

**OFFICE OF HUMAN RESOURCES**  
**HR FORUM**

October 5, 2016

- Welcome - October is Disability Employment Awareness Month – James Dockery
- Importance of Self-ID – Heather Dragoo
- Inclusive Workplace – Ilyce Murray
- Requesting an Accommodation – Marco Mendoza
- Department Update

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**OCTOBER IS DISABILITY  
EMPLOYMENT AWARENESS MONTH**



# October is National Employment Disability Awareness Month

- **October 12** - “The Future of Accessibility-from Disability to Ability” panel discussion by UT Dallas Professors, CRA 11.601, 2-3:30
- **October 19** - The Ability Exhibit, an interactive traveling exhibit to promote inclusion of people with disabilities, is coming to UT Dallas, October 19, 2016, Visitor Center, 10-4
- The Raytheon Corporation is sponsoring two events:
  - October 24, A seminar with speaker Dr. Stephanie Cawthon on Career Transitioning for students with special needs; 1:30–5:30 JSOM 1.118
  - October 26, Raytheon Students Job Fair for persons with disabilities, Staff/Faculty, Dining Room SUFC, 1:30–4:30
  - <https://www.youtube.com/watch?v=Gv1aDEFIXq8>

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## IMPORTANCE OF SELF-ID

- **For Persons with Disabilities and Veterans**
- **WHY? To meet reporting requirements and to track our progress toward hiring goals for Federal Contractors**
- <https://www.dol.gov/ofccp/SelfIdVideo.html>

- **HOW?**
  - **Ensure that all new employees know they can self-identify online in Galaxy-Voluntary Self Identification- Disability (they also can self ID here as Veterans and/or add Ethnicity)**

- **CONFIDENTIALITY**
  - **Ensure voluntary Self Identification form disclosures are handled securely**
  - **Assure employees that their self-disclosure information is not available to their supervisor or management and...**
  - **Data is reported in an aggregate format**



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**CREATING A CULTURE OF INCLUSION  
FOR EMPLOYEES WITH DISABILITIES**



# Culture of an Inclusive Workplace

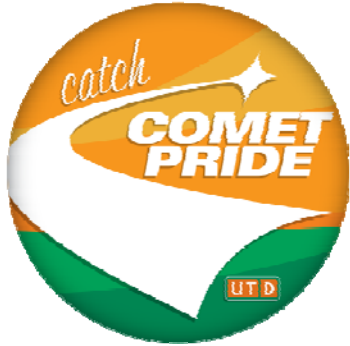
in·clu·sion

the *action* or *state of including* or of being included within a group or structure.

cul·ture

the *collective* way we *behave* based on a *shared understanding* of our *common purpose*.

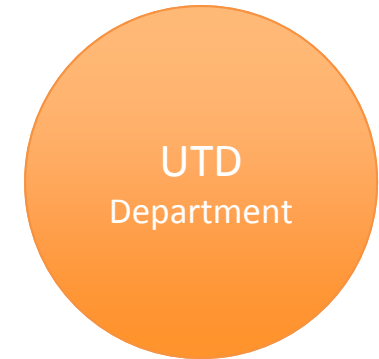
***...for all students, faculty, staff and guest.***



A certification series that focuses on best practices for delivering excellent service to our students, faculty, researchers, staff, and guests.



As one network of employees, united through diversity and the mission of the University, we encourage individuals to take responsibility for behavior and speech that will contribute to a workplace where dignity and respect thrive.



What is your department known for? What core principles define how you interact with your co-workers? What is the vision, mission and goals of the department and how do they contribute to the goals of the university?

