

## HRAC JUNE 2016 REPORT

Human Resources Advisory Committee Meeting

May 12, 2016

Present: Jeanell Hughes, Yolanda Demaree, Vickie Bridgeman, Jill Adelson, Pamela Feldhoff, Alan

Levitan, Rose Mills, Patricia Williams, Mike Byrne, Kim Noltemeyer, J.P. Mohsen,

Greta Bramer (notes) Guest: Helen Combs (Director of Compensation)

Summary:

Introduction of Helen Combs, Director of Compensation

Staff Salary Survey:

Under the direction of Helen Combs, we have benchmarked 99% of our jobs.

If there are funds for market increases, we are looking how this would be distributed and how we would need to communicate this to our employees.

Suggested ideas:

- Communicate the plan with its tiers/phases & that this is a process.
- Identify the groups most below so people understand why a group is getting the increase.
- We need to educate our employees.
- Leadership (Director of Compensation, or Highest Ranking HR person) should be responsible for delivering the message to the constituencies such as the Staff Senate, UBM's and various other segments of the University.

A work group will be convened. If HRAC members are interested please contact Helen Combs. This is a work group to analyze information more than an advising committee. We need to have clear direction moving forward.

It is yet to be determined as to how to distribute any funds that might become available. Do we increase the most disadvantaged or do we do an across the board? Equity needs to be a long time commitment.

Last year we had a performance based increase. Staff Senate is saying that if the funds available don't meet COLA plus a certain percentage, they would prefer an across the board increase.

FLSA

By executive order, President Obama recommended any employer with 50 employees or making \$50,440 or less would become "hourly". The threshold may be lowered to \$47,000 due to public outcry. This will probably be announced in the next few weeks.

That will affect 69% of our P&A employees. 1643 P&A employees may become hourly. There are a number of considerations such as:

- Pay periods are different (bi-weekly or monthly)

- Number of hours worked (37.5 or 40 hours)
- Accrual schedules at different rate

- Culture in which you manage hourly people.
- We do not have a standardized timekeeping system
- Determination of what positions will pass the duties test

We will need to do significant education. We will do some clean up in the process. We think we will have guidance by August & expected to implement by December 1, 2016. There are lots of salary considerations this year. "No overtime" could be mandated.

#### Leave Policies:

Proposing some revisions:

- Family Medical Leave Act Policy -Taking it back to how it was to be administered by law.
  - Proposal is made to delete the "U payback" if a person does not return.
  - Changing the number of days out from 7 to 5 days for FMLA protection.
  - It should not be at the department's discretion.
  - No pro-rated FMLA.
- Education leave:
- Staff sabbatical (available after 10 years of service)
  - You need to have a satisfactory performance appraisal.
- Temporary Medical Disability:
  - Will require a healthcare provider.
  - Will be renamed to temporary medical leave.
  - TML will run after FMLA.
  - Benefit counselors will help you determine.
  - Working with Marcia Hern to have nurse practitioners evaluate FML requests (review paperwork & will communicate with physician's office). We will run a benefits newsletter in next couple of months with more information.

#### Applicant Tracking System:

Currently, we are using Concensus & PeopleSoft for our applicant tracking systems. We currently have 180 jobs posted. We need to go to using one system. We will be moving away from Concensus. We are looking at other systems now. We want a system that takes the unqualified candidates out of the mix. We are looking for system that provides reports and tracks committee evaluations scoring applicants and rankings.

#### Critical Employees:

We have changed the name from "Essential" employees to "Critical" employees. We have recently met with Physical Plant supervisors. Some positions are obviously critical such as police officers clinic operators, lab employees.

It isn't as obvious as to which physical plant employees fit into the "critical" category. Going forward as we hire new people they will know they are considered "critical". Some physical plant employees feel like their pay rate is not what it needs to be to be considered critical.

The employees being called in are working 16 hours at times. Moving forward we will have a call system, we will create rotation system if they are called in we will pay them and feed them. This would be another salary increase factor. Differential pay will need to be considered. It could be a seasonal differential. Many options will be explored.

James Sears, an engineer, is the new VP for Facilities.

#### AVP HR Search:

We are working with search firm. The AVP HR search had a good group of diverse candidates, but some of the most promising, especially minority ones, withdrew. The search committee will bring the current top three to campus over the next few weeks but will keep the search open.

#### Retirement Readiness:

A Retirement Readiness Check list has been created and will be on a website.

We are partnering with Commonwealth Credit Union to do seminars on retirement & other topics (45 minutes or less over lunch).

We are partnering with Fidelity to put together a retirement snapshot for individuals. Bruce White thinks this will be ready in a couple of months. Jeanell will send out a draft of the check list as well as a draft of the snapshot.

#### Lactation Guidelines:

Patricia Benson has transitioned to HSC. Jill will contact Patricia with her questions and will send Jeanell the latest designated rooms on campus for lactation.

#### Other:

Greta will retire on May 31, 2016. She will schedule the HRAC meetings through the end of the year before she leaves.