

# **HR Partners Across UAB**

## ***Follow-up Meeting***

July 15, 2016



**UAB** THE UNIVERSITY OF  
ALABAMA AT BIRMINGHAM

Knowledge that will change your world

# Opening Statements

**Alesia M. Jones**

UAB Chief Human Resources Officer

# Agenda

- **Opening Statements**
- **OL&D 2.0**
- **Telecommuting Guidelines and Agreements**
- **FLSA Updates**
- **KRONOS Updates**
- **Policy Updates**
- **Open Discussion – Q&A**
- **Next Meeting**



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# OL&D 2.0

**Susan Coan**

Director, HR Organizational Learning & Development

# OL&D 2.0: More Than a Rebrand

- Success Model
- New products and services
- Coming attractions

# OL&D 2.0: More Than a Rebrand

- Top-quality resources and support for performance, learning and development
- Promote continuous learning—70-20-10
  - Learn from experiences
  - Learn from others
  - Learn from courses and materials
- Goal: Reach more staff in multiple ways.

# The UAB Success Model Promotes Continuous Learning and Development



# Use The Success Model As a Tool



## To...

- Promote positivity and productivity.
- Assess strengths and development areas.
- Guide learning plans.
- Promote a growth mindset.
- Cultivate a learning culture.

## Not just...

- A logo.
- An “HR thing.”
- A course list.
- A checklist.

# Next Steps: Define/Vet Core Behaviors...

**UNDERSTAND**  
UAB 

- Alignment
- Compliance
- Inclusion, Equity
- Innovation, Change

*Walk The Talk*

**ACHIEVE**  
RESULTS 

- Quality
- Productivity
- Accountability
- Service

*Set Goals*

**BUILD**  
RELATIONSHIPS 

- Communication
- Collaboration
- Trust
- Growth

*Seek Feedback*

...And Create Tools For Performance And Growth

# OL&D 2.0: Updated Programs and New Services

## Services for All Employees

Instructor-led training

Blended and Online learning

Orientation and onboarding tools

## Services for Managers

Programs for leaders and managers

Performance consulting

Team Development\*

## Services for Senior Leaders

Lead UAB Program

Leadership Coaching\*

Senior Leader Onboarding

*\*Fees may apply in 2017*

# On Line Learning With Lynda.Com



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A LINKEDIN COMPANY

- 6,000+ just-in-time courses
  - ✓ Self-Paced
  - ✓ Micro Learning
  - ✓ Blended learning
- Open to benefit-eligible campus and hospital employees
- “My Learning” report will capture LMS and Lynda training
- Phased rollout by Fall 2016

# Start Using The UAB Success Model



\* Invite us for a conversation to learn more about your needs and our services!

# Telecommuting Guidelines and Agreement

**Anita Bonasera**

Executive Director, HR

# FLSA Updates

**Alesia M. Jones**

UAB Chief Human Resources Officer

# FLSA – Updates

## Reminder - Information Flow

Our expectation is that, by providing this information to you in advance of other groups, you will filter it down through your areas in order to help smooth the transition, answer questions, and ensure a consistent message is spread across campus.

# FLSA – Updates: Special Groups

- **Post docs**
  - Minimum salary for all post-docs will be increased to no less than the FLSA administrative exemption level of \$47,476
  - To be effective December 1, 2016
- **Graduate Teaching Assistants (GTA) and Graduate Research Assistants (GRA)**
  - Will be treated as students and not employees
  - Documentation is being prepared for an August 1, 2016 effective date

# FLSA – Updates: Special Groups

- **Visiting Scientist**

- If unpaid – will need to be in a volunteer (60) status
- If paid – will need to be in a visiting scientist faculty job title (e.g. Visiting Assistant Professor)
- Anyone not classified as defined above, will need to be changed no later than November 1, 2016

# FLSA – Updates: Special Groups

## Anyone moving from exempt to non-exempt

- Grandfathering of benefits
  - Vacation accruals – retain
  - 403b match – undecided
- Timing and communication
  - Developing a full communication plan
  - **How** - joint communication between manager and HR – working thru specifics and details

# FLSA – Updates: Special Groups

## Anyone moving from exempt to non-exempt

- Timing and communication (Continued)

### When -

- Early August – templates and other info ready
- Mid August – managers start communicating w employees
- Early September – formal letters from HR and training for employees (TEL, KRONOS, etc)
- October 2 – Effective date of change
- Toolkit for Managers – letter templates, training opportunities, checklist, talking points

# KRONOS Updates

**Alesia M. Jones**

UAB Chief Human Resources Officer

# KRONOS – Updates

- Aug.7-Dec. 1, 2016: Training for supervisors begins August 7 via classroom / computer training, featuring step-by-step instructions. Utilization begins that date as well, including resolving "missed punches" in the Campus KRONOS system
- Users without access to PC: – keep time manually for now. We are continuing to assess options
- 30 min lunch deduction:– The intent is for employees to clock in and out for lunch. This is the initial set up. We will look at data and will continue to reassess and will revisit if needed.
- Supervisor field in Kronos

# **Additional KRONOS Updates** *Time and Record Keeping System*

**Tim McMinn**

Assistant VP - Budget and Payroll

# Policy Updates

**Anita Clemon**

Director, HR Compliance Administration

# Policy Updates

- Revisions to HR Policies 208 and 621 are posted in the UAB Policies and Procedures Library
- You and UAB Handbook changes
- Please refer to handout – *HR Timekeeping Policy Updates July 2016*

# Open Discussion – Q&A

**Alesia M. Jones**

UAB Chief Human Resources Officer

# **Next HR Partners Meeting**

**Tuesday, September 13, 2016**

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

**West Pavilion Conference Center - Room E**