Webinar for Supervisors and HR Liaisons
May 2020
Why Are We Here?

- Introduce the COVID-19 Emergency Policy
- Provide an overview of the COVID-19 HR Tools
- Discuss the necessary procedures for these tools
- Share available resources
COVID-19 Emergency Policy

<table>
<thead>
<tr>
<th>INITIAL EFFECTIVE DATE:</th>
<th>LAST REVISION DATE:</th>
<th>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 15, 2020 Unless Otherwise Noted in this Policy</td>
<td>This Policy will remain in effect through December 31, 2020</td>
<td>Division of Human Resources</td>
</tr>
</tbody>
</table>
Policy Overview

• Effective May 15, 2020

• Will remain in effect through December 31, 2020, unless extended by FIU President

• Combines six HR Tools to help FIU’s workforce address the COVID-19 Pandemic

• Tools can be utilized provided they are allowable on a grant or auxiliary
COVID-19 HR Tools

1. Removal of Maximum Vacation Leave Accruals
2. Professional Development
3. Talent Sharing
4. *Expanded use of Sick Leave
5. *COVID-19 Leave Program
6. Modified/Reduced Work Schedule

*Contingent on FFCRA benefit
Reason for Policy

• To address maximum sustainability of the workforce, within the confines of the law and financial stewardship.

• The COVID-19 HR Tools vary in nature and may be used individually or in conjunction with each other.
Scope of Policy

This policy applies to:

- Faculty
- Staff
- Temporary employees (only as specified)
- Student employees (only as specified)
COVID-19 HR Tools
# Removal of Maximum Vacation Leave Accruals

<table>
<thead>
<tr>
<th><strong>Who</strong> does it apply to?</th>
<th>Vacation-leave-eligible staff and out-of-unit faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What</strong> is it?</td>
<td>Temporarily lifts the maximum vacation leave accruals</td>
</tr>
<tr>
<td><strong>Where</strong> is it found?</td>
<td>Accrual maximums have been lifted in PantherSoft HR</td>
</tr>
<tr>
<td><strong>When</strong> does it end?</td>
<td>Accrual maximums will be reinstated upon policy expiration (currently December 31, 2020)</td>
</tr>
</tbody>
</table>
Things to Note

• Once the accrual maximum is reinstated on December 31, 2020:
  o The employee will have the opportunity to use additional time accrued.
  o Employee will not begin to accrue vacation leave until the leave balance is under the leave accrual maximum.

• If the employee leaves the university:
  o Maximum payout will be based on vacation policy limits.
  o Leave hours not taken above the maximum accrual will not be paid out.
How to View Leave Balances in PantherSoft HR
We know most of our faculty and staff are not taking much vacation right now, and this was something we could do to help our workforce right now.
## Professional Development

<table>
<thead>
<tr>
<th><strong>Who does it apply to?</strong></th>
<th>Faculty, staff, student and temporary employees</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What is it?</strong></td>
<td>Training programs for employees needing to temporarily augment compensable work</td>
</tr>
<tr>
<td><strong>Where is it found?</strong></td>
<td>LinkedIn Learning, Profdev.fiu.edu, or other external source. Internal trainings are tracked through PantherSoft HR (Training Summary) or bi.fiu.edu</td>
</tr>
<tr>
<td><strong>When does it end?</strong></td>
<td>The limit is 80 hours</td>
</tr>
</tbody>
</table>
Things to Note

- 80-hour limit starts 5/21/20 through 12/31/20
- Paid PD hours within those dates may not exceed 80
- All PD hours are contingent upon department's budget and funding source (allowable on the grant or auxiliary)
- Completed course hours tracked from LinkedIn Learning and ProfDev
Correct Answer: False

Paid PD hours within 5/21/20 through 12/31/20 may not exceed 80.
<table>
<thead>
<tr>
<th><strong>Who</strong> does it apply to?</th>
<th>Faculty, staff, student and temporary employees</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What</strong> is it?</td>
<td>Under-employed FIU Talent performs needed work for another department</td>
</tr>
<tr>
<td><strong>Where</strong> can I request it?</td>
<td><a href="#">HR Liaisons SharePoint</a></td>
</tr>
<tr>
<td><strong>When</strong> does it end?</td>
<td>When the employee’s workload is back to normal or until the assignment is complete</td>
</tr>
</tbody>
</table>
Things to Note

• No additional compensation, incremental pay, spot awards, performance bonus or the like will be provided

• The Talent Share work will be at the same pay level as the employee’s regular job

• The home department will continue to cover the salary and benefits expenses
How to Request Talent Sharing?

