



RUTGERS

UNIVERSITY HUMAN RESOURCES

Bi-Monthly HR Liaison Meeting

December 19, 2022



Agenda

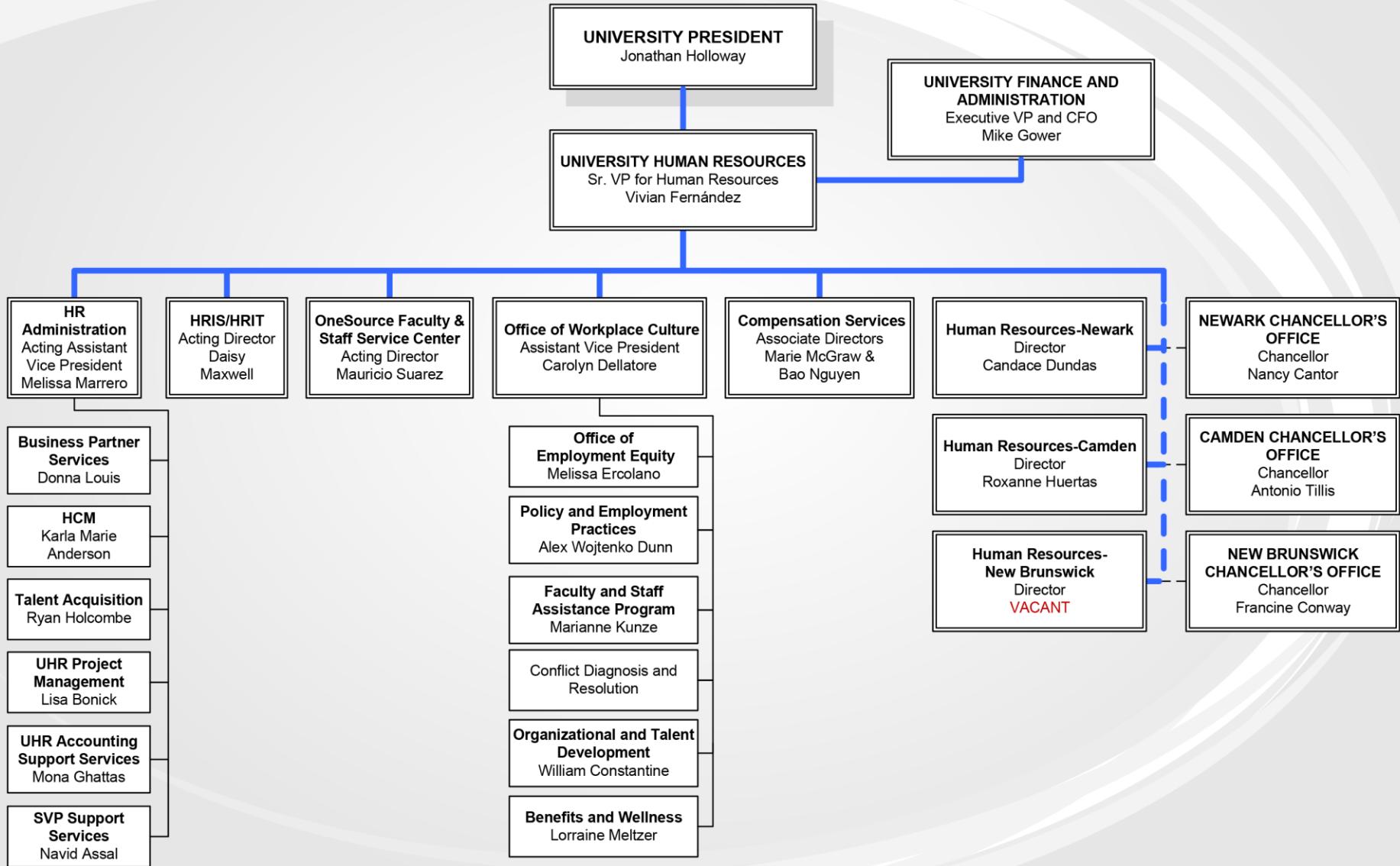
- UHR Senior Leadership Team Introductions and Overview
- Leaves Administration Overview
- Organizational Talent Development
 - One Rutgers Employee Development
 - Performance Evaluations | Mid-Year Review Reminder
- HCM Updates
 - New HCM Job Action Cutoff Schedule | Quarterly on HCM Blog
 - Minimum wage going up to \$14.13 on January 1, 2023 | No Action Req'd
- Caregiver Pilot Program through Care.com Reminder for Rutgers Employees
- Q&A



UHR Structure



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THE STATE UNIVERSITY
OF NEW JERSEY



OneSource



The OneSource Rutgers Faculty and Staff Service Center is comprised of the following functional areas:

- Service Center assists employees with HR and payroll inquiries
- Benefits Teams assists employees with benefit-related questions and coordinates with the State of NJ
- Leave Administration assists employees and departments navigate processes that are necessary when employees go out on a leave.



