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# **Human Capital & Compliance Corner**

### A letter from the Director of Human Resources Management & Compliance Programs

Greetings Colleagues,

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Compliance Corner! This collaboration between Human Resources Management and Compliance Programs is designed to support and inform all faculty and staff on opportunities for internal training, ethical and legal updates, diversity and inclusion benchmarks, and all developments regarding human resources and compliance. Our human resources management content will help promote and enhance the equitability and professional goals of our employees to carry out the land grant mission of AGNR, while compliance content supports our legal standards relative to UMD policies and local, state, and federally applicable laws and regulations. Our team is dedicated to providing you the educational support to navigate your professional

growth and advice to ensure you are knowledgeable of your rights and responsibilities. The

Human Resources Management and Compliance Program consists of five team members: Mr.

Norman Pruitt, Director of Human Resources Management and Compliance Programs; Dr. Latoya

I would like to introduce the first edition of a new AGNR newsletter: Human Capital and

Hicks, Assistant Director of Compliance Programs; Ms. Laurie Brown, Human Resources Coordinator; Ms. Desiree Penaloza, Organizational Policy and Compliance Coordinator; and Ms. Norma Sanchez, Program Management Specialist. I would also like to introduce, Dr. Reginal "Reggie" Harrell, as the College's Research Integrity Officer. Dr. Harrell is a Professor and Extension Specialist in Environmental Science and Technology and Director of the Northeastern Regional Aquaculture Center. He is a former Associate Dean of Research and Associate Director of the Maryland Agricultural Experiment Station, Center Director for the Lower Eastern Shore Research and Education Center, and East Region Extension Director. He has a PhD in ecology, an MBA, and an MDiv in Ethics and has been with the university since 1984. He teaches Ecological and Natural Resources Ethics and has taught Research Ethics to graduate students. Our team hopes this newsletter will serve as a continuous guide to keep you abreast of the many resources available to you as a form of real-time information sharing while assisting with any questions and/or concerns you may have. Suggestions and feedback are always welcome, and if

you have any information you would like to share, please feel free to reach out at agnrhrmcp@umd.edu. On behalf of the Human Resources Management and Compliance Programs team, we would like to thank you for your dedication and commitment to AGNR's mission and vision, supporting our united assurances as a champion of education, career enrichment, and equality. Sincerely, Norman Pruitt

<u>Please Note</u>: Upon request, this letter can be featured in multiple languages for accessibility and

dissemination purposes.

The Families First Coronavirus Response Act (FFCRA)

#### Labor Wage and Hour Division (WHD) expanding protections under the Family Medical Leave Act effective April 1, 2020. FFCRA notes the following provisions: (1) temporarily expands FMLA (until the

The Families First Coronavirus Response Act (FFCRA) is a temporary rule issued by the Department of

end of December 2020) to cover an employee for reasons such as loss of income and leave when an

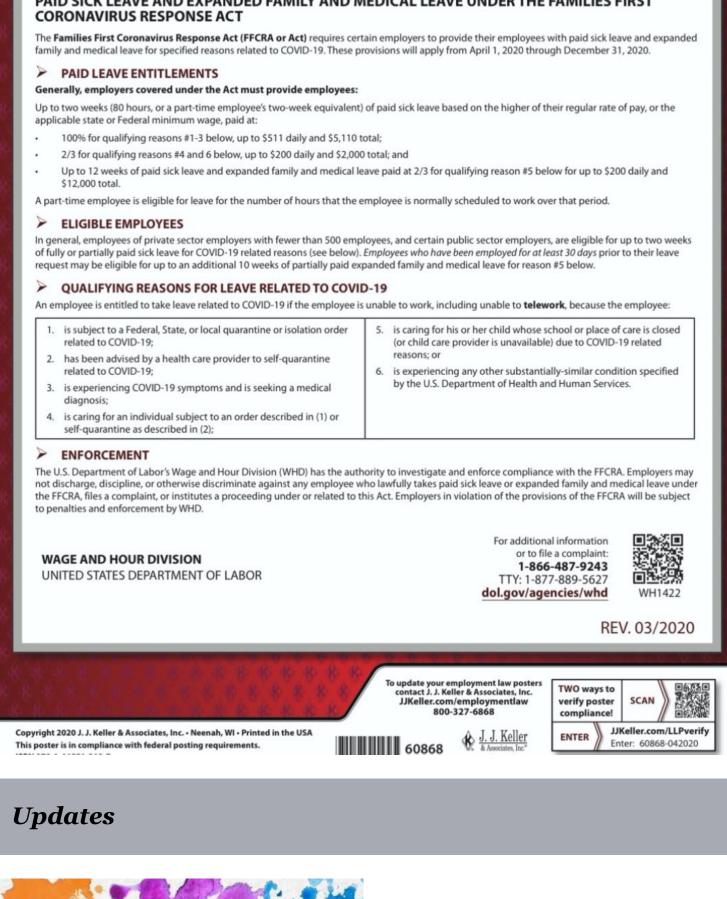
employee needs to care for children because of school and childcare closures as a result of COVID-19; (2)

