

UNIVERSITY OF MARYLAND COLLEGE OF AGRICULTURE & NATURAL RESOURCES
Human Capital & Compliance Corner

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

Greetings Colleagues,

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

Please Note: Upon request, this letter can be featured in multiple languages for accessibility and dissemination purposes.

The Families First Coronavirus Response Act (FFCRA)

The Families First Coronavirus Response Act (FFCRA) is a temporary rule issued by the Department of 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 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 [webinar](#) to assist with questions and answers.

FEDERAL Employment Laws POSTER COMPLIANCE DATE 04/2020
 Department of Labor Employee Rights under the FFCRA

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.

PAID LEAVE ENTITLEMENTS
 Generally, employees 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 \$12,000 total.

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.

QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19
 An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:
 1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
 2. has been advised by a health care provider to self-quarantine related to COVID-19;
 3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
 4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
 5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
 6. is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.

ENFORCEMENT
 The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or initiates a proceeding under or related to the Act. Employees in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.

WAGE AND HOUR DIVISION
 UNITED STATES DEPARTMENT OF LABOR

For additional information or to file a complaint:
 1-866-487-9243
 TTY: 1-877-889-5627
dol.gov/agencies/whd

REV. 03/2020

Updates

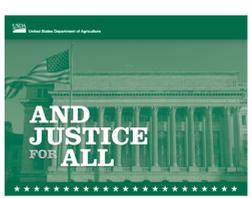


Social Media Policy

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/activities through public notification. [Click here](#) to view the full policy.

Translation Services

The state of Maryland currently has 347,459 (6.35 percent) individuals identified as Limited English Proficient (ACS, 2015). AGNR, as a recipient of federal financial assistance, must take all reasonable steps to ensure remedies are provided at no cost to our 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, Vietnamese, Tagalog) to also include American Sign Language. Need interpreters and or translators? Contact us at agnrhrcmp@umd.edu or [click here](#) to see a full listing of affinity groups.



"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 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.

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 [hyperlink](#) to place an 8.5" x 11" poster in program binders 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.

Diversity, Equity & Inclusion Benchmarks

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 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 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 opportunity to experience *inclusion*.

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.

Fruits for Faculty & Human Resources

<p>HR COLUMN</p> <p>Coronavirus Disease 2019 (COVID-19 Resources)</p> <p>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 ones are constantly being redefined. Your personal health and safety is paramount to my well-being. We have put together a list of key forwards to monitor as we support each other during these times and move to a new normal.</p> <p>UMD Campus Guidance</p> <p>"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 weeks post return."</p> <p>AGNR Human Resources</p> <p>UMD Guidance and Human Resources guidance specific to AGNR for employees and unit heads, managers and supervisors.</p> <p>UMD Covid-19</p> <p>"Keeping Working @UMD"</p> <p>UMD Telework</p> <p>"All you need to know about telework, documents, and telework policies and procedures."</p> <p>UMD/UHR Helping Employees Work Through COVID-19</p> <p>"Families First Coronavirus Response Act"</p> <p>UMD Counseling Center</p> <p>UMD COVID-19 Care and Support Resources</p> <p>Centers for Disease Control and Prevention</p> <p>Coronavirus Disease 2019 (COVID-19) daily life and coping</p> <p>Planting Seeds of Wellness-UME</p> <p>"Stuck in Quarantine, Gardening-UME Growth in Popularity"</p>	<p>FACULTY CORNER</p> <p>Updates on Research Integrity and Employee Ethics</p> <p>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. You might ask: How do I maintain the integrity of my teaching commitment to my students? How am I going to meet my grant requirements when my research is shut down? How do I support my students when they are not able to meet the grant's contractual obligations? What if my research involves live animals in the lab or on one of our research farms? What happens when I'm 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).</p> <p>This column will be covering research integrity and ethics. We will be covering research integrity issues that are expected of every researcher, regardless of his or her 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, under 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 NIFA funding.</p> <p>In upcoming articles, we will be touching on various ethical research integrity issues, including the eight topics everyone is 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 Responsible Conduct of Research (RCR) and at The Office of Research Integrity.</p>
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