HR Connections

Thursday, December 12, 2019
AVC Updates

Marie Williams
Update on REG 01.25.18 for Programs and Activities involving Minors

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Why do we have a Minors Regulation and an Office of Youth Programs and Compliance?
• Increasing numbers of youth being served through NC State.
• Increasing numbers high profile cases of abuse costing millions of dollars to institutions.
• Staggering child abuse statistics nationwide.
• National organizations dedicated to ending abuse point toward establishing compliance programs and creating culture change.

What does the Office of Youth Programs and Compliance do?
• Runs a Comprehensive Compliance Program.
• Researches, compiles and shares training and resources on best practices.
• Provides support for programs and individuals hosting youth.
• Coordinates the University's commitment to preventing and reporting abuse and maintaining the highest level of safety.

Compliance + Care = Commitment
Scope of Reg 01.25.18

• Applies to Programs and Activities in which the University is knowingly supervising the minor participants or knowingly allowing a third-party to use University Property for the purpose of operating a Program or Activity primarily serving or including minors.

• Covers university-sponsored programs and activities wherever located

• Covers programs operated by third-parties who use NC State property or facilities
Minors Regulation Requirements

- Annual approval from vice chancellor/dean (or designee) with supervisory authority
- Registration with Youth Programs Office
  - Activities and Programs are covered if NC State is directly supervising minors. (Minors in labs are covered.)
  - Accepted students who are not enrolled are covered.
  - Covered Third Party Programs will register and follow a separate process.
- Written Agreements
  - All programs must collect contact information for guardians of participants
  - University programs should have guardians complete a liability waiver form
  - Third-parties must sign a Facilities Use Agreement or other University-approved agreement
- Background checks
  - Criminal background checks (initially and every 3 yrs)
  - Appropriate reference checks
  - Appropriate University record checks
  - Driving record checks
- Training
- Conduct of Programs (follow best practices)
- Report abuse and inappropriate behavior
Informed Consent for Screening Practices for Working with Minors

• The opportunity to work with minors is contingent on successfully passing the screening process.

• This needs to be communicated in the hiring process and program materials and applies to:
  – existing personnel
  – new hires
  – students
  – volunteers

• Even if there is no hiring process, all existing staff, volunteers and students will need to be informed of the screening process.

• Covered Individuals listed on the REPORTER Minors Compliance form will receive a notification that they will be screened.
Evaluating Information gained through the Screening Process

• The Background Check Office will respond with “Endorsed”, “Non-Endorsed”, or “Disqualified”

• Youth Programs and Compliance will contact The Student Conduct Office who will respond by providing the incidents that are reflected in their records. YPC will provide recommendations to the HR representative for endorsing or not endorsing the candidate based on the information received.

• The Human Resources representative for the program will receive the information from the screening process and let program directors know whether there are concerns regarding the personnel they have indicated will work with minors.
Documents to use for working with minors

- Minors in Field and Lab
- Emergency Contact and Participant Pick-Up Form
- SAMPLE: Liability Waiver, Assumption of Risk, Photo & Media Release and Indemnification Agreement
- (This should be customized to the activities of the program.)
Steps for Faculty to work with minors

1. Contact your departmental Human Resources representative.

2. Contact your Dean, Vice Chancellor or their designee who has supervisory authority over the program or activity for their approval. All activities with minors must be approved at this level.

3. Review the Minors Regulation and Registration Process.

4. Register your program or activity in REPORTER.
   1. Once you register the program you will be assigned to EHPS-YP100 which is the minors regulation required training course.
   2. As part of the training you will be asked to review and agree to these Personal Boundaries for working with minors.
   3. Here is a sample completed registration form for faculty/staff activities with minors.

5. Provide the Minors in Field and Lab document and the necessary sample forms to the parent/guardian of the participant(s) for them to complete.

