

Subject: Update on HACC's Remote Planning – Jan. 6, 2021
Date: Wednesday, January 6, 2021 3:16:37 PM

Greetings, colleagues, and Happy New Year!

I hope that your holiday break provided opportunities for you to rest and recharge. As we prepare for another semester of mostly remote instruction and learning, I remain confident that we will get through these uncertain times by continuing to work together, look out for each other and lift each other up. As vaccines become available, hopeful news of promise, possibilities and opportunities await us. With this in mind, I believe we will rise to the occasion together to build a stronger, better and more empathetic HACC.

Please remember that there will be no collegewide Zoom session on Jan. 7. Our collegewide Zoom sessions will resume on Jan. 14.

As you have come to expect, following are the commonly asked questions and our responses to them. Please note that some of these responses are tentative and subject to change.

If you have additional questions and you do not see the answers on the website, please submit the online form located on the website. Please see the webpage section called "[Information for Employees](#)." If you would like to see the information being communicated to students, please see the webpage called "[Information for Students](#)."

We will continue to update you regularly via email, the aforementioned website and Zoom sessions.

Thank you!

John J. "Ski" Sygielski, MBA, Ed.D.
Pronouns: He, Him, His
President & CEO
HACC, Central Pennsylvania's Community College

1. What are the on-campus masking requirements for HACC students and employees?

Anyone approved to be on a HACC campus is **required** to wear a mask that completely covers their nose and mouth at all times while on campus. This includes driving up to the wellness screening stations, being in classrooms and being in all indoor and outdoor common areas.

HACC supports the [Centers for Disease Control and Prevention's \(CDC\)](#) updated mask recommendations.

Wearing a mask, social distancing, sanitizing and hand washing will help to keep our HACC community as safe as possible. Although we can never assure safety from this virus, we must be vigilant and do our part.

2. I heard that the U-GRO Child Care Centres were sold. How does this affect the Harrisburg and Lancaster campuses' U-GRO locations?

On Jan. 1, 2021, the U-GRO Learning Centres joined the [Learning Care Group](#) family of brands.

The HACC leasing relationships at the Harrisburg and Lancaster campuses remain intact, and

the centres will continue to operate under the U-GRO brand to serve the child care mission in our communities.

3. Will the COVID-19 vaccine be required for employees?

Currently, HACC is not requiring the COVID-19 vaccine for employees. We will continue to monitor the situation and re-evaluate this summer.

4. Has the Families First Coronavirus Response Act (FFCRA) been extended into 2021?

No. The FFCRA expired on Dec. 31, 2020. Employees who were qualified by Dec. 31, 2020, will be able to use the remainder of their approved FFCRA benefit by March 31, 2021. If you have questions, please contact Benefits@hacc.edu.

5. I am an employee who is currently in an active probationary period. When can I expect my probationary period evaluation?

All employees who are in an active probationary period will receive written notification regarding next steps in the process no later than Jan. 18.

6. I am a supervisor and have many employees who are waiting on their probationary period evaluations. What are the next steps?

All employees who are in an active probationary period will receive written notification regarding next steps in the process no later than Jan. 18.

7. Will I complete my probationary period evaluation in Halogen or the PageUp System?

All employees who are in an active probationary period process will complete their evaluations in Halogen. Access to Halogen will be restored on Jan. 19 to complete probationary period evaluations. Annual evaluations will be completed in the PageUp system beginning in February.

8. I missed the PageUp system training. Will there be another opportunity for a training session for the PageUp system?

Yes. You will be able to access training videos and tutorials soon. The availability of the training will be announced via the learning management system (LMS).

9. There is a little confusion on when to use the Halogen system and when to use the PageUp system. Can you please clarify?

All employees who are in an active probationary period will complete evaluations in Halogen. Employees who are in a probationary period that ends after January will not need to complete an evaluation at this time. All other eligible employees will use PageUp for their annual evaluations starting in February.

10. Will active employees in a current probationary period be required to complete both a 2021 annual evaluation and a probationary period evaluation?

No. Employees in an active probationary period will only complete the probationary evaluation for 2021. All other eligible employees will only complete the annual 2021 evaluation.

Please refer to the following table:

| I am: | Halogen Probationary Evaluation | PageUp Probationary Evaluation | PageUp Annual Evaluation |
|------------------------|---------------------------------|--------------------------------|--------------------------|
| Currently in an active | X | | |

| | | | |
|---|--|---|---|
| probationary period with a start date prior to Oct. 1, 2020 | | | |
| In a new position with a start date after Oct. 1, 2020 | | X | |
| Not in a probationary evaluation period | | | X |

11. **An update regarding the student counseling and employee assistance program (EAP) request for proposal (RFP) process was promised in January 2021. May we please have that update?**

The RFP process for student counseling and employee EAP services has been completed, and Mazzitti & Sullivan was awarded the contract. There will be no interruption of the student counseling or employee EAP services that HACC currently offers. Additional details about the employee EAP services will be offered in early 2021. The new contract will begin on Jan. 12, 2021.

12. **I heard that HACC entered into an agreement of sale for the Lebanon Campus building. Could you please provide an update?**

On Dec. 24, 2020, the College entered into an agreement of sale with the City of Lebanon for the Lebanon Campus building. For additional information, please view our [news release](#).

QUOTE: *Don't look back. You're not going that way. ~Mary Engelbreit*