

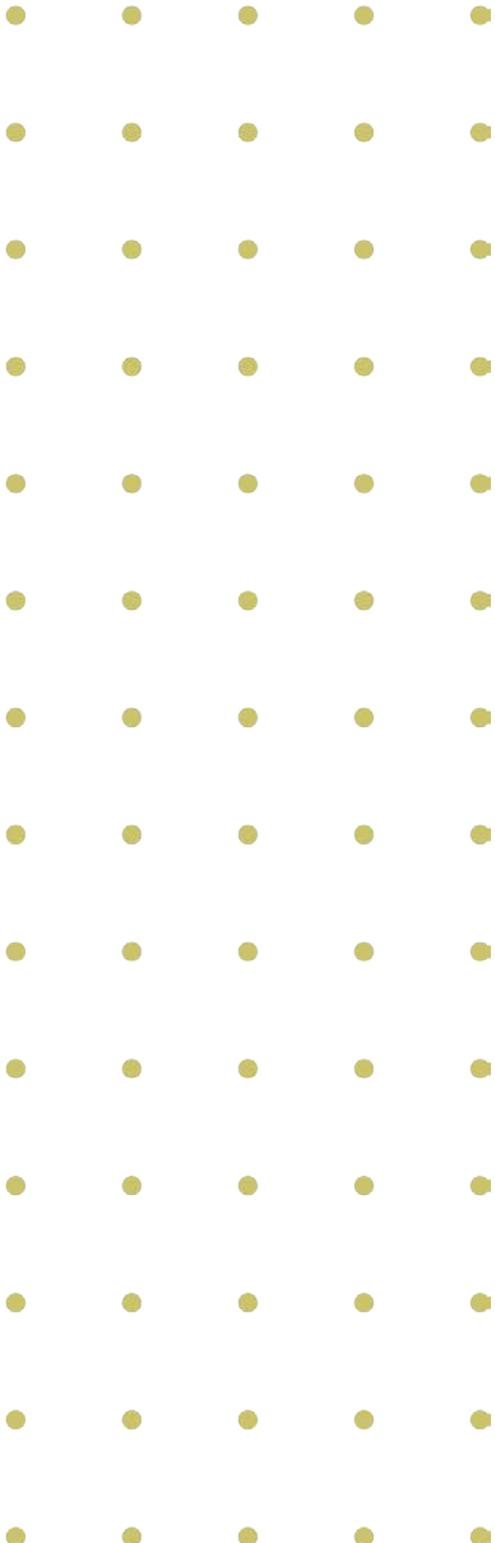
# HR Community Meeting

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December 16, 2020



HUMAN RESOURCES  
COLORADO STATE UNIVERSITY



# Agenda

- Talent Development Updates
- I-9 Process Extension
- Temporary Work Adjustments (TWA's)
- Legislative Updates
  - Families First Corona Relief Act (Federal) (FFCRA)
  - Healthy Families and Workplaces Act (State) (HFWA)
  - Public Health Emergency Leave (State) (PHEL)
  - Equal Pay for Equal Work Act (State) (EPEWA)
  - Minimum Wage Increase
- Classification & Compensation Project Update (AON)

# Talent Development's Early Spring Classes

*Registration is now available for Talent Development's Early Spring (January 25 – March 12, 2021) Virtual Instructor-Led Trainings (VILT) offered using the Zoom webinar platform.*



The screenshot shows the 'Early Spring 2021 Training Catalog' page from the Talent Development website at Colorado State University. The page features the university's logo and contact information. The main text describes the organization's goal of inspiring learning and innovation through virtual instructor-led trainings. It also provides information about current restrictions and social distancing guidelines for the COVID-19 pandemic response. The page lists 'Spotlight Learning' classes, including 'Active Listening – Setting the Stage for Successful Communication', which is marked as 'NEW'. The class details include the date (2/25), time (10:00 am to 11:00 am), length (1 hour), and instructor (Marsha Benedetti).

**TALENT DEVELOPMENT**  
COLORADO STATE UNIVERSITY

[www.training.colostate.edu](http://www.training.colostate.edu) (970) 491-1376 [CSUTraining@colostate.edu](mailto:CSUTraining@colostate.edu)

**Early Spring 2021 Training Catalog**

The goal of Talent Development is to inspire learning and innovation – creating an engaged community. We accomplish this by providing inspired solutions, including the design and delivery of high-quality initiatives that foster individual and team growth while engaging individual employees and teams in support of CSU's Principles of Community and our land grant mission.

Because of the current restrictions and social distancing guidelines for the COVID-19 pandemic response, Talent Development will continue to provide our sessions as virtual instructor-led trainings through the spring semester. To register for a specific session, go to the [My Learning Website](#) or log-in directly, and then click the linked title. A few days before each session, you will receive an email with detailed instructions on how to access the training through the Zoom Platform.