Workplace Culture

- **Office of Workplace Culture** seeks to build institutional clarity and conflict resolution practices into the University culture, creating well-managed interactions that enhance wellbeing and collaboration. Once fully launched, Workplace Culture will deliver total case management for interpersonal workplace issues, with the goal of creating a respectful workplace and a culture of accountability.
- **This unit is comprised of the following UHR areas:**
 - Office of Policy and Employment Practices
 - Office of Conflict Diagnosis and Resolution (FoW Task Force recommendation, university committee will be established to further explore)
 - Office of Employment Equity
 - Organizational and Talent Development
 - Benefits and Wellness
 - Faculty and Staff Assistance



PEP Overview

- **Policy and Employment Practices** develops, maintains, interprets, monitors UHR policies, assuring that there is alignment across the University and compliance with local, state, and federal regulations, negotiated agreements, and leading employment and workplace excellence practices.
- Develops related university-wide training materials and programs.
- This office is also responsible for non-aligned employee relations and performance improvement and has oversight of the university's background check program.



Employment Equity

- The **Office of Employment Equity** supports the university's commitment to preventing discrimination and advancing equal opportunity in employment; Responsible for investigations, disability and religious accommodations for faculty and staff, equal employment opportunity and affirmative action compliance, education and training. Responsibility for compliance with employment laws, including:
 - Title VII of the Civil Rights Act
 - The Pregnancy Discrimination Act (amended Title VII)
 - The Equal Pay Act of 1963 (EPA)
 - The Age Discrimination Employment Act of 1967 (ADEA)
 - Title IX (prohibiting sex discrimination in education)
 - Title I of the Americans with Disabilities Act of 1990 (ADA)
 - Sections 501 and 505 of the Rehabilitation Act of 1973
 - The Genetic Information Nondiscrimination Act of 2008 (GINA)
 - Family Medical Leave Act (FMLA)
 - NJ Law Against Discrimination (NJLAD)
 - Conscientious Employee Protection Act (CEPA)
 - NJ Equal Pay Act
 - NJ Pregnant Workers Fairness Act



OTD Overview

Organizational and Talent Development oversees talent strategy for staff across the university including performance management, leadership development, professional development, needs assessments and program development, and One Rutgers Employee Development.

OneRED is the umbrella under which staff development initiatives are housed. OneRED seeks to promote a culture of continuous learning and professional growth through various programs targeting the university's short- and long-term talent development needs. This includes:

- OneRED High Impact Leadership Program
- OneRED Leader Coaching Pilot
- Supervisor development
- Competency-based self-paced learning paths





Benefits & Wellness

- **Benefits and Wellness** administers State Health Benefits Program including medical, dental, insurance, tax-savings, retirement plans and work-life resources and programs, and responsible for the remittance calculation of approximately \$395M per year in premium share and pension costs.
- Also administers new employee orientations and benefit onboarding of all newly hired employees and provides retirement education, consultation, and processing for all employees.
- **Faculty Staff Assistance Program (FSAP)** is available to administrative staff, faculty, and eligible dependents to help address personal, family, behavioral, and work-related difficulties. The FSAP supports workgroups, teams, and departments in addressing stressful work relationships, including grief and loss.



Compensation Services

Compensation Services manages the compensation strategy across the university and administers compensation programs that are internally equitable and externally competitive to attract and retain top talent while ensuring compliance with applicable policy, state and federal regulations, and union contracts.

The team works collaboratively with Business Partner Services and Talent Acquisition and offers the following services:

- Position analysis
- Market reviews
- Guidance on job descriptions
- Position classifications
- Reclassifications
- Salary offers and salary adjustments
- Faculty pay equity

HRIS/HRIT



- **HRIS** manages key business functions within PeopleSoft HR/Payroll system.
- Including mass salary implementations, mass terminations, system reporting with the New Jersey Open Public Records Act (OPRA) and public information requests, departmental information changes, and system access requests.

