

HR Newsletter

January  2020



email | hr@ung.edu

phone | 706.864.1440

dah | downtown office building
gvl | administration building



GAINESVILLE FITNESS CENTER HOURS*:

Monday -Thursday

6 AM - 8:45 PM

Friday

6 AM - 3 PM

Saturday

8 AM - 2 PM

[Click here for Pool Hours*](#)

DAHLONEGA FITNESS CENTER HOURS*:

Monday -Thursday

6 AM - 8:45 PM

Friday

6 AM - 3 PM

Saturday

8 AM - 2 PM

[Click here for Pool Hours*](#)

*Hours subject to change. Make sure to visit the Campus Recreation & Wellness website for updated information.

WORKOUT CLASSES

Campus Recreation and Wellness offers classes at a variety of times

Classes include:

- Yoga
- HIIT
- Pop Pilates
- Swim
- Cardio Fusion
- Tennis and more!

JOIN THE 2020 WELLBEING JOURNEY!

On January 1, 2020, USG Well-being is reinvigorating its platform with a new website and app! Look forward to a more straightforward and user-friendly experience with expanded options, more resources, and additional ways to earn your well-being credit. Participate in activities to help with nutrition, exercise, weight management, stress, and smoking cessation. Your path to well-being is a journey, not a destination. Eligible employees can register for a new free and confidential account at ourwellbeing.usg.edu to get started after January 1, 2020.

HR

SPOT LIGHT



ELIZABETH KING TRAINING AND DEVELOPMENT SPECIALIST

Training and development, new employee orientation, North Star administrator



MONICA ARRENDALE ADMINISTRATIVE ASSISTANT TO THE AVP

Administrative support to AVP and HR, special projects, H1B faculty, notary

GUESS WHO

CLICK HERE TO FIND THE ANSWER TO LAST MONTH'S FLASHBACK PHOTO AND GUESS THE EMPLOYEES IN THIS MONTH'S FLASHBACK!



To be featured please email us your flashback and current photo hrnewsletter@ung.edu

WHERE IS NIGEL?

DID YOU FIND NIGEL? CLICK HERE TO LET US KNOW WHERE IN THE NEWSLETTER HE IS HIDING!



January 20th 2020

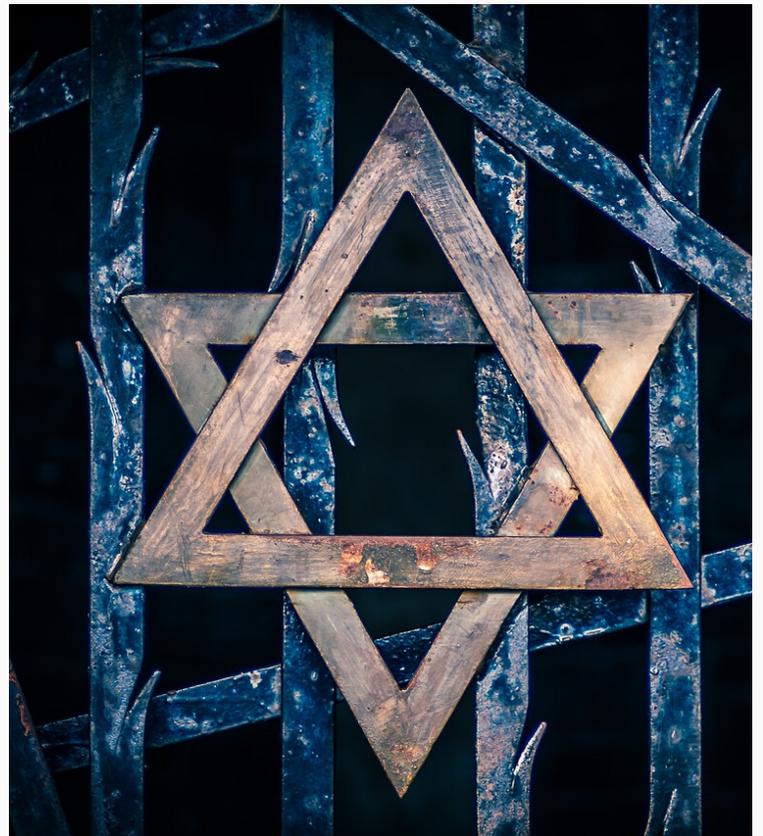
Martin Luther King Jr. Day commemorates the birth of Martin Luther King Jr., the recipient of the 1964 Nobel Peace Prize and an activist for nonviolent social change until his assassination in 1968.

"If you can't fly then run, if you can't run then walk, if you can't walk then crawl, but whatever you do you have to keep moving forward." — Martin Luther King Jr

January 27th 2020

The United Nations General Assembly designated January 27—the anniversary of the liberation of Auschwitz-Birkenau—as **INTERNATIONAL HOLOCAUST REMEMBRANCE DAY**.

