

HR Partners Across UAB

February 9, 2016



UAB THE UNIVERSITY OF
ALABAMA AT BIRMINGHAM

Knowledge that will change your world

Welcome

Alesia M. Jones

UAB Chief Human Resources Officer

Agenda

- Introductions
- Announcements
- Fair Labor Standards Act (FLSA) Update
- Behavioral Threat and Assessment Management (BTAM)
- Benefits Update
- Compliance Announcements & 2016 Affirmative Action Goals
 - Pay Transparency Policy Statement
 - HR Policy Communication Pathways
 - 2016 Affirmative Action Plan Staff Goals
- Open Discussion

Introductions

Alesia M. Jones

UAB Chief Human Resources Officer

Announcements

Alesia M. Jones

UAB Chief Human Resources Officer

Key Hires, Promotions/Transfers/Recruitments:

Key Hires:

- **Paulette Patterson Dilworth, Ph.D.**, Vice President for Diversity, Equity and Inclusion
- **Shawn Ellis**, Chief Technology Officer
- **Robert Howard**, Deputy Chief Information Officer
- **Brian Johnson**, Director Residence Life
- **William Lunceford**, Director of Planning Design and Construction Management
- **Anna Thompson**, Executive Director Alys Stephens Center

Key Hires, Promotions/Transfers/Recruitments:

Key Promotions/Transfers:

- **Philip Bivens**, Director Admin and Fiscal Affairs, Office of VP Student Affairs
- **Marc Booker**, Executive Director-Student Housing & Dining
- **Jeremy Dixon**, Director-Blazer Enrollment Center
- **James Granade**, Captain, University Police
- **J. Dustin Johnson**, Director of Web Operations
- **Brandi Lamon-Pinkerton**, Director of Communications-Provost
- **Tracy Lyons**, Executive Director-Retention Initiatives
- **Jonathan Miller**, Assistant VP-Research Administration Ops & Sys
- **Andrea Reiber**, Director of Visual Content & Process
- **Shawanda Robinson**, Director of Academic Services TRIO
- **Cathy Turner**, Executive Administrator, Pediatrics
- **Jacqueline Wood**, Executive Director of Development for Strategic Planning

Key Hires, Promotions/Transfers/Recruitments:

Key Recruitments:

- Chief Information Security Officer
- Assistant VP-Sponsored Programs
- Assistant VP-IT Applications-Enterprise
- Director of English Language Institute
- Director of Admissions
- Director International Student & Scholar Services
- Director of Parent & Family Services

HR Hires & Staff Changes:

HR Hires

- **Rui Zhu**, Systems Analyst

HR Promotions

- **Sharon George**, Manager Human Resources (Facilities)
- **Audrey McClinton**, Director Hospital Human Resources
- **Erin Hammond**, HRM Nurse Recruiter
- **Kathy Litzinger**, Manager Human Resources (IT)

HR Recruitments

- Compensation Analyst I
- Organizational Development Specialist

Announcements (Continued):

■ **Parental Leave**

- Committee actively working toward July 1, 2016 implementation date
- Hope to begin communications of policy and processes in May
- How to handle those on leave when policy goes into effect will be covered

■ **Minimum Wage adjustment**

- Funding for March adjustments provided
- Compression
- FAQ's

■ **UAB Employee Wellness Update (Meg Baker)**

- [Biometric Screenings](#)
- My Health Rewards Program
- Preventative Screenings Program – upcoming

■ **Blazer Family Day with UAB Women's Basketball**

- Saturday, February 13, 2016 at 2 p.m.
- **2016 Pink Game** – wear **pink** in honor of raising awareness for cancer
- More information: <https://www.uab.edu/humanresources/home/blazer-family-day-with-uab-women-s-basketball>



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Fair Labor Standards Act (FLSA) Update

Alesia M. Jones

UAB Chief Human Resources Officer

FLSA Purpose & Provisions

- Major Provisions
 - Federal minimum wage: \$7.25/hour
 - Overtime: 1 ½ times regular rate of pay for hours over 40 in workweek
 - Guidance on overtime exemptions
 - Recordkeeping
 - Child labor restrictions

Current FLSA Exemptions

- Who is exempt from overtime?
 - Executive, administrative and professional employees
 - Only exclusions: teachers, doctors, lawyers
 - Highly compensated
 - Computer professionals

Current FLSA Exemptions

- What establishes exemption for executive, administrative and professional employees?
 - Meet minimum salary requirement of \$455/week (\$23,660/year)
 - Pass primary duties test

FLSA Proposed Changes

- Impact to UAB
 - Federal minimum wage: \$7.25/hour – No Change
 - Overtime: 1 ½ times regular rate of pay for hours over 40 in workweek – No Change
 - Child labor restrictions – No Change
 - Exemption Eligibility - Extensive Review
 - *Minimum salary level moves from \$455/week to \$971/week for 2016 - \$50,550/annually (113% increase)*
 - *Primary Duties Test – no known changes at this time*
 - Recordkeeping - New University-wide System

What is UAB doing to Prepare?

