

College/Division Administrator Meeting
Skype
April 9, 2020 - 9 AM to 11 AM

Minutes

Gaston Reinoso, AVC/AVP Human Resources

Sandra Armstrong, Executive Director Human Resources Operations

David Navarro, Director Payroll and HRIS

FMLA and Emergency Leave

- Employees can work from home. If they are working, there is no need for leave.
 - Hourly employees will still punch in and out
 - Can assign duties that they may not normally do, so they can continue to be productive and not be in a leave situation.
 - Can be flexible in hours of work due to needs for child care or other conflicts
- Some employees cannot work from home due to the nature of their work
 - Effective 3/18/2020 to 3/31/2020 – assign emergency leave for:
 - employees that cannot work from home
 - employee is subject to a federal, state, or local quarantine or isolation order
 - employee has been advised by a health care provider to self-quarantine, or is experiencing symptoms and is seeking diagnosis
 - employee is caring for a child who's school or place of care is closed or care-provider is unavailable
 - Federal Emergency Paid Sick Leave Act requirements enacted in the beginning of April through the end of the calendar year
 - University wants people to be made whole on salary
 - Option 1:
 - Emergency Paid Sick Leave
 - Provides 10 days, 80 hours
 - Maximum benefit \$511/day, capped at \$5,110
 - Will use Emergency Leave to cover any shortfall through the end of April
 - Employee must be:
 - subject to a federal, state, or local quarantine or isolation order (stay-home advisory qualifies) OR
 - advised by a health care provider to self-quarantine OR
 - experiencing symptoms and is seeking medical diagnosis
 - In other situations, there is a lesser amount available
 - Maximum benefit is 2/3 of their rate up to \$200/day capped at \$2,000
 - Will use Emergency Leave to cover any shortfall through the end of April
 - Employee must be:
 - Caring for an individual subject or advised to quarantine
 - Caring for a child whose school or place of care is closed or child care provider is unavailable
 - Option 2:
 - Emergency Family and Medical Leave Expansion Act - expanded FML for 12 weeks (60 days)
 - only if the employee is caring for a child whose school or place of care is closed or child care provider is unavailable

- Employee must be employed for 30 calendar days to qualify
 - 1st two weeks (10 days) are unpaid, but Emergency Paid Sick Leave or sick time may be used to cover this period (not required to use)
 - Remaining 10 weeks (50 days) will be at 2/3 of the employees rate
 - Max Maximum benefit is 2/3 of their rate up to \$200/day capped at \$10,000
 - Will use Emergency Leave to cover any shortfall through the end of April
- Emergency Leave Earnings Codes
 - Codes have been created to enter this leave, see presentation
 - Sick leave codes can be put on the time sheet or by absence request. It can be done by the employee or the supervisor.
 - If a person is on intermittent FML, the codes can be entered by the employee or the supervisor.
 - If a person is on full FML, the FML codes will be handled by HR, who enters hours for FML
 - Must go to the HR benefits website to fill out a form so that HR can define what codes should be used in each situation.
- Emergency Family and Medical Leave Expansion Act
 - Eligible employees
 - Employed at least 30 calendar days
 - Includes all employees: student workers, temporary employees, part time employees
 - Entitlement
 - Unable to work due to a need for leave to care for a child (school or care not available)
 - Duration
 - Up to 12 weeks
 - Can be used intermittently
 - Employees are only eligible for a combined 12 weeks of FML leave in a 12 month period including leave taken under this act.
 - Pay during leave
 - First 10 days are unpaid, but can use vacation, personal, or sick leave
 - Effective Date
 - April 1 to December 31
 - Employers must restore employees to the same or equivalent position after their return from leave
 - Employers may not take action against employees for taking leave
- Emergency Paid Sick Leave Act
 - Eligible employees
 - From first day of employment
 - Includes all employees: student workers, temporary employees, part time employees
 - Cannot require employee to use other paid leave before using this leave
 - Entitlement
 - employee is subject to a federal, state, or local quarantine or isolation order
 - employee has been advised by a health care provider to self-quarantine, or is experiencing symptoms and is seeking diagnosis
 - employee is caring for a child who's school or place of care is closed or care-provider is unavailable
 - Duration
 - 80 hours for full time employees
 - Part time is based on equivalent hours they work in an average two week period
 - Can be done intermittently

