HR Management meetings October 6 & 8, 2020

CU Denver HR Management meeting:
- Tuesday, October 6, 2020
- from 9:30 to 11:00
- Via Zoom

CU Anschutz HR Management meeting:
- Thursday, October 8, 2020
- from 9:30 to 11:00
- Via Zoom
Carolyn Brownawell, Associate Vice Chancellor and Chief Human Resources Officer
➢ Welcome / Introductions
➢ Chat and Ground Rules
➢ Holiday Schedule through FY23
➢ Introduce Care.com

Lynne Satlof-Karas, Director of Educational Service, Care.com
• Family Friendly Benefits from Care.com

Janet Lowe, Director of Training & Development, System Office
• Data Flow / Integrity

Joshua Navarro, Assistant Director, Employee Services
• Fluid Recruiting Updates

Jacqueline Bannister, Business Operations Analyst, Employee Services
• Scope of Work

Steven Williams, Immigration Attorney | Ogletree, Deakins, Nash, Smoak & Stewart, P.C.
• Employment-Based Green Cards: PERM Basics and Pitfalls

Questions & Answers
HR Holiday Schedules through FY23

Link to the Holiday Schedules:
https://www1.ucdenver.edu/offices/human-resources/human-resources-home/holiday-schedules

- This link will include tiles to view or download the following holiday schedules:
  - FY 2020
  - FY 2021
  - FY 2021-2023
Family Friendly Benefits from Care@Work by Care.com

Lynne Satlof-Karas
Director of Educational Services
Care.com
HERE TO HELP

HOW YOUR CARE@WORK BENEFITS CAN HELP WITH
CHILD CARE, DISTANCE LEARNING, ADULT CARE AND MORE.
Hi, I’m Lynne

My colleagues joke that I’m the Care@Work poster child – because I really have used every single service we offer to care for my family, my pets and even help around the house. While helping my clients support their employees’ families is my day job, I’m also juggling the care needs of my own family. My father, requires around-the-clock care and when I travel, I need help keeping things in order at home.
We are here for you.

1. An overview of your care benefits
2. Back to School & Distance Learning Support
3. Resources for families
## PROGRAM DETAILS

### Care.com Membership

Access to the largest online community for all types of family care – child, senior pet, home, and more! Ability to self-search through screened providers or post a job for planned care needs. Ability to connect with other care-seekers looking for shared care arrangements. Recurring discount at select child care centers across the U.S.

### Backup Care

Subsidized and vetted care for children and adults when regular, planned care is not available. Eligible individuals may use up to 10 days/year of backup care, at $6/hour for in-home care or $20/day/child for in-center care.

<table>
<thead>
<tr>
<th>Membership</th>
<th>Membership + Backup Care</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Eligibility:</strong></td>
<td><strong>Eligibility:</strong></td>
</tr>
<tr>
<td>Part-Time CU Anschutz Faculty (less than 50% FTE)</td>
<td>Full-Time CU Anschutz Faculty (equal or greater than 50% FTE)</td>
</tr>
<tr>
<td>Part-Time CU Anschutz University Staff (less than 50% FTE)</td>
<td>Full-Time CU Anschutz University Staff (equal or greater than 50% FTE)</td>
</tr>
<tr>
<td>Part-Time CU Anschutz Classified Staff (less than 50% FTE)</td>
<td>Full-Time CU Anschutz Classified Staff (equal or greater than 50% FTE)</td>
</tr>
<tr>
<td>Part-Time Consolidated (CSA/ASA) Employees (less than 50% FTE)</td>
<td>Full-Time Consolidated (CSA/ASA) Employees (equal or greater than 50% FTE)</td>
</tr>
<tr>
<td>Full-Time Students</td>
<td>Residents</td>
</tr>
<tr>
<td>Temporary Employees</td>
<td>Postdocs</td>
</tr>
<tr>
<td>CU Anschutz Retirees</td>
<td></td>
</tr>
</tbody>
</table>
Today, Care.com is the largest online platform for care for children, seniors, pets, and more

📍 20+ countries

👥 1 match every 3 minutes
Care.com Membership

Enjoy all the privileges that come with our Premium Membership

- **Free!** Sign up at cuanschutz.edu/caregivers
- Find help for *regular* and *planned* care needs
- Detailed profiles including experience, availability, reviews and ratings
- Child, senior, pet, home and more — all care in one place
- Background check options available
- 24/7 access via desktop, mobile web and Care.com App
Backup Care

Subsidized, vetted care for children, adults when regular care isn’t available.