On this annual day of commemoration, the UN urges every member state to honor the six million Jewish victims of the Holocaust and millions of other victims of Nazism and to develop educational programs to help prevent future genocides.



HOW TO REMEMBER

Join the Conversation

Share your reflections about International Holocaust Remembrance Day on social media using **#WeRemember**.



In the event of inclement weather that causes a campus closure or delayed opening, an announcement will be distributed first through the university's Emergency Notification System.

Since weather conditions may vary widely, inclement weather notifications are likely to be segmented by campus location.

Should a campus be closed or delay opening due to weather conditions, an announcement will be published by 6:30 a.m. Essential personnel (identified in advance by their supervisors) would need to report as soon as they are able to safely do so. Non-essential personnel should refrain from coming to campus to avoid placing unnecessary demand on public safety and plant operations staff.

When campuses return to normal operations, students, staff and faculty should always use their best judgment about traveling depending upon road conditions in their area.

Is your contact information correct? **CHECK ON BANNER!**

If you need to update your contact information for the Emergency Notification System, please use the Banner Information System, contact the emergency preparedness coordinator in the Office of Public Safety, or email publicsafety@ung.edu for assistance.

[Personal Information](#) [Student](#) [Reporting Services](#) [Financial Aid](#) [Report Library](#)

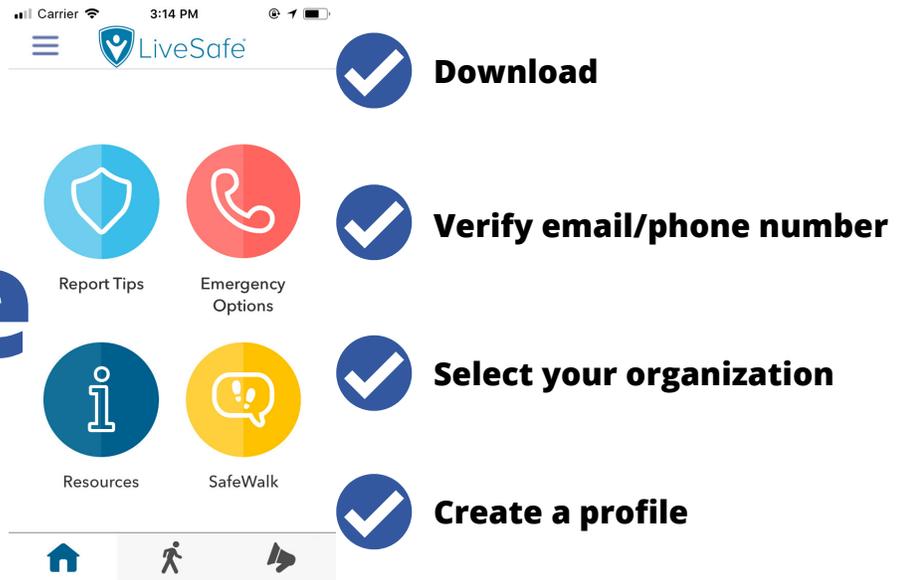
- Log in to Banner
- Select Personal Information
- Select Emergency Information
- Update your Information

Personal Information

[View Addresses and Phones](#)
[Update Address or Phone](#)
[View E-mail Addresses](#)
[Update E-mail Addresses](#)
[View Emergency Contacts](#)
[Update Emergency Contacts](#)

If you do not have access to Banner, contact the Emergency Preparedness Coordinator at 678-717-3719 to have your information updated.

Get the LiveSafe App



Stay connected using the **LiveSafe app**, which gives you the ability to send anonymous reports, review emergency resources, call/chat with Central Dispatch, and provide SafeWalk service.

SEE SOMETHING? SEND A PICTURE.

Witness something shady? You can send pictures, videos and text info to campus police.

URGENT INFORMATION AT YOUR FINGERTIPS

Receive safety notifications right on your phone. Access UNG safety resources easily and from the palm of your hand.

STAY SAFE, ALWAYS

Call or chat secretly with campus officers when you need help.

PEACE OF MIND

Let LiveSafe be your constant companion. With the SafeWalk button, allow friends and family to walk you home when you need it.



HAVE YOU NOTICED THE

“ESSENTIAL FUNCTION?” FIELD ON UNG’S POSITION DESCRIPTION FORMS?

There’s really more to that designation than meets the eye and the field is becoming increasingly more crucial for a variety of reasons.

DUTIES & RESPONSIBILITIES

#	Activity, Responsibility, or Duty (7 lines max, but <10 is ok; each line must be no less than 5%)	% Time	Essential Function?
1			

WHY IDENTIFY ESSENTIAL FUNCTIONS?

Essential Functions Must Be Accurately Identified to aid in:

Addressing work flow issues by making clear which employee is responsible for which job duties.

Supporting the Americans with Disabilities Act (ADA) by identifying the key job duties which help employers make job-related decisions based on whether a person can perform the essential functions, and if reasonable accommodations are available.

Supporting performance assessment by making clear which job functions employees can be held accountable for during annual performance assessments and performance improvement plans.

