HR Spotlight: Employee Relations

Erica Delana
Sr. Employee Relations Specialist
Areas of Expertise: Coaching and guiding employees, administrators, managers, and supervisors on a variety of employee relations practices and approaches to problem solving, workplace conflicts, performance concerns, employee assistance resources

Deborah Godwin, SHRM- SCP
Employee Relations Specialist
Areas of Expertise: Providing guidance to promote positive employee-employee relations; serving as a professional resource to foster a culture of leadership preparedness in alignment with the UNG Mission; working with employees to assist with work-related questions and concerns

Student Employment Announcements

• Summer End Dates - Student employees rehired or newly hired on or after May 5th will be terminated at the end of the summer term. To rehire for the Fall semester, please submit a Student Worker Agreement and list the start date at the beginning of a pay period. Payroll dates can be found HERE.

• Summer Hiring Process - Hiring procedure updates are in the works regarding Student Employment during the summer semester. We will continue to provide updates in future newsletters.

• Federal Work Study Job Postings - Federal Work Study positions will be posted to Hire Touch on July 8th. Email notifications will be sent via Hire Touch once the positions are made available. Federal Work Study new hires cannot begin working before the first day of classes.

Little Known Facts About the Tuition Assistance Program (TAP)

• There are absolutely NO exceptions to the TAP application deadline.

• TAP is only available to full time employees (1.0 FTE) that have worked for at least six (6) months prior to the applicable TAP deadline for that semester.

• If you register for a course prior to the designated time period established by the teaching institution, you will forfeit TAP eligibility. Please check registration periods. (https://www.usg.edu/hr/benefits/tap_dates)

• An employee must generally pay taxes on employer-provided educational assistance benefits in excess of $5,250.

• There are several programs that are not eligible for TAP. Those programs include academic courses in the following professional schools: dental, law, medical, pharmacy, veterinary, or executive total cost programs.

• You must submit a new TAP application to UNG by the designated deadline for each term in which the waiver is desired.

• An employee who is eligible for Pell Grants must apply his/her Pell Grant monies toward tuition and fees before receiving a TAP waiver.

• Eligible USG employees may participate in TAP on a space-available basis, only. Therefore, the employee registration period follows the regular registration period.

The Fall Semester deadline is July 15th. Please campus mail, email or drop off (Please do not send multiple copies) your completed TAP application to Sabrina Wall on the Gainesville Campus. The policy, TAP application, FAQs, and registration dates can be found on the USG website.

Diversity and Inclusion in the Workplace at UNG

Universities and large corporations are increasingly aware that search committee composition may have an impact on the hiring of new staff and faculty. The impact is generally selecting, interviewing, and hiring candidates that look like the current search committee members. Another impact is replicating search committee member research and teaching interests. A key component of assembling search committees and ensuring inclusion of candidates from diverse backgrounds is to make search committee members aware of implicit bias they may possess. Recognizing the profound impact of implicit bias in search processes, the Association of American Medical Colleges has developed an implicit training to assist faculty and administration professionals with moving towards diminishing this effect.

Additionally, research has shown that socially diverse groups are more innovative, incentivize group members to better prepare, encourage group members to anticipate alternative viewpoints and expect that reaching consensus will take effort (Phillips, 2014). Studies have also shown that the presence of people of color and women results in more careful and positive assessment of the evidence presented in candidates’ materials (Kang et al., 2012; Sommers, 2006) and decreases discrimination against candidates (Heilman, 1980). As the University of North Georgia moves forward, training around implicit bias will be implemented in the near future. If you have any further questions, please contact the Director of Diversity and inclusion, Dr. Pablo Mendoza.
Leaving UNG?

There are a few items to remember before terminating your employment at UNG. Supervisors, and their employees, should be familiar with their responsibilities during this transition to ensure the process goes smoothly.