- Request care online, by calling 855-781-1303 or by using the Care@Work App

- In-home or in-center child care options, in-home backup care for adults.

- Personalized, needs-based matching from caregivers and centers in the Care.com Backup Care network.

- Plan ahead! Schedule care when you know your regular care will not be available

- Adult care can be used for your adult loved ones or yourself

Eligible individuals may use up to 10 days of Backup Care

In-home backup care for children or adults:
- $6/hour co-pay

In-center backup care for children:
- $20/day/child co-pay
Adult Backup Care & Transportation

*Subsidized, vetted care for adults when it’s needed most.*

- Request care online, by calling 855-781-1303 or by using the Care@Work App
- Help to alleviate stress and missed work with in-home adult care.
- Caregivers can provide transportation to and from appointments, errands, and other locations
- Available for yourself, parents, grandparents, spouse family members and other adult loved ones across the United States
- Caregivers may be certified nurse’s aides, home health aides, or experienced elder care companions

Eligible individuals may use up to 10 total days of Backup Care

Co-pay for in-home care: $6/hour
SUPPORT FOR DISTANCE LEARNING

care@work

University of Colorado Anschutz Medical Campus
If anyone in your household may have been exposed to COVID-19 (coronavirus) or is experiencing symptoms, we require a 14-day wait period since last possible exposure before requesting Child or Adult Backup Care. When you request Backup Care, you will need to confirm that no member of your household has the virus or is within this precautionary wait period.

As it relates to COVID-19, we are requiring our care providers to adhere to the CDC-recommended best practices.

We will continue to monitor and update procedures to comply with state and local guidelines and CDC-recommended best practices.

DISTANCE LEARNING & TUTORING SUPPORT

Use your Care.com Membership to
1. Post a job for a tutor or facilitator
2. Search for tutors or distance learning facilitators in your area
3. To find families to nanny share or create a learning pod
Step 1: Log in to your Portal

Once you log in, you’ll see this “Back-to-School” banner. This will take you to our new “Distance Learning Hub”
Step 2: Find Distance Learning Support on Care.com

From here, you can find short cuts to access Care.com to:

- Create a family profile to find other families for nanny share or learning pods.
- Post a Job
- Search for a Caregiver
ADDITIONAL RESOURCES FOR PARENTS & FAMILIES
Subscribe today!
The Equal Parts Podcast

Some topics covered:
• Data–Driven Parenting
• Healthy Eating
• Dual Career Couples
• Positive Parenting

New episodes regularly:

Phyllis Fagell
Licensed clinical counselor, journalist, and author of the book Middle School Matters

Julia Beck
Founder of the It’s Working Project and Forty Weeks

Stewart Friedman & Alyssa Westring
Co-authors of Parents Who Lead: The Leadership Approach You Need to Parent with Purpose, Fuel Your Career, and Create a Richer Life

Cameron Huddleston
Author of Mom and Dad, We Need to Talk

https://www.care.com/careatwork/insights/equal-parts-podcast
HOW TO ACCESS YOUR FAMILY CARE BENEFITS
HOW TO ACCESS YOUR BENEFIT

1. CUANSCHUTZ.EDU/CAREGIVERS
   Enroll on desktop or mobile web. **Note:** You’ll need your employee ID or student email.

