HR Partners Across UAB

June 8, 2016

Welcome

Alesia M. Jones

UAB Chief Human Resources Officer

Agenda

- **Introductions**

- **Announcements**

  - **Key Hires/Promotions/Recruitments**

  - **Guest EEOC Presentation – (Ms. Eddi Abdulhaqq)**

- **On The Horizon**

  - **Paid Parental Leave Policy and Implementation**

  - **FLSA Updates**
    - **Benefits**
    - **Training and Communications**
    - **KRONOS Update – Time and Recordkeeping System**
    - **DOL's Revised FLSA Regulations**

  - **OL&D 2.0**

- **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:

- **Meredith Kahl**, Director of Parent & Family Services
- **Lisa Kerr, Ph.D.**, Director of First Year Programs
- **Karl Kraebber**, Director of Xenotransplantation Operations
- **Brian Rivers**, Assistant VP-Chief Information Security Officer

Key Promotions/Transfers:

- **Jon Corliss**, Executive Director-Institutional Effectiveness
- **Rob Ehsan**, Men's Basketball Head Coach
- **Ken Pruitt**, Assistant VP-IT Applications-Enterprise

Key Hires/Promotions/Transfers/Recruitments:

Key Recruitments:

- **Assistant VP-Sponsored Programs**

- **Director of Business Intelligence**

- **Director-Center for Teaching & Learning**

- **Director International Student & Scholar Services**

- **Director International Admissions**

- **Director of Research & Analysis**

- **Director of Wellness**

- **Director of Admissions**

HR Hires & Staff Changes:

HR Hires

- **William Edwards**, Organizational Development Specialist

- **William Pierce**, System Analyst

- **Kasey Whilding**, Compensation Analyst I

HR Recruitments

- Compensation Analyst II (Compensation)

- HR Learning & Development Specialist (OL&D)

- HR Associate (Hospital HR)

- HR Staffing Specialist (Hospital HR)

- HR Consultant (Hospital HR)

- HR Consultant (Campus HR)

- **Birmingham Corporate Challenge at Rail Road Park: July 16, 2016**
  Corporations from our local area will compete in more than a dozen fun events!

  - Join a Team – Friendly Internal Competition: UAB vs UAB Medicine Events

    - Obstacle Course
    - Dodgeball
    - Basketball Shootout
    - Corn Hole
    - Football Accuracy Toss
    - Jump Rope

    - Rock Climbing Wall
    - Home Run Derby
    - Soccer Shootout
    - 5K Run
    - 10K Bike Stroll
    - Tug-of-War

    - Bowling (July 15 at Vestavia Bowl)
    - Golf (July 14 at Highland Park Golf Course)
    - 1-Mile Fitness Walk
    - Family Fun Zone

  - Please consider participating and encourage your coworkers to do so.

  - For more information go to:
    http://www.uab.edu/humanresources/home/wellness/2016-birmingham-corporate-challenge

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Equal Employment Opportunity Commission

Ms. Eddi Abdulhaqq

Program Analyst/Outreach, Education, Technical Assistance & Training

U.S. Equal Employment Opportunity Commission – Birmingham District

EEOC Presentation

Questions?

On the Horizon

Paid Parental Leave Policy and Implementation

Anita Clemon

Director, HR Compliance Administration

Paid Parental Leave – Effective July 1, 2016

To be eligible for Paid Parental Leave, an employee must meet **<u>all</u>** of the following eligibility requirements:

- Must have been employed for at least 12 months;
- Must have worked at least 1,250 hours in the previous 12 months; AND
- Must be in an eligible status at the time the leave occurs – see chart:

Paid Parental Leave – Effective July 1, 2016

ENTITY NAME	ELIGIBLE STATUSES
UAB/UAB Hospital LLC	01 Full Time 03 Part Time 07 Resident 12 Three Twelve Hour Shifts 17 Weekend Staff 21 Postdoctoral Fellow
UAHSF	Full Time Part Time
UAB Health System	Full Time Regular Part Time
Callahan Eye Hospital	Full Time