**Facebook.** Join us on Facebook by requesting membership to our private group: Colorado State University Talent Development. The CSU TD Facebook is another avenue for virtual connection and micro-learning for our staff and faculty. We will post research-based content that correlates to our curricula. We have periodic questions planned that will provide reflection, engagement, or respite and generate uplifting conversations.

**Trending Resources.** The Talent Development staff has compiled a list of helpful articles, books, and videos. We are excited to share these with you and will continue to add new resources to reinforce our classes and address our current work environment. We are currently highlighting resources for working remotely.

**SPOTLIGHT CLASSES (in alphabetical order)**

**Spotlight Learning.** Spotlight Learnings are shorter (usually one hour) and focus on a relevant topic. You need to attend two Spotlight Learnings to receive one Elective credit for the Supervisor Development Program Certification. Please use [this form](#) to document your completion of two Spotlight Learning sessions and request credit.

**ACTIVE LISTENING – SETTING THE STAGE FOR SUCCESSFUL COMMUNICATION** **\*NEW\***  
**Class date:** 2/25 – 10:00 am to 11:00 am **Length of class:** 1 hour  
**Instructor:** Marsha Benedetti **Spotlight Learning**



# Form I-9 Compliance Flexibility

- Flexibility allowing for remote verification of identity and work authorization documents has been extended until December 31, 2020
- This policy only applies to employers and workplaces that are operating remotely
- If there are employees physically present at a work location, *no exceptions* are being implemented at this time for in-person verification of identity and employment eligibility documentation

# In-Person Document Verification

- Employers are encouraged to designate an authorized representative to act on their behalf to complete Section 2, when possible
- An authorized representative can be any person the employer designates to complete and sign the I-9
- Once normal operations resume, all employees who were onboarded using remote verification, must report to their employer within **three business days** for in-person verification of identity and employment eligibility documentation for Form I-9, Employment Eligibility Verification

# Temporary Work Adjustments

- Application Process and FAQ's: [OEO website](#)
- Vulnerable Individual
  - 65 years or older
  - Chronic lung disease or moderate/severe asthma
  - Serious heart conditions
  - Immunocompromised
  - Pregnant
  - Determined to be high risk by licensed healthcare provider
- Care for Daycare Eligible and/or School Age Children, or Other Dependents

# Families First Corona Response Act (FFCRA)

- Sunsets December 31, 2020

	Reason for leave	Daily pay rate/cap	Allotment	Total pay cap	CSU
Emergency Paid Sick Leave	(1) Quarantine or isolation order.	Regular rate of pay up to a cap of \$511	80 hours	\$5,110	EPSL full pay/no cap
	(2) Advice from a health care provider to self-quarantine.				
	(3) Experiencing symptoms of COVID-19 and seeking a medical diagnosis.				
	(4) Caring for an individual subject to a quarantine or isolation order, or who has been advised by a health care provider to self-quarantine.	Two-thirds the regular rate of pay, up to a cap of \$200/day	80 hours	\$2,000	EPSL full pay/no cap
	(5) Caring for own child whose school or place of care has closed, or whose care provider is unavailable due to COVID-19.				
	(6) Experiencing other substantially similar condition specified by the secretary of health and human services.				
FMLA Expansion*	Leave for eligible employees who can't work (or telework) because their minor child's school or childcare service is closed due to a COVID-19 emergency declared by a federal, state or local authority.	First two weeks unpaid (may use ESL). Two-thirds the regular rate of pay, up to a cap of \$200/day	12 weeks*	\$10,000	First two weeks unpaid. May use EPSL.  Remaining 10 weeks EPHL Full pay/no cap

# Healthy Families & Workplaces Act

- Ensures paid sick leave for all employees
  - Includes student workers, non-student hourly, part-time employees, grad assistants, post docs, etc.
  - Accrue one hour for every 30 hours worked up to 48 hours annually.
  - Earned, but not taken, does not get paid out. Remains available if rehired within six months.
  - Time Clock Plus will likely be the process to request/approve
  - Existing leave programs, if comparable or more generous, may satisfy requirements

# Reasons for Leave

(1) Having a mental or physical illness, injury or health condition that prevents employee from working;

(2) Needing to get preventive medical care, or to get a medical diagnosis, care, or treatment of any mental or physical illness, injury or health condition;

(3) Needing to care for a family member who has a mental or physical illness, injury, or health condition, or who needs the sort of care listed in reason (2);

(4) The employee or family member having been a victim of domestic abuse, sexual assault, or criminal harassment, and needing leave for related medical attention, mental health care or other counseling, victim services (including legal services), or relocation;

(5) Due to a public health emergency, a public official having closed either (A) the employee's place of business or (B) the school or place of care of the employee's child, requiring the employee needing to be absent from work to care for the child.