2. Download the Care@Work and Care.com App
   Book backup care and access your Care.com membership from anywhere!
   - [Get on Google Play](#)
   - [Download on the App Store](#)

3. Call 855-781-1303
   Want to talk to someone on our team? Give us a call, we’re here for you 24/7
THANK YOU!
Questions
Data Flow / Integrity

Janet Lowe
Director of Learning & Development
Employee Services
Learning Services and Reporting

Janet Lowe
Director, Learning & Development Employee Services – 10/2020
# Learning Services

<table>
<thead>
<tr>
<th>Skillsoft</th>
<th>LinkedIn Learning</th>
<th>Coursera</th>
<th>FranklinCovey</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online courses of professional interest, including required training, custom courses, ILT registrations, and books.</td>
<td>Online courses with engaging content from industry-leading practitioners and expert instructors.</td>
<td>Self-paced massive open online courses (MOOCs) and specializations taught by CU faculty from all four campuses.</td>
<td>In-person workshops facilitated by campus representatives.</td>
</tr>
</tbody>
</table>

## System Features and Benefits

<table>
<thead>
<tr>
<th>Feature</th>
<th>Skillsoft</th>
<th>LinkedIn Learning</th>
<th>CU on Coursera</th>
<th>Franklin Covey</th>
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</thead>
<tbody>
<tr>
<td>Available to faculty and staff</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Available to students</td>
<td>✓</td>
<td>✓</td>
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<td>✓</td>
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<tr>
<td>Books (audio and electronic)</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Continuing Professional Education Units</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>FREE to take</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
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<tr>
<td>Instructor Led Training</td>
<td>✓</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Mobile application</td>
<td>✓</td>
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<td>✓</td>
</tr>
<tr>
<td>MOOCs (Massive Open Online Courses)</td>
<td>✓</td>
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<td></td>
<td>✓</td>
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<tr>
<td>Other languages than English available</td>
<td>✓</td>
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<td></td>
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<tr>
<td>Online courses</td>
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<td>Professional certifications</td>
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<tr>
<td>Record of completion in HCM</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✓</td>
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<tr>
<td>Single sign-on through portal</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>
Reporting Options for Training

Course status reports:

- **Skillsoft** - every 12 hours
- **HCM Comprehensive Learning Report** - within 24-48 hours
- **CU Data reports (CIW data)** - within 48 to 72 hours
Skillsoft

- Reports include: employees, persons of interest (POIs), students
- Course completions and non-completions
- Reports by individuals or by courses
- Schedule daily, weekly, monthly
- Step-by-step guides & training available

*Permission needed to access reports
HCM Comprehensive Learning Report

- Reports include: employees, persons of interest (POIs)
- Course completions and/or non-completions
- Reports by individuals, dept/node, campuses, or courses
- Step-by-step guides are available
  *Permission needed to access reports
CIW/CU Data

- Reports include: employees, persons of interest (POIs), students
- Two reports available:
  - Employee Learning Training Report
  - Student Completion Report
- Step-by-step guides are available
  *Permission needed to access reports
Supervisor Training Page

- Available on the CU Resources page of the portal

- A step-by-step guide is available
HCM Uploads

Manual uploads

• Template-based
• Completions for individuals taking training offline (vendors, visitors, e.g. COVID-19)
• Completions for classroom or Zoom training sessions
• Send requests to system.training@cu.edu
Resources

- Step-by-step guides
  - [www.cu.edu/docs?text=reports&dept=All](http://www.cu.edu/docs?text=reports&dept=All)
- Skillsoft guides and training
  - [www.cu.edu/skillsoft](http://www.cu.edu/skillsoft)
- System.Training@cu.edu
- Janet.Lowe@cu.edu
Questions
Fluid Recruiting Updates

Joshua Navarro
Assistant Director, Employee Services
The university is upgrading its recruitment platform from Taleo Recruiting to Fluid:

- Go-live date for the new system was Tuesday, August 25.
- Guides are available on the HCM Community site under Recruit & Hire and interactive training is available in SkillSoft.
- The new system (Fluid) functions similar to the outgoing platform (Taleo), with the same core processes and configurations, but with a more modern and user-friendly visual interface.
- This change comes in response to Adobe’s decision to discontinue updates and support for Adobe Flash, which the current platform is based on.
- The use of Legacy Recruiting (Flash-based Recruiting) will end with the sunset of Adobe Flash at the end of 2020.
Fluid Recruiting

Homepage - Welcome Center

This is your Welcome Center. To navigate to an application, click the corresponding tab in the menu bar above or the corresponding link in the Centers section on the left. You can also jump directly to related processes by clicking the Quick Access links on the left.