Paid Parental Leave – Policy Highlights

- Available for birth or adoption

- Up to 4 work weeks (160 hours) paid leave that will not reduce accrued benefit time balances

- Must be taken within six months of birth or adoption

- Continuous, intermittent or reduced schedule

- Once during a rolling 12 month period

- Counts toward 12 work weeks of FMLA, does not extend or increase FMLA max

- Multiple births don't increase the length of leave

- If both parents employed here, both receive 4 weeks

- Tracked/managed by HR Records, Payroll will process credit to department

Paid Parental Leave – Top 3 Most Frequently Asked Questions

1. **Does the paid parental leave policy extend the 12 weeks of FMLA?**

   Answer: No. Total FMLA leave cannot exceed 12 weeks.

2. **Will I be eligible for PPL if I have a baby or adopt prior to the July 1 effective date?**

   Answer: Possibly, depending upon the date of the birth or adoption. Since paid parental leave can be used within 6 months of the birth or adoption, it will be available for use once the policy is effective by some employees who are either on leave at implementation date or who may not have utilized all 12 weeks of FMLA. HR Records is managing leave effective dates and utilization.

Paid Parental Leave – Top 3 Most Frequently Asked Questions

3. **Will PPL be paid from department funds? What about charging to grants?**

   Answer:

   - Costing
     - Regular salary will initially be charged to the department and reversed by Central Administration once the 160 hours have been utilized
   - Grant Funded
     - Parental Leave costs will be included as a component of UAB's negotiated Composite Fringe Benefits rate. (CFB)
     - Regular Salary, for the leave period, will be reversed and a new Parental Leave element will be charged
     - Parental Leave charges will not appear on the effort report as the charges will be accumulated in an institutional CFB account

Paid Parental Leave – What's Next?

- Request Leave for Birth or Adoption of a child as usual
  - New FMLA Request Form includes expected dates for PPL use – *Request Form Link*
  - Submit questions to ParentalLeave@uab.edu
  - Check out www.uab.edu/parentalLeave

Paid Parental Leave – What's Next?

Additional Policy Review and Revision:

- **Family Medical Leave Policy**
  - To align with Parental Leave
- **Sick Time Donation Policy**
  - To align with Parental Leave and modification to sick time use during probation
  - Also researching options to incorporate a bank/pool concept to the policy
- **Sick Time**
  - Allow sick time utilization during probation for employee's own health condition
  - Allow sick time donation receipt during probation with specific cap on number of days received

Paid Parental Leave Policy and Implementation

Questions?

FLSA – Updates

- **Benefits Update**

- **Communication and Training**

- **Kronos - Time and Recordkeeping System**
  - Does not impact Hospital, TKC or HSF employees already on Kronos
  - Facilities employees are excluded from this phase

- **Compensation Review**
  - Update based on DOL's Revised Regulations

Impact to current benefit structure

- Benefits Differences: 403(b) match and higher vacation accruals provided to exempt staff.

- Working with IT to add appropriate flags in Oracle to identify those that are grandfathered.

- Will grandfather
  - Vacation accruals
  - The 403(b) match for those employees actively participating

- Several implementation questions remain under discussion.

Communication and Training

- Will continue bi-weekly updates started in May
- General FLSA Training
  - Manager (those who manage non-exempt employees) will continue
  - Non-exempt employee – will begin later this month
- Kronos Training
  - Various options for non-exempt employees and managers
  - Final dates will be published in bi-weekly updates

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KRONOS Update
Time and Record Keeping System

Carrie McGlone Vaughan

Administrative Systems Instructor

Payroll/LD/Effort Reporting

KRONOS – Time and Recordkeeping System

Orientation and Implementation Session

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Questions you might be asking:

- Why is UAB having to make changes?

- What type of changes are coming?

- When does UAB plan on implementing these changes?

- How do I prepare my department and employees for these changes?

