

We encourage all faculty and staff to regularly visit <https://www.francis.edu/coronavirus/> for all information regarding COVID-19, as well as general health and safety guidelines and to sign up for [RAVE](#) for Saint Francis University emergency communications and other important information.

As we work together to manage information and options for workplace policies, guidance and planning protocols, it may become necessary to reduce the number of staff that are physically on campus to minimize the spread of COVID-19. Any decision to change the University's staffing levels will be decided by University leadership and communicated to all faculty and staff.

General Human Resources Department Operations

Care for your own health. Stay at home if you are not feeling well with symptoms for any illness. If you begin to feel ill at work, inform your manager or staff and leave as soon as possible.

Maintaining safety and health of all faculty, staff and students - Keeping our workspaces clean is important and everyone's responsibility to help minimize the spread of germs. Our custodial staff is working hard to sanitize all spaces and touch points. Additionally, we encourage everyone to wash their hands frequently, wear a face covering, and regularly wipe down their own work space with cleaning wipes.

Visitors to the Saint Francis University Human Resources Department must adhere to the following safety protocols:

1. The Human Resources department/offices are located on the first floor of Raymond Hall.
2. Social distancing strategies, the practice of increasing the space between individuals and decreasing the frequency of contact to reduce the risk of spreading a disease (ideally to maintain at least 6 feet between all individuals, even those who are asymptomatic) should be observed in the hallway between the HR offices and there should be no more than one employee or visitor in an office at any one time.
3. In order to ensure the safety of the HR staff, all visitors to the department are required to wear a face covering when entering the hallway or meeting in an office with a HR staff member. Employees should first consider calling the staff member with questions or inquiries that may be handled over the phone or emailing a staff member to eliminate in person contact.

Recruiting and Onboarding

We understand the importance of attracting talent to the University and having the appropriate number of faculty and staff to support our mission.

Included below are important considerations to help support your recruiting needs:

1. **Interviews:** We are recommending that candidate interviews take place using video conference technology. This approach is necessary to limit the number of visitors that come on campus and potentially meet with multiple faculty or staff.

2. **Hiring:** At this time, the University is continuing with our hiring efforts to fill or replace faculty and staff positions.
3. **Orientation:** Currently, orientation takes place once a month, as needed, in the Raymond Hall Conference Room. With social distancing in mind, meetings are generally limited to 12-15 people. At this time, we are planning to offer orientation virtually in the near future.

Questions regarding the recruiting or onboarding process should be directed to Monica Shedlock, Employment and Development Specialist, mshedlock@francis.edu or 814-472-3883.

Personnel Actions and Benefit Information

1. **New hire and personnel action forms:** A new hire form is listed under the New Hire tab. A personnel action form is listed under the Current Employees tab. If you need assistance completing the form(s), contact Bernie Storm, HRIS Assistant, bstorm@francis.edu or 814-472-3903.
2. **Benefit information:** Benefit information is listed under the Benefits tab. Questions regarding benefit enrollments or changes offered to full time employees can be directed to Christine Driskel, Benefits Specialist at cdriskel@francis.edu or 814-472-3175.

If you have questions or concerns about your retirement portfolio, or just want to talk about general investment strategies, TIAA is available for virtual one-on-one sessions. Schedule a one-on-one appointment online at <https://www.tiaa.org/public/tcm/francis>.

Please continue to be flexible and safe, wear a face covering and maintain physical distance from others. Contact the Human Resources department/office at 814-472-3264 if you have questions or concerns.