As you navigate through the Talent Management suite, remember that you can always click "Home" at the top of the screen in order to return to the Welcome Center.

Additional resources are available for training and step-by-step guides. Copy and paste the links below into your web browser:

- HCM Community - Recruit & Hire - https://www.cu.edu/hcm-community/recruit-hire
- CU: Recruiting with CU Careers (online training course) - https://universityofcolorado.skillport.com/skillportle/custom/login/saml/login.action?courseaction=launch&assetid=ac12_cu_u00149_0001
- CU Careers Practice Exercise (online practice exercise) - https://universityofcolorado.skillport.com/skillportle/custom/login/saml/login.action?courseaction=launch&assetid=ac12_cu_u00058_0001

If you have any questions or need technical assistance, please reach out to cucareershelp@cu.edu
Fluid Recruiting

Recruiting Center Dashboard

Welcome joyce Gamboa-SA!
Welcome to the Recruiting Center.

Candidates
- My Pools: 0 (Total: 7)
- Active submissions: 2 (New: 1, Manually matched: 0) (Total: 26)

Offers
- Draft: 0 (Total: 1)
- Approval in Progress: 0 (Total: 1)
- Extended: 1 (Total: 2)

Jobs Requisitions
- Draft: 0 (Total: 1)
- Open: 1 (Total: 10)
- Filled: 0 (Total: 1)

Tasks
- Recruiting: 4 (Assigned to me: 4, Total: 9)
- Candidates: 3 (Check for Duplicates: 3, Total: 8)
- Offers: 1 (Total: 1)
Fluid Recruiting

Requisitions > Filter Options
Questions
Scope of Work

Jacqueline Bannister

Business Operations Analyst, Employee Services
Scope of Work

Classifying services provided to the University of Colorado as an independent contractor

The University of Colorado Employee Services uses the scope of work (SOW) form to determine if someone can be classified as an independent contractor. This determination is based on the nature of the relationship between the service provider and the university.
WHAT EXACTLY IS AN INDEPENDENT CONTRACTOR?

- An independent contractor is an individual who is operating under their social security number and is engaged by CU to complete specific, defined work and is responsible for delivering a certain result; they decide how to achieve that result and typically use their own tools/equipment to complete it.

- Employees, on the other hand, are individuals who are hired to complete continuous work; they are instructed when to complete it and how to do it.
A COUPLE IMPORTANT THINGS TO REMEMBER:

• A SOW is required for service providers who are individuals or sole proprietors, operating under a Social Security number (SSN) for payment.
• A SOW must be submitted to Employee Services prior to work commencing.
• An individual cannot be hired as an independent contractor if they are a current employee of CU
• Generally, an individual cannot terminate from CU and come back to perform the same services as an independent contractor
QUESTIONS?

Contact us at SOW@cu.edu or Jacqueline.Bannister@cu.edu
303-860-4291

For more information:
https://www.cu.edu/sow
Employment-Based Green Cards: PERM Basics and Pitfalls

Steven Williams
Immigration Attorney
Ogletree, Deakins, Nash, Smoak & Stewart, P.C.
EMPLOYMENT-BASED GREEN CARDS:
PERM BASICS AND PITFALLS

Presented by:
Steven Williams, Attorney
Summary

1. Overview
2. PERM Basics
3. PERM Pitfalls
**Two Worlds of Legal Immigration**

**Nonimmigrant Visas**
- Temporary
- Require sponsorship and tied to specific employer
- Limitations/terms of specific visas

**Immigrant Visas (“Green Cards”)**
- Permanent
- Not Employer Specific
- Unlimited in scope (like US Citizen, except for voting)
Federal Agencies Involved in PERM

**USCIS**
Adjudicates immigration benefits in the United States, including extensions of status and initial petitions for most green cards and many nonimmigrant visas.