To request or offer Talent Share resources:

1. Supervisors and managers should contact their HR Liaison.

2. HR Liaison will collect preliminary information then submit request through a Talent Share intake form.

3. TAM will work with each case and identify pre-screened, available employees.

*Assistance with training is also available as needed.
Example

Lab Managers in CARTA, whose labs are currently closed, are Talent Sharing with Miami Beach Urban Studios (MBUS), helping with PPE printing project.

In response to the shortage of personal protective equipment for health workers treating patients, FIU and Baptist Health South Florida are partnering to 3D-print reusable face shields.
<table>
<thead>
<tr>
<th><strong>Who does it apply to?</strong></th>
<th>Sick-leave-eligible faculty and staff who are approved for reason #5 under FFCRA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What is it?</strong></td>
<td>Sick leave can be used to supplement FFCRA leave for child care</td>
</tr>
<tr>
<td><strong>Where is it found?</strong></td>
<td>PantherSoft HR Self-Service – Employee Resources – Employee Forms – Benefits Forms – COVID-19 FFCRA</td>
</tr>
<tr>
<td><strong>When does it end?</strong></td>
<td>Upon policy expiration (currently December 31, 2020)</td>
</tr>
</tbody>
</table>
# FFCRA Form

## COVID-19 / Families First Coronavirus Response Act (FFCRA) FORM INFORMATION

<table>
<thead>
<tr>
<th>EMPLOYEE INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>PID:</td>
</tr>
<tr>
<td>Employee Type:</td>
</tr>
<tr>
<td>Pay Group:</td>
</tr>
<tr>
<td>Job Code - Title:</td>
</tr>
</tbody>
</table>

**Can you work remotely?**  
- Yes  
- No

**Are you working remotely?**  
- Yes  
- No

### I. QUARANTINE COVID-19 RELATED REPORTING

- **Quarantine is due to:**  
- **Latest date of exposure/symptoms/testing:**  
  - mm/dd/yyyy

If exposure without symptoms, an attestation form is required after 14 days which will be sent to you by hrleaves@fiu.edu. If symptomatic/testing results are negative, medical clearance is required. Your quarantine will be calculated based on date listed above + 14 calendar days.

### II. FFCRA REASON FOR REQUESTED LEAVE

Choose the appropriate option(s) below. Only option 5 can be combined with one of the other 1-4 or 6 option. You will only be able to select one option from bullets 1-4 and 6.

1. ☐ is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.  
   - Provide copy of order.

2. ☐ has been advised by a health care provider to self-quarantine related to COVID-19.  
   - Provide doctor's note which must include COVID-19 language, name and date and separate medical clearance upon return.

3. ☐ is experiencing COVID-19 symptoms and is seeking a medical diagnosis.  
   - Provide doctor's note / medical facility document which must include COVID-19 language, name and date, and separate medical clearance upon return.

4. ☐ is caring for an individual subject to an order described in (1) or self-quarantine as described in (2).  
   - Provide relationship status, doctor's note / medical facility document which must include COVID-19 language, name and date.
5. Circle □ if you are caring for a child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19.
   * Provide child(ren) name, date of birth, and document which shows reason for closure (name of school) or unavailability of care provider (name of day care or childcare provider).
   * FIU reserves the right to request additional evidence at some point to confirm the situation.

6. If you are experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.
   * This request must be done through Benefits directly at 305.348.2181 or h Finally alterations@fiu.edu.

Do you want to use your accrued leave, if available, to supplement your 2/3 salary for the first two (2) weeks?  

Yes ☐ No ☐

**Leave Dates Requested**

From: mm/dd/yyyy  

To: mm/dd/yyyy

**Note:** If requesting intermittent leave, please state the number of leave hours to be taken each day (specify days and hours per day).

Schedule requested must be approved by supervisor prior to submitting form.