EMPLOYEE CHECKLIST

<table>
<thead>
<tr>
<th>Resignation Letter</th>
<th>Collect a formal resignation letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide your supervisor with a resignation letter and send a copy to Human Resources.</td>
<td>Collect formal resignation letter from the exiting employee.</td>
</tr>
<tr>
<td>Employee Departure Clearance Form</td>
<td>Submit a PAF</td>
</tr>
<tr>
<td>Obtain and complete the form. This will require signatures from various offices as you return your ID, keys, parking permit, P-card, etc. Submit it to Employee Relations during your exit interview.</td>
<td>Complete a Personnel Action Form (PAF) as soon as you are notified of the resignation and attach the resignation letter. It is important that the PAF be received by HR to ensure proper and timely out-processing.</td>
</tr>
<tr>
<td>Exit Interview</td>
<td>Assist the Exiting Employee</td>
</tr>
<tr>
<td>Schedule an exit interview with Employee Relations to address any employment questions or concerns you may have regarding your employment at UNG.</td>
<td>Remind employee of their requirement to acquire sign-off from all applicable departments on the Departure Clearance Form and their need to turn this form into HR &amp; to consult with HR regarding their benefits.</td>
</tr>
<tr>
<td>Vacation &amp; Sick Leave Payout</td>
<td>University Assets</td>
</tr>
<tr>
<td>Contact payroll concerning your vacation payout at <a href="mailto:payroll@ung.edu">payroll@ung.edu</a>. There is no payout for sick leave earned but not taken unless a retiree.</td>
<td>Ensure the exiting employee has returned all university property (e.g. electronics, materials).</td>
</tr>
<tr>
<td>Last Day Obligations</td>
<td>Update &quot;Reports To&quot; &amp; IT Network</td>
</tr>
<tr>
<td>Discuss with supervisor information that may be lost in transition such as upcoming, open, or outstanding assignments/deadlines. Clear out your office or work space and update your mailing address via OneUSG for W-2 delivery.</td>
<td>Notify HR to switch any employees reporting to the exiting employee to a designated timecard approved. Develop an &quot;out of office reply&quot; and determine how emails and calls should be handled after the employee's departure.</td>
</tr>
<tr>
<td>Collect a formal resignation letter</td>
<td></td>
</tr>
</tbody>
</table>

JUNE NEW EMPLOYEE WELCOME!

Heather Rose  
Administrative Assistant

Patrick Miles  
Academic Success Coach - Title III

Preston Espo  
Coord. Orientation & Transfr Prg

Daniel Johnson  
Cont. Ed. Instructor

Quantavious Carter  
Custodian

Derrick Foukes  
Coord. Orientation & Transition

Anna Knight  
Academic Advisor

Keri McClain  
Marketing/Graphic Design Specialist

Amelia McCollum  
Academic Advisor 1

Joel Robinson  
Groundkeeper

Mario Ramirez  
Cont. Ed. Instructor

Lisa Brodkie  
Cont. Ed. Instructor

Benjamin Powell  
Coord. Student Leadership and Frat. & Soro

Jaythun Burrell  
Professional Advisor - College of Business

Mallia Her  
Coord. Student Disability Services

Sarah Strickland  
Administrative Assistant III

COMING SOON!
UNG has partnered with Equifax to complete the required Form I-9 electronically!

1 The process takes to minutes or less! New hires will now complete section 1 of the I-9 from anywhere using any device. Built-in guidance helps safeguard against errors.

2 They will select which campus they wish to meet with an authorized Section 2 completer.

3 There are 2 completers on each campus who they can meet with to present IDs and complete the process. It’s that simple!

Let us know what you would like to see in our newsletters by emailing us at hrnewsletter@ung.edu!
### 2019 Faculty & Staff Awards

**Annual North Star Award:** The North Georgia Star Award Employee Recognition Program recognizes meaningful accomplishments of University of North Georgia staff employees who embody the University’s standards for excellence, efficiency, and outstanding customer service to internal or external constituents. Each year we also recognize an Annual North Star Awardee, selected from all of the year’s recipients.

**Eleanor Crawford Award:** The Eleanor Crawford Award, named after the first staff member employed by the University System of Georgia Board of Regents after Gainesville Junior College was founded in 1964, recognizes an outstanding staff member for extraordinary loyalty, dedication, and service to the University, their fellow employees, and students.

**The Presidential Excellence Award:** The UNG Presidential Excellence Award is designed to recognize and award staff members who have a demonstrated commitment to “go above and beyond”. Each year six (6) staff members will be selected as a Merit Award of Excellence Recipient, each representing one of the following job classifications: Service/Maintenance; Office/Clerical Support; Technical/Paraprofessional; Skilled Crafts; Other Professionals; Administrative Managers/Lower Level Directors.

Nomination forms and instructions for the Eleanor Crawford and Presidential Excellence Award will be available on the Notice Board and will be emailed to All Faculty/Staff from Human Resources.

### Employee Training & Staff Development Calendar

**Deadline for Eleanor Crawford and Presidential Excellence Award Nominations**

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
</tbody>
</table>

**Staff Training: Truth, Justice, and the American Way: A Look at Modern Social Justice (Panel Discussion)**

10 am -11 a.m
DAH LTC 382; VTC on all campuses

<table>
<thead>
<tr>
<th>21</th>
</tr>
</thead>
<tbody>
<tr>
<td>22</td>
</tr>
<tr>
<td>23</td>
</tr>
<tr>
<td>24</td>
</tr>
<tr>
<td>25</td>
</tr>
<tr>
<td>26</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>27</th>
</tr>
</thead>
<tbody>
<tr>
<td>28</td>
</tr>
<tr>
<td>29</td>
</tr>
<tr>
<td>30</td>
</tr>
<tr>
<td>31</td>
</tr>
</tbody>
</table>

If you need this form in an additional format, please reach out to Michael McLeod - Michael.McLeod@ung.edu