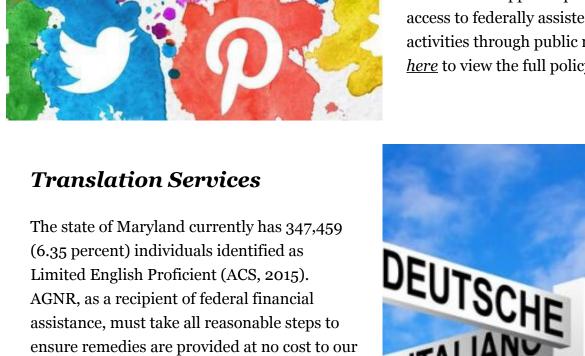
creates two-weeks of paid sick leave for childcare and other leave related to the coronavirus; and (3)

provides for tax credits related to the paid leave mandated by the act. All facilities must post the federal

employment law poster as soon as possible once directives permit travel; in the interim, electronic dissemination is appropriate for staff education and awareness of the noted federal mandates. There are

two resources: the FFCRA Factsheets (*English* and *Spanish*) for individuals to become familiar with their rights and responsibilities as a covered employee, and a <u>webinar</u> to assist with questions and answers. FEDERAL **Department of Labor Employment Laws** Employee Rights under the FFCRA **POSTER COMPLIANCE DATE 04/2020 EMPLOYEE RIGHTS** PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020. Generally, employers covered under the Act must provide employees: Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at: 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total; 2/3 for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and Up to 12 weeks of paid sick leave and expanded family and medical leave paid at 2/3 for qualifying reason #5 below for up to \$200 daily and A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period. ELIGIBLE EMPLOYEES In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below

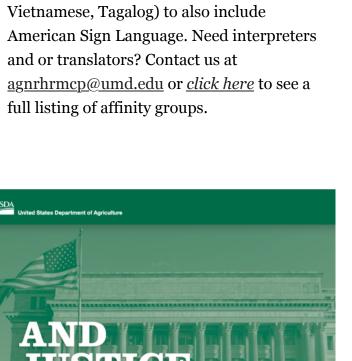




beneficiaries to overcome language barriers and promote equitable information sharing. To assist with this, we have identified the top

seven languages in Maryland (Spanish,

French, Chinese, Korean, Russian,





Social Media Policy

As a reminder, the College of Agriculture and Natural Resources has established a Social Media Policy and Procedure (August 1, 2019) in efforts to support equal opportunity and

access to federally assisted programs/

<u>here</u> to view the full policy.

activities through public notification. Click

direct recipients of such funding through assistantship, grant funding for employment, and/or customers of educational programming. Need more information on how you may be impacted? Contact us at (301) 405-2935.

"And Justice For All" Posters

The "And Justice for All" Civil Rights poster is the primary method utilized to inform customers of their rights, reporting, and responsibilities. How does this apply to you? Do you have graduate students? Deliver programs and research information to the public? Receive grants and funding from various agencies to deliver educational programs? If you answered "YES" to any of the questions posed, then you are covered under the poster requirements. The "And Justice For All" poster is a notification process for beneficiaries of certain rights and protections afforded under federal laws. Q: Who is a beneficiary? A: The general public, partnering organizations (direct/indirect), faculty, staff, and/or graduate students who are

as appropriate. The following changes have occurred: Background image changed to United States Department of Agriculture building (rather than Lady Liberty); • Updated address to obtain the *complaint form*; • Poster specifies the information that is needed if a letter is written; and • Additional fax number has been added: (833) 256-1665.

