



news you can use

Emory University Human Resources

News You Can Use will move to a monthly schedule for the months of June and July.

MAY 31, 2022

Resources To Help Those Struggling with Recent Events

The recent mass shootings occurring in our country have left many of us feeling saddened and traumatized. As the Emory community joins the nation in grieving for the victims, resources are available for those needing support. [View resources in Emory Report.](#)

Additionally, to respond to the emotional impact these events have had on our employees, the Faculty Staff Assistance Program will be holding a series of listening sessions for University faculty and staff. Look for an email announcing these sessions later this week.



YOUR HUMAN RESOURCES

COVID-19 Vaccination Documentation (or Exemption Request) for New Hires Moves to Pre-Employment Process

Beginning June 21, 2022 validation of COVID-19 vaccine records or an Emory approved exemption from the vaccine will be part of the pre-employment process for Emory University and its Affiliates. The affirmative completion of all pre-employment steps is required prior to an employee's start date. This includes reference checking, background checks, and vaccine declination. It may also include a health assessment and drug screen depending on the specifics of the job.

Performance Management – FY2022 Forms Due by August 31

The FY22 PM forms are due on Wednesday, August 31st. Please make sure that you and your manager have met in person and completed all the form steps (i.e. Review Occurred>Acknowledged>Complete) by August 31. If you would like to learn more about the Performance Management system, help is available.

Online tools:

Step-by-Step Guides located on the Performance Management website can help you navigate the features in the system:

- [Step-by-Step for Employees](#)
- [Step-by-Step for Managers](#)

Computer Based Training (CBTs) in ELMS:

| CLASS NAME | CLASS CODE |
|---|--------------|
| Performance Management at Emory: What Employees Should Know | 200882-15920 |
| Performance Management at Emory for Managers: What Managers Should Know | 200884-15921 |

Welcome Lauren Ashley!

Lauren-Ashley Mincey recently joined our team as our Organization Effectiveness Analyst. She will be providing support for the performance management process moving forward. She has been with Emory since 2019. She can be reached at lauren-ashley.mincey@emory.edu. Welcome Lauren Ashley!

YOUR LEARNING

General Enrollment Courses

Learning and Organizational Development announces general enrollment classes which will take place June - November, 2022. [View upcoming classes.](#)

Learning Labs Course Offerings

Take time for your own professional development with Learning Labs, new courses which are designed to help you build your skills and expand your learning in a quick and cost-effective way. A new set of Learning Labs is offered for June-November, 2022. [View offerings.](#)

YOUR REWARDS

Sparkfly Perks Is Changing to a New Vendor

On June 10, 2022, Emory's employee discount vendor, Sparkfly Perks, is changing to a new vendor, Working Advantage. With this new vendor, you will have access to an even wider range of employee discounts to save on products such as electronics, appliances, apparel, cars, flowers, fitness memberships, hotels, rental cars, tickets and more! Look for more details later this month on the [discounts page](#) of the HR website.

YOUR WELLNESS

Operation: Eat Right

Healthy Emory's Super Dietitian encourages you to improve your nutrition and boost your well-being using Healthy Emory Connect! Complete three out of four *Operation: Eat Right* activities between now and July 29 to earn a \$87.50 medical plan incentive!

Join through the [Healthy Emory Connect app](#) powered by Sharecare. Visit the [Operation: Eat Right webpage](#) for details.



YOUR BENEFITS



Emory Expands Paid Parental Leave Policy For Faculty

Emory University is expanding its paid parental leave policy to include faculty. Effective May 18, 2022, Emory University offers faculty who experience the birth or adoption of a child a minimum of six weeks of paid parental leave. This follows the policy expanding paid parental leave for staff from three to six weeks that became effective January 1, 2022. [Read full story.](#)

Changes to Retirement Plans – June Webinars Announced

As announced recently, to reduce the costs and complexity of the retirement plans, Emory University and Emory Healthcare are making some administrative changes effective September 1, 2022. Emory currently has three retirement vendors/recordkeeping providers: Fidelity Investments, TIAA and Vanguard. On September 1, 2022, Vanguard will be removed as one of the vendors.

For those making contributions to Vanguard, Fidelity will host several webinars in June focusing on the transition from Vanguard to Fidelity. Webinar dates are below (to register for a session, [click here.](#))

Tuesday, June 7 at 9am

Wednesday, June 15 at 12noon

Thursday, June 23 at 4pm



Juneteenth Now Recognized as Official Emory University Holiday

Emory University will recognize Juneteenth as an official holiday beginning this year. Juneteenth will be observed on Monday, June 20, 2022, for university staff, faculty and students. [Read full story.](#)

YOUR FSAP

Well-being Check-ins. Call to schedule your check-in today! The FSAP is offering individual well-being check-ins for staff and faculty to gauge emotional health/coping and identify strategies for enhancing resilience, especially pertaining to transition. Call 404-727-WELL (9355) to schedule.