6. Complete the new employee safety orientation checklist with the Minor prior to them beginning any activities.
• Youth Programs and Compliance website: go.ncsu.edu/minorsoncampus
• Must register University Sponsored Programs or Activities for minors
  • Program Coordinator Handbook
  • Personal Boundaries
  • Pre-Site Visit Questionnaire
• Site Visits
  • Incident Reports
  • Child Abuse Reporting
The Hierarchy of Commitment

- **Commitment**: I will do it! I will lead others to do it
- **Compliance**: I have to do it! I can do it when I am told to...
- **Complain**: Why should I do it? If nobody says so...
- **Non-Committal/Condemn**: I will not do it! I will influence others...

https://www.graystoneadvisors.com/commitment-vs-compliance/
Questions?
Employee Engagement Survey

Marie Williams/Nancy Whelchel
Paid Parental Leave Update

December 2019
UNC Paid Parental Leave Guidelines

• New policy guidelines have been released

• New policy guidelines can be found on the UNC System Benefits website at: https://myapps.northcarolina.edu/hr/benefits-leave/leave-benefits/

• Provision for retroactivity
Retroactivity

• Provision for covering additional qualifying events that have occurred on or after September 1, 2019.

• If employee met eligibility at the time of the qualifying event, they will be eligible for four (4) weeks of Paid Parental Leave. There will be no adjustment for time already taken.

• This leave will be effective January 1, 2020 and must be used within the twelve (12) months following the qualifying date of the event.
Timeline

- December 16, 2019: Online Request Form Opens
- December 16, 2019: Paid Parental Leave Benefit Web Page goes live
- January 1, 2020: Paid Parental Leave Policy is Implemented
Important to Note

- UHR will receive, validate and track all Paid Parental Leave and initiate approval and denial letters
- Supervisors will be notified when a request is received
- UHR will initiate a “leave with pay” in the Peoplesoft system complete with a beginning and end date of the parental leave time
- UHR will coordinate the use of FMLA to run concurrent, if available, with any Paid Parental Leave
Background Check Program Updates

HR Connections - December 2019 – Presented by Marshall Love
Agenda

• New Foreign Degree Education Verification process
  – Removal of WES requirement

• Non-JAR process enhancement
  – Background check only form
NC State currently requires all non-temporary employees who hold foreign degrees, regardless of position type (SHRA, EHRA non-faculty, and EHRA faculty) or minimum position requirements, to undergo a degree equivalency evaluation through World Education Services (WES) for the foreign degree.

This practice:

- Over-interprets what is actually needed to meet state, UNC, and NC State requirements for verification of SHRA, EHRA non-faculty, and faculty credentials

- Over-interprets what is needed to meet SACSCOC (accreditation) expectations for instructor qualifications

- Has unnecessarily restricted NC State in exclusive use of WES

- Is costly and burdensome to new employees, who pay $200-300 out of pocket

- Has been the process at the University for at least 15 years
Impact to Candidate Experience

- WES can be completed within 14 business days but on average takes about 2-3 months due to document requirements.

- In most cases, candidates must also provide a translated copy of foreign documents not in English.

- All documents must be original - come directly from foreign institutions.

- Currently, SHRA with a foreign degree that is the highest degree must complete WES regardless of the role.
Follows up with applicant regarding completion of WES reminds to provide any necessary country or institution specific documents/ forms.

Follows up with WES regarding completion of any necessary country or institution specific documents/ forms.

Follows up with applicant/initiator regarding completion of necessary country or institution specific documents/forms.

On Hold

Contacts applicant re next steps in hiring process.
Foreign Degree – Education Verification

• Domestic degrees for all employee types will be verified through Student Clearinghouse (current process).

• Foreign degrees for all employee types will be verified through our Background Check Vendor (NEW)

• Faculty / instructors of record must request that original transcripts of the highest earned degree(s), whether foreign or domestic, be sent directly to NC State Human Resources (NEW, for foreign degrees)

• All verifications and transcripts must be complete within 90 days of employment.
Advantages:

• Eliminates WES cost and burden currently placed on new employees with foreign degrees

• Meets compliance requirements of state, UNC, and NC State to verify credentials without being overly-restrictive

• Still provides for receipt of official transcripts of highest earned degree for instructors of record, which SACSCOC expects
Background Check Only Form
Advantages

- Streamlined workflow
- Same visibility, and automation as JAR
- Better data integrity – PeopleSoft Query
• Login to MyPack Portal to access navigation bar.
1. From the Navigator Bar select Human Resources Systems
2. Job Action Request,
3. JAR (Temps, Students, No Pays)
4. Background Check Only
Select Candidates
Start date and if applicable the employee I.D.

Please note *
Employee I.D is not required
Enter Candidate Information and/or applicable duties.

*Email is required Prior to submitting.