Why UAB is having to make changes?
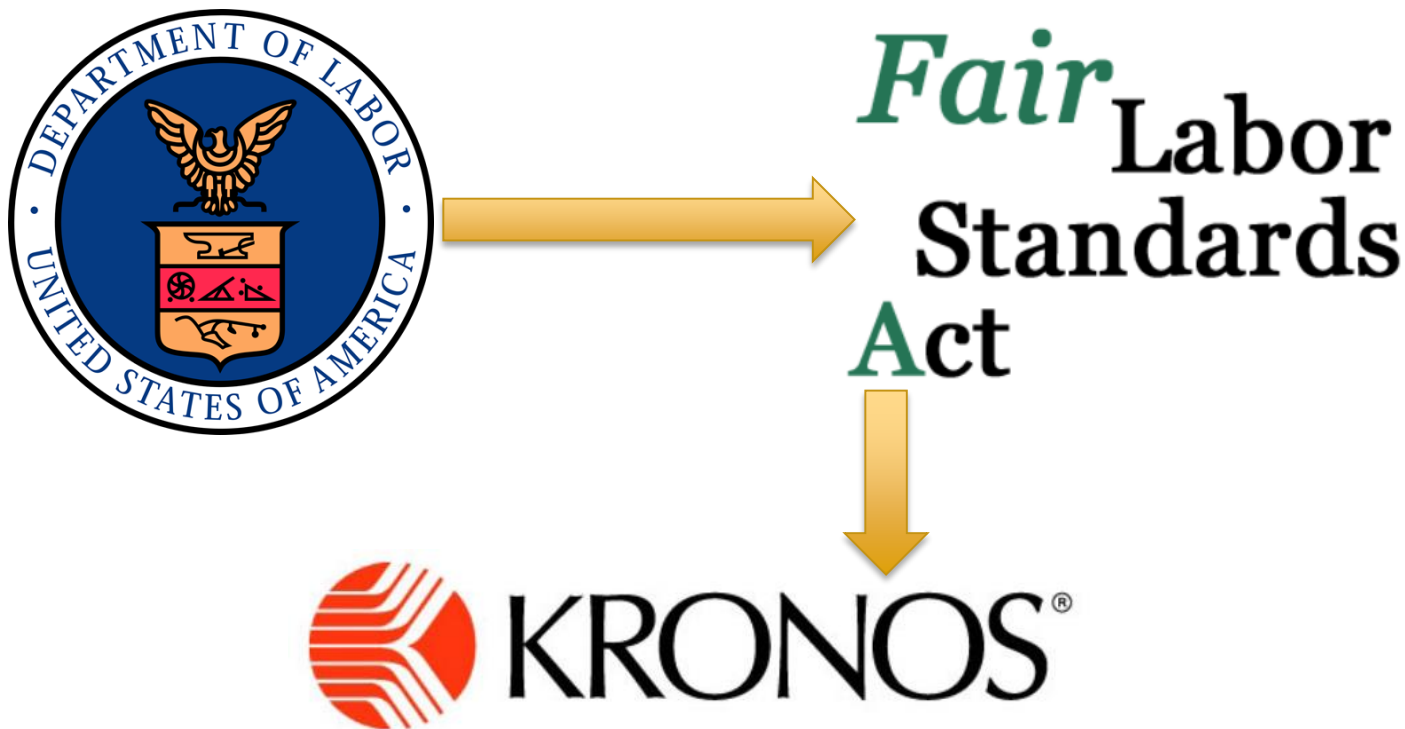
What type of changes are coming?

- New Terminology
  - ✓ Nonexempt employees
  - ✓ Exempt employees
- New Time & Recordkeeping System
  - ✓ KRONOS
    - Punch In and Out
    - Missed Punches
  - ✓ TEL
- HR Policies & Procedures

When does UAB plan on implementing all of these changes?

Phase I

- Nonexempt Employee – Kronos Training & Utilization
    - ✓ Training – June 20
        - Online Tutorial
        - Step-By-Step Instructions (www.uab.timekeeping)
    - ✓ Utilization – July 10
        - Beginning "Punching In and Out" of Kronos

Phase I – July 10, 2016 – August 7, 2016

KRONOS
Punch IN and OUT for Worked Time

TEL Entry
Total Worked/Paid Non-Worked Hours and Costing

Approved TEL