Confirming purchasing card holder eligibility and the requirement for periodic credit report checks.

WHAT ARE ESSENTIAL FUNCTIONS, AND HOW ARE THEY IDENTIFIED?

Essential functions are the fundamental, crucial job duties performed in a position. A function may be essential because:

1. The position exists to perform that function.
2. There are a limited number of employees available who could perform that function.
3. The function is highly specialized, and the incumbent is hired for special expertise or ability to perform it.

Essential functions must be identified for each position, not job class, and they must be based on the work performed, rather than the capabilities of an individual.

QUESTIONS TO ASK IN ORDER TO DETERMINE WHICH FUNCTIONS ARE ESSENTIAL INCLUDE:

Is the function a primary reason for which the position was established?

For example: A floating supervisor job exists to provide a substitute when regular supervisors on day, night, and graveyard shifts are absent. So, an essential function of the job may be to work at any time of day.

Would removing the function fundamentally change the position, or eliminate the need for the position?

For example: Removing the function “provide guidance and resources to clients” from a customer service position would fundamentally alter the job and question the need for it.

Is transferring the function impossible due to a lack of available employees?

For example: It may be an essential function for a file clerk to answer the telephone if there are only three employees in a busy office and each employee has to perform many different tasks.

Are there severe consequences if the position is not required to perform the function?

For example: A firefighter may rarely have to carry a heavy person from a burning building, but it is an essential function of the job because of the serious consequences of not performing it.

Does the function require specialized expertise?

For example: Dual language positions may have essential functions related to speaking a second language fluently. Or, accountant positions may have essential functions that require licensure as a Certified Public Accountant.

IF ANY OF THE ABOVE CRITERIA ARE MET, THE FUNCTION IS LIKELY ESSENTIAL. IT IS CRITICAL THAT THE ESSENTIAL FUNCTIONS ARE ACCURATE FOR THE PARTICULAR POSITION. HR PERSONNEL CAN ASSIST IN THE DETERMINATIONS.

OTHER CONSIDERATIONS:

Does percentage of time spent on a function determine whether or not it is essential?

No, a function may be essential regardless of the amount of time spent performing it.

Can an employer change the essential functions of a job?

Yes, an employer may change the essential functions of a job for business reasons.

Who is responsible to demonstrate that a function is essential?

If challenged, management must demonstrate that a function is essential.



AN IMPORTANT MESSAGE FROM HUMAN RESOURCES

As you may know, the USG instituted a strategic hiring approval process, effective December 15.

- **The process applies to all vacant and new regular, full-time faculty and staff positions with a salary above \$40,000.**
- **A critical hire justification narrative will be required for all vacant and new positions before posting the position, to include the impact on the institution if the position is not filled.**
- **The President and Chief Business Officer are required to review and approve all vacant and new regular, full-time faculty and staff positions with a salary above \$40,000.**
- **The University of North Georgia will be required to submit all vacant and new regular full-time staff vacant positions with a salary above \$40,000 to the System Office for review and approval before the recruitment of the position.**
- **The University of North Georgia will be required to submit a report each month to the System Office of all regular, full-time faculty and staff positions hired with a salary above \$40,000**

UNG's Internal procedures and forms for the Critical Hire Process can be accessed on the HR website.

**NEW
EMPLOYEE**

**WELCOME:
DECEMBER**

WELCOME TO NIGHTHAWK NATION

Frank Zayas
Crystal Halligan
Lisa Loggins
Madison Price
Michele Rosario
Jeff Scoggin
Samantha Dye
James Lonano
Marty Bozeman
Lisa Day

Continuing Education Instructor
Licensed Practical Nurse
Licensed Practical Nurse
Medical Assistant
Internal Award Associate
Multi-Craft Maintenance Tech I
Parking Enforcement Attendant
Mgr, Network & Audio Visual Ops
Public Safety Crossing Guard
Administrative Assistant III

HOLIDAY CLOSURES

UNG WILL BE CLOSED
MONDAY **JANUARY
20TH** IN OBSERVANCE
OF MARTIN LUTHER
KING JR DAY

JANUARY PAYROLL: TIMESHEET DUE DATES

1ST BIWEEKLY:

Employee approval due: 01/10 before end of
business day
Manager approval due: 01/13 before 9 am
Pay date: 01/17

2ND BIWEEKLY:

Employee approval due: 01/24 before end of
business day
Manager approval due: 01/27 before 9 am
Pay date: 01/31

MONTHLY:

Employee due: 01/22 before end of business day
Manager due: 01/23 before 9 am
Pay date: 01/31



**You can view upcoming trainings
and workshops directly on the [ung
website!](#)**

**For more information regarding employee training
and staff development, contact Elizabeth King
Email: elizabeth.king@ung.edu
Phone: 678-717-3782**

Happy

New Year



UNG | UNIVERSITY of
NORTH GEORGIA™

DEPARTMENT OF HUMAN RESOURCES

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