

Greensburg-Human Resources & Title IX Activity Area Plan

I. Overview

1. Activity Area: Greensburg-Human Resources
2. Lead: Mary Anne Koleny, Director of Human Resources & Title IX Liaison
3. Submitter of Area Activity Plan: Robert Gregerson, President
4. Date of submission: July 27, 2020
5. Revision of a previously approved Activity Area Plan? No
6. Summary of Plan: With some exceptions as highlighted below, personnel within the Greensburg-Human Resources Office will work remotely 80%-100% of the time for the duration of the COVID-19 pandemic, according to the University's operating posture.
7. As the lead in the Greensburg Human Resources Office, I hereby confirm that Greensburg-Human Resources will commit to the following University's Healthcare Standards and Guidelines, and Personnel Standards and Guidelines. In particular, while on campus, and not in a private office, Greensburg-Human Resources employees will:
 - a. Wear face coverings in the presence of any other individual, and as they enter and leave buildings
 - b. Adhere to all physical distancing, safety, and hygiene signage
 - c. Use physical barriers or maintain six feet of physical distance while engaging with others
 - d. Clean their personal and office spaces at the beginning and end of work periods

II. Functions in Each Operational Posture

Functions 1 through 3 will be conducted in the same manner across all three operational postures.

Anyone who must come to campus on an ad hoc basis must adhere to the following process established for the Greensburg Campus: Permission to access campus must be approved by the Campus President. Permission for access is initiated by sending an email request to the Campus President, and copying the employee's supervisor. The information contained in the email request must include: date requesting access, timeframe for access, specific building(s) access and purpose for access. The Campus President reserves the right to approve or deny any access as he deems appropriate.

1. High Risk Posture

- a. Function 1
 - i. What is being done: Processing payroll and personnel actions for the Greensburg campus.
 - ii. How it is being done: Remote work posture.
 - iii. Number of people/positions required on campus: 0
 - iv. Buildings: N/A
- b. Function 2
 - i. What is being done: Ad hoc access to building to collect mail, obtain supplies and address other needs as they arise.

- ii. How it is being done: On-site, physical handling of supplies and equipment.
- iii. Number of people/positions required on campus – 1 Greensburg HR staff per instance of need; physical presence required very infrequently. Once access is approved, per the established campus process, access is facilitated in cooperation with Facilities Management and Campus Police.
- iv. Buildings: Lynch Hall, Greensburg campus
- c. Function 3
 - i. What is being done: Title IX Inquiries and Investigations.
 - ii. How it is being done: Remote work posture; Title IX Liaison meets with complainant and respondent virtually (e.g. Zoom or MS Teams) and conducts all case activities remotely.
 - iii. Number of people/positions required on campus: 0
 - iv. Buildings: N/A
- d. Function 4
 - i. What is being done: Processing and verification of I-9 forms for new employees, and reverification of I-9s for non-immigrant employees
 - ii. How is it being done: Remote work posture, if permitted by United States Citizenship and Immigration Services (USCIS); otherwise, refer to Function 4 under the Elevated and Guarded Risk Postures
 - iii. Number of people/positions required on campus: 0 under remote work posture; otherwise, refer to Function 4 under the Elevated and Guarded Risk Postures.
 - iv. Buildings: N/A under remote work posture; otherwise, refer to Function 4 under the Elevated and Guarded Risk Postures.
- e. Function 5
 - i. What is being done: Adjunct Instructor for in-person HRM course (T/TH) and office hours on same days
 - ii. How is it being done: In-person and pivoted per the Activity Plan as submitted by Greensburg Academic Affairs
 - iii. Number of people/positions required on campus: 1 – HR Director
 - iv. Buildings: Cassell Hall & Lynch Hall, Greensburg campus

2. Elevated Risk Posture

- a. Function 1 – same for all risk postures
- b. Function 2 – same for all risk postures
- c. Function 3 – same for all risk postures
- d. Function 4
 - i. What is being done: When processing I-9 forms for new employees, reverification for I-9 forms for non-immigrant employees, and in person verification of I-9 forms remotely under the High Risk Posture.
 - ii. How it is being done:
 - 1. In-person interactions with employees
 - 2. 15 minutes per interaction, prearranged on a reservation basis, one person per time slot.

