VOLUME 6 ISSUE 6 |OCTOBER 2021

HRESOURCES

GC HUMAN RESOURCES NEWSLETTER | OCTOBER ISSUE

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You are always welcome at the Wooten-Garner House



HR Spotlight

Welcome Jen Yearwood & Pam Boatright to HR

Over the summer, we welcomed two new staff members: Jen Yearwood and Pam Boatright. Both Jen and Pam transferred from the Office of the VP for Finance and Administration.

Jen Yearwood
Assistant Director of Talent Management



Jen Yearwood currently serves as the Assistant Director for Talent Management. She oversees recruitment, on-boarding, position classification, compensation and OneUSG data entry. She joined our team during one of the high-volume periods, but managed to meet with supervisors and administrative leaders to assess needs related to Talent Management. We value Jen's knowledge and campus relationships/partnerships which will support our efforts for a strategic partnership with departments across campus.

Pam Boatright
Project Manager



Pam Boatright continues to serve in her role as Project Manager. She formally reported through the Office of the Vice President for Finance and Administration and has transitioned to the Office of Human Resources to continue her work on creating efficiency and revising/documenting processes within the Human Resources unit. Many of you were under the impression that Pam reported to HR because of her valued contributions to the OneUSG Careers module rollout and now we are lucky enough to have her!

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Retirements

Nancy White who served as one of our benefits points-of-contact has transitioned into retirement in early August. We wish her well in this new chapter of her life!

Key Dates

Open Enrollment:
October 25 - November 5

Virtual Benefits Fair
October 25 – 29

Performance Management/Evaluation Season
February 1

Annual Compliance Refresher
October 18 - November 30

HR Spotlight

Welcome Anna & Kristin to HR

The Office of Human Resources is privileged to have both an Intern and a Practicum student for the Fall semester. Our office continues to support students academically by providing the opportunity to connect classroom learning objectives to the work environment. In addition, the work experience allows students with an interest in the HR field to gain valuable experience. We have been fortunate to have students who are very engage in the program.

This fall, we welcomed Anna Graves and Kristin Davall to our team. During their time with us they are learning about our processes, participating in projects, and gaining an understanding of HR's role in an academic enviroment.



Anna Graves
Practicum Student

Anna is a Psychology major with a minor in Criminal Justice. She is interested in how the field of HR relates to industrial and organizational psychology and looks forward to learning about how we work collaboratively to solve problems in a team setting.

Kristin Davall, Intern Student

Kristin is a Business Management major with a concentration in Human Resources. She is interested in a career in the field of HR and looks forward to seeing what she has learned from her course coursework in practice.



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Employee Relations - Benefits

Key changes for the 2022 USG Healthcare Plans for active employees:

- Premiums: The Board approved a slight increases to premiums for all USG Healthcare Plans between $1 - $21 per month (.6% - 4%) depending on the plan and coverage tier in which you are enrolled.
- Pharmacy Coverage: The Board approved the following changes to the pharmacy coverage -
  - Adding a Specialty Pharmacy tier for the Comprehensive Care and BlueChoice HMO plans with co-insurance and maximums by drug tier.
  - Adding a 30-day supply limit to specialty medications for the Comprehensive Care, Consumer Choice HSA, and BlueChoice HMO plans.
  - Adding 60-day and 90-day supply copays for the Comprehensive Care and BlueChoice HMO plans at 2x or 3x the cost of the 30-day supply.
  - Increasing the Kaiser HMO plan mail order co-pay from 2 copays per 90-day supply to 3 co-pays per 90-day supply.
- Consumer Choice HSA Plan: The Board approved an increase in the out-of-pocket maximums; in-network employee only coverage tier increases from $3,700 to $4,000; and family tier increases from $7,400 to $8,000. The HSA matching contribution will continue in 2022 at $375 for employee-only coverage and $750 for family coverage.
- Tobacco use and working spouse surcharges: The Board approved the continuation of the tobacco use and working spouse surcharges at $100 per person per month.
  - The tobacco use surcharge applies to employees and dependents age 18 and over enrolled in the USG healthcare plans who use tobacco.
  - The working spouse surcharge applies to employees who cover their spouse under the plan if the spouse is employed and receives an offer of coverage through their place of employment.
  - Certification and acknowledgement of penalties WILL BE REQUIRED during open enrollment for BOTH of these surcharges.
- Well-being: The 2022 program will continue to offer a $100 well-being credit, as well as an expanded list of activities to earn the credit. The 2022 program will ensure members have access to resources surrounding diabetes education, prevention, and management and weight loss programming for those who qualify. Completion of a health risk assessment will continue to be required to qualify to earn the $100 well-being credit for 2022. A well-being credit will be provided for employees who receive the COVID-19 vaccine.
- Accolade: Accolade will continue to support employees enrolled in the Anthem (Blue Cross Blue Shield of GA) plan with all of their healthcare questions and needs through a personal healthcare assistant.

