



November 2019

REMINDER: NO HIRING IN DECEMBER

University Human Resources would like to remind all faculty and staff that there is no hiring during the month of December. No hiring or offers can be made after November 15, 2019. The Effective Date of Action (start date) can be no later than November 29, 2019. To ensure background check clearance and I9 verification is complete in a timely manner, all background checks and required paperwork (i.e. tax packet), must be submitted to our office no later than November 15, 2019. This includes all student, temporary and benefit eligible employees. Any paperwork received after November 15, 2019 will require a start date of January 2, 2020 or after with approved background check clearance and completed paperwork.

OPEN ENROLLMENT IS OVER- WHAT NOW?

If you made changes to your benefits during open enrollment, those changes will be effective January 1, 2020. If you did not make changes, then your current coverage will carry over into the 2020 benefit year. However, you must enroll annually for medical and dependent childcare reimbursement. No changes can be made to your benefits until next open enrollment unless you have what is called a “qualifying event.” If you have a qualifying event during the year, you have 60 days from the date of the qualifying event to make a change. A qualifying event is defined as marriage, divorce, birth or adoption of a child, loss of other coverage, or a leave of absence without pay. Should any of these events take place, please contact HR to make necessary changes as soon as possible to ensure you don’t miss the window of opportunity.

PRESCRIPTION DRUG COVERAGE

Effective January 1, 2020, a dual-tier generic copayment benefit will be implemented. Under this benefit structure, the Tier 1 preferred generic copayment will be \$12 and the Tier 2 non-preferred copayment will be \$30. All other deductibles, copayments and coinsurance amounts will remain the same.

AFFILIATE PROCESS

Effective immediately all Affiliates will be given a one (1) year appointment. At the end of the appointment, the affiliate must submit to a new background check and the employing department must complete a new Affiliate Data Form. HR will be sending out a reminder email each month letting the supervisor know that the affiliate’s access will be terminated in one (1) month. You will receive this email a month in advance of the ending date that is listed on the affiliate date form. Please note when the one (1) year appointment ends there will be no access to email nor is it able to be retrieved. Affiliates who are currently within their two-year appointment will be changed to one (1) year.

SPRING 2020 FACULTY & ADJUNCT PAPERWORK

Personnel Action Forms (PAF) and Personnel Data Sheets (PDS) Dates:

January 22, 2020 – May 14, 2020

The following deadlines have been set in order to ensure that all new faculty and new or continuing Adjunct appointments are completed in time for the spring 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, the employee will not appear in SOAR, and if new, will not have a USM email address.

Monday, November 11, 2019: PAF and PDS due in Provost Office. (With faculty qualifications form and accompanying documentation as needed for Provost Signature.)

Monday, November 18, 2019: Final form with all signatures and documentation for spring semester due in Human Resources

Dates for the forms are as follows for Spring Semester:

Intercession:

January 2, 2020 to January 21, 2020 - Paid out in January

Full Spring Semester Classes:

January 20, 2020 to May 15, 2020 - Paid out monthly February through May

Session I (8w1) Classes:

January 20, 2020 to March 13, 2020 - Paid out February and March

Session II (8w2) Classes:

March 23, 2020 to May 8, 2020 - Paid out April and May

FLSA UPDATE

Last month we shared information about an update to the FLSA, the law that dictates how we pay employees. This change will require us to transition some employees from monthly salaried payroll to biweekly hourly payroll. Those notifications are occurring now, and HR will be working with both managers and employees to assist with the transition. We want to emphasize again that this change was driven by a law change and is not something for which we can opt out. If anyone has questions, they are welcome to contact their HR Partner or our main line 6-4050 for more information.

NOVEMBER TRAINING SESSIONS

Cornerstone User Training **Wednesday, November 13 @ 10a** **Cook Library 202**
Audience: Hiring managers, proxies for hiring managers, approvers, and selection committees

Healthy Minds, Body and Work **Wednesday, November 20@ 10a** **Cook Library 123**
Special Guest Presenter: Jenny Tate, Associate Director of University Communications
Audience: Open to all

GENETIC INFORMATION DISCRIMINATION

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA), which prohibits genetic information discrimination in employment, took effect on November 21, 2009.

Under Title II of GINA, it is illegal to discriminate against employees or applicants because of genetic information. Title II of GINA prohibits the use of genetic information in making employment decisions, restricts employers and other entities covered by Title II from requesting, requiring or purchasing genetic information, and strictly limits the disclosure of genetic information.

The EEOC enforces Title II of GINA (dealing with genetic discrimination in employment). The Departments of Labor, Health and Human Services and the Treasury have responsibility for issuing regulations for Title I of GINA, which addresses the use of genetic information in health insurance. Definition of “Genetic Information”

Genetic information includes information about an individual’s genetic tests and the genetic tests of an individual’s family members, as well as information about the manifestation of a disease or disorder in an individual’s family members (i.e. family medical history). Family medical history is included in the definition of genetic information because it is often used to determine whether someone has an increased risk of getting a disease, disorder, or condition in the future. Genetic information also includes an individual's request for, or receipt of, genetic services, or the participation in clinical research that includes genetic services by the individual or a family member of the individual, and the genetic information of a fetus carried by an individual or by a pregnant woman who is a family member of the individual and the genetic information of any embryo legally held by the individual or family member using an assisted reproductive technology.

Discrimination Because of Genetic Information

The law forbids discrimination on the basis of genetic information when it comes to any aspect of employment, including hiring, firing, pay, job assignments, promotions, layoffs, training, fringe benefits, or any other term or condition of employment. *An employer may never use genetic information to make an employment decision because genetic information is not relevant to an individual's current ability to work.*

Harassment Because of Genetic Information

Under GINA, it is also illegal to harass a person because of his or her genetic information. Harassment can include, for example, making offensive or derogatory remarks about an applicant or employee’s genetic information, or about the genetic information of a relative of the applicant or employee. Although the law doesn't prohibit simple teasing, offhand comments, or isolated incidents that are not very serious, harassment is illegal when it is so severe or pervasive that it creates a hostile or offensive work environment or when it results in an adverse employment decision (such as the victim being fired or demoted). The harasser can be the victim's supervisor, a supervisor in another area of the workplace, a co-worker, or someone who is not an employee, such as a client or customer.

Retaliation

Under GINA, it is illegal to fire, demote, harass, or otherwise “retaliate” against an applicant or employee for filing a charge of discrimination, participating in a discrimination proceeding (such as a discrimination investigation or lawsuit), or otherwise opposing discrimination.

Source: <https://www.eeoc.gov/laws/types/genetic.cfm>

YEAR END PAYROLL INFORMATION

The Controller's Office website has been updated with extremely important year-end payroll information. Please visit the site at https://www.usm.edu/controller/files/payroll/2019_payroll_holiday_schedule.pdf.

Keep in mind that regular payroll deadlines may be shifted in order to make sure there is time to verify that all payments are accurate and timely. Also, please review the W-2 information provided.

Related questions can be sent to payroll@usm.edu.

SPRING TUITION WAIVERS

Tuition waivers for faculty/staff for the spring semester are due to HR by December 1. If a dependent will be a new student in the spring, a dependent tuition waiver is also due by December 1.

CORNERSTONE UPDATES

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

HR HALLOWEEN



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.