- **HRIT** provides computer technologies support to UHR in partnership with OIT.
- Implements a comprehensive security infrastructure to protect the department's sensitive data and information technology assets.



HR Administration

- **HR Administration** provides a full range of human resources support services to Rutgers departments through:
 - Talent Acquisition
 - Human Capital Management
 - Business Partner Services
- The team also provides central support services to other UHR teams for the development and implementation of new initiatives and special project; most recently including the Future of Work Task Force.



Talent Acquisition

- Provides guidance in the sourcing and recruitment of top talent in support of university's long- and short-term workforce needs.
- Facilitates and provides guidance regarding the posting and recruitment processes for Staff and Temporary positions.
- Pre-Employment Screening and Onboarding
- Responsible for compliance with the Immigration Reform and Control Act of 1986 (I-9, E-Verify) and pre-employment background checks.





Human Capital Management

Responsible for the approval and processing of all employment transactions including but not limited to:

- New hires, reappointments, transfers, salary adjustments, reclassifications, promotions, terminations, FTE/hours changes, acting appointments and retirements
- Audit absence records to process vacation and/or sick payouts (e.g., retirees or terminated employees)
- Create and distribute the HCM job action cutoff schedule to ensure transactions are submitted and processed with sufficient time to meet payroll and OIT deadlines
- Provide training for HCM Preparers and Approvers upon request
- Prepare content for the HCM Blog providing timely updates (e.g., minimum wage increase) – please encourage units to sign up!



Business Partner Services

- **Business Partner Services** team members work collaboratively with departmental leadership and their HR Liaisons to support a wide variety of human resource matters and help clients navigate UHR procedures.
 - **The HR Consulting Team** supports Rutgers New Brunswick, Newark, Camden, Central Administration, and School of Pharmacy
 - **The Employee Services Team** supports RBHS units (except School of Pharmacy)



Visit our Contact Us Webpage

[UHR HOME](#)[CURRENT EMPLOYEES](#) ▾[PROSPECTIVE EMPLOYEES](#) ▾[HR PROFESSIONAL](#) ▾[CONTACT US](#)[RETIREEs](#)

Announcements from the Senior Vice President

[Is FlexWork@RU Working for You? Survey](#)

Non-Aligned Performance Management –
Reminder FY'23 Initial Goal Setting Due
Sept. 30

Planning for the Future | Upcoming Financial Webinars

Benefits Open Enrollment Deadlines on Oct. 31

FlexWork@RU Pilot Program Learning Series

Caregiver Support Pilot Program for Rutgers Employees

Implementation of the Chosen Name Initiative

FlexWork@RU Pilot Program Update

FlexWork@RU Application System Now Open | August 15 Submission Deadline

Implementation of Future of Work Task Force Recommendations

[more >>](#)

UHR Units and Offices

- ▼ [Benefits and Wellness](#)
- ▼ [Compensation Services](#)
- ▼ [Employment Services](#)
- ▼ [HR Consulting](#)
- ▼ [HR Information Systems and Information Technology](#)
- ▼ [Human Capital Management](#)
- ▼ [Office of Employment Equity](#)
- ▼ [Office of the Senior Vice President](#)
- ▼ [OneSource Rutgers Faculty and Staff Service Center](#)
- ▼ [Organizational and Talent Development](#)
- ▼ [Talent Acquisition](#)
- ▼ [UHR Camden and Newark Offices](#)

OneSource Leave Administration Overview

Alexa Gray (Lepucki)
Leave Administration
Manager



The information in this presentation is intended to help explain University policy and procedures regarding leaves of absence. This information does not supersede University policy or leave provisions in any collective negotiations agreement. If you have questions regarding leaves of absence, contact Alexa at 732-745-7378 or al908@hr.rutgers.edu.

