



Biosciences Area Town Hall: HR Updates

Alex Degg, Sr
HRDP
May 7, 2020



PMP Milestone	Amount of Time to Complete	Start Date	End Date
Employee self-assessment	3 weeks	June 1, 2020	June 22, 2020
Managers and Supervisors complete draft review	3 weeks	June 23, 2020	July 14, 2020
Managers and Supervisors complete one-up reviewer's comments/suggestions to Supervisors	2 weeks	July 15, 2020	July 29, 2020

FY20 PMP Timeline

PMP Milestone	Amount of Time to Complete	Start Date	End Date
Biosciences Area Calibration Meeting by Division with ALD, DDs and Sr HRDPs.		July 31, 2020	July 31, 2020
ALDs meet with Horst Simon and Mike Witherell to discuss ratings distributions.		August 7, 2020	August 10, 2020
The Directorate approves Managers and Supervisors to have conversations with employees and complete the PMP process.	2 weeks	August 14, 2020	August 28, 2020

- Immigration related questions please contact your Sr HRDP and we will help facilitate an answer by our IRSO colleague, Larry Guo (LLGuo@lbl.gov)
- Administrative Leave is for a maximum of up to eight weeks (equivalent of 40 workdays or 320 hours) for each eligible employee to be used from March 17, 2020 through September 30, 2020 or until such time that it is no longer needed. This paid Administrative Leave is designed for those who cannot work on site or telework, and its use must be approved by the individual's supervisor in accordance with the existing [Paid Administrative Leave](#) guidance.
- International telecommuting questions need to be addressed with your supervisor and Sr HRDP. There are RPM Policies, [Flexible Work Options Policy](#), regarding international telecommuting that require approval by a supervisor, Division Director, Export Control and Lab Directorate.
- Maximum Vacation balance is not being increased so please take vacation time.

- COVID Resource page-[Emergency Information - COVID-19](#)
- HR FAQs - <https://covid.lbl.gov/faqs/hr>

Reminder Virtual Live HR Office Hours-Every Thursday 10am-11 am. Zoom ID: 469124179
(During SIP)