More details about the changes to the plans will be provided during the Open Enrollment period which will be October 25 through November 5, 2021. A virtual benefits fair with live presentations and chat will be offered during the first week of Open Enrollment, October 25 – 29. We encourage all employees to attend the fair to learn about the changes to the benefit plans for 2022. Enrollment in benefits for the 2022 plan year will take place via OneUSG. Active employees began receiving Open Enrollment information in late September – early October by mail and e-mail.

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Walking Wednesdays

Walking Wednesdays kicked off in September. Please join us and enjoy some fresh air! The group meets in the courtyard by the campus Chick-fil-A every Wednesday at 9am and the walk will continue for up to 30 minutes.

For the first Wednesday of each month our walk will be led by a special member of GC Leadership.

Walking outside has major health benefits for your body and mind. It not only lowers your risk for heart disease and cancer, but it can prevent memory loss and improve your mood.



Employee Relations - Wellbeing

Mental Health First Aid Training

Recently, GC employees across campus participated in a Mental Health First Aid Training. Mental Health First Aid is a skills-based training that teaches supervisors and peers the skills to identify and help a colleague (or student) who is presenting a mental health problem or experiencing a mental health crisis. The four-hour course was provided through the National Council for Mental Wellbeing. It has been proven highly effective through peer-reviewed research. The evidence behind the program demonstrates that it builds mental health literacy, helping co-workers identify, understand, and respond to signs of mental illness.

The last sixteen months have profoundly impacted our worksites, families, communities, and relationships. While we have several supports and tools available through our benefits programs (e.g., Kepro counseling, Virgin Pulse Well-being, Accolade care management, Live Health Online, etc.), campus and system office leadership have put together additional strategies to focus on employee mental health and emotional well-being. One component of this effort included providing Mental Health First Aid Training every campus.

More information to follow on upcoming training opportunities.

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Helpful Tips

You are Back!

NOW WHAT?

A guide for the anxious introverts in the new new new normal!

Small Talk
The colleague you haven't seen in a year feels just as awkward making small talk as you do. Let's remember to be kind to each other and to ourselves.

Take the Vow
Be kind to yourself and others. Let's all not judge each other, with or without masks, or as we walk around the office with sanitizer in hand.

Stress Management
Take a break from stress. Stress is unavoidable. Mental health should be a daily practice. You have telehealth options.
KEPRO= 4 free counseling sessions per issue; available 24/7 and 100% confidentialusg.mylifeexpert.com | company code: usgcares | 844-243-4440

Health Management
Rise above health issues with preventive care and daily well-being events. Enjoy daily events or tackle challenges with a health coach.

Employee Relations - Wellbeing

USG Well-being events

USG Well-being will be hosting live events throughout the year in partnership with USG institutions and vendors. The attendee links will be on the USG Well-being Events page.

Go to the USG Well-being website or platform to be part of the journey and see additional upcoming events!

- If logged between 10/1-12/31, activities will count for 2022 earnings period and be paid end of April 2022
- As of 1/1/22 the Covid-19 vaccination credit drops back down to $10 credit
- 2022: Benefit eligible employees can earn a total of $200 (+ an additional $200 for a covered spouse) even if you already received the vaccination credit.
- Use any combination of well-being events to get the max of $200 per person
- You can participate in as many workshops as you wish, but only five workshops will count toward the earning period's credit.

Sign in or register your USG Well-being account:

- Employees: Access through OneUSG Connect – Benefits at oneusgconnect.usg.edu > click on Manage My Benefits > click on the USG Well-being tile from the home page.
- Employees and Spouses: Access directly at ourwellbeing.usg.edu

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Hiring Data

Employees Hired/Rehired

July
Staff = 24
Faculty = 2
Graduate Assistants = 0
Students/Casual Labor = 214
Volunteer = 1
Total: 241

August
Staff = 28
Faculty = 148
Graduate Assistants = 0
Students/Casual Labor = 364
Volunteer = 13
Total: 653

September
Staff = 13
Faculty = 0
Graduate Assistants = 12
Students/Casual Labor = 116
Volunteer = 0
Total: 141

Faculty numbers represent full-time, part-time and rehires

Job Profile Modification Transactions in OneUSG:

July
40
August
33
September
46

290 Job openings since the OneUSG Careers platform rolled out.

Job opening number reflects data from Feb. 2021 through Sept. 2021

Talent Management

Talent Management is the area that was formerly known as Employment Services and Classification and Compensation.

