



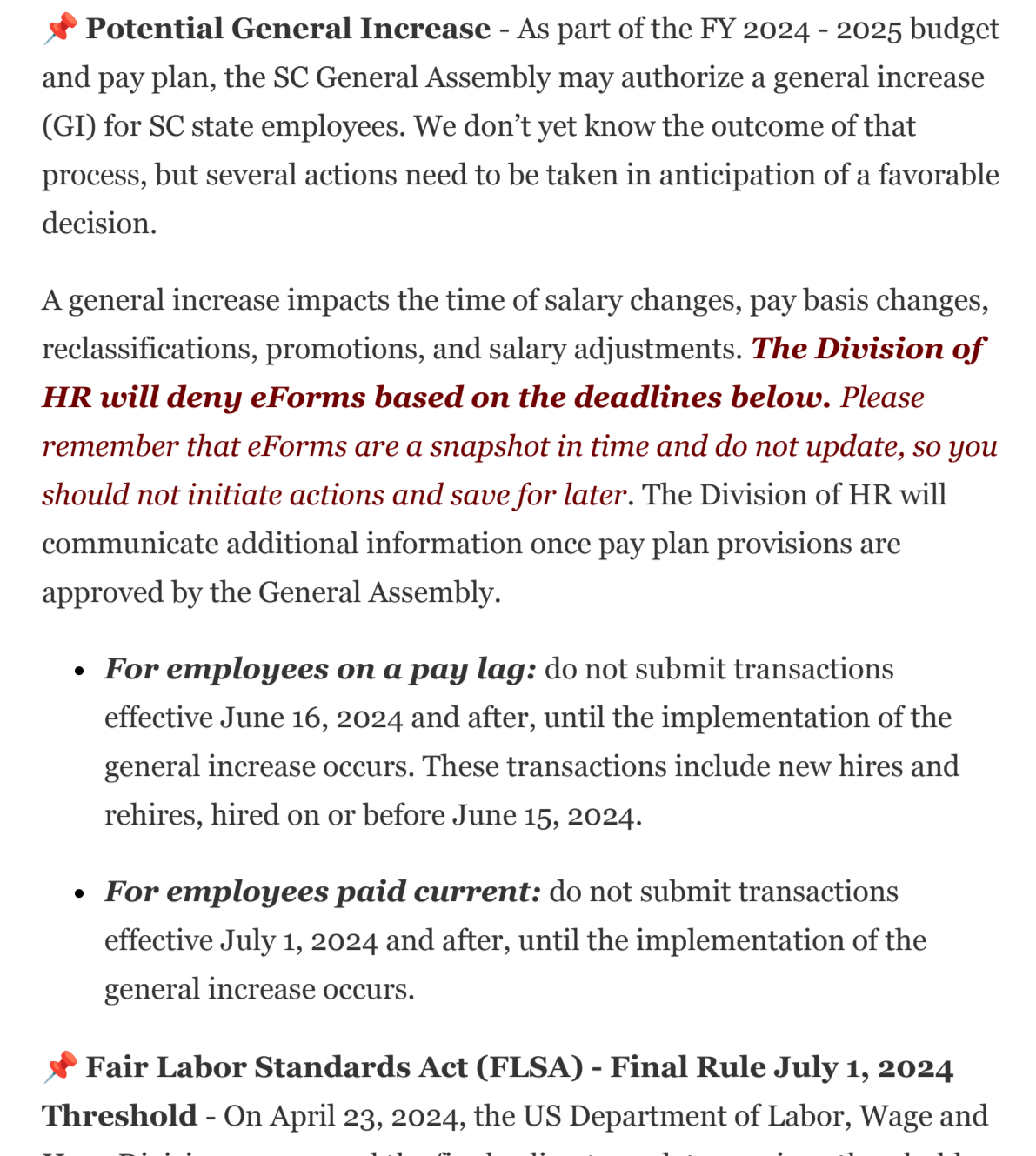
# Supervisor Newsletter: Monthly News Leaders Can Use

By HR • Jun 20, 2024

Smart Brevity® count: 6 mins...1588 words

We're here to make your job easier by providing important announcements, useful resources, and answers to challenging situations while focused on fostering a strong supervisor community, ensuring employee success and enhancing our campus culture.