- **Reviewing Exemption Eligibility**
 - Based on current salaries alone - ~ 4,000 employees would move from exempt to nonexempt
 - Working with Office of Counsel and Research Administration regarding mitigation strategies for research assistants/associates, grad research & teaching assistants
 - Compensation is reviewing every title to make recommendations - i.e. bring up to new level or move to non-exempt
 - Reviewing how best to manage part-time employees - allowance for proration of salary no longer applies
 - Working on the impact to benefits - differences in vacation accruals and defined contribution match

What is UAB doing to Prepare?

- Improving Recordkeeping
 - Compliance in this area will be critical once changes are made
 - Group reviewed current timekeeping system systems
 - No University-wide system, many areas have nothing in place
 - Approval to implement Kronos as a University-wide recordkeeping system received last month
 - Project team recently formed
 - Steering Committee will provide oversight

What is UAB doing to Prepare?

- Recordkeeping – Kronos System
 - Targeted Completion - Late Summer 2016
 - Milestones
 - System implemented
 - Timeclocks installed (as necessary)
 - Policies and procedures developed
 - Training developed and delivered
 - Future expansions
 - Replace eLAS
 - Track all FMLA and other leaves

What is UAB doing to Prepare?

- Providing Increased Communication and Education
 - Created FLSA website
 - UAB Supervisors Resource Guide
 - Includes detailed information on FLSA and the proposed changes
 - Smartphone use for non-exempt employees
 - <http://www.uab.edu/humanresources/home/compensation/fair-labor-standards-act>
 - Will provide a new webinar on *Managing Non-Exempt Employees* – April or May 2016

What does this mean for UAB?

- Impact on Managers and Employees
 - Difficult to manage overtime for positions with non-traditional working hours i.e. – research assistants, etc.
 - Morale issues – seen as demotion and loss of status
 - Supervisors and employees must change expectations – i.e. no smart phone use off the clock.

What does this mean for UAB?

- If Found Non-compliant
 - Potential fines and fees
 - Potential loss of federal funds
 - Negative publicity – impact to reputation of the organization

Behavioral Threat Assessment and Management Team

Robert Anthony Barnes

Manager, Employee Relations

What is Behavioral Threat Assessment and Management

- **Behavioral Threat Assessment and Management (BTAM)** is a process for identifying, assessing, and managing behavioral threats posed to employees, students, patients, and visitors.
- UAB has developed its BTAM team and processes under the guidance of Sigma Threat Assessment.
- Applies to UAB Enterprise

The Role of the BTAM Team

- Focused on SAFETY only.
- BTAM investigations occur on a parallel course with other university policies and procedures that relate to behavior and safety.

BTAM Team Membership

- **Andy Marsch**, Assistant Vice President for Student Experience
- **James Erwin**, Associate Director, University Risk Management
- **Jim Bakken**, Director, Media Relations
- **Bobby Barnes**, Manager, UAB HR Employee Relations
- **Anita Bonasera**, Executive Director, UAB HR
- **Beth Caine**, Administrative Director, Psychiatry, Palliative Care, Geriatrics
- **Sherri Crowe**, Executive Director HR - Inpatient Operations
- **Audrey Dupont**, University Counsel
- **Emily Feinstein**, Director of Student Advocacy, Rights & Conduct
- **Sandy Frazier, MD**, Assistant Dean of Professional Development (SOM)
- **Charles Fry**, General Counsel (HSF)
- **Joe Jacobs**, Executive Director, HR Administrative Services (UABHS)
- **Gregg Janowski**, Associate Provost-Assessment & Accreditation
- **Dave Mellon**, University Counsel
- **Terri Poe**, Chief Nursing Officer/Senior AVP
- **Amy Schreiner**, Sergeant - Compliance, UAB Police
- **Jeannie Singer**, Director, Sourcing & Workforce Development (HSF)
- **Sydne Stone**, Counselor, Employee Assistance Program
- **Steve Yoder**, Provost Office - Faculty Relations
- **Zandral Washington**, Captain - Office of Professional Standards, UAB Police

What Behavior is of Interest to BTAM Team?