Enter additional Comments if necessary and submit.
Questions
WolfTime
Leave Tracking & Time Keeping System

Absence Review and Certify
Absence Review and Certification

Each year the Office of State Human Resources requires employees to certify their leave balances for the previous year.
Timeline

**September** - In preparation for Leave Certification we sent emails to all employees who used too much or too little leave in the first half of 2019.

**October** - The first half of 2019 was closed to employee edits

**November** - Queries sent to all department Leave Coordinators to help keep leave entries up to date and minimize January 2020 adjustments.
January 7 - The rollover for 2019/2020 will calculate
January 8 - An email will be sent to Leave Coordinators with the following queries for their units:

- NC_WT_ALL_PENDNG_LEAVE_APPRVLS
- NC_WT_ABSENCE_CANCEL_PROGRESS
- NC_WT_TIMESHEETS_NOT_APPROVED
- NC_WT_TOO_LITTLE_TIME
- NC_WT_TOO_MUCH_LEAVE
- NC_WT_NOT_CERTIFIED
Timeline

January 22 - The queries will be re-run and any remaining employees, their supervisor, and leave coordinator will be contacted directly through the WolfTime email.

February 14 - 2019 will be closed for edit and all leave certifications need to be complete.
What needs to occur before certification?

Employees need to submit any outstanding leave requests from January 1 to December 31 for 2019 by January 31, 2019.

Supervisors need to review/approve any pending leave requests for 2019 by their direct reports by February 7, 2019.

If the employee has a pending request the certification cannot be processed. The balance will not reflect the correct leave amount until after the next AM update.
Certification Process

• The Certification process will be two-step.
  – Employees will submit their certification request between the 1/1/19 to 1/30/19.
  – Supervisors will approve the request by 1/31/19

• If the supervisor is not available the leave coordinator will have access to approve the certification.
End of Year Balances

• SHRA employees cannot carry over a negative balance at year end.
  — All negative balances must be resolved. If no leave is available the employee's absences must be changed to LWOP.

• EHRA employee’s may carry a negative balance of no more than 160 hours (20 days) based on FTE.

• The 2019 year end rollovers will be done on January 7th, 2019
How do I begin the certification process?
Which option do I access?

The year will default to the oldest uncertified year. If they did not certify 2018 the page will start at 2018. Select the right arrow to view 2019.
Which option do I access?

If there are any pending 2019 leave requests or cancellations you cannot begin certification until they have been approved AND the weekly absence management calculation is complete (Tuesdays).
Lockdown Forecasting Message

If a leave request is submitted after receiving the “Ineligible” message it cannot be processed.
Videos to assist with the certification process

https://wolftime.hr.ncsu.edu/

Training and Resources

Users - How to Complete Absence Certifications - 3:27
There are also transcripts of the video in English and Spanish

Managers - How to Approve Absence Certifications - 2:02
There is also a transcript of the video

Administrators - How to Complete Absence Certifications in WolfTime - 2:29
There is also a transcript of the video
Communication

January 2 - Update placed on MyPack Employee Announcements tile

January 8 - Campus-wide email sent to all leave earning employees with timeline and instructions
Queries

In preparation to close out 2019 Leave Coordinators and Timekeepers can use the following queries to assist in completing the certification.

1. **NC_WT_TOO_MUCH_LEAVE** - shows employees who have used more leave in a week than necessary.
2. **NC_WT_TOO_LITTLE_TIME** - shows employees who have not used enough leave to cover a week.
3. **NC_WT_PENDING_LEAVE_APPROVALS** - shows all pending leave requests.
4. **NC_WT_TIMESHEETS_NOT_APPROVED** - shows all timesheets that have not been approved.
5. **NC_WT_ABSENCE_CANCEL_PROGRESS** - shows cancellations submitted by the employee that have not been approved by their supervisor.

*If there are any pending leave approvals or absence cancellations employees will not be able to submit their certification.*
February 7-2019 will be closed for edit and all leave certifications need to be complete.

Questions?
University HR is always looking for ways to improve our system, and your feedback is an invaluable part of that process. If you have any questions or suggestions for improvement, please don’t hesitate to contact the WolfTime team at wolftime-ncsu@ncsu.edu or visit our comment/suggestion page.
Other Business/Closing Comments

Next HR Connections Meeting: February 12, 2020, McKimmon Center

Happy Holidays