Maryland Agriculture Experiment Station (MAES) has purchased two disability accessibility

trailers to aid with public mobility accommodation requests. Maryland's disability population is very diverse, with 330,159 relying specifically on ambulatory care and wheelchair accessibility (ACS,

2018). MAES's forward thinking not only brands AGNR as a proactive program provider, but levels the

needs of their communities and identified individuals (up to the age of 21 years old) who still could benefit

from such unique programming and allowed them a safe space for developing relationships and an

As an institution delivering federally assisted programs, there are two types of posters (green and blue). As ordered and disseminated earlier this year, the required poster should be displayed in the specific size of 11" width x 17" height. Please see the accessible <u>hyperlink</u> to place an 8.5" x 11" poster in program binders

### playing field and exemplifies equal access. Allegany County 4-H has a Gold Star Program specific to children with disabilities. Commonly, 4-H Youth Development Programs range from ages 5 - 19; however, educators in this county accessed the

Diversity, Equity & Inclusion Benchmarks

Washington County's Master Gardner's Program illustrates equity when soliciting volunteers. During an Internal Program Assessment (IPA), Washington County volunteers consisted of individuals from various backgrounds of racial, ethnic, gender, disability, and the LGBTQ communities. This level of stakeholder involvement will formulate ideas, opinions, and experiences from individuals from all walks of life to shape and define their program agenda.

#### students? How am I going to meet my grant ones are constantly being redefined. Your personal health and safety is paramount to requirements when my research is shut down? How do I support my students when moving forward. We have put together a list

Fruits for Faculty & Human Resources

#### "Any UMD faculty member, staff member or student returning from outside the state of Maryland should stay away from campus, self-monitor and self-isolate for two

**UMD Campus Guidance** 

**AGNR Human Resources** 

**UMD Guidance and Human Resources** 

unit heads, managers and supervisors.

guidance specific to AGNR for employees and

weeks post return."

opportunity to experience inclusion.

HR COLUMN

19 Resources)

normal.

Coronavirus Disease 2019 (COVID-

The current pandemic has rearranged our

personal and work lives. It has, among other

things, redefined where we work, when we

work, and how we work. New federal laws,

state regulations, and UMD policies are being

developed as we read this newsletter, and old

of key websites to monitor as we support each

other during these times and move to a new

**UMD Covid-19** "Keeping Working @UMD" **UMD Telework** "All you need to know about telework,

documents, and telework policies and

<u>UMD/UHR Helping Employees Work</u>

UMD COVID-19 Care and Support Resources

**Through COVID-19** "Families First Coronavirus Response Act"

**UMD Counseling Center** 

procedures."

life and coping

Centers for Disease Control and **Prevention** Coronavirus Disease 2019 (COVID-19) daily

"Stuck in Quarantine, Gardening Sees Growth in Popularity"

**Planting Seeds of Wellness-UME** 

## involves live animals in the lab or on one of our research farms? What happens when I'm

**FACULTY CORNER** 

**Employee Ethics** 

**Updates on Research Integrity and** 

COVID-19 has brought about some new and

interesting challenges about how we conduct

research, teaching, and Extension, as well as

our responsibilities as an AGNR employee.

integrity of my teaching commitment to my

contractual obligations? What if my research

You might ask: How do I maintain the

they are not able to meet the grant's

missing a partial or complete biological season? How do I give an honest day's work when working from home? These and many other integrity and ethical questions are challenging us every day – not just when we are in a closed-campus situation, but even when life is normal (or returns to some form of "new normal" post COVID-19). This column will be covering research integrity and ethics. We will be covering research integrity issues that are expected of every researcher, regardless of status or position. Guided by the Department of Health and Human Services' Office of Research Integrity and our University Division of Research's Responsible Conduct in Research program, these expectations impact students and faculty alike. Currently,

formal training is required for undergraduates and graduate students engaged in NSF and NIH federally-funded research and faculty if receiving USDA NIFA funding. The latter includes Hatch, Smith-Lever, McIntire-Stennis, and Animal Health In upcoming articles, we will be touching on various ethical research integrity issues,

expected to be familiar with regarding research ethics training. This, and other research integrity training, including how to operate your lab during COVID-19 quarantine, is available online at <u>Responsible</u> Conduct of Research (RCR) and at The Office of Research Integrity.

NIFA funding.

including the eight topics everyone is

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status, genetic information, personal appearance, or any other legally protected class.