There are many behaviors and circumstances that may indicate an increasing risk for violence, significant disruption to others or that a person is in need of assistance.

- Communicated or referenced threats of violence (verbal, email, writing projects, photographs, etc.)
- Stalking, harassment, bullying or intimidation
- An unusual or extreme reaction, prolonged irritability or angry outbursts related to a loss or traumatic event
- Preoccupation with weapons, violent events or persons who have engaged in violent acts
- Evidence of depression, hopelessness or suicidal thoughts/plans
- Strained interpersonal relations, isolating behaviors or low self-esteem

How BTAM Team Becomes Aware of a Situation or Concern

- Individuals are encouraged to use established channels, or:
 - Report directly to any member of BTAM Team
 - Report online via BTAM website
(<http://www.uab.edu/threatassessment>)
- Police, HR, Student Affairs and other departments that receive incident reports through established reporting procedures can make referrals to BTAM Team
- BTAM members may refer cases encountered in their daily job
- BTAM Team is not 911

How BTAM Team Accomplishes it's Mission

- Triage Team (urgent review team)
- BTAM Team Utilizes the STEP Model
 - Subject
 - Target
 - Environment/Systems
 - Precipitating Events
- Categorize Risk of Violence
- Recommend Safety Measures to Reduce the Risk of Violence

Behavioral Threat Assessment and Management (BTAM) Team

**For more information about BTAM, our team members, or to
report a concern, please visit:**

<http://www.uab.edu/threatassessment>

Benefits Update

Mike Boyd

Director, HR Benefits

Open Enrollment Success

High Level Stats:

- Over 1,000 unique visitor in the UAB for Me system per day
- 94% of all employees “took action” during Open Enrollment
- Met 100% of 2016 Total Enrolled to Goal of 2015 Total Enrolled
- 191 employees had coverage in 2015 but did not take action for 2016. HR completed a silent reach out and reinstated 66 employees. Thirty employees did not respond to reach out. Remainder had resigned, retired, or didn't need coverage.

Tobacco Declaration

- (3.9%) of employees declared themselves as tobacco users
- Results were much less than other similar employers experience when adding a tobacco surcharge, typically 14-20%
- 46 employees have participated in the UAB Cessation Courses offered and successfully completed the program.

Pay or Play Mandate Under ACA –

The Pay or Play Mandate as part of ACA requires employers to provide health insurance to any employee who averages 30 hours or more. (Reference: [ACA Chart](#))

How to determine full time under ACA?

UAB is using a 12 month look-back to determine employees who are working average of 30 hours or more (1,560 hours or more). The standard look back runs from October 14th – October 13th of each year.

Pay or Play Mandate Under ACA

Results of First Look Back Period

- 177 employees in initial lookback qualified for the ACA plan for January 1, 2016
- UAB has had 23 enroll in coverage

Pay or Play and UAB

Healthefx

UAB has contracted with Healthefx who has the software to handle complexities for look-back tracking, stability period tracking, modeling, and IRS form 1094/1095 reporting. The UA System, HSF and Health System have also contracted with Healthefx.

Requires UAB to send data on all employees to include HR, Payroll and Benefit enrollment information.

Cost for this service is approximately \$38,000 annually.

New Annual State and Federal Mandates

Truth in Salary Statements

- State law that requires UAB to provide a Truth in Salary Statement to reflect employer contributions to benefits and salary/wages for FY 2014/2015.

1095 Forms

- Federal law that requires UAB to provide 1095-C forms to all employees who meet eligibility for health insurance as defined by ACA. Viva UAB plan members will also receive a 1095-B form.

Coming Soon

Total Compensation Statements

- Will be available in March 2016
- Housed in UAB for Me
- Refresh each year in March
- New design from previous versions

Benefits Update

Questions?

Compliance Announcements & 2016 Affirmative Action Plan Goals

Anita Clemon

Director, HR Compliance Administration

Pay Transparency Policy Statement

Anita Clemon

Director, HR Compliance Administration

Pay Transparency Nondiscrimination Provision

- Executive Order 13665 amends Executive Order 11246 and the Equal Opportunity Clause (EO Clause) to prohibit policies and practices which prevent applicants and employees from freely discussing their pay.
- The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.