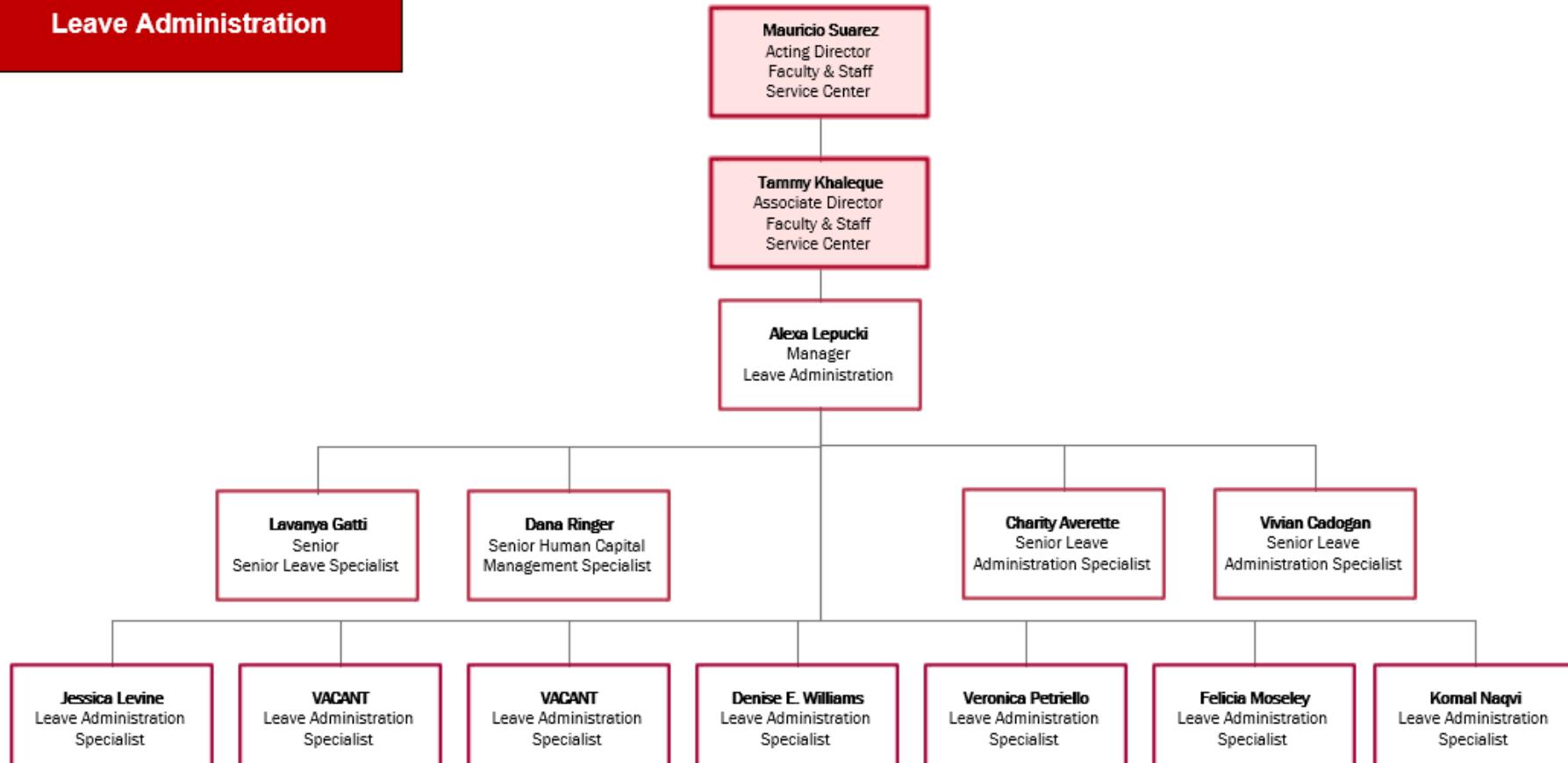


What We'll Cover

- Leave Administration Structure
- Initiating a Leave Request
- Paid time off
- Returning from Leave
- Consultations
- Open Discussion



Leave Administration





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Initiating A Leave Request



Submitting Leave Requests

- **Employees can submit their request via the self-service online portal.**
 - We no longer utilize a leave of absence transaction form for staff.
 - For faculty, a Leave of Absence Request Form is required with the Dean or Department Head signature.
 - Departments can use the self-service online portal to submit a leave request on behalf of an employee.
- **Employees can also submit their request via phone by calling OneSource if they are unable to access a computer or the internet. A family member or another designated person can also call to open a case on behalf of the employee**
 - A case will be created and the required documents will be sent based on eligibility and the type of leave requested.



