



University
of Idaho

SUPERVISING IN THE TIME OF COVID19

DIFFICULT COVID RELATED TOPICS, EVALUATIONS, LEAVE, AND FURLOUGHS

OCTOBER 27, 2020



PRESENTERS

Cretia Bunney, Payroll Director

Diane Kelly-Riley, Interim Vice Provost for Faculty

Kayla Lantgios, Benefits Specialist

Robin Schumaker, HR Business Partner

Brandi Terwilliger, Director, Human Resources



MEETING LOGISTICS

I Please mute if not speaking.

I "Raise hand" to indicate questions. We will monitor "Chat" for other questions/comments along the way.

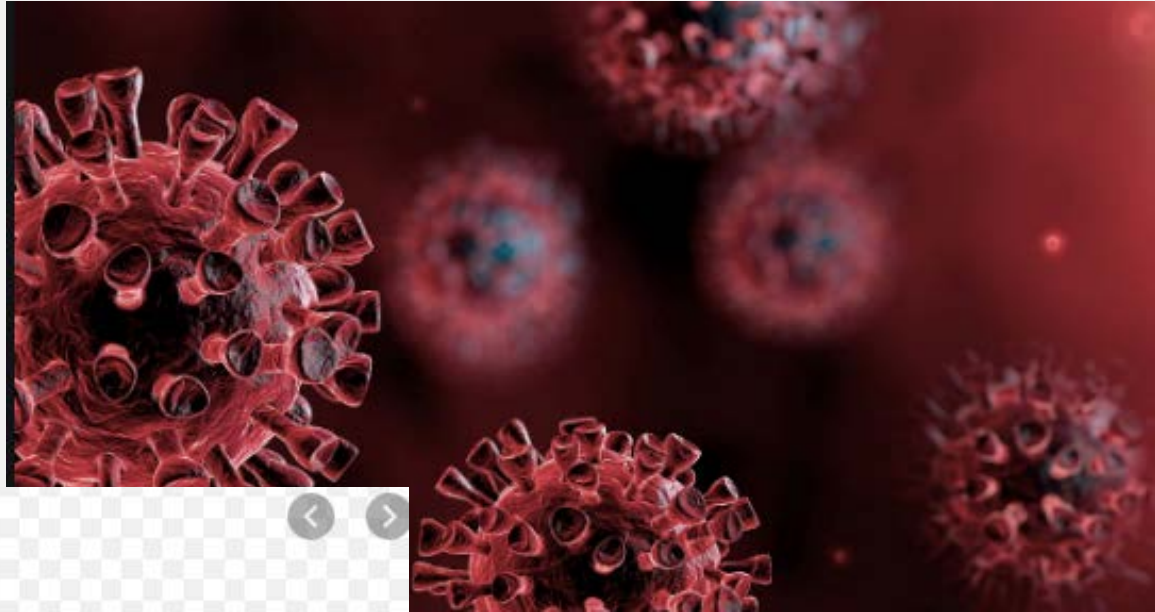
I Notice: These slides and the recording of this session will be available at <https://www.uidaho.edu/human-resources/managers>



AGENDA FOR TODAY: FOUR TOPICS FOR Q&A

- COVID related issues
- Preparing for annual evaluations
- Leave related issues
- Logistics of furloughs

COVID RELATED ISSUES





PREPARING FOR ANNUAL EVALUATIONS





LEAVE RELATED ISSUES





FURLOUGHS





NEXT TUESDAY, NOVEMBER 3 IS ELECTION DAY

For university employees who want to vote on Election Day, [FSH 3710](#) addresses schedule flexibility: “G-3. Polling places are typically open extended hours and absentee voting is widely available. However, employees who are unable to vote outside of scheduled hours will be allowed time off to vote. If available, an employee may use accrued annual leave, compensatory time or, if approved in advance, may be able to make up time lost to vote within the same work week [FSH 3460] through a flexible work schedule. Otherwise, time off will be approved, but unpaid.”

Classified and hourly employees should make arrangements with their supervisors. Due to the nature of their positions, exempt staff and faculty already have flexibility in their work schedules.

As a final measure to increase voter options, we discourage units from having events or meetings on Nov. 3, unless absolutely necessary.



NEXT SESSION

I “Fostering a Respectful Workplace and Navigating Conflict,”
November 10, 2020

I Laura Smythe, UI Ombuds, and Brian Smentkowski, Director of Center for Excellence in Teaching and Learning and Associate Professor of Political Science



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THANK YOU

FOR FURTHER ASSISTANCE:

[HTTPS://WWW.UIDAHO.EDU/HUMAN-RESOURCES/MANAGERS](https://www.uidaho.edu/human-resources/managers)

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