



December 2019

CHANGES TO FACULTY/STAFF CLEARANCE PROCESS

The paper form for outprocessing at time of termination no longer has to be taken to departments for signature clearance. This is now an electronic process managed by Human Resources. The faculty-staff clearance record has been updated and is the responsibility of the department manager and employee and is required for release of final paycheck. This form should be completed and reviewed by the employee and department manager on the employee's last day of work.

We have also created a new information form, "Things to Know when Leaving Employment USM." This form should be given to all benefit eligible employees once they notify you of their last day of employment. This form should answer all basic questions about final paychecks, benefits, leave payouts, etc., and directs the employee to contact Human Resources should they have further questions.

Both new forms can be found on the HR website under "Termination Information:"
<https://www.usm.edu/employment-human-resources/internalportal/forms-z-supervisors.php#t>

Also, resignation letters should be requested from all employees voluntarily resigning (includes retirement), which should be attached to the PAF and sent to HR for the personnel file. A resignation letter can be typed or handwritten and can be as simple as they are resigning effective with a date.

REMINDER: DECEMBER MONTHLY TIMESHEET

A reminder to ensure that all monthly timesheets in SOARHR are approved before leaving for the holiday. The timesheets will roll to a new year in January and you will no longer have easy access to December at that time.

DO GA's HAVE TO MAKE UP TIME MISSED FROM WORK DURING HOLIDAYS DUE TO UNIVERSITY CLOSURES?

No. Graduate Assistants paid monthly are not required to make up time when the university is closed for holidays or any emergency closure declared by the President. Graduate Assistants should observe holidays same as Faculty and Staff. GA's are paid a monthly stipend, not hour for hour work is performed. They do not owe for time missed during holidays.

HOW MANY HOURS CAN STUDENTS WORK DURING THE HOLIDAYS?

Students must remain at 20 hours a week throughout the break. Students are not allowed to work more than 20 hours a week during Christmas break.

STUDENT FICA EXEMPTION

Due to IRS regulations, all non-benefit eligible employees taking classes and enrolled in 6 credit hours or more will be exempt from paying FICA taxes. If you are enrolled in less than 6 credit hours, you will be subject to paying FICA taxes.

DECEMBER TRAINING SESSIONS

Cornerstone User Training **Wednesday, December 4 @ 10a** **Cook Library 123**
Audience: Hiring managers, proxies for hiring managers, approvers, and selection committees

Staff Hiring Toolkit **Wednesday, December 4 @ 1:30p** **Cook Library 123**
Audience: Hiring managers and anyone involved in the hiring process

New Leader Orientation **Tuesday, December 17 @ 8:30a-4p** **Scianna Hall 1043**
Audience: All new leaders, either new or newly promoted. Invitation only; however, if you or someone in your department believes they may benefit from this training please contact your HR Partner to discuss in more detail.

Crucial Conversations **Wednesday, December 18, 8:30a-4p** **Asbury Hall 123**
Audience: School Directors; Calendar invites sent- RSVP (accepting calendar invitation) required.

COMING IN JANUARY

University Human Resources and the Graduate School will be conducting training for all school directors and administrative specialists regarding updates to the GA hiring process. The training will be mandatory and a schedule will be released shortly.

CORNERSTONE UPDATES

- **Coming Soon:** Very soon, we will be launching Employee Onboarding in Cornerstone. The goal of online Employee Onboarding is to work towards automation of the new hire processing. In this first stage, we will soon be able to eliminate one of the paper forms a new hire currently completes and automate the first step in the data entry process. It is now **CRITICAL** that all hiring managers and hiring teams begin to manage their requisitions and active candidates. The process of moving a candidate to “Hired” status will need to happen once the hiring manager receives the background clearance notice and **PRIOR** to the new hires first day of employment to generate the EmpID (w#).
- **Ongoing “Evergreen” Requisitions:** If you have an “Evergreen” requisition that was marked as ongoing for the hiring of a reoccurring position such as Adjuncts, we would like to remind you that you can request that these be posted and unposted simply by sending your HR Partner an email requesting as such. Unposting an “Evergreen” requisition will slow the influx of new applicants to give you time to sort through the applicants who have applied. These candidates do need a final disposition (may stay active); however, if you would not hire them (e.g., they do not meet qualifications) please move them to Not Hired. Consult your HR Partner for more strategies on managing these requisitions.

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

DID YOU KNOW... HARASSMENT

Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967 (ADEA), and the Americans with Disabilities Act of 1990 (ADA).

Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.

Petty slights, annoyances, and isolated incidents (unless extremely serious) will not rise to the level of illegality. To be unlawful, the conduct must create a work environment that would be intimidating, hostile, or offensive to reasonable people.

Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name-calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance. Harassment can occur in a variety of circumstances, including, but not limited to, the following:

- The harasser can be the victim's supervisor, a supervisor in another area, an agent of the employer, a co-worker, or a non-employee.
- The victim does not have to be the person harassed, but can be anyone affected by the offensive conduct.
- Unlawful harassment may occur without economic injury to, or discharge of, the victim.

Employees are encouraged, but not required, to inform the harasser directly that the conduct is unwelcome and must stop. Employees should also report harassment to management at an early stage to prevent its escalation.

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

**For more information about Harassment, Discrimination and Retaliation,
please visit the Office of AA/EEO website:**

<https://www.usm.edu/university/equal-employment-opportunity-statement.php>

SELF-DISCLOSURE REMINDERS

The Office of Affirmative Action & Equal Employment Opportunity would like to remind all University employees of 2.9.4 Employee Self-Disclosure Requirements in the Employee Handbook.

2.9.4.1 Criminal Conviction or Felony Charge

All current employees are required to self-disclose post-employment criminal convictions or felony charges filed against them that occur on or after the effective date of this policy within three business days of the conviction or felony charge to Human Resources. Employees failing to self-disclose may be subject to disciplinary action, up to and including termination. Managers/departments notified of a post-employment conviction or felony charge have an obligation to report the information to Human Resources. Managers failing to report the information may be subject to disciplinary action, up to and including termination.

2.9.4.2 Driver's License Suspension or Revocation

All current employees with primary responsibility for driving as written in the position description are required to self-disclose the post-employment suspension or revocation of a driver's license that occurs within three business days of the revocation to Human Resources. Managers notified of the post-employment suspension or revocation of a driver's license have an obligation to report the information to Human Resources. Driving privileges affected by license suspension/revocation include golf carts. Should you have any questions, concerns, or would like to self-disclose, please contact Christian Cameron, EEO Coordinator, in the Office of AA/EEO at christian.n.lewis@usm.edu.

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.