Submitting Leave Requests

- **Leave requests initiated by the department on behalf of the employee need/should include:**
 - Employee Name & Employee ID
 - Employee Contact Information (preferred email and phone)
 - Department Name
 - Dean/Department Head (Faculty) or Supervisor (Staff) Name
 - Dean/Department Head (Faculty) or Supervisor (Staff) phone/email
 - Start date
 - Estimated return date
 - Type of leave requested
 - Frequency of leave (Continuous or Intermittent)
 - Amount and type of available paid time off (Faculty Only)
 - First unpaid day
 - Any medical or other relevant documentation received by the department



Submitting Leave Requests

- **Paid, unpaid, continuous and intermittent leave requests must be processed through OneSource.**
 - Medical leave for self
 - Medical leave for maternity
 - Medical leave to care for a family member
 - Bonding for birth/adoption/foster care placement
 - Military Active Duty/Military Training
 - Personal Leave
 - Professional Leave
 - Sabbaticals
 - Layoff with recall rights/suspension/administrative leave



Submitting Leave Requests

- **When should I escalate a leave case?**
 - If a leave request has been submitted and it has been more than 2 weeks with no response from OneSource and the leave is due to start soon.
 - If a leave request or return from leave has not been processed and the employee is in danger of being over or underpaid.
 - Escalations may be sent to the SR Leave Administration Specialists or Leave Administration Manager
- **Best Practices**
 - Empower employees to be more self-sufficient by assisting them with initiating their own request via the self-service portal or assisting them while they call into OneSource.
 - There are job aids on the OneSource Portal to assist employees with frequent questions
 - Leverage the step-by-step guide for “Requesting Leave via OneSource Portal”.



Questions Regarding Initiating a Leave Request





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Use of Paid Time Off (PTO)



Use of PTO While on Leave

- For staff, Leave Specialists will make ARS updates for continuous leaves and the supervisor and/or department administrator will be responsible for ARS updates for intermittent leaves.
 - ARS updates for continuous leave will be made at any point during the leave and will be finalized, prior to the employee returning to work.
 - An updated ARS record does not mean the leave has been approved.
- When entering an intermittent FMLA and or NJFLA absence into ARS (staff only), you will always need to make **two (2) entries**.
 - **First entry** will be for the FMLA, NJFLA or FMLA/NJFLA code
 - **Second entry** will be for Sick time, Personal Holiday, Administrative Leave, Vacation or Leave without salary (if the day will be unpaid, you will also need to dock their pay on their timesheet)



Use of PTO While on Leave

- For faculty, the faculty coordinators/administrators are responsible for notifying the leave specialists of when the faculty member will exhaust available paid time off and tracking the use of intermittent leave.
- The requirement of PTO usage will vary depending on the reason for leave, Rutgers policy, collective negotiations agreements and whether the employee is utilizing TDI (for medical leaves).
- The OneSource Self Service Portal is already programmed to know how a staff employee must use their PTO while on specific types of leaves and will require the employee to indicate their PTO decisions before submitting the leave request.
- For faculty members, when opening a case online, they will be prompted to download/print a faculty leave request form. The faculty member is required to indicate on that form whether any of their leave is unpaid.



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Returning From Leave



Returning from Leave

- **Returning from Medical Leave of Absence for Self**
 - Release notes from the doctor are required to be returned at least 5 days prior to the date of return. If the employee is returning with restrictions, the leave specialist will reach out to the supervisor to determine if they can accommodate the restrictions. If they cannot, the employee will be referred to OEE. The supervisor, department or HR Liaison will partner with OEE to determine if the employee can return and be accommodated.
 - OEE may require additional documentation depending on the nature of the accommodation request.



Returning from Leave

- **Returning from Non-medical leave**
 - No return-to-work note is required but the employee must still reach out to us between 5-15 days prior to their return to confirm they will return, as scheduled
 - Personal non-medical leave
 - Faculty Renewal Leave
 - Professional Leave
 - Military Leave
 - Bonding/adoption/foster care placement
 - Care for a family member
 - The department is responsible for notifying OneSource once the employee actually returns to work.



Questions Regarding Returning From Leave





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Consultations



Consultations

- **New feature on the OneSource Self Service Portal**
 - Employees can now submit a consultation request online. When opening a consultation request, the employee can indicate date/times options that best suit their availability
 - Employees can request to have their consultation via email, phone or video conference



Developing Rutgers Staff: One Rutgers Employee Development

Will Constantine
Director, Organizational
and Talent Development



Talent Management Vision

To attract, retain and invest in Rutgers' staff employees and to prepare them to successfully support world-class faculty and our student population as the university evolves and adapts to a changing higher education landscape.



One Rutgers Employee Development



One Rutgers Employee Development (OneRED) is the umbrella under which the university provides employees with a suite of programs and services to enable purposeful professional growth.