3. Clients will be informed of and required to adhere to the [University's Health Standards and Guidelines](#), including the need to wear face coverings, adhere to all physical distancing, safety, and hygiene signage, and maintain six feet of physical distancing.
4. In accordance with the University's [Facilities Standards and Guidelines](#), spaces will be equipped with signage, hand sanitizers, and physical barriers to support adherence to the [University's Health Standards and Guidelines](#)/
 - iii. Number of people/positions required on campus: 1 Greensburg HR staff on an ad hoc basis, depending on employee demand and corresponding reservation schedule.
 - iv. Buildings: Lynch Hall, Greensburg campus.
- e. Function 5
 - i. What is being done: Adjunct Instructor for in-person HRM course (T/TH) and office hours on same days
 - ii. How is it being done: In-person and pivoted per the Activity Plan as submitted by Greensburg Academic Affairs
 - iii. Number of people/positions required on campus: 1 – HR Director
 - iv. Buildings: Cassell Hall & Lynch Hall, Greensburg campus

3. Guarded Risk Posture

- a. Function 1 – same for all risk postures
- b. Function 2 – same for all risk postures
- c. Function 3 – same for all risk postures
- d. Function 4
 - i. What is being done: Processing I-9 forms for new employees, reverification of I-9s for non-immigrant employees, and in-person verification of I-9s completed remotely under the High Risk Posture
 - ii. How it is being done:
 1. In-person interactions with employees
 2. 15 minutes per interaction, prearranged on a reservation basis, one person per time slot
 3. Clients will be informed of and required to adhere to the University's Health Standards and Guidelines, including the need to wear face coverings, adhere to all physical distancing, safety, and hygiene signage, and maintain six feet of physical distancing
 4. In accordance with the University's Facilities Standards and Guidelines, spaces will be equipped with signage, hand sanitizers, and physical barriers to support adherence to the University's Health Standards and Guidelines
 - iii. Number of people/positions required on campus: 1 Greensburg HR staff on an ad hoc basis, depending on employee demand and corresponding reservation schedule.

iv. Buildings: Lynch Hall, Greensburg campus; as noted, spaces will be equipped with signage, hand sanitizers, and physical barriers to support adherence to the [University's Health Standards and Guidelines](#)

III. Transitions between Operational Postures

As the environment shifts, the University's Senior Leadership Team will make determinations about when the University's operational posture must also shift to either more or less restricted.

As risk levels decline:

1. Shift from High Risk Posture to Elevated Risk Posture
2. Shift from Elevated Risk Posture to Guarded Risk Posture

As risk levels increase:

3. Shift from Guarded Risk Posture to Elevated Risk Posture
4. Shift from Elevated Risk Posture to High Risk Posture

Function #4 (I-9s) will be impacted by a shift in posture is the processing of I-9 forms. A shift from the High to Elevated Risk posture will trigger a pivot to in-person processing. To facilitate the pivot, an appointment schedule will be established for the Greensburg HR processing location (Lynch Hall), which will be prepared for use by Facilities Management and Campus Police in accordance with the University's [Facilities Standards and Guidelines](#). Employees returning to campus to facilitate processing will complete training modules and comply with the [University's Health and Personnel Standards and Guidelines](#). They will be notified one week in advance of the prospective need to return to campus to support I-9 processing, and will be informed of the time slot their presence is required on any given day 24 hours in advance of each required appearance. A shift from the Elevated to High Risk Posture will prompt the resumption of processing I-9 forms remotely, as allowed by federal government.

Function #5 (Adjunct instruction) – Any shifts in postures will follow the approved Activity Plan of the Greensburg Academic Affairs and their established instruction protocols.

IV. Stakeholder Outreach

Stakeholders of Greensburg-Human Resources Office include faculty, staff and students on the Greensburg campus. Notification of Greensburg-Human Resources remote-work status has been communicated broadly, and is indicated prominently on the home page of our web site: <https://www.greensburg.pitt.edu/faculty-staff/office-human-resources>. Faculty, staff and students requesting Human Resources services will be instructed regarding the relevant protocol to follow given the University's current risk posture.

V. Monitoring and Amendment

Any revisions to this plan must be reviewed by the Greensburg Campus President and approved by the University Provost and Senior Vice Chancellor.