## Announcements and Important Dates



Don't forget to share relevant information with your employees!

📌 **Potential General Increase** - As part of the FY 2024 - 2025 budget and pay plan, the SC General Assembly may authorize a general increase (GI) for SC state employees. We don't yet know the outcome of that process, but several actions need to be taken in anticipation of a favorable decision.

A general increase impacts the time of salary changes, pay basis changes, reclassifications, promotions, and salary adjustments. **The Division of HR will deny eForms based on the deadlines below. Please remember that eForms are a snapshot in time and do not update, so you should not initiate actions and save for later.** The Division of HR will communicate additional information once pay plan provisions are approved by the General Assembly.

- **For employees on a pay lag:** do not submit transactions effective June 16, 2024 and after, until the implementation of the general increase occurs. These transactions include new hires and rehires, hired on or before June 15, 2024.
- **For employees paid current:** do not submit transactions effective July 1, 2024 and after, until the implementation of the general increase occurs.

📌 **Fair Labor Standards Act (FLSA) - Final Rule July 1, 2024 Threshold** - On April 23, 2024, the US Department of Labor, Wage and Hour Division announced the final ruling to update earnings threshold for exempt executive, administrative, and professional employees from the FLSA's minimum wage and overtime pay requirements as follows:

Earnings Threshold	Current Amount	Minimum Salary Amount Beginning July 1, 2024	Minimum Salary Amount Beginning January 1, 2025
Standard Salary Level <sup>1</sup>	\$684 per week (equivalent to a \$35,568 annual salary)	\$844 per week (equivalent to a \$43,888 annual salary)	\$1,128 per week (equivalent to a \$58,656 annual salary)

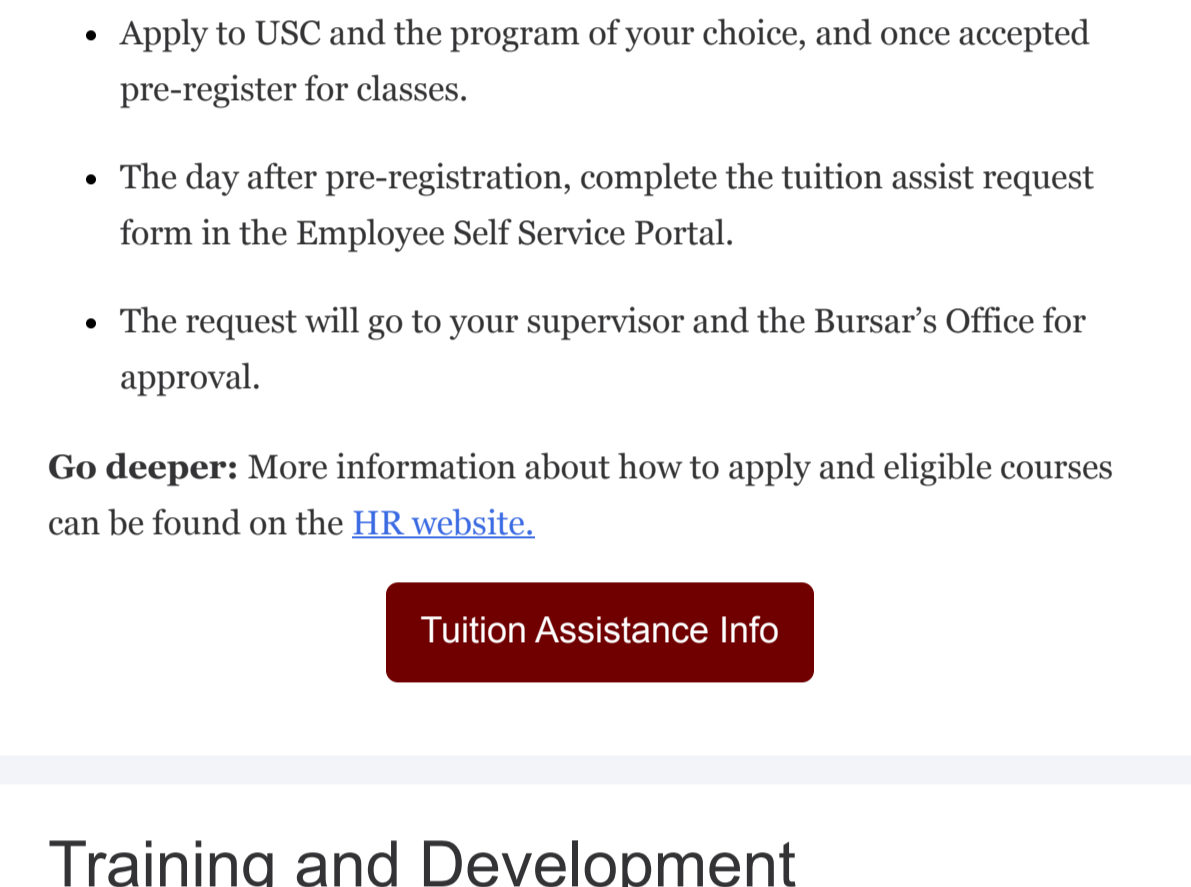
Note: the earnings threshold does not apply to certain types of employees, including [doctors](#), [lawyers](#), [teachers](#), and [outside sales employees](#).  
<sup>1</sup>[dol.gov/agencies/whd/overtime/salary-levels](#)