OneRED seeks to promote a culture of continuous learning and introspection that empowers employees to drive their development through the building of the Rutgers Competencies and impactful learning experiences so they can be successful, grow, and thrive at the university.



OneRED Principles



- At Rutgers, **employees own their development.**



- As Total Talent Developers, **supervisors work with their direct reports** to navigate development planning.



- When it comes to development, the focus is on **building the Rutgers University competencies** for one's professional success.



- Development is continuous and **primarily gained through key experiences.**



President Holloway's Value Propositions

Creating a culture of community

The importance of being relentless in our pursuit of academic excellence

The need to develop strategic institutional clarity to build a better and stronger university

Leadership Competencies with Key Characteristics

Inspirational	Proactive Problem Solver	Resilient	Super Connector	Total Talent Development
Visionary Transformational Motivational	Critical Thinking Informed Decision Making Risk Assessment	Personal Agility Innovation Change Agent	Effective Teaming Purpose-driven Leadership Building Networks and Leveraging Partnerships	Develop Talent Continuous Learning Feedback Emotional Intelligence Job Mastery

Personalized Learning Experiences

Digital Learning	Group Learning Pods	Virtual Workshops	Experiential Learning
<ul style="list-style-type: none">Focused learning pathsSelf-directed	<ul style="list-style-type: none">Facilitator-led discussionsCommunity-driven	<ul style="list-style-type: none">InteractivePractical insights	<ul style="list-style-type: none">Leadership Development ProgramsPersonalized Executive Coaching



President Holloway's Value Propositions

Creating a culture of community

The importance of being relentless in our pursuit of academic excellence

The need to develop strategic institutional clarity to build a better and stronger university

Professional Competencies with Key Characteristics

Agility

- Critical Thinking
- External Awareness
- Flexibility
- Innovation

Alignment

- Accountability
- Emotional Intelligence
- Personal Excellence
- Planning and Organizing

Professional Acumen

- Continuous Improvement
- Continuous Learning
- Job Mastery
- Technical Proficiency

Team Building

- Effective Communication
- People Focused
- Relationship Building

Personalized Learning Experiences

Digital Learning

- Focused learning paths
- Self-directed

Group Learning Pods

- Facilitator-led discussions
- Community-driven

Virtual Workshops

- Interactive
- Practical insights



Website Tour



Organizational and Talent Development

Our vision is to attract, retain and invest in Rutgers' staff employees and to prepare them to successfully support world-class faculty and our student population as the university evolves and adapts to a changing higher education landscape.



Performance Management: Mid-Year Review



Encourage managers to review goals with employees

- Managers and employees should discuss goal progress together; adjust goals as needed in the system. This includes:
 - Removing goals that have been put on hold or are no longer applicable
 - Adding new goals not originally accounted for during Goal Setting
 - Updates to existing goals
- Both managers and employees can create Progress Notes to add any comments or updates on the goals.
 - When the employee creates Progress Notes, notifications can be sent to the Manager's email and vice versa.
- If applicable, move any work-related goals from the Development Goal section to the Performance Goal section.
 - Development Goals are for professional development and not factored into performance ratings.



Performance Management: Mid-Year Review



Encourage managers to provide feedback to their employees

- Give feedback regularly
- Encourage two-way dialogue
- Managers can use these five steps to deliver feedback effectively:
 1. Prepare your feedback
 2. Focus on your tone
 3. Explore the facts and use concrete examples
 4. Listen
 5. Create a forward focus
- Learn more about the [five steps to deliver feedback effectively](#) through LinkedIn Learning which includes a downloadable guide for managers.



Happening Now

- **OneRED High Impact Leadership Program (HILP):** The third cohort of 20 leaders are actively engaged in the program and will enter the action learning phase in the spring. Design considerations for the fourth cohort are already underway.
- **OneRED Leader Coaching Pilot:** The second group of 75 leaders are engaged in their personalized coaching journey. A total of 150 leaders from across the university will have participated over 12 months. Once the pilot concludes, we will measure organizational outcomes resulting from behavioral shifts including resilience, goal attainment, engagement, well-being, and sense of belonging.
- **Inclusive Leadership Competency:** The draft competency has been developed and we will be engaging in feedback sessions with university stakeholders. Key characteristics include promotes inclusive relationships, facilitates belonging, encourages collaboration, displays commitment, and demonstrates curiosity.



