

LSU Health
NEW ORLEANS

Welcome Liaisons!

October 2021 Meeting

AGENDA

- Human Resources Director Message
- COVID Vaccination/Testing Program Info
- Talent Development Updates
- Benefits Updates – 2022 Annual Enrollment and FFCRA
- HRIS Updates – SF-6 and Benefit Service Dates
- Talent Acquisition – EEO Statement, Temp Staffing, PeopleAdmin Recruiting, Offer Letters
- Campus Assistance Program
- Staffing Challenges Matrix

HR Director

dheuse@lsuhsc.edu

Human Resources Director Message

COVID Vaccination / Testing Program
Dr. Christian Winters

[https://lsuh.sc/COVID-19-Vaccination-Documentation-and-Exemption,](https://lsuh.sc/COVID-19-Vaccination-Documentation-and-Exemption)

Talent Development

talentdevelopment@lsuhsc.edu

Talent Development Updates!

- New Talent Development Manager starts November 1, 2021!
- Louisiana State Civil Service PES Evaluation and Planning is near completion.

2022 Annual Enrollment

October 1st, 2021 – November 15th, 2021

- Employees will have the opportunity to add, drop, or change their insurance coverages
- Changes will go into effect January 1st, 2022
- 2022 Annual Enrollment website: [LSU Health New Orleans \(lsuhsc.edu\)](https://lsuhsc.edu)
- Benefits will offer virtual informational sessions (register on Annual Enrollment website)
- If an employee does not want to make changes, no action is needed
- Employees enrolled in an HSA or FSA **MUST** submit new contributions elections for 2022
- Emails will be sent out to all employees throughout the Annual Enrollment period

COVID UPDATES

Families First Coronavirus Response Act (FFCRA)

The FFCRA leave for individuals or family members that test positive, are seeking a diagnosis or quarantining ended on September 30, 2021.

All employees quarantining for Covid related reasons will need to use their personal sick leave, annual leave or be placed on Leave with out pay, if they cannot work remotely or report to campus until the end of their quarantine.

There will be no special leave for Covid related diagnosis or quarantine after September 30, 2021.

Outstanding SF-6 Request Audit

Purpose of the audit is to ensure that:

- Pending electronic SF6 requests have been addressed, so that employee's leave balances accurately reflect taken time

Audit Findings

- 700+ pending SF-6 requests as far back as 2017
- If the employee is still active, HRM is contacting the supervisor to request action be taken as soon as possible
- If supervisor has changed, HRM is taking action on request

Process Improvements

- Working with PS Development to implement reminders for outstanding SF-6 requests that need action
- Auditing outstanding requests prior to completing a supervisor change or termination
- Business Managers have the ability to run the query **ZZ_LSUNO_SF6_QUERY_BY_DEPT** in the RPT database to review approved and/or submitted requests

Benefit Service Date Audit

Purpose of the audit is to ensure that:

- Employees have been given credit for all prior state service that has been disclosed and verified, as well as credit for time spent in service-eligible positions at LSUHSC
- Employees have not been given credit for service-ineligible positions, or un-verified and ineligible prior state service
- Sick and Annual accrual balances reflect an accurate balance based on the Benefit Service Date

Audit Findings

Employees who have under-accrued/over-accrued will be notified by email (including their current supervisor). Adjustments will be made in the coming weeks.

Process Improvements

- Ensure all employees complete the Prior Service Questionnaire upon initial hire
- Audit data entry within PeopleSoft

Job Postings - EEO Statement

- We have updated our EEO statement and all associated positions in PeopleAdmin
- Please ensure that this is the statement for all job postings that you use externally

LSU Health New Orleans is committed to leveraging diversity as an educational resource and an institutional core value. We seek candidates who will contribute to a climate where students, faculty, and staff of all identities and backgrounds have equitable access and success opportunities. As an equal opportunity, affirmative action employer, we welcome all to apply without regard to race, color, religion, age, sex, national origin, physical or mental disability, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

When Temp Staffing Is Needed

- Request form is being created
- What we will need:
 - Approval from Department Head
 - Position Description of duties that temp will be performing
 - # hours/week ; # of days/week ; schedule
 - Duration of assignment
 - Address of work location
 - Billing Address/ Contact Name
 - Name of supervisor
 - Requested start date