For the July 1, 2024, compliance deadline, Class/Comp has evaluated and identified employees who will be impacted, taking into consideration the pending, possible general increase and outstanding salary actions that will occur effective July 1. This group of employees will transition to non-exempt given the next compliance deadline of January 1, 2025, and the significant increase to the threshold at that time.

Communication will be sent to those units with employees impacted July 1 with guidance on how the change to non-exempt will be coordinated. If you do not receive an email from Class/Comp, no FTE, research grant or time-limited employees in your unit were determined to be impacted at this time. Further guidance will be provided as we prepare for the January 1, 2025, compliance deadline.

For questions about the implications of this rule change, please contact the Office of Classification and Compensation at [HRCLSCMP@mailbox.sc.edu](mailto:HRCLSCMP@mailbox.sc.edu)

## HR Highlight: Tuition Assistance Program



The Division of Human Resources is excited to announce the enhancements to the **Tuition Assistance program** to include qualified full-time equivalent, research grant and time-limited employees.

**Why it matters:** USC's tuition assistance program allows employees to take up to 16 credit hours free per year.

- To qualify, employees must complete at least six months of service and be employed for at least 30 hours per week.

The **application process has been streamlined** to an electronic eForm within the HCM PeopleSoft system. The new eForm has an interface that receives data nightly from Banner to display enrollment. [HR Policy 1.61 \(USC Tuition Assistance Policy\)](#) has been updated with a few key changes including incorporating Research Grant and Time Limited employees into this program, eliminating the need for a separate Tuition Reimbursement program.

Below are job aids for the various roles in this workflow:

- **Employee Initiating Request**
- **Supervisor Approving Request**
- **College/Division** \*Only in the workflow if the supervisor does not take action to approve/recycle the ee's tuition assistance request within 5 calendar days of submission.

🌟 **Please share this exciting news** and resources with employees and supervisors in your area!