Pay Transparency Nondiscrimination Provision

- **What does this EO mean for UAB?**
 - Prohibits discrimination or retaliation against employees or applicants for discussing pay
 - DOES NOT require us to disclose information to applicants or employees regarding the pay of other employees or applicants
 - Continue to make sound and defensible hiring and business decisions
 - Employer defenses against claims of discrimination under this regulation
 - Essential job functions – Employee has access to compensation information of employees or applicants as part of their essential job functions and discloses it to individuals who do not otherwise have access
 - Unless in response to a formal complaint or charge; in furtherance of an investigation, proceeding, hearing or action including internal investigations or is consistent with our legal duty to furnish
 - Workplace rule/general defense – Must establish that discipline was applied for violation of a consistently and uniformly applied company policy
 - As long as the defense is not based on a rule, policy, practice or agreement or other instrument that prohibits employees or applicants from discussing or disclosing their compensation or the compensation of other employees or applicants

Pay Transparency Nondiscrimination Provision

- **What we need to do**
 - Include Pay Transparency Policy Statement in employee handbooks
 - Disseminate to applicants and employees by either posting it electronically or conspicuously posting it where applicants and employees can see it
 - Post the “EEO is the Law” Poster Supplement until the revised version is available for posting

Pay Transparency Nondiscrimination Provision

- **What we have done**
 - Include Pay Transparency Policy Statement in employee handbooks
 - You and UAB Handbook for Faculty and Staff

Section 5 – Compensation & Pay

This section provides information on various compensation and payroll policies within UAB. For more information, please visit www.uab.edu/compensation or call 205-934-5264.

Pay Transparency Nondiscrimination Provision

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.

Pay Transparency Nondiscrimination Provision

- **What we have done**

- Disseminate to applicants and employees by either posting it electronically or conspicuously posting it physically where applicants and employees can see it
 - Physically posted in Employment Office
 - Available through a link on the Careers webpage under Affirmative Action and EEO

The screenshot shows the UAB Careers webpage. At the top, there is a navigation bar with links: Careers, Benefits, Compensation, HR Forms, Learning & Development, HR Departments, HR Programs, and Policies & Handbooks. Below the navigation bar is a header image with the UAB logo and autumn leaves. Social media icons for Facebook, Twitter, LinkedIn, and YouTube are visible. The main heading reads "Your UAB career is waiting." Below this are four icons representing "APPLY NOW", "CAREER RESOURCES", "PROCESS OVERVIEW", and "WHY UAB". To the left of these icons are four vertical buttons: "INTERNAL APPLICANTS", "EXECUTIVE CANDIDATE SEARCHES", "REQUEST A TEMPORARY EMPLOYEE", and "BENEFITS & PERKS". A paragraph of text states: "Every UAB employee plays an integral part in our mission to deliver excellence in education, research, and patient care. By working at UAB, you too can be a part of this mission and bring your perspective, experience, ideas, and dedication to helping us further that mission." Below this text is a grid of four columns of links: "Apply to UAB jobs" (UAB Jobs, UAB Medicine Jobs, UAB Faculty Jobs, UAB Temporary Jobs, UAB Student Jobs, UA System Jobs), "Why UAB" (About UAB, UAB Benefits & Perks, Employee Wellness, Work/Life Balance, Leaves of Absence, UAB News), "Affirmative Action & EEO" (Request Disability Assistance, Federal & State Mandated Posters, Veterans Career Resources, Pay Transparency Policy Statement), and "Recruitment Services" (Search Internal Job Postings, Manager Recruitment Toolkit, Request a Temporary Employee, Employee Transfer Guidelines, Retiree Resources, Dual Career Assistance). At the bottom of the page, there is a footer with links: HR Home | Accessibility | Disclaimer | UAB Web Pages Policy | Contact Us | © Copyright.

Pay Transparency Nondiscrimination Provision

- **What we need to do**
 - Post the “EEO is the Law” Poster Supplement until the revised version is available for posting
 - Adding poster supplement to HR Website
 - Contacting Building Administrators to add the poster supplement
-

“EEO is the Law” Poster Supplement

Employers Holding Federal Contracts or Subcontracts Section Revisions

The Executive Order 11246 section is revised as follows:

RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, NATIONAL ORIGIN

Executive Order 11246, as amended, prohibits employment discrimination based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

PAY SECRECY

Executive Order 11246, as amended, protects applicants and employees from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees.