Offer Letters Project

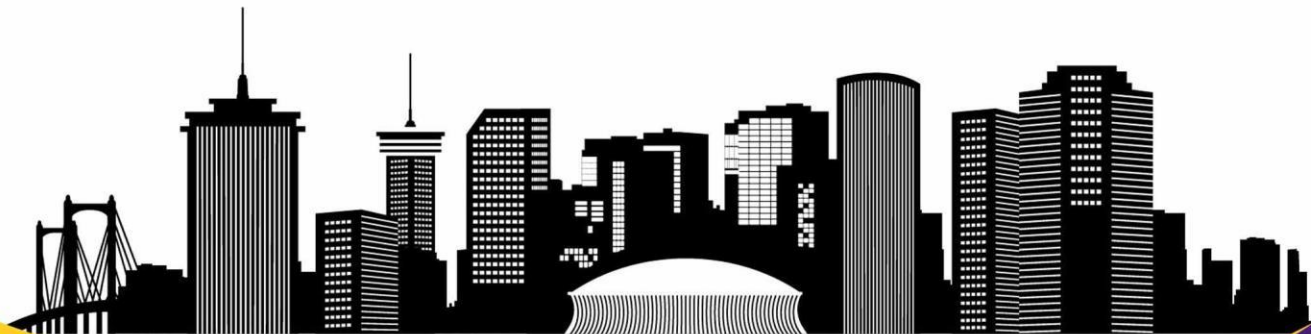
- Collecting all offer letters and new hire packets.
- We want to ensure that common elements are mirrored across all departments for consistent messaging.
- We have a few items to add to the letter as well.

Send to jshola@lsuhsc.edu

Talent Acquisition and Operations

People Admin - dispositioning non-selected applicants

- Provide a disposition for all applicants you know you are **not** interested in as soon as possible
- Leave “runner-up” candidates in an interview state when submitting hiring proposal for selected candidate – this allows you to return to a back-up candidate if your first choice does not start for any reason
- Once selected candidate has accepted offer, passed all clearances and you submit hire packet/position change paperwork to TA/OPS, update all non-selected candidates with a final disposition
- This allows TA/OPS to “fill” and close posting in People Admin
- Contact us at recruittalent@lsuhsc.edu if you have a special circumstance you would like to discuss



LSU Health
NEW ORLEANS

Campus Assistance Program

Campus Assistance Program
Human Development Center
411 S. Prieur St. 2nd Floor Suite 233
New Orleans, LA 70112

(504) 568-8888

cap@lsuhsc.edu

<https://www.lsuhs.edu/> ■ search “cap”

- What is CAP? Benefit provided by LSUHSC-NO to assist faculty/staff, residents, students and their immediate family in the resolution of personal problems that may be impacting academic/job performance or emotional well-being
- Services Available: 24-hour crisis line, community information and referrals to appropriate providers, problem assessment, short term counseling
- STRICTLY CONFIDENTIAL
- Contact CAP staff: 504-568-8888 or email: CAP@lsuhsc.edu
- Where is CAP located?:
 - Human Development Center (HDC), Suite 233
 - 411 S. Prieur St., New Orleans, LA 70112
- For additional information visit:
<http://www.lsuhs.edu/orgs/campushealth/cap.aspx>

- Family
- Marital / Relationship
- Psychological
- Alcohol / Drug
- Physical / medical
- Financial
- Legal
- Academic
- Any concern that may be impacting emotional health and wellness and/or workplace productivity is appropriate to bring to the CAP office

- Research has shown that those who choose a career in medicine have a higher risk of suicide than the general population
- Higher prevalence of psychiatric disorders among healthcare professionals than the general population
- 10-15% or more of students, professionals, and staff in a medical setting may be experiencing substance abuse and other problems
- Medical schools and healthcare environments create unique challenges and stressors that are not normally found in the general workplace
- Increased stress- balancing home, work, family issues
- All of these concerns lead to loss in work productivity

- Self-Referral
- Administrative Referral
 - Fitness for Duty (CM-37)
 - Substance Abuse and Drug-Free Workplace Policy (CM-38)
 - Not used as a means to “get rid” of employees
 - New vs ongoing concerns/problems

- Supervisor instructions
- Administrative referral form
- Chair, dean, department head, or employee relations
- Employee/faculty placed on administrative leave / suspended from work
- Email HRMCAP@lsuhsc.edu notifying HR when administrative leave begins and when it ends

Campus Assistance Program

CAP@lsuhsc.edu

LSU Health
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Careers | Contact | Donate | Quicklinks
Patient Care Search

Allied Health Professions Dentistry Graduate Studies Medicine Nursing Public Health

Prospective Students / Residents - Patient Care / Visitors - Alumni and Donors - Research - **MyLSUHSC** - Campus Info -

Vendors please click for information on a purchasing scam using LSUHSC's name.

LSU Health
Healthcare Network

Patient Care

Learn about the LSU Healthcare Network.

Follow: NEWS, Twitter, Facebook, Instagram, YouTube

Give: Gift icon

Resources: Events, Chancellor, Police, Hotlines, Accreditation

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LSU Health
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Careers | Contact | Donate | Quicklinks
Patient Care Search

Allied Health Professions Dentistry Graduate Studies Medicine Nursing Public Health

Sunday, August 1, 2021 5:01 PM | 89°F

Information For:
Emergency Personnel
Faculty
Researchers
Residents
Staff
Students

IT Notice: Microsoft Teams will replace Skype for Business on August 5th. Learn more about this change here.

