

Manager Guidelines for Addressing Annual Retraining Non-Compliance

These guidelines are for managers who supervise UVA Health University Medical Center, Academic and/or Faculty team members who are not compliant with Annual Retraining requirements as per Policy HR210: Competency Assessment

1. Annual Retraining requirements:

The deadline for team members to complete their 2023 Annual Retraining is Oct 2, 2023. Team members who do not complete the course are non-compliant and will be subject to disciplinary action up to including an immediate five-day suspension, followed by termination, in accordance with applicable policies and procedures.

2. Reporting for annual retraining enrollments and completions:

Managers should refer to the [‘UVA Health Annual Retraining Enrollments and Completions’](#) report in Workday to validate team member completions.

4. Team members who report to work on Oct 3 first shift, and are not in compliance with the Annual Retraining requirements:

Team members who are non-compliant with the Annual Retraining requirements, and report to work on the Oct 3. first shift, are not allowed to work prior to becoming compliant.

The manager must require the team member to complete the Annual Retraining in order to begin the shift. At the manager’s discretion, the team member may be allowed to go to a work station and complete the Annual Retraining, and then begin their shift.

Otherwise, team members who are non-compliant should be suspended. The manager should send the team member home immediately and contact Employee Relations to request support.

5. Team member becomes compliant during their suspension:

Let your team member know that if they complete their Annual Retraining during their suspension, they should contact you immediately in order to return to their scheduled workdays.

6. Manager actions to initiate a suspension:

- a) Contact Employee Relations and request support with initiating a suspension.
- b) Notify team member that if they fail to fully comply with the Annual Retraining requirements at the end of the five scheduled workdays, they will be terminated.
- c) Suspension dates are not paid and team members may not use PTO.
- d) Email the five-day suspension request with the employee ID number and suspension start date and end date to askhr@virginia.edu using the Subject line “Annual Retraining Non Compliance Suspension.” HR Talent Support will enter the suspension in Workday. Use the “SUS” code in Kronos for non-exempt team members.
- e) Team members should be suspended for the full five scheduled workdays before the termination is entered into Workday. Please contact your ER Consultant if this pertains to a wage team member.
- f) To return a team member to work if they have taken steps to become compliant, send an email to askhr@virginia.edu with the name and identification number of the team member(s) and their return-to-work date. Copy your ER Consultant on these emails.
- g) If a team member has questions about their benefits, please ask them to contact the HR Solution Center at askhr@virginia.edu or 434.243.3344.

7. Effective date of five-day suspension for non-compliant team members:

The effective date of the 5-day suspension is team member’s first scheduled day of work after the October 2 deadline has passed.

8. Five-day suspension is for five scheduled workdays:

The suspension is for five scheduled workdays, not calendar days. Please keep in mind the suspension dates will vary between team members based on the individual work schedules.

9. Termination process for UVA Health University Medical Center employees:

- a) If your team member is non-compliant after the five scheduled workdays of suspension, enter the termination into Workday effective the next day. in the future. Team members should be marked eligible for rehire, contingent upon team member meeting Annual Retraining requirements.
- b) Advise your team member that if they need to contact anyone regarding work issues or come to the department for any reason (to collect their personal items, return their computer, etc.), they need to arrange it directly with you. If you are meeting with the team member in person, please collect their computer and badge but do not cut off their access; that will be handled by another department.
- c) If you have questions or concerns about the information the team member provides during this meeting, please contact your ER Consultant or HR Business Partner.

10. Process for academic employees who are non-compliant with Annual Retraining requirements:

Academic employees will be handled in accordance with relevant policies and in collaboration with Employee Relations.

11. Process for faculty who are non-compliant with Annual Retraining requirements:

Faculty will be handled in accordance with appropriate Provost and School of Medicine (SOM) policy and in collaboration with Employee Relations.

Resources:

Employee Relations Consultant Directory:

<https://hr.virginia.edu/employee-relations/employee-relations-directory>

Human Resources Business Partner (HRBP) Directory:

<https://hr.virginia.edu/about-us-home/hr-org/service-community-expertise/business-partners>

HR Solution Center:

Email: AskHR@virginia.edu

Phone: 434.243.3344