

May 5, 2019 HRAC Notes

**Benefits Design Workshop:** Benefits Committee was created to provide a more inclusive committee to review benefits and how we compare to peer companies and benchmark universities. There will be a workshop for the committee members on Friday, May 21<sup>st</sup> to educate the group on the process to review benefits, etc. The Benefits Committee will meet annually before annual enrollment to review benefits. However, the committee may meet throughout the year as well as the need arises. This is something the group will decide.

**Discount Site:** Was taken down because it was not accurate. Todd is working on this now. Angela suggested the site be viewed only by current employees and retirees. Reggie suggested using ULink.

**Lactation Policy:** Approved. In Presidents office for final review.

**Fidelity Fund Changes:** Effective June 2, 2019. It won't affect current choices. Fidelity will send email notification regarding these changes to employees.

**Status of having a committee review UL retirement investments:** John said the goal is to have someone review all UL investments – not just retirement. John will follow up on this.

**Shared Leave:** HR is currently reviewing the Shared Leave policy. This policy states how many hours an employee can donate and how many hours an employee can apply for and receive. HR is reviewing tracking process, usage, FLMA, etc. Some of the changes being considered are removing shared leave given to a specific person, so no one feels pressured to give their hours, intermittent leave removed completely, change max time you can donate to 30 days per year, and maxing shared leave given to 30 days in a two year period.

**Pharmacy;** UofL saved \$2,123,598 from April 2018 through March 2019, which is 11% of the grand total. Jessie is looking at additional contracts that could save more money.

**Compensation on Website:** John has not been told to put this back up. He needs direction on what salary to post. Possibilities include base salary, salary with x-pay, or salary with compensation. Group consensus was to put "Total Cash Compensation." HR will receive direction from Michael Wade. This will be updated annually. John will get clarifications regarding what total cash compensation means and any other clarifications needed.

Rhonda asked about bringing back total cash/benefit compensation notification to each employee. Todd is working on this, but this is not ready to go out yet.

**Telecommuting Policy:** This has been approved. However, it will not roll out until August 2019 when the Strategic Planning reports are final. HR's plan is to do a three month pilot program, which would include selecting a few departments. At the end of three months HR and Departments would review how it went and tweak the policy accordingly.

**Compensation Work Group:** There were several policies regarding pay. HR has reviewed and combined them into one policy. Todd will email the policy to the HRAC members, and he will

address at Staff Senate. The Compensation Administration Policy is effective July 1 and will be put on the website in June.

Review of Job Classification and Ranges: HR needs funding for a third party to do this work and John has requested this funding. The process will take about a year. The first step though would be for HR to obtain accurate employee job descriptions. Cathy suggested this be done during the annual employee self- evaluation. Employees will be asked to accurately state what duties they perform, because HR will be looking at these for job classifications in the future. Employees need to understand the importance of completing full and accurate job duties.

Review of HRAC member make-up: The goal of HRAC is to be a more strategic and analytical committee. PED/Staff senate recommendations were reviewed. John will check with the President to see what her vision is of the HRAC Committee

RIF Report was reviewed and is attached.

**University of Louisville  
Reduction-in-Force Summary**

04.30.19		RIF Category			Ethnicity							Gender			Other*		
Calendar Year	Total RIF's	Position Eliminated		Reduced Hours	White	Black	Asian	Hispanic	Pacif Isl	Total	Female	Male	Total	Grant Funded	Rehire	Cancel	
		Reduction in Funding	Reorg	Changed Work Requirements													
2017	116	68	39	9	56	14	29	17	0	116	66	50	116	59	0	21	
2018	83	34	38	11	56	9	14	4	0	83	37	46	83	19	13	0	
2019	16	11	3	2	8	3	5	0	0	16	7	9	16	6	1	0	

\* Included in figures at left

Age @ RIF	Current Year RIFs			Regular Employees		
	Count	%	Avg Svc	%	Avg Svc	
> 50	6	37.5%	17	38.3%	18	
40 <= 50	5	31.3%	4	20.8%	10	
30 <= 40	4	25.0%	2	25.9%	5	
<= 30	1	6.3%	3	15.0%	2	
	<b>16</b>		<b>8</b>		<b>11</b>	

Campus 2019		
Belknap	HSC	Other
6	9	1