Pay Transparency Nondiscrimination Provision

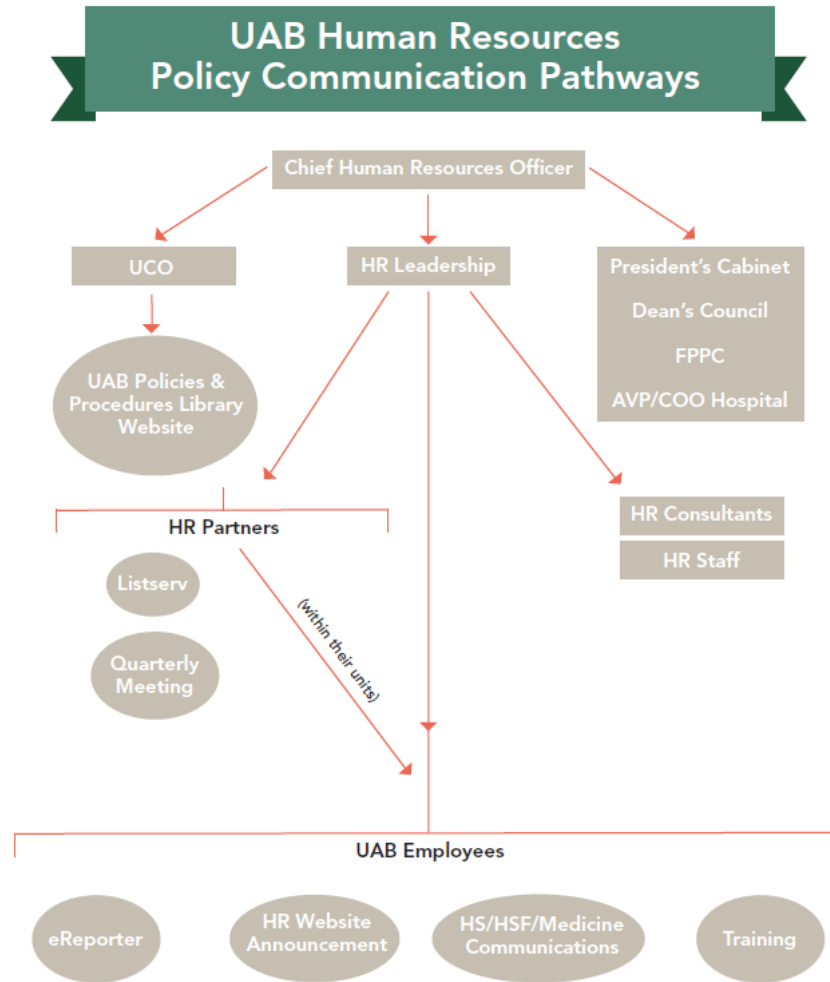
Questions

HR Policy Communication Pathways

Anita Clemon

Director, HR Compliance Administration

HR Policy Communication Pathways



Other departmental listservs as appropriate
 School-based Executive Risk Oversight Committees as appropriate

Compliance Corner - Announcement

☐ Compliance Administration

2015 Statement of Economic Interests Form due by April 30, 2016

Who Must File the Statement of Economic Interests

- Persons whose base pay at any time during calendar year 2015 was \$75,000 or more annually, even if employment during the year was for a period as short as one day.
 - Persons whose job includes purchasing or procurement authority
 - Individuals identified as a supervisor in Oracle
-
- The Ethics Commission has exempted persons whose pay and benefits come primarily from UAB Hospital from the filing requirement
 - www.ethics.alabama.gov

2016 Affirmative Action Plan Staff Goals

Anita Clemon

Director, HR Compliance Administration

2016 Affirmative Action Plan Goals

University Staff

Job Group	Job Group Name	Underutilized Group	Annual Placement Goal	Number of Persons Required to Achieve Goal
C40	Nursing Specialists	Minorities	20.09	2

Job Title Examples

Job Group C40 – Nursing Specialists

- Nurse Practitioner
- Nurse Practitioner - Inpatient
- Clinical Nurse Leader
- Genetic Counselor
- Nurse Clinic Manager

2016 Affirmative Action Plan Goals

Hospital

Job Group	Job Group Name	Underutilized Group	Annual Placement Goal	Number of Persons Required to Achieve Goal
C40	Nursing Specialists	Females	82.12%	10
C42	Nurse Staff	Minorities	25.56%	25

Job Title Examples

Job Group C40 – Nursing Specialists

- Nurse Practitioner
- Care Manager
- Coordinator Patient Safety
- RN Case Manager

Job Group C42 – Nurse Staff

- RN, RN II, RN III

2016 Affirmative Action Plan Goals

Questions?

Open Discussion

Alesia M. Jones

UAB Chief Human Resources Officer

Upcoming HR Partners Meeting

Wednesday, June 8, 2016

1:30 – 2:00 (Networking), 2:00 – 4:00 p.m. (Meeting)

West Pavilion Conference Center - Room E