**Leave Type Requested:**  

Full ☐

**SCHEDULE/COMMENTS/SPECIAL CONDITIONS REGARDING LEAVE**

Comments:

☐ I hereby attest that I have read and understand that I must provide the documentation related to my leave request and agree to comply with the information requested. Note that employees policy.
<table>
<thead>
<tr>
<th><strong>Who does it apply to?</strong></th>
<th>Benefits eligible faculty and staff</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What is it?</strong></td>
<td>Eligible employees may request donated sick leave if they are unable to work due to COVID-19 and have exhausted all accrued leave</td>
</tr>
<tr>
<td><strong>Where is it found?</strong></td>
<td>PantherSoft HR Self-Service – My Forms Tile in Employee Dashboard</td>
</tr>
<tr>
<td><strong>When does it end?</strong></td>
<td>Upon policy expiration (currently December 31, 2020)</td>
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</table>
Donate to the COVID-19 Pool

- The donor must have 80 hours of sick leave remaining after the donation
- There is a cap of 104 hours for donations
- Form submission cannot be delegated
- Donors are not able to identify a specific recipient for the leave
- Unused hours may be returned to donor if administratively feasible
Request Leave from the COVID-19 Pool:

- Once sufficient donations are received, requests will be reviewed by an HR team
- A maximum of 80 hours can be requested at a time
- This form requires Business Unit Head approval and Benefits Administration approval
- Request cannot be submitted on behalf of another person
Accessing the Forms

- **Personal Details**
  - Empl ID: [Redacted]

- **Time**
  - Sick: 24.33
  - Vac: 110.10

- **Announcements**
  - Issues accessing your PEP in My.fiu.edu

- **Tax Information**
  - Last Pay Date: 05/08/2020

- **Payroll and Compensation**

- **Pending Approvals**
  - 20

- **Learning and Development**

- **Performance**
  - Next Due Date: 07/31/2020

**My Forms**

- **Select a form to fill out**
  - COVID19 Sick Leave Donation
  - COVID19 Leave Pool Request
Scenario

Edward, an out-of-unit employee who has 464 hours of sick leave wants to donate to the COVID-19 Pool.

He wants to donate 300 hours to an employee in his department, who he knows needs it. This would leave him well above the 80 hour leave balance minimum.

Can he do this?
Correct Answer: C

He can donate a maximum of 104 hours to the pool but cannot choose a specific recipient for the leave.
## Modified/Reduced Work Schedule

<table>
<thead>
<tr>
<th>Who does it apply to?</th>
<th>Non-exempt employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is it?</td>
<td>Allows work schedules to be modified or reduced (i.e. 4/8 work schedule)</td>
</tr>
<tr>
<td>Where can I request it?</td>
<td><a href="mailto:ELR@fiu.edu">ELR@fiu.edu</a> or 305-348-4186</td>
</tr>
<tr>
<td>When does it end?</td>
<td>Upon policy expiration (currently December 31, 2020)</td>
</tr>
</tbody>
</table>
Things to Note

• This tool depends on work availability.
• Accommodates non-exempt employees without full-time work.
• The Division of Human Resources must be consulted before implementing this tool.
Knowledge Check
Since this situation started, you have encouraged your team to do professional development when there is downtime. Last week, you checked the BI dashboard and realized that Jeff, a non-exempt employee, has completed 75 hours of professional development.

After speaking with him you realize he doesn’t have enough work at the moment. You calculate 15-20 hours of compensable time.

Which HR Tool(s) would you recommend?

Talent Sharing or

Modified/Reduced Work Schedule
Knowledge Check 2

Things were busy at the beginning of the remote work/learning time period but have since slowed down. Based on conversations you’ve had with Lauren, one of your direct reports, she may need to augment 3-5 hours a week of compensable time.

Which HR Tool would you recommend?

Professional Development
Knowledge Check 3

Leanne is an exempt employee. She has young children whose daycare is currently closed. She finds that she must dedicate 50% of her work time to taking care of them. Leanne has been with FIU for some time now and has a good amount of sick leave accrued.

Which HR Tool would you recommend?

Expanded use of Sick Leave (in conjunction with FFCRA)
Knowledge Check 4

Lisa is a valued member of your team. Her mother, who lives with her, has contracted COVID-19. Not only does Lisa have to quarantine herself but she also has to care for her sick mother. She is currently unable to work and has exhausted all of her leave time and available benefits.

Which HR Tool would you recommend?

COVID-19 Leave Program (after exhausting FFCRA benefit)
Resources

hr.fiu.edu/hrcovid19
COVID-19 Emergency Policy
FFCRA
COVID-19 HR Tools
Webinar Recording
Remote Work Guides
Thank you!

Be Worlds Ahead