Looking Ahead

- **Career Development:** Creating a career development workbook and supplemental manager guide that contains resources, reflection exercises, and conversation starters to help employees with the support of their manager in defining the experiences that will impact their development planning.
- **Flagship Supervisor Development Program:** Designing an overall plan with the goal of implementing the first module targeting critical supervisory and leadership skills to a pilot group of participants. This includes growth mindset, communication, team dynamics, delegation, decision making, performance management, and coaching and feedback. This will include surveys and focus groups for university and employee feedback.
- **OneRED Trend:** Providing talent development best practices to all employees through curated podcasts, articles, videos, and more all aligned to our strategy.





HCM Updates

- The new HCM Job Action Cutoff Schedule now outlines the dates by which an employee needs to be entered into HCM (PeopleSoft) in order to get their first paycheck and/or day 1 access to Rutgers University Systems | Updated Quarterly on HCM Blog
- Minimum wage going up to \$14.13 on January 1, 2023 | No Action Required by Departments for Implementation



Overview of the Rutgers Caregiver Support Pilot Program through



September 1, 2022 – August 31, 2023



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Rutgers Care Benefits
Go to: Rutgers.Care.com

Use your employee id to enroll

- **Solutions:** Care Membership, Backup Care and Personal Network for Children and Adults, LifeMart
- **Backup Care:**
 - 5 days for Eligible Employees
(*Full- and part-time class 1 and 3, TAs/GAs, and PTLs, but no class 4 or 5 employees*)
 - In-Home Backup Care Child/Adult
 - \$6/hour co-pay per day
 - In-Center Backup Childcare:
 - \$15/per day co-pay/\$25/day max
 - Personal Network Backup Care Child/Adult
 - \$6/hour co-pay for In-Home/\$125/day max
 - \$15/day/child co-pay for Out-of-Home/\$125/day max



Care Membership



Care Membership

Unlimited access to the leading online community for finding family care.

- Enroll and access Care through dedicated website, 24/7 access via desktop and mobile web
- Find help for ongoing and one-time family care needs for children, adults, pets, tutoring, distance learning, housekeeping, and more
- Option to search for other local families to share nannies and learning pods with
- Detailed caregiver profiles include experience, availability, reviews, and ratings
- All providers must complete an annual background check, CareCheck
- Employees only pay for the care they hire on Care.com and additional background checks, if desired





CareCheck

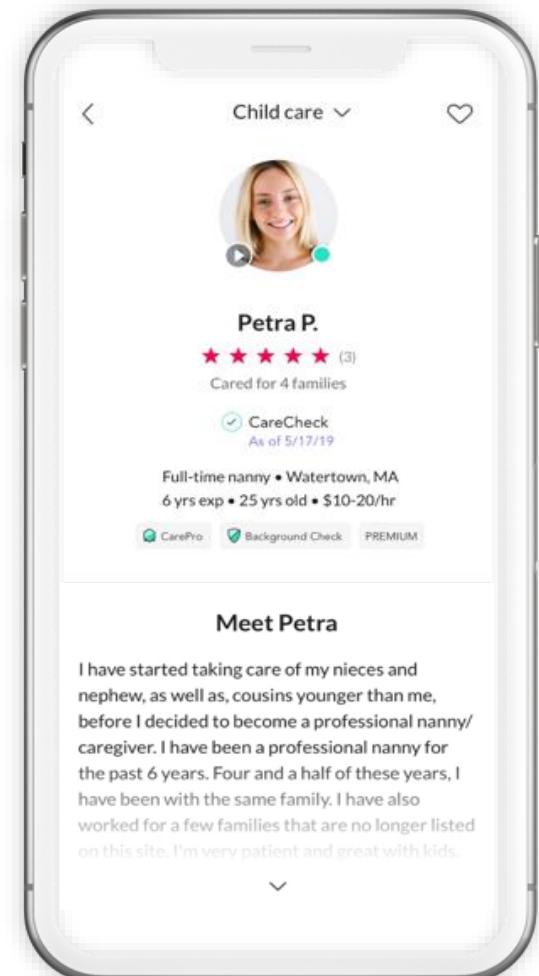
Industry leader in safety

All individual providers on the Care.com platform must complete a background check known as a CareCheck.

