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March 2021



### Message from the Chief Human Resources Officer

It is hard to believe that we have been dealing with the COVID-19 global pandemic for a year already. This year has been filled with its share of ups and downs, but I am proud to say that everyone at the University has handled all of the changes exceptionally well. Thank you for your ability to adapt to our ever-changing work environment during these challenging times.

I hope you will find the information in this newsletter informative as we work together to expand density on campus during the coming months.

Warm regards,  
Maria Alam

## Career Milestone Awards

This past Friday, we had the privilege of honoring our employees during the Career Milestone Awards for their years of service to the University of Memphis. This year we honored more than 300 employees, including two employees with more than **50 years of service!** For access to the complete 2020 Career Milestone Awards list of recipients, please visit our [website](#).

## Return to Campus Update

Due to the decline in Shelby County COVID cases and the increased availability of vaccines, the University feels hopeful about transitioning back to an on-site working model. More detailed information will be forthcoming, but we hope the information provided below will help ease the transition. Students and faculty are preparing to return to classes and teaching face-to-face this fall. In order to support our students, we ask that departments and employees begin to transition to 75% capacity over the summer months with plans to return to 100% capacity by the beginning of the fall semester.

Departments and employees are encouraged to discuss work arrangements based on the specific needs of the department as well as the University. Any questions or concerns can be discussed with your department's [Human Resources Business Partner](#). As always, we expect employees to continue all safety practices: social distancing, mask wearing and hand washing. Thank you for your commitment to keeping our campus safe and healthy.

## Leave Roll Reminder

As we approach the end of the fiscal year, employees are reminded to review their annual leave balances. Based on policy [HR5021 - Annual Leave](#) balances in excess of the maximum (as specified below) will be transferred to sick leave at the close of the fiscal year, unless the employee is on terminal leave, in which case the full amount of accrued annual leave shall be carried forward. Annual leave balances should be reviewed now to determine how many hours would need to be used prior to the June 30 rollover date.

## New HR Team Members

Please join us in welcoming our two newest employees:

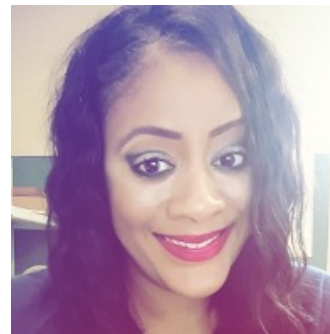


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Years of Service	Carried Forward to Next Fiscal Year
0 – 5	225.0 hours
5 – 10	270.0 hours
10 – 20	292.5 hours
20 or more	315.0 hours

Exempt (executive, administrative, professional and 12-month faculty) employees may carry forward 315 hours (42 days) to the next fiscal year. Any hours above this amount will be rolled over to sick leave.

Relations &amp; Compliance



Ayisha Fryer, Senior HR  
Business Partner

## Performance Management

It is that time of the year again for supervisors to complete performance evaluations for their respective employees. The 2020-21 staff performance evaluations must be electronically received by Human Resources no later than Monday, April 30. The following information will assist supervisors in assessing and accurately completing their employees' online evaluation:

- Performance evaluations must be completed via the online Staff Assessment Management System (SAMS) at <https://memphis.edu/performance>.
- Supervisors are encouraged to register in Learning Curve for one of the upcoming SAMS trainings. Each session is designed as a learning opportunity for supervisors to gain insight on conducting a successful performance review, receive tips on coaching and mentoring employees toward successful performance, learning how to develop measurable goals and experience a demonstration of the online system.
- The 2020-21 period of review to be entered in the online system is from the date of the last evaluation was completed until April 30. If no evaluation was completed within the past 12 months, the period of review will be from May 1, 2020-April 30, 2021.
- Employees currently within their probationary period will be evaluated at the end of their six-month performance cycle.

