
</tr>
</tbody>
</table>

Please note that the web links in some of our HR documents, such as the employee handbook and staff hiring toolkit, are no longer working with the website update. We are working on it and will have updated documents as soon as we can.
REVOLUTION FITNESS
Revolution Fitness is a 24-hour co-ed fitness and coaching facility located at 14 Lamar Blvd in West Hattiesburg. They have a full staff of the most experienced trainers in the South. With state of the art equipment, secure access, and top-notch service, Revolution Fitness strives to assist everyone on their journey to a healthier place.

Employees of the State of Mississippi receive:
• No Enrollment Fee
• No Contract
• $20 per month membership / Maintenance fee of $25 each November (per membership category)
• Family members $20 per month membership

All Revolution Fitness members enjoy:
• 24/7 security camera monitoring
• Shower facilities

For additional information, please visit the Revolution Fitness website at www.RevFit247.com or call (601) 255-7581, ask to speak to Amanda Micka, Gym Owner/Manager, for further discount information and to schedule a gym tour.

***All employees must provide proof of employment to receive the partnership pricing***

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.

University Human Resources
118 College Drive #5111 | Hattiesburg, MS 39406-0001
Phone: 601.266.4050 | Fax: 601.266.4541 | hr@usm.edu | www.usm.edu

This letter is to certify that ________________________ is allowed to begin working on _______________. Please contact University HR office if you have any questions.

HR Representative: ___________________
WHO MOVED MY CHEESE
A book club has been formed for members of the campus community who are interested in exploring books on professional development. The first book the group will be reading is “Who moved my cheese?” by Spencer Johnson. The session will be held on Thursday, July 18th, from 11:30 am -12:30 pm in the Faculty Development center located in room 319 of the International Center on the Hattiesburg campus. Participants are welcome to bring their lunch or a snack. Krystyna Varnado, our AVP for Human Resources, will facilitate this discussion and IVN will be available for those wishing to join the conversation.

If you have any questions, please feel free to reach out to Kelly James-Penot at Kelly.jamespenot@usm.edu.

JULY TRAINING SESSIONS

**International Hiring**       Wednesday, July 17 at 10:00am       Cook Library 123
Presented by Subrina Cooper, Associate General Counsel
This session will review the hiring of international faculty and staff and will cover everything from the job ad, to the offer letter, and other commonly asked questions about H1Bs and permanent residency.  
*Audience: Anyone involved in the hiring of international employees*

**Cornerstone User Training**  Wednesday, July 10 10:00am       Cook Library 123
*Audience: Hiring managers, proxies for hiring managers, approvers, and selection committees*

**AAP 101**                    Thursday, July 11 10:00am       Cook Library 123
Learn about the requirements of our Affirmative Action Plan and your obligations as a hiring manager.  
*Audience: Hiring Managers*

**New Leader Orientation**    Tuesday, July 23 from 8a-5p       TBD
*Audience: New leaders to the institution. Invitations will be sent, but if you believe you or someone in your department might benefit from the training please contact your HR Partner to discuss.*

SAVE THE DATE: BENEFITS FAIR
Please join us for the Benefits Fair where all insurance and financial vendors will be on campus with information about all products they offer. This is a great time to review all information, as open enrollment will take place the month of October.

Hattiesburg Campus: September 25th 9am-3pm, Thad Cochran Center  
Gulf Coast Campus: September 26th 9am-3pm, Hardy Hall

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

REVISED DATES FOR FACULTY CONTRACTS
August 19, 2019 through May 21, 2020

*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.*