My LSUHSC

- Campus Assistance Program
- Citrix StoreFront
- Compliance Training
- Dining
- Discounts
- Emergency Prep.
- Events / Signage
- Facilities
- Forms
- Help Desk
- Human Resources
- Intranet
- IPE
- Library
- Mobile Access
- Moodle
- Office 365
- Office 365 Mail
- Pay Pay
- Police
- Policies
- Self Service
- Student Health
- Title IX
- Wellness Center
- Zoom

- Campus Health
- Campus Assistance Program
- Drug Testing Program
- Diversity, Equity & Inclusion
- Community Health, Wellness & Safety Resources
- Employee, Faculty & Staff Health, Wellness & Safety Resources
- Student Health, Wellness, Safety & Academic Resources
- Peer Advocate Liaison
- Campus SaVE Act / Title IX
- Responsible Use of Alcohol - Server's Training
- Downloads & Links
- Forms

CAMPUS HEALTH

Campus Health, Wellness, Safety & Academic Resources

Welcome to the Campus Health website. The LSU Health Sciences Center New Orleans (LSUHSC-NO) Campus Health Program is committed to providing a quality academic and work environment for the entire LSUHSC-NO community. We have developed numerous health, wellness, safety and academic resources to assist the LSU Health Sciences Center New Orleans' faculty, residents, staff, and students.

Click to access: *****Helpful Resources for Healthcare Professionals*****

What can **CAP** do for you?

- ▶ 24-hour crisis hotline
- ▶ Short-term counseling services
- ▶ Referral to community-based resources

Campus Assistance Program

(504) 568-8888 • cap@lsuhsc.edu
www.lsuhscc.edu • search: CAP

Campus Assistance Program

The LSUHSC Campus Assistance Program (CAP) offers a 24-hour crisis line, community information, brief short-term counseling and referral services.

Drug Testing Program

Information regarding Drug-Free Workplace Policy, Substance Abuse Policy, Drug Prevention Program and Policy, as well as instructions on when and how to utilize LSUHSC-NO Drug Testing services.

Diversity, Equity & Inclusion

CAP statement and resources related to diversity, equity and inclusion.

Community Health, Wellness & Safety Resources

Information regarding numerous health, wellness and safety resources identified in the community to assist individuals in obtaining help for various problems.

Employee, Faculty & Staff Health, Wellness & Safety Resources

Take our confidential online **STRESS & DEPRESSION SCREENING**

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WELL-AHEAD

NATIONAL
GUIDE

LSU Health
NEW ORLEANS

If you are in crisis, call 1-800-273-TALK (8255) National Suicide Prevention Lifeline

Forgot your User ID/Password?

Welcome | Returning User Login | User ID: _____ |

Welcome!

Thank you for taking action to find out how stress and depression may be affecting you - and how you can get help for these problems at Louisiana State University Health Sciences Center - New Orleans.

This website and the services offered are intended **ONLY** for students, residents, faculty, and staff at LSUHSC-NO. Your participation is completely **voluntary and anonymous**.

This is **not** a crisis intervention service. If you are in crisis, please use the resources listed on this page.

Take 3 Easy Steps

1. Click the "Sign Up" button below
2. Create a User ID and password, allowing for complete anonymity
3. Take and submit the Questionnaire, which takes less than 10 minutes to complete

What Happens Next?

A campus counselor will review your Questionnaire and post a personal response to you on this secure website. The response will include information, recommendations, and options for next steps.

You decide what's next. You'll have the option of communicating with the counselor through this website, on the phone or in person. Or, you can decide to do nothing further at this time.

It's up to you. No follow-up services will be provided unless requested.

Privacy Statement

Your identity will **not** be known to the counselor unless you decide to share it.

Before you submit the Questionnaire, you'll have the option of providing an email address so the computer system can notify you when the counselor's response is ready. **Your email address is encrypted and will not be revealed to anyone, including the counselor.** Having your email address will also enable the system to retrieve a forgotten User ID or password.

Emergency Contacts

Additional Resources

Staff:

- Margaret Bishop-Baier, MD
- Scott Embley, LCSW, CEAP
- Lauren Garnier, LCSW, CEAP
- Noelle Raymond, LMSW
- Shauntel Jones, Admin Coordinator 4
- Tessa Howe, MSW Student Intern

We Want To Hear From YOU!

Talent Acquisition is gathering data on hiring successes and challenges.

Please take a few minutes to give us feedback using the Staffing Matrix attached to your email or send me a message directly.

Purpose:

- Tracking challenges that you may be having attracting the best talent
- Share details of offers that were turned down and why
- The more details, the better.

Please contact Juli Sholar with any questions you have.
jshola@lsuhsc.edu or 504-568-2954

**The next Zoom Liaisons Meeting will be held on Thursday,
November 18, 2021 at 10:00 AM.**

**Please let us know if there is a topic that you would like to
hear about!**

Questions?