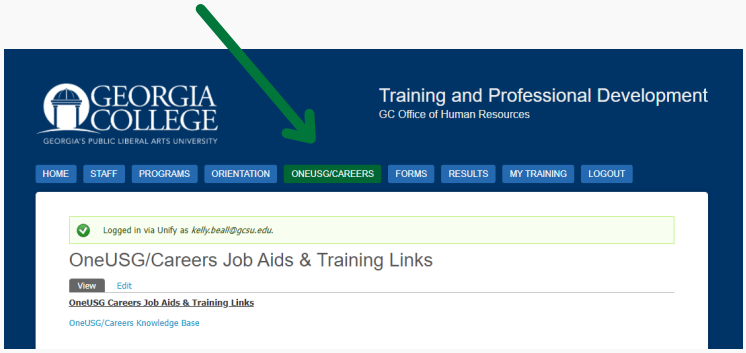
The Talent Management team consists of Jen Yearwood, Shaveta Waller, Susi MacLeod, Chai Giles, and Gegee Arnold.

We are here to assist with your recruitment and classification needs up to and including updating position profiles (job descriptions), creating job openings (posting positions to accept applications), onboarding employees, assisting with unit reorganizations, and ensuring fair and equitable compensation for existing employees and new employees.

Our job is to make sure you have the workforce and compensation structure to successfully serve the students at Georgia College.

Employees can now access all of the training material for OneUSG directly from a new tab on the Training Webpage! You can find the OneUSG knowledge base and well as job aids on the page. The link to access is below.

https://training.gcsu.edu/oneusg



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Soft Skills Tip

How to Practice your Emotional Intelligence

Emotional management includes:

✔ Stopping to take time to process and understand what is transpiring

✔ Diverting your attention until you are more composed - such as going for a walk, exercising, playing with a pet, breathing deeply

✔ Re-framing the experience, i.e. exploring a new, broader way of looking at the issue

✔ Looking at the big picture and determining how important the immediate emotion/reaction is to the overall issue

Training and Development

2021 Annual Compliance Refresher

The 2021 Annual Compliance Refresher will be rolling out October 18th for all full-time faculty and staff, part-time faculty and staff and student workers with a completion date of November 30th. The refresher is a requirement of The University System of Georgia. Please be on the lookout for an e-mail with the link to access the training.

FAQ's

What is the deadline to have the training completed?
November 30th

Am I required to participate in the training if I was recently hired?
Yes, if you were hired prior to September 1st, you must complete the training.

Do student workers and GA's have to take this?
Yes, if you were hired prior to September 1st, you must complete the training.

Who is required to take the Motor Vehicle Training?
Individuals who drive on university business must complete the Motor Vehicle Use Program module. Examples include but are not limited to - Driving for the University, Driving a personal or rented vehicle for transportation to training, conferences, etc., driving a golf cart at any time.

Where do I submit the Motor Vehicle Form if applicable?
The Office of Human Resources

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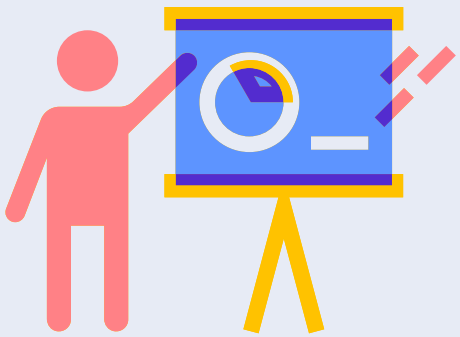
Workplace Training

Why is workplace training important?

Training is important because it represents a good opportunity for employees to grow their knowledge base and improve their job skills to become more effective in the workplace. Below are a few reasons why training can help!

- Increased job satisfaction and morale among employees
- Increased employee motivation
- Increased efficiencies in processes
- Increased innovation in strategies and products
- Reduced employee turnover



Training and Development

Upcoming Training

Employee Training:

"Effective Stress Management"

Virtual training being held on ***Monday, October 18th from 10:00 a.m. – 11:00 a.m.***

Working under excessive pressure for a prolonged period of time can result in chronic stress and have a significant adverse impact on our mental and physical health.

Without understanding the stress response, it can be difficult to develop healthy coping strategies to help us tackle stress in an effective way, leaving the stress hormones running riot around our minds and bodies.

HOW PARTICIPANTS WILL BENEFIT

When you leave this session you will be able to:
- Understand the science of the stress response
- Recognize your own stress triggers
- Learn how to respond rather than react
- Discover powerful stress busting strategies

Registration Link:
https://attendee.gotowebinar.com/register/5762989459596061453

Future Training Sessions for Employees:

November Training - Mindfulness Matters

December Training - Emotional Intelligence

Dates and sign-up links will be provided on front page closer to the training date.