- Effective Date
 - April 1 to December 31
- Pay during leave
 - Depends on the circumstances for the leave and is subject to limits
- Employers must restore employees to the same or equivalent position after their return from leave
- Employers may not take action against employees for taking leave
- How employees apply for Federal Emergency Leave
 - Emergency Paid Sick Leave Act
 - Employee completes the Federal Emergency Leaves Application found at: <https://uh.edu/human-resources/forms/>
 - Employee submits a new FML case via the web-form at <https://uh.edu/human-resources/hr-service-center/fml/>, and attaches the completed Federal Emergency Leave Application
 - Benefits team will communicate decision to employee and manager
 - Benefits team will provide the leave code to use
 - Benefits Eligible Employees
 - Employee submits an appropriate leave request through the absence system using the corresponding leave code description. The supervisor will approve.
 - Supervisors can submit an appropriate leave request through the absence system using the corresponding leave code description. This is approved when the supervisor submits it.
 - Supervisor can also add the appropriate leave request through TRAM directly on the time sheet with the corresponding leave code description.
 - Non-Benefits Eligible Employees
 - Supervisor will enter the appropriate leave request through TRAM directly on the time sheet with the corresponding leave code description.
 - Emergency Family and Medical Leave Expansion Act
 - Employee completes the Federal Emergency Leaves Application found at: <https://uh.edu/human-resources/forms/>
 - Employee submits a new FML case via the web-form at <https://uh.edu/human-resources/hr-service-center/fml/>, and attaches the completed Federal Emergency Leave Application
 - Benefits team will communicate decision to employee and manager
 - Benefits team will provide the leave code to use if intermittent FML
 - For full FML, the Benefits team will enter the time on behalf of the employee
 - For intermittent FML:
 - Benefits Eligible Employees
 - Employee submits an appropriate leave request through the absence system using the corresponding leave code description. The supervisor will approve.
 - Supervisors can submit an appropriate leave request through the absence system using the corresponding leave code description. This is approved when the supervisor submits it.
 - Supervisor can also add the appropriate leave request through TRAM directly on the time sheet with the corresponding leave code description.
 - Non-Benefits Eligible Employees

- Supervisor will enter the appropriate leave request through TRAM directly on the time sheet with the corresponding leave code description.
- Child is defined as under 18, but there are circumstances where children older than that could need care
- Provisions for reduced hours (students):
 - If people are working, they get paid for their hours.
 - David Navarro is working with Devi Bala on this; they have a list of average hours for February to compare to April hours.
 - For April, they can to use the Federal Sick Emergency Leave to supplement their time.
 - Limited to 80 hours for a full time person, and average hours in 2 weeks for a part time person
 - It is up to the Manager to manage this because they know who isn't working, who is, how much, and what they normally work)
- Information is on the HR website, and HR has been communicating with the Division Administrators to distribute this information. College and Division Administrators should communicate this to their teams and advise people to contact HR to get the details, as each situation is different.
- There will be an update before the end of April on how emergency leave will be handled going forward

Karin Livingston, Controller

Updates on finance procedures

- Finance procedures are on the Finance References Page:
<https://uh.edu/finance/pages/References.htm>
- Home Delivery
 - Tejas has a form available, and has specific requirements for ordering
 - Dell will deliver to alternate addresses if the item has not shipped yet, but it must come on the PO, or via a change of address form from Purchasing. Departments will not be charged the restocking fee for items that cannot be delivered.
 - Others will be addressed as needed
- Deposits
 - UHPD Pickup Wednesdays is for checks if you don't have a scanner
 - Do not accept cash during the stay at home order if possible
- Purchasing procedures
 - If procurement can't be delayed, we will use Skype or Zoom to the extent possible
 - We can arrange for submission of bids in person
- P-Cards home delivery
 - Training must be taken in advance and proof of completion provided
 - After two unsuccessful deliveries, the card will be delivered to Accounts Payable
- Vendor ID
 - If a vendor does not have access to a fax machine, contact AP to arrange for secured email submission.