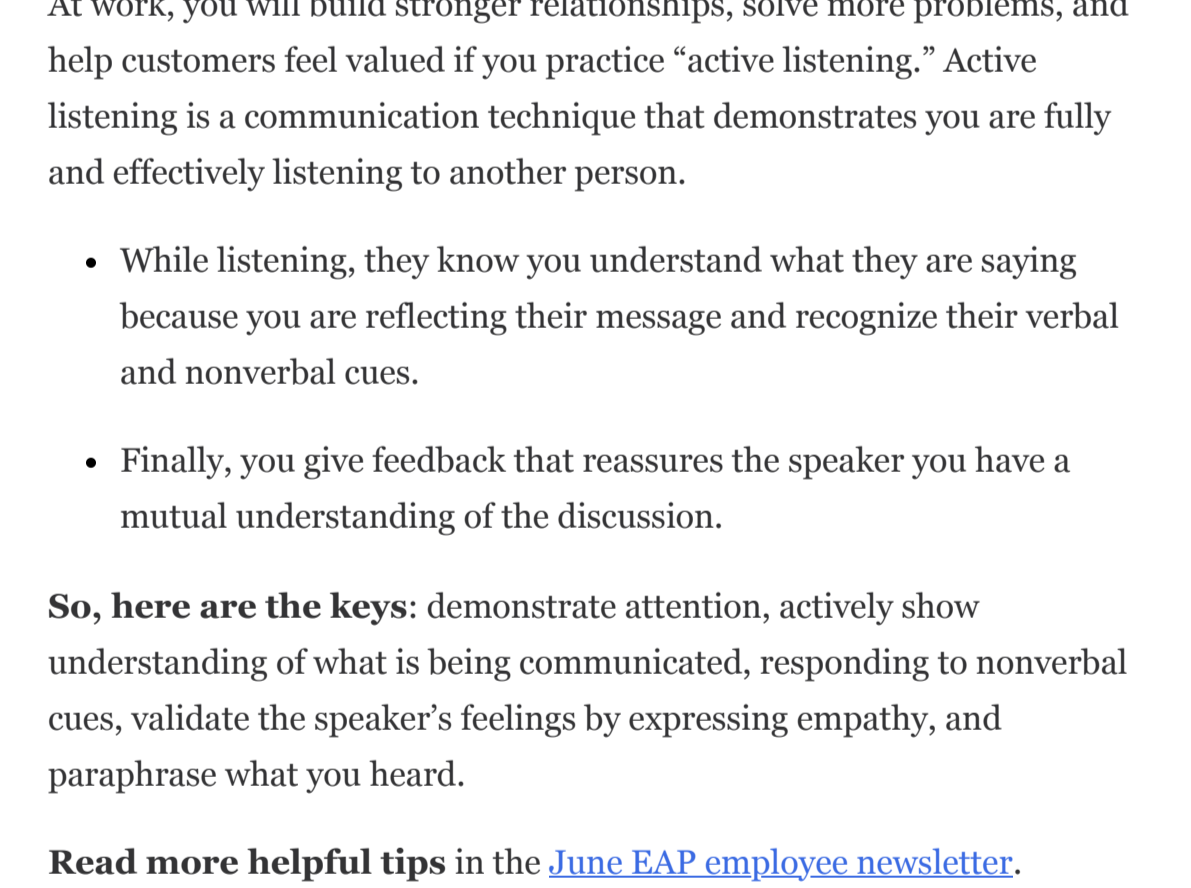
**How to apply:**

- Apply to USC and the program of your choice, and once accepted pre-register for classes.
- The day after pre-registration, complete the tuition assist request form in the Employee Self Service Portal.
- The request will go to your supervisor and the Bursar's Office for approval.

**Go deeper:** More information about how to apply and eligible courses can be found on the [HR website](#).

[Tuition Assistance Info](#)

## Training and Development



**Trainings Just for You:**

[Developing an IDP \(Individual Development Plan\) - Live Webinar, June 26 at 9 a.m.](#)

[Building Better Mental Health - Live Webinar, June 26 at 10 a.m.](#)

[Adapting and Thriving Through Change - Live Webinar, July 9 at 1 p.m.](#)

[Measuring Team Performance - Live Webinar, July 11 at 9 a.m.](#)

[Escaping the Drama Triangle - Live Webinar, July 23 at 1 p.m.](#)

📖 **Transitioning to Blackboard Learn Ultra:** USC is transitioning from Blackboard Learn Original to [Blackboard Learn Ultra](#). The Division of Information Technology, Center for Teaching Excellence, and Office of Distributed Learning have high-quality guidance and support available to help make this transition as smooth as possible:

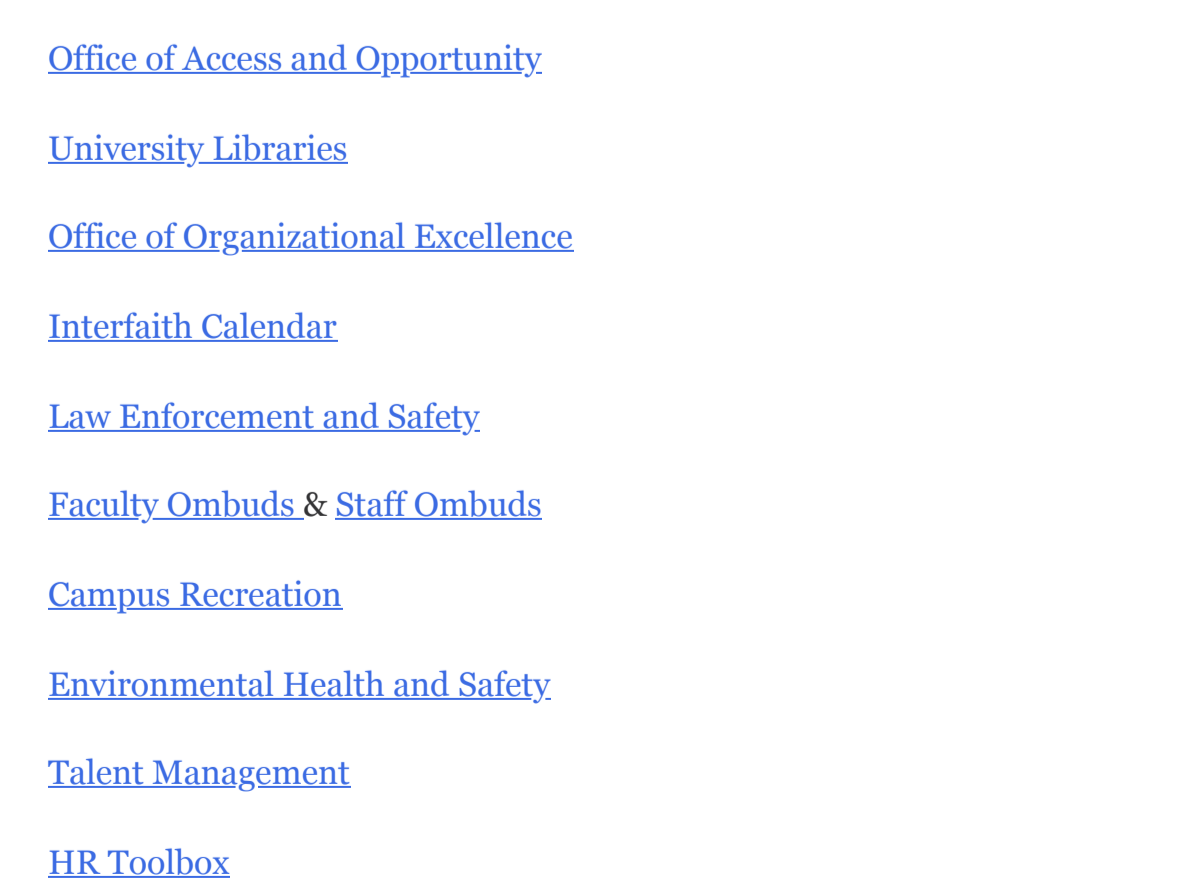
- [Virtual training sessions and weekly virtual office hours](#) dedicated to Blackboard Learn Ultra and other popular Blackboard topics. Registration is required.
- Departmental/Unit/Program focused consultations and training sessions. [Submit a request](#) for a consultation or training session.
- CTE's [Blackboard Learn Ultra Course View Tutorials and Resources](#)
- [Request a consultation](#) with a CTE instructional designer for personalized instructional design assistance.

Visit the [Office of the Provost's](#) page about the Blackboard Learn Ultra transition to learn more.

📖 **What we're reading:** 🎧 [Lead It Like Lasso](#) by Marnie Stockman & Nick Coniglio

🎧 **What we're listening to:** [People Managing People Podcast](#) with Dave Stachowiak

## Wellness



💖 **June is Post Traumatic Stress Disorder (PTSD) Awareness Month:** PTSD Awareness Day was established on June 27, 2010, in recognition and tribute to Staff Sergeant, Joe Biel, a National Guard service member who experienced PTSD after two tours in Iraq and died by suicide in 2007.