Single Mingle. Connect with other single Emory employees for friendship, fun and learning. Rotating break-out rooms will provide opportunities to discuss monthly themes and support each other. June 23rd @ 4pm. [Register here.](#)

Mindfulness Practice. Join at 1:00 pm to learn the basics of mindfulness or join at 1:15 pm for a guided practice and opportunities for discussion. Want to be more mindful in 2022? Every Wednesday @ 1pm. [Access the Zoom link.](#)

Weekly Refresh. Virtual (Zoom) Join FSAP for a 15-minute virtual meditation and resilience tip for the day, held every Wednesday from 4:30-4:45 pm. [Zoom link here.](#)

YOUR WORKLIFE

Emory Worklife Announces Upcoming Webinars

These workshops are offered by Benefits and Worklife Department and Vendor Partners. If you have any questions about these webinars or family centered benefits at Emory, contact worklife@emory.edu. All sessions will be recorded and sent out to registered employees.

The Many Faces of Grief

June 8, 2022, 12pm-1pm; [Register Here](#)

While grief touches everyone, and grieving is normal, the pain of loss is unique to each individual. Many types of grief have been present in our daily lives. Major losses trigger conflicting emotions, from anger and denial to maybe even relief. This session will help participants to explore their own reactions to loss, from a death to divorce. They will learn why some people are stuck in a grief rut as they discuss more healthy ways to grieve.

At the end of this session participants will be able to:

- Learn the different and individual ways each person handles grief and loss.
- Understand the ways both adults and children can learn to grieve in a healthy manner.
- Discover how the helping hand of support to those in grief makes the process more tolerable for them

Be In the Know: Emory Family Centered Benefits

June 15, 2022, 12pm-1pm; [Register Here](#)

Learn more about how Emory University supports its employees day in and day out. This session will be a broad overview of all the family centered benefits/resources.

Battling Burnout

June 28, 2022, 12pm-1pm; [Register Here](#)

Burnout is an occupational phenomenon which can lead people to experience emotional exhaustion, depersonalization, and reduced personal accomplishment. It is more important than ever to recognize the early warning signs and risk factors and learn how to implement anti-burnout strategies.

Teaching Kids about Diversity, Equity & Inclusion

June 28, 2022 3pm-4pm; [Register Here](#)

Encouraging young children to appreciate the beauty of differences makes them less likely to hold biases and discriminate later in life. Learn how to help your child build the skills needed to embrace diversity. This webinar will be hosted by our vendor partner Bright Horizons.

The College Admission Process: A Planning Workshop for High School Students & Their Parents

July 18, 2022, 11am-12pm; [Register Here](#)

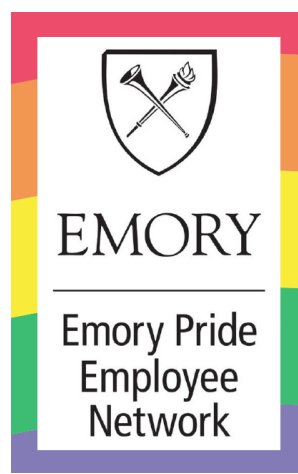
This session is designed to provide both high school students and their parents with an overview of admission factors that many institutions in the state, and across the country, consider during the college application process. Highlights of this program will include review of curriculum rigor, tips for essays, standardized testing, how to make one stand out in the application process, and other helpful tips students and parents need to know before beginning the college search. The session will be conducted by Timothy Fields from the Office of Undergraduate Admissions at Emory University. A zoom link will be provided to all registered employees on July 15, 2022.

NEWS AROUND CAMPUS

Emory Employee Council Newsletter - May 2022

View the May 2022 issue of the Employee Council Newsletter. Topics include meeting highlights and a welcome from the new Employee Council President, Katrina (Kat) Shafer.





Learn More About the Emory Pride Employee Network

Emory Pride Employee Network (EPEN) has several events planned for Pride Month including:

- “Out at Emory” virtual panel on June 7 at noon. EPEN board members will discuss their experiences of being LGBTQ+ on campus. Join via zoom: <https://zoom.us/j/96592138033>
- EPEN’s Pride Month recognition will culminate with a carnival-themed celebration on June 30 from 4-5:30 p.m. on the Cox Hall bridge. The entire Emory community is encouraged to come and enjoy food, games and giveaways.

Complete the [EPEN interest form here](#) to learn about future programs and events.



EMORY

EMORY UNIVERSITY HUMAN RESOURCES

ADDITIONAL LINKS AND RESOURCES

- [Human Resources Website](#)
- [Emory Forward \(COVID-19 Info\)](#)
- [Faculty Staff Assistance Program](#)
- [Benefits and Worklife Department](#)
- [Healthy Emory](#)
- [Employee Discounts](#)
- [Blomeyer Health Fitness Center](#)
- [Emory Alliance Federal Credit Union](#)
- [Emory News Center](#)

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NEWS YOU CAN USE

[View Previous NYCU Issues](#)