**DOL**
Issues prevailing wage determinations and reviews and certifies PERM labor certifications.

**DOS**
Issues visa foils to allow an individual to apply for entry in the United States as an immigrant or nonimmigrant.
What are the Routes to a Green Card?
(become a Lawful Permanent Resident)?

- Family-based
- Employment-based
- Diversity Lottery
Overview of the Employment-Based Green Card Process

• Most Foreign National Employees must go through a 3 Step Process
  • **Step 1**: Labor Certification (PERM):
    • Test job market for qualified American/Resident Workers.
  • **Step 2**: Immigrant Petition to USCIS (Form I-140):
    • **Self-Sponsorship**: If filing EB-1A Extraordinary Ability or EB-2 National Interest Waiver, no need for PERM or employer sponsorship
    • EB-1B OPR avoids PERM
  • **Step 3**: Adjust Status/Consular Process.
    • RETROGRESSION DELAYS!
PERM Basics
Employment – Based Categories

• First Employment-Based Preference (EB-1)
  • Extraordinary Ability
  • Outstanding Professors and Researchers
  • Multinational Executives and Managers

• Second Employment-Based Preference (EB-2)
  • Member of professions with advanced degree (at least master’s or bachelor’s + 5 years of progressive experience) - PERM
  • National Interest Waiver (NIW)

• Third Employment-Based Preference (EB-3)
  • Bachelor’s degree with less than 5 years’ experience - PERM
PERM-based Green Card Pathway

1. PERM
   - Labor Certification Application
   - Prevailing Wage determination must be obtained from Dept. of Labor
   - Labor Market Test ("recruitment") performed by employer
   - PERM is filed with Dept. of Labor

2. I-140
   - Petition for Immigrant Worker
   - Filed with USCIS within 6 months of PERM certification
   - USCIS issues Approval Notice with priority date
   - Priority date is based on date PERM was filed and is formally established when I-140 is approved

3. I-485
   - Adjustment of Status (AOS)/Green Card Application
   - Filed with USCIS once priority date becomes current (wait time depends on country of birth and monthly visa bulletin)

4. Green Card
   - Issuance of Permanent Resident status
   - Employer attests to continuing intent to employ foreign worker in PERM/I-140 position
PERM Labor Certification

• Application filed electronically with the U.S. Department of Labor (DOL)
  • Current processing time is approx. 4-5 months.
  • If application is selected for audit, total processing time will increase to 9-10+ months.

• Prevailing wage must be determined by DOL
  • Wage determinations are currently taking 3-4 months.
  • Prevailing wage must be paid to employee when green card is received.

• Requires employer to test the labor market
  • Employer must be able to attest that there are no U.S. Citizens or Permanent Residents who are able, willing, available, or minimally qualified for the offered PERM position.
**START**

**Questionnaires & Documents**
Employee and manager provide to Ogletree.

**Initial Phone Call**
Ogletree has phone call with employee and manager to confirm details.

**Job Description Preparation**
Ogletree works with manager to prepare job description.

**Prevailing Wage Determination**
DOL issues prevailing wage determination.

**Employment Verification Letters**
Ogletree works with employee to collect letters.

**Prevailing Wage Request**
Ogletree files prevailing wage request with DOL.

**Labor Market Test (Recruitment)**
Ogletree works with company to place advertisements.

**Form ETA 9089 Preparation**
Ogletree drafts form. Employee and manager/employer review before filing.

**PERM Filed**
Ogletree files 9089 and provides confirmation.

**FINISH**
Job Description Do’s and Don’t’s

• **DO:**
  - Involve manager’s in providing feedback critical to preparing the PERM job description and minimum requirements.
  - Disclose travel requirements, remote/telework arrangements, or supervisory responsibilities.
  - Feel some flexibility to go beyond general scoping guidelines or standard requirements if your group actually only hires at a higher level of degree or experience—”real world” recruitment may not reflect the actual minimum requirements for your group.

