

## **Human Resources Operations Impacts-COVID-19**

Due to the shift in operations, please email your Human Resources business team representative for any and all questions.

You may visit the human resources web page for contact information:

<https://www.unlv.edu/hr/contact>

March 26, 2020 version

### **General Information**

In our ongoing efforts to protect the health and welfare of the campus and community in the wake of the COVID-19 virus, the Human Resources team will be working remotely. In addition, HR office phones have either been forwarded to offsite phones or set up for voicemail to email conversion. Please allow a 24-48 hour response time, take into consideration weekends and holidays. In the event you are unable to reach an HR representative, we encourage you to leave a voicemail or email.

We would like to thank you in advance for your patience as we all transition into this temporary shift of operations. We are uncertain as to how long we will operate in this fashion. We have provided a list of some of the services that may be impacted as a result. We will continue to keep you updated on changes.

### **Recruitment**

- All recruitments and Workday Training are temporarily on hold until further notice.
- Meetings can be held either by WebEx or telephone.
- Contact your Primary Recruiter, HR Liaison, or HR Business Partner with questions or concerns.

### **Classification and Compensation**

- Equity, promotion, and stipend requests for administrative and academic faculty may continue if the costs were planned and budgeted in advance. Please note, that there will be a higher level of review on requests to ensure that the requests are essential to the university operating in a safe and effective manner.

- Requests for new positions or edit position restrictions initiated for the purposes of moving an employee from one position to another position due to funding sources will be moved forward by compensation. Please note, that there will be a higher level of review on requests to ensure that the requests are essential to the university operating in a safe and effective manner.
- Working out of Class requests for classified staff will continue to be accepted. However, these requests are discouraged during the hiring freeze and should be only for positions that are essential functions to the university working in a safe and effective manner.
- Reclassifications for classified staff will continue to be accepted. Please note, that there will be a higher level of review on requests to ensure that the requests are essential to the university operating in a safe and effective manner.
- Meetings can be held either by WebEx or phone.
- Questions will be answered by email or phone call if needed.

## **Salary Administration**

Due to the inability to conduct the face-to-face contact needed for these items, they will be impacted until we return to normal business:

- Section 3 of the Form I-9
- Remote Form I-9
- Name changes

## **Benefits and Leaves**

- **New Employee Information:**
  - New employee orientation (NEO) will only be conducted for those employees whose hire has been completed in Workday.
  - The NEO's will not be conducted in person. Those scheduled to attend will be emailed instructions about what they need to do to finalize their onboarding. The business manager, manager, risk management representative, and benefits team representative will be included in the email for additional assistance.

- **General Benefits Questions:**
  - All benefits related questions will be answered by email or phone call if needed.
  
- **General Retirement Questions:**
  - All retirement related questions will be answered by email or phone call if needed.
  - Loans from the 401(a) and 403(b) plans will continue to be processed. Please email [kim.dawes@unlv.edu](mailto:kim.dawes@unlv.edu) or [liliana.magana@unlv.edu](mailto:liliana.magana@unlv.edu) for questions.
  - In-person retirement presentations have been canceled at this time.
  - One-on-one in person meetings with a TIAA representative for the months of March and April have been canceled. TIAA will reach out to individual employees to schedule either a virtual appointment or telephone appointment.
  
- **Off Boarding Questions:**
  - All clearance interviews will be conducted by email or phone call if needed. Please reach out to the appropriate benefits team representative for assistance.
  
- **Absence Related Questions:**
  - All absence-related questions will be answered by email or phone call if needed.
  - FMLA requests will continue to be processed as received.

### **Human Resources Information Systems**

- There are no current impacts to HRIS operations.
- Please email [anthony.guinan@unlv.edu](mailto:anthony.guinan@unlv.edu) with any questions relating to HRIS and he will reply directly or forward your message to the appropriate team member.

### **Employee Relations**

- Operations will continue.
- Meetings will be held either by WebEx or telephone.

- Any questions regarding evaluations, coaching, or progressive discipline, please contact your HR business team representative.

### **Organizational Development**

- The Management Training Academy (MTA) sessions/groups have been postponed and will be rescheduled. Stay tuned for details! We thank you for your excitement and dedication and look forward to learning with you soon!
- In-person presentations of Lifeworks seminars have currently been canceled. Stay tuned for details about them being offered virtually.
- If you have scheduled a cultural study, training, or team building session with Ericka and Erin, please prepare to be flexible with your dates.
- We are awaiting approval from general counsel of our leadership coach contracts. We will be in touch as soon as we are ready to provide referrals to you.
- During this time while we are not able to be together to learn in-person, the OD team will be planning and calendaring for future trainings, including our HR SME deeper dives, trainings on cultural intelligence, and other topics. Stay tuned for details!
- Please contact Erin Collier, Director of Organizational and Employee Development at [erin.collier@unlv.edu](mailto:erin.collier@unlv.edu) or 702-895-0676 (office) or 520-481-3517 (cell) with any questions.
- Be good to yourself and each other during these unprecedented times!