CareCheck includes:

- Social Security Number trace
- Annual Enhanced Caregiver Screening that includes:
 - Multi-jurisdictional criminal database search
 - National Sex Offender Public Website search
 - Federal and county-level criminal records search

Additional background check options available for purchase by caregivers and families seeking care

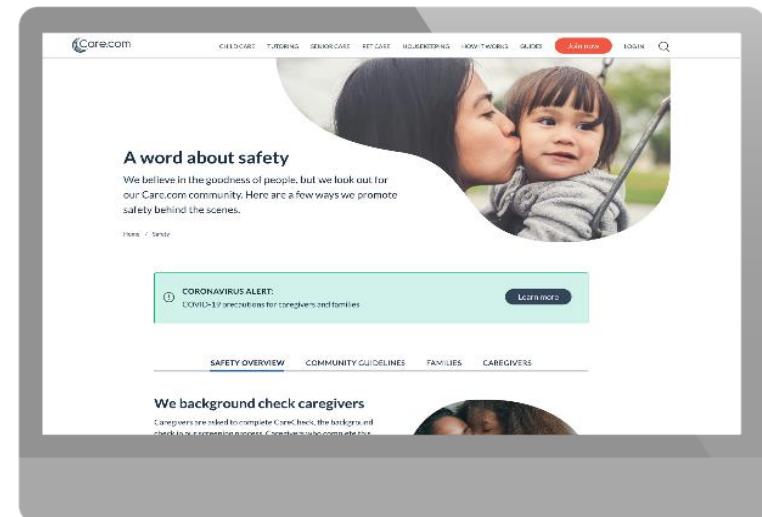




Safety Center

At Care.com/Safety we host a resource center for families and providers to access up to date safety resources including:

- Information on CareCheck & additional Background Checks available for purchase
- Guidelines on monitoring applications and messages
- COVID-19 safety procedures
- Seeker safety guidelines for caregivers
- Family & Caregiver FAQs
- Nanny Share Safety Resources
- Regularly updated safety articles



Backup Care

University Human Resources



Backup Care

Subsidized, vetted care for children & adults when regular care is not available.

- Fast growing and scalable network of backup care providers
- In-home backup caregivers are experienced and vetted
- In-center child backup care network of national, regional, and local childcare centers who meet high standards for service and quality of care
- With Personal Network, employees can use providers outside of our network for backup care – for children, adults, and even their pets!





Backup Care Vetting Summary

In-Home Backup Care for Children

All individuals performing in-home backup childcare services are required to complete a backup care services orientation and screening process that includes:

- Criminal Background Check
- National Sex Offender Public Website Check
- Name & Address Verification via SSN
- Reference Checks

In-Center Backup Care for Children

We thoroughly vet each provider before it becomes an approved Backup Care provider in our network. Traditional childcare centers or family childcare centers (FCC) must be state licensed and perform the following on the staff they employ:

- National Sex Offender Registry check
- Central Abuse and Neglect Registry
- Confirmed Eligibility to work in the U.S.

LifeMart Discounts

University Human Resources



LifeMart Discounts

Members-only discount platform that provides offers and savings on major brands and essentials

- Unlimited free access to hundreds of online discounts, all in one convenient location, to help you save money. Deals are updated regularly and include:
 - Childcare and senior care discounts
 - Pet care, insurances and supplies
 - Groceries and restaurants
 - Gyms, fitness and wellness
 - Computers and phones
 - Legal and financial services
 - Home goods and services
 - Travel, hotels and rental cars
 - Tickets and entertainment
 - Car buying and auto services
 - And more . . .





More Information and FAQs on the UHR Benefits Website

Caregiver Support Pilot Program x +

ehr.rutgers.edu/benefits/caregiver-frequently-asked-questions

Rutgers Home | New Brunswick | RBHS | New

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University Human Resources

UHR HOME CURRENT EMPLOYEES PROSPECTIVE EMPLOYEES HR PROFESSIONAL CONTACT US RETIREES

BENEFITS RESOURCES

- Benefits Overview
- Benefit Seminars
- Enrolling in Benefits
- Life Insurance and Long-Term Disability
- Mobile Benefits Apps
- Non-State Benefits
- Paid Time Off
- Retirement Information
- State Pension Plans
- Tax Savings Plans

Caregiver Support Pilot Program FAQs

General Membership and Service Inquiries

- What is the Caregiver Support Pilot Program?
- Who is eligible?
- How do I access and sign up for my Care.com Membership?
- What does my Care.com Membership include?
- How can I use my Care.com Membership?
- What services are offered through Care.com?
- What precautions does Care.com take to maintain a safe community?
- What is LifeMart Discounts?
- How do I access LifeMart?
- What if I have a current Care.com account outside of Rutgers University?