- In 2014, June was designated as PTSD Awareness Month by the federal government to help highlight information about PTSD symptoms, including available treatments.
- According to the [National Center for PTSD](#) about 6% of the population will have PTSD at some point in their lives and about 12 million adults in the United States have PTSD during a given year.

💡 **Remember:** MYgroup EAP is always available to help employees and their family members through times of need. Employees have access to counselors 24 hours a day, 365 days a year by calling 800-633-3353 or 704-529-1428.

To access **work-life service**, log into [MYgroup.com](#) using the username "USC" and password "guest" or download the MYgroup app.

🚑 **Crisis Resources** when you're needing immediate support, don't wait to reach out:

- **988 Lifeline:** Call or text 988 to connect with a trained crisis counselor 24/7
- **Trevor Project Lifeline:** Call (866)488-7386 or text 678-678 to reach a trained crisis counselor 24/7

👉 **MYgroup EAP:** Be a Better Listener at Work

At work, you will build stronger relationships, solve more problems, and help customers feel valued if you practice "active listening." Active listening is a communication technique that demonstrates you are fully and effectively listening to another person.

- While listening, they know you understand what they are saying because you are reflecting their message and recognize their verbal and nonverbal cues.
- Finally, you give feedback that reassures the speaker you have a mutual understanding of the discussion.

**So, here are the keys:** demonstrate attention, actively show understanding of what is being communicated, responding to nonverbal cues, validate the speaker's feelings by expressing empathy, and paraphrase what you heard.

**Read more helpful tips** in the [June EAP employee newsletter](#).

**Go deeper:** Check out the [June EAP supervisor newsletter](#) for more in-depth guidance on situations you may face as a supervisor.

👤 **Personal Growth:** Read up on [15 Ways Leaders Can Hone Active Listening Skills \(And Why They Should\)](#) and how and why you should [Manage Performance with Ongoing Feedback](#).

## Organizational Excellence - Applications for Improvement Leader Program Now Open!



🌟 **Apply for the 2024-25 Improvement Leader Program.** Applications are open now through *July 31*.

**Why it matters:** Participants will gain knowledge, skills, and experience in improving service delivery and promoting operational excellence, one of the university's strategic priority areas.

**What to expect:** Learning sessions will introduce process improvement and resource optimization concepts, facilitation tools, and problem-solving methods.

- Participants will apply their knowledge by facilitating an improvement project in their work area.

**Next steps:** Learn more and apply on the [Office of Organizational Excellence website](#).

- Cohort members will be announced the week of *August 5*.

📖 **New Resource highlight from Organizational Excellence:** Free access to the Network for Change and Continuous Innovation

USC employees can access a wealth of resources and information for free through the university's institutional membership with the Network for Change and Continuous Innovation.

[NCCI](#) promotes best practices in continuous improvement, change management and innovation across academic and administrative functions in higher ed.

**Rich resources:** Through NCCI, you'll have access to:

- Recorded webinars featuring successful strategies employed at institutions across the country.
- A members-only resource library packed with articles, templates and tools to help you drive positive change in your work.

**Dig in:** To create your free NCCI account, follow the instructions on the [organizational excellence website](#).

## (Even) More Resources

[Organizational and Professional Development](#)

[Center for Teaching Excellence](#)

[Office of Access and Opportunity](#)

[University Libraries](#)

[Office of Organizational Excellence](#)

[Interfaith Calendar](#)

[Law Enforcement and Safety](#)

[Faculty Ombuds & Staff Ombuds](#)

[Campus Recreation](#)

[Environmental Health and Safety](#)

[Talent Management](#)

[HR Toolbox](#)

[Brand Toolbox](#)

We've got more exciting things to share. Stay tuned.

🌟 **All New Cocky Cards!** Employees are at the center of the university's success and Cocky Cards are a quick and simple way to express your appreciation, thanks, congratulations, or recognize their birthday with simple e-card.



**Check out the new Cocky Cards and send one out today!**

### Feedback

Anonymously tell us what you thought of this edition. Your responses will help us create better content for you!

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