• **DON’T:**
  - List requirements that exceed the normal industry requirements;
  - “Tailor” or list unreasonably detailed requirements to specifically fit the skills and experience of the specific foreign worker;
  - List skills that the employee gained while employed in the same position or education gained while employed by the employer;
  - List education or training paid for by the employer;
  - List a higher education requirement simply because your employee possesses it;
I-140, Immigrant Petition & I-485, Adjustment of Status

- When PERM is certified DOL, can proceed to subsequent applications with USCIS:
  - I-140 Immigrant Petition
  - I-485 Adjustment of Status
- Form I-485 can be filed only if there is an green card number immediately available.
  - If not available, employee must wait for an immigrant visa number to become available in order to file the I-485, green card application.
  - Dependents (spouse and children under 21) can file I-485 when the employee is eligible to file I-485.
Green Card Availability

- Employment-Based Green Card availability is determined by:
  - Country of Birth
  - Employment Based category
  - Priority Date

- The Immigration & Nationality Act limits the number of Immigrant Visas ("green cards") available each year. Each month, the Dept. of State and USCIS issue a Visa Bulletin to announce current priority dates.
Green Card Backlogs

- Significant delays for employment-based green cards for India and China
- Proposed legislation would remove per-country limitations, but most proposals would not increase total allowance (all subject to backlogs)
- Even “extraordinary ability” petitions are backlogged for all countries, and 3-5 year wait for India and China
PERM Pitfalls
Changes to Position Details

• Changes in the following must be reported and analyzed while the PERM process is ongoing:
  • Job Title
    • In-line promotions can be okay, but must be analyzed
    • Anticipated promotions should be disclosed at the start of the process, as PERM positions can be future-facing
  • Job Duties
    • In-line promotions can be okay, but must be analyzed
    • Addition of managerial duties could be problematic, for example
  • Job Location
    • Generally speaking won’t be an issue, unless moving to remote outside the of the metro area, but must be analyzed
  • Salary
    • Salary cannot go beyond the wage range indicated on the Notice of Filing, but generally speaking standard increases are not an issue
Layoffs

• Practical impact: If layoff, then must either:
  • Delay filing PERM by 6 months (to avoid the need to report the layoff); OR
  • Notify laid off U.S. workers and consider them for the job opportunity (if they apply).

• PERM question: Has the employer had a layoff in the area of intended employment in the occupation involved in this application or in a related occupation within the six months immediately preceding the filing of this application?
Layoffs (Cont.)

• There are several things that have to be met to be considered a layoff:
  • **Layoff:** any involuntary termination of employment that is not for cause.
  • **Area of intended employment:** Must be laid off in the same metro area.
  • **In the occupation or a related occupation:** This is a difficult determination, but related job codes (and the supervisors of the impacted position) should likely be considered.
  • **Six months prior:** we can delay filing the PERM for six months after the layoff and still be able to file the PERM.

• **Takeaway:** Notify ISSS and legal counsel immediately of any anticipated layoffs.
Identified Qualified U.S./LPR Applicants

- As part of the recruitment process, applicants apply for the position posted on the CU Careers website (and in other required forms of recruitment).
- If a minimally qualified US Citizen or Permanent Resident applicant (that meets education, experience, and skills requirements as listed) is identified, and that person is willing and able to relocate and start the position for the stated salary, then we must shut down the PERM process.
- Must wait 6 months from the date qualified applicant identified until can file a PERM application for this individual.
- We have had this occur on two recent CU Denver cases.
Critical Timelines for PERM

- Must file within Prevailing Wage validity
  - From July to March, PWs normally issued through the next June 30
  - If issued from April to June, will be valid for 90 days
  - EXCEPTION: if recruitment starts during PW validity, then PW is preserved (but not for Special Handling cases)

- Must file within 6 months of first form of recruitment run
  - If employer website posted March 11, then must file by September 10, for example

- Must file I-140 within 6 months of PERM certification
Steven Williams
Attorney
Steven.Williams@Ogletree.com
303.764.6810

2000 S Colorado Blvd Twr 3
Ste 900
Denver, CO 80222
Questions