# Healthy Families & Workplaces Act

- Public Health Emergency Leave (PHEL) **PENDING STATE INTERPRETATION**
  - 80 hours, prorated for part time, at the time a public health emergency is declared
  - Cannot require documentation; can ask individual to identify qualifying reason
  - Track in Time Clock Plus using a similar process to FFCRA leaves
  - Can use for following reasons:
    - (1) self-isolating or work exclusion due to exposure, symptoms, or diagnosis of the communicable illness in the PHE;
    - (2) seeking a diagnosis, treatment, or care (including preventive care) of such an illness;
    - (3) being unable to work due to a health condition that may increase susceptibility to or risk of such an illness; or
    - (4) caring for a child or other family in category (1)-(3), or whose school or child care is unavailable due to the PHE.

# Minimum Wage Increase

- New Colorado minimum wage is \$12.32 per hour effective January 1, 2021
- Automatic process to raise those below minimum effective December 19<sup>th</sup>.
- Nothing for you to do in the system
- HRIS will complete the process prior to payroll run

# Equal Pay for Equal Work Act – The Act

- Prohibits pay inequities based on gender or gender identity, alone or with other protected statuses for employees performing “substantially similar” work
- Differences in salary may be acceptable based on a seniority system, a merit system, systems that measure quality or quantity of work, geographic location, education, training, experience, or required travel
- Requires making all employees aware (posting) of all promotional openings, including benefits, all compensation, and how to apply
- Prohibits the following activities
  - Seeking salary history of applicants
  - Using previous salary information to determine future wages, internal & external
  - Discriminating against applicant for failing to disclose salary history
  - Retaliation for applicant or employee for complaints or claims

# Equal Pay for Equal Work Act – Questions

- Which employee types are covered?
- What is a ‘promotional opportunity?’
- What does ‘posted’ mean?
- What about interim/temporary assignments?
- How will we post/make known to employees?
- What is meant by ‘seniority system?’ ‘Merit system?’
- How will this impact AARs?
- Is normal career progression considered a promotional opportunity?

# EPEWA – What We Know

- Which employee types are covered?
  - An ‘employee’ is defined as ‘a person employed by an employer.’
  - An ‘employer’ is defined as ‘the state or any political subdivision, commission, department, institution or school district thereof, and every other person employing a person in the state.’
  - All CSU employees covered including student employees.

# EPEWA – What We Know

- What is a ‘promotional opportunity?’
  - A “promotional opportunity” exists when an employer has or anticipates a vacancy in an existing or new position that could be considered a promotion for one or more employee(s) in terms of compensation, benefits, status, duties, or access to further advancement.

# EPEWA – What We Know

- What does ‘posted’ mean?
  - An employer is required to make “reasonable efforts” to “announce, post or otherwise make known all opportunities for promotion to all current employees on the same calendar day and prior to making a promotion decision.”
  - A communication announcing, posting, or otherwise making a promotional opportunity known must be in writing and include at least (A) job title, (B) compensation and benefits per Rule 4.1, and (C) means by which employees may apply for the position
  - An employer makes “reasonable efforts” with any method(s) by which all covered employees (A) can access within their regular workplace, either online or in hard copy, and (B) are told where to find required postings or announcements. If a particular method reaches some but not all employees, such as an online posting not accessible to those lacking internet access, an alternative method shall be used for such employees.
  - Employers must notify all employees of all promotional opportunities, and may not limit notice to those employees it deems qualified for the position, but may state that applications are open to only those with certain qualifications, and may screen or reject candidates based on such qualifications.

# EPEWA – What We Know

- What about interim/temporary assignments?
  - Temporary, acting, or interim hires. No immediate promotion posting is required to fill a position on a temporary basis for up to six months where the hiring is not expected to be permanent, e.g., an acting or interim position. If the hire may become permanent, the required promotion posting must be made in time for employees to apply for the permanent position.

# EPEWA – What We Know

- How will we make known to all employees?
  - Internal posting site within TMS
  - Working with PeopleAdmin to add NSH

# EPEWA – What's Next?

- Collecting information to assist decision-making process for administration
- Reviewing State process/documents to determine SC process (perhaps broader)
- Determine processes for requests to review for equity, if applicable
- Communication plan

# Compensation & Classification Project

Steps and Activities	2020				2021				
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Project Set Up									
Data Collection									
Project Management									
Program Design Assistance									
Rewards Philosophy									
Technical Design Adjustments									
Job Documentation Update									
Job Evaluation Methodology									
Governance									
Program Completion Assistance									
Market Benchmark Refresh									
Job Evaluation Completion									
Pay Range Development									
Cost Impact Modeling									
Change Management / Communication Assistance									
Change Management Strategy									
Leadership Education									
HR Education									
Employee Education and Communication									

# Thank you



Colorado State University