



To: Members of the System Human Resources Council
From: Jim McGrail, Chief Human Resources Officer, USNH
Subject: May 28, 2020 meeting

**Meeting is scheduled for May 28, 2020
9:30 a.m. – 11:30 a.m.; via Zoom**

AGENDA

1. Approval of 3/26/20 Meeting Minutes Attachment One
2. COVID-19 Updates
3. Kronos Update
4. Fringe Update
5. Huron Update

SYSTEM HUMAN RESOURCES COUNCIL

2019 - 2020 Membership

Karen Crawford	KSC	karen.crawford@keene.edu
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James McGrail	USNH	james.mcgrail@usnh.edu
Executive Secretary (non-voting)		

In the event of inclement weather, please check for an email from Lauren prior to two hours before the meeting.

Non-Member Distribution:

Todd Leach, Chancellor	USNH	chancellor@usnh.unh.edu
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SYSTEM HUMAN RESOURCES COUNCIL

March 26, 2020
Zoom Conference

Attendance

S. Bennett ~ UNH	K. Carpenter ~ UNH	C. Ines ~ PSU
K. Timmerman ~ UNH	M. Hyndman ~ GSC	J. Smith ~ PSU
J. Pierson ~ UNH	G. Smeaton ~ KSC	J. McGrail ~ SYS
K. Neils ~ UNH	K. Crawford ~ KSC	L. Dews ~ SYS

1. SHRC Convenes

The meeting was called to order at 9:30 a.m. by Jim McGrail. The minutes of the January 23, 2020 meeting were approved as written.

2. COVID-19 Preparedness

Jim reviewed what is known of the NH Emergency Order #5 for Unemployment. Eligibility for partial or total unemployment expanded to include:

- Individual who have diagnosis of COVID-19;
- Individual is quarantined (including self-imposed quarantine), at the instruction of a health care provider, employer, or government official, to prevent the spread of COVID-19;
- Individual is caring for a family member or dependent who have COVID-19 or is under a quarantine related to COVID-19; or
- Individual is caring for a family member or dependent who is unable to care for themselves due to the COVID-19 related closing of their school, child-care facility, or other care program.
- Payments subject to termination if federal acts provide other benefits.

The Families First Coronavirus Response Act (“FFCRA”) provides Emergency Sick Leave and an expansion to the Family and Medical Leave Act (FMLA). In effect April 2nd and expires December 31, 2020.

- Emergency FMLA Expansion Act:
 - Employee eligible after 30 days of employment
 - 12 weeks of job-protected leave under FMLA when employee is unable to work (or telework) due to a need for leave to care for the son or daughter under 18 years of age if the school or place of care is closed or the child care provider is unavailable, due to the current public health emergency.
 - First 10 days may be unpaid but can utilize FFCRA Sick Leave days for this purpose or other accrued time such as sick, personal, earned or family care.
 - After first 10 days, leave must be paid but not less than 2/3 rate of employee’s regular rate of pay and with \$200 cap per day and \$10,000 in aggregate. Any employee earning \$52,000 or greater could be subject to cap and aggregate assuming no reduction in their regular rate of pay.
- Emergency Paid Sick Leave Act:
 - Must provide 10 days of paid leave with two different payment requirements
 - First, employee unable to work (or telework) due to:
 - Local, state, or federal quarantine or isolation order related to COVID-19
 - Advised by a health care provider to self-quarantine due to concerns related to COVID-19
 - Experiencing symptoms of COVID-19 and seeking medical diagnosis.
 - Pay must be greater of employee’s rate of pay or highest applicable minimum wage (local, state or federal) capped at \$511 per day, \$10,000 in aggregate
 - Second, employee unable to work (or telework) due to:
 - Caring for an individual who is subject to a quarantine or isolation order or health care provider advisory, as described above.

- Caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or childcare provider is unavailable, due to COVID-19 precautions.
- Experiencing any other substantially similar conditions.
- Pay must be greater of 2/3 of the employee's regular rate of pay, or 2/3 of the highest applicable minimum wage capped at \$200 per day, \$2,000 in aggregate.

3. **Kronos Update**

UNH's Office of Business Affairs (OBA) went "live" using Kronos, over the weekend. There are now roughly 2k employees now using the time management tracking system, with the next Phase expected to take place in May for exempt employees, followed by non-exempt employees, though this schedule may alter due to COVID-19 issues.

4. **USNH Benefits Update**

During the January SHRC meeting, the Council reviewed an in-depth account of USNH's financial situation, which was not sustainable, even before the COVID-19 crises. The situation has now been compounded by significant losses through refunding students for room and board, and uncertain enrollment numbers for the near future. The Huron work promoting shared serviced across the system is now imperative, and progress has been made in the areas of Procurement and Information Technology.

5. **Compensation Statements**

Based on COVID-19 focus, the Administrative Board decided it wasn't good timing to send out the USNH Compensation Statement in April.

6. **USNH Communications**

Given the current situation, employee communications are vital. Memos and bulletins have been sent by CEOs and HR offices. Please address any questions or topics of concern to Jim or your campus HR representatives. Regular communications and updates will continue to be sent, primarily via email.

The Council adjourned at 11:00 a.m.