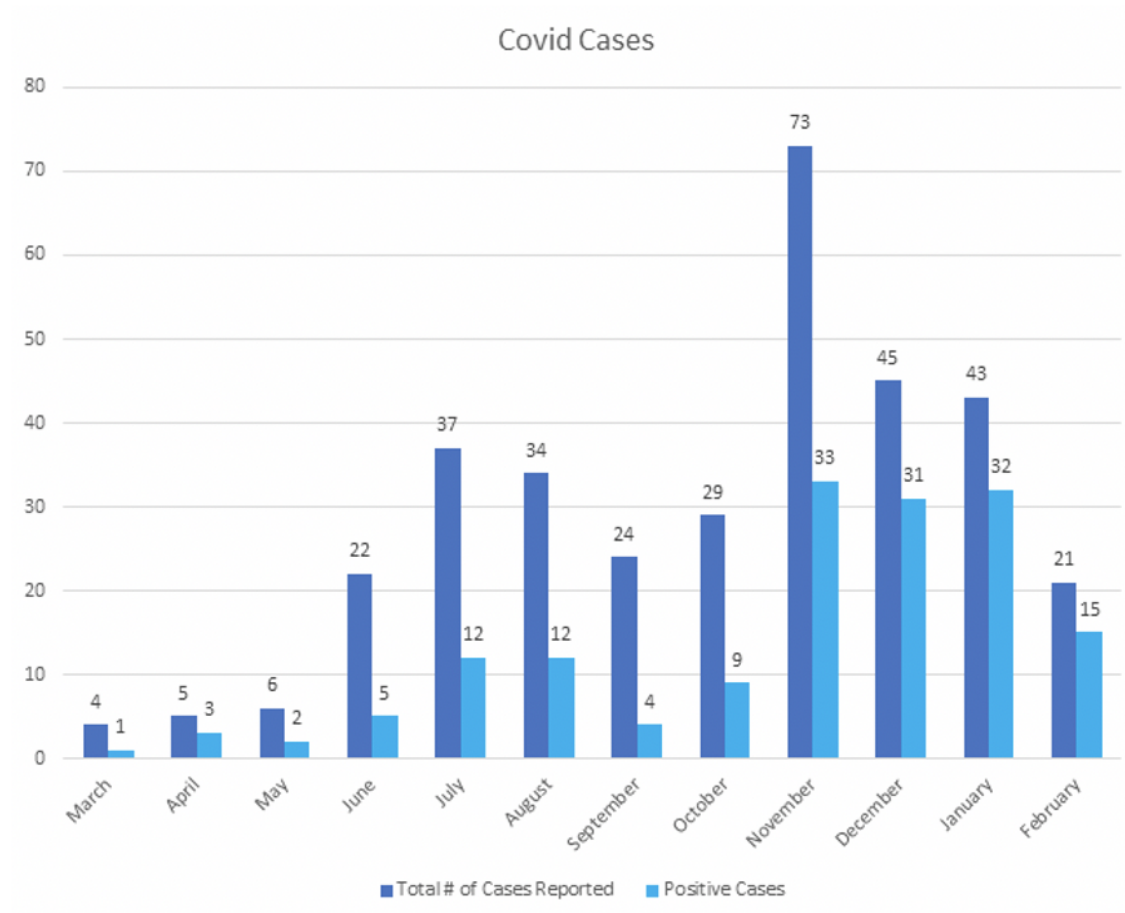
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at [engagement@memphis.edu](mailto:engagement@memphis.edu).

[For more information on performance management >](#)

## University COVID-19 Related Statistics

The COVID-19 case statistics from March 2020-Feb. 2021 are as follows:



The work location statistics as of March 10, 2021 are as follows:

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Working Remotely	866	36.0%
Hybrid (Both)	917	38.2%
No Answer Received	4	0.1%
TOTAL	2,404	100%

REGULAR FACULTY/STAFF + TEMPS & PTF

Working on Campus	696	22.6%
Working Remotely	1,279	41.6%
Hybrid (Both)	1,031	33.6%
No Answer Received	68	2.2%
TOTAL	3,074	100%

ALL EMPLOYEES (INCLUDING TEMPS, PTF, STUDENT WORKERS, GAs, etc.)

Working on Campus	1,117	23.6%
Working Remotely	1,996	42.2%
Hybrid (Both)	1,401	29.6%
No Answer Received	216	4.6%
TOTAL	4,730	100%

## 2021 Mid-South Heart Walk Digital Experience

The 2021 Mid-South American Heart Association Walk will take place on April 24. Join more than a million Heart Walk Heroes in more than 300 locations across the country, funding the kind of breakthrough science that saves lives every day.



Make a difference in someone's life with just a few simple steps:

- **Register** online at [2021 Mid-South Heart Walk](#). Choose the University of Memphis as your corporate team or join a sub team under the University of Memphis.
- **Set** a goal and personalize your fundraising page to make it easy for your friends and family to donate.
- **Raise** money to support lifesaving research and programs.
- **Make** a personal contribution.
- **Walk** your heart out.
- **Save** lives.

For more information:

[2021 Mid-South Heart Walk Webpage](#)



## Health Insurance Premium Holiday

Great News! Due to insurance claims in the state plan being lower than expected, the State's Benefits Administration and the State Insurance Committee voted to give all active state and higher education employees a premium holiday for June 2021 coverage. **This means there will be no deduction for the health insurance premium this May.** The premium holiday is for health insurance premiums only and will not include voluntary benefits.

## Announcements

### Save the Date

Human Resources will be hosting the 4th Annual Excellence Awards, sponsored by TIAA, on Thursday, April 22. Detailed information will be sent via email in the coming weeks.



The University of Memphis | Division of Business and Finance  
Memphis, TN 38152 | 901.678.3573

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