- May be temporary or permanent
- Can occur at any time
- Visible and/or Invisible
- May not require an accommodation at all – so don't assume!
- Employees with dependents with special needs

Factors that contribute to decision to disclose	Factors that contribute to decision NOT to disclose
<ul style="list-style-type: none"><li>• Need for an accommodation</li></ul>	<ul style="list-style-type: none"><li>• Risk of being fired/not hired</li></ul>
<ul style="list-style-type: none"><li>• Having a supportive supervisor/manager relationship</li></ul>	<ul style="list-style-type: none"><li>• Too much focus on disability and not ABILITY</li></ul>
<ul style="list-style-type: none"><li>• Perception that the workplace is disability friendly</li></ul>	<ul style="list-style-type: none"><li>• Risk of losing health care</li></ul>
<ul style="list-style-type: none"><li>• Knowing of the success of others</li></ul>	<ul style="list-style-type: none"><li>• Fear of limited future opportunities</li></ul>
<ul style="list-style-type: none"><li>• Belief in inclusive culture</li></ul>	<ul style="list-style-type: none"><li>• Unsupportive manager</li></ul>
	<ul style="list-style-type: none"><li>• Desire to have privacy</li></ul>



# Elements of an Inclusive Culture

- **Actively recruiting employees with disabilities**
  - Adults with Disabilities – Partnership with Division of Rehabilitation Services (DARS)
  - Maturing Workers with Age-related Disabilities – Partnership with the Senior Source
  - Veterans with Service-related Disabilities – Partnership with Texas Veteran Commission and participate in veteran job fairs.
- **Increased awareness of where accommodations may improve employee productivity**
  - Having information available to seek accommodation
- **Increased employee comfort level with sharing information and seeking help**
  - Create an environment that encourages disclosure
- **Mindfulness**
  - Do we consider the needs of our students, faculty, staff and guest when making decisions?
- **Policies and Procedures that are available if needed**
  - FMLA
  - Flexible work schedules or Telecommuting



# Elements of an Inclusive Culture

- Regularly conduct awareness training
  - Helps foster employee-manager relationships
  - Creates a shared understanding of common purpose...building an inclusive workplace
- Institutes a fair process to address complaints
- Accessible work spaces
  - Not just entrances and passageways
  - Lab structures, common areas, meeting spaces
- Avoids treating disabled employees differently in relation to interpersonal interactions, opportunities for advancement, performance evaluations, or hiring/termination decisions.

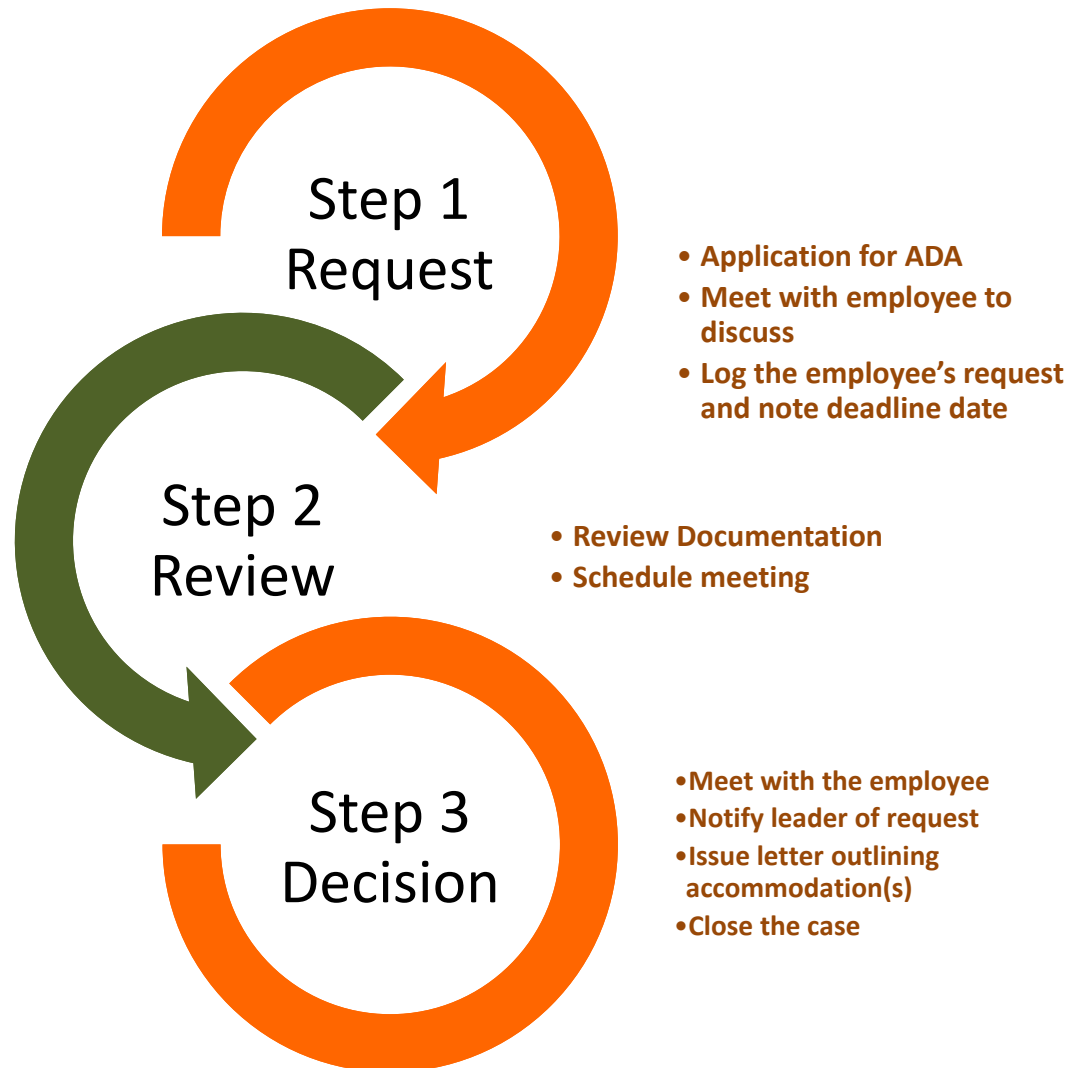
- Mindfulness. Respect. Service.
- Recruiting Employees with Disabilities
  - Outreach
  - Flexing work conditions
- Interviewing Employees with Disabilities
  - Accessibility
  - Provide as much information as possible to prepare applicant
  - Provide same experience for all candidates



- In the Workplace
  - Be flexible (changing work environment, alternative formats for work-related documents, etc.)
  - Consider the employee in discussions about emergency evacuation planning and procedures.
  - Make no assumptions
- If you have any questions, contact your Employee Relations Specialist

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## REQUESTING AN ACCOMMODATION





# How does the Process Work

When ADA Accommodations are requested, it is typically done either by the affected employee, or the Leave Administrator.

The Leave Administrator will notify Employee Relations when an employee may need to transition from a leave of absence to an accommodation

A modification or adjustment to the application process, *work environment* or learning environment enabling a qualified individual with a disability to be eligible for a position, *perform the essential functions of a position*, or enjoy the same benefits and privileges of employment as are enjoyed by similarly situated employees without disabilities.

- **Employee has an existing, or newly developed, condition requiring an accommodation.**
  - CART provider for hearing impairment, visual aides, standing desk or amplified headset.
- **Employee has exhausted FMLA and is released to return but needs to miss a portion of the work day.**
  - EX: Half-day, physical therapy, follow-up doctor's appointments.
  - Need paperwork from doctor specifying length of time employee will need accommodation.
- **Employee is released to return to work however is restricted from performing specific tasks.**
  - EX: Job requires ability to lift 20 lbs. but restricted to 5 lbs.
  - Need paperwork from doctor detailing specific duty/duties employee cannot perform and how long.



# What is an Undue Hardship?

In determining whether an accommodation would impose an undue hardship, factors to be considered include the nature and cost of the accommodation, financial consideration and resources, the impact of the accommodation on the nature and operation of the department, and how the request would affect the health and safety of other employees or students.



- Communication with employee, supervisor and HR to discuss options;
- Keeping in mind the essential job functions;
- Length of the accommodation;
- Human side/right thing to do

Written document outlining:

- ✓ specific accommodations and expectations of the employee;
- ✓ if denied, outline reasons for denial.

NOTE: Medical diagnosis is not shared with the supervisor.



**Contact Human  
Resources before  
granting any  
accommodation**

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Division Update

## **BENEFITS**



# Flu Shot Clinics

## UT Dallas FLU CLINIC LOCATION AND SCHEDULE

### Monday, October 31, 2016

Facility	Date	Time	Address
Founders - 2nd Floor - Atrium	10/31/2016	9:00 a.m. - 4:00 p.m.	UTD Campus - 800 W. Campbell Road, Richardson, TX 75080
Research and Operations Center (ROC) 2.102	10/31/2016	1:00 p.m. - 3:00 p.m.	17217 Waterview Parkway - Dallas, TX 75252
Center for Vital Longevity - Brain Room	10/31/2016	9:00 a.m. - 12:00 p.m.	1600 Viceroy Drive, Suite 800, Dallas, TX 75235
Center For Brain Health - Classroom 1.604	10/31/2016	1:00 p.m. - 3:00 p.m.	2200 W. Mockingbird Lane, Dallas, TX 75235

### Tuesday, November 1, 2016

Facility	Date	Time	Address
Facilities Management Training Room - 1.502	11/1/2016	9:00 a.m. - 4:00 p.m.	UTD Campus - 800 W. Campbell Road, Richardson, TX 75080
Callier Center - Dallas Campus - Room A 229	11/1/2016	9:00 a.m. - 12:00 p.m.	1966 Inwood Road, Dallas, TX 75235
ECS North Atrium	11/1/2016	9:00 a.m. - 4:00 p.m.	UTD Campus - 800 W. Campbell Road, Richardson, TX 75080

<https://www.passageware.com/ClinicSignUp/UTDallas/>



# Walktober – UT Physical Challenge



- 🍁 New, easy-to-use online platform and mobile app
- 🍁 Track your minutes or steps to earn rewards...a Walktober drawstring backpack and UT System holiday cookbook
- 🍁 Integrate wearable trackers or free activity-tracking apps via your smartphone



**Register at [utlivingwell.com](http://utlivingwell.com)  
September 19 - October 10**

**LivingWell**

- Inform employees in your department to review their October 3<sup>rd</sup> pay check. Email HR-Benefits at [benefits@utdallas.edu](mailto:benefits@utdallas.edu) immediately of discrepancies.
- Reminder: Time Admin meeting on October 27; 11:30-1:00 at TI Auditorium; ECSS 2.102.
- We are looking for departments to host events during the FY2016-2017. All you have to do is reserve the room, invite employees in your department and pick among the wellness topics available. We will do the rest.
- If you have a particular wellness topic you want us to promote or do a lunch & learn, contact Marita Yancey at ext. 2127 by October 15.

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Division Update

## **EMPLOYEE RELATIONS/ ORGANIZATIONAL DEVELOPMENT**



- Service Award recipients will be posted online – notification via campus email.
- Contact Marco Mendoza (ext. 4412) or Nona Johnson (ext. 2224) with any questions.
- Service Award Ceremony to be held on November 18<sup>th</sup>, 2:00 – 3:00.

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Division Update

## **EMPLOYMENT SERVICES**



# Employment Services Updates

- New pay ranges listed at <http://www.utdallas.edu/hr/compensation/grades/>
- January 20, 2017: Deadline for Submitting Pay/Job Changes to HR for March 1 effective date
- New process for hiring classified temporary employees <http://www.utdallas.edu/hr/employment/resources/12/>
- New process for PA7 eliminates the need for position to be created
- Upcoming Training:
  - **Employee Transition - FLSA Toolkit**, October 6, 2016 - 10:00 a.m., RL 3.204
  - **HR Learning Session - Position Description Questionnaires (PDQ) and Position Request Review (PRR)**, October 13 2016 - 10:00 a.m., FM 1.502
  - **HR Learning Session Interviewing and DayOne (Onboarding)**, November 10 2016 - 10:00 a.m., FM 1.502

- HR will submit the ePAR creating a UTD Id.
- Once the ePAR has been completed & is showing in job data, you can submit an eCAT.
- When submitting the eCAT, select “User Account” and answer yes to “Does this user already have a UTD ID/NetID?.”
- You will need to do a separate eCAT for computer access, key request, and comet card/library access.

- If a NetID does not exist, the eCAT will not pre-populate the personal information at this time.
- The screen will show that “I have incomplete information on ..... To continue for this user, complete the information below”.

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## Q & A

Next HR Forum: November 9 2016, 10:00 a.m. - 11:30 a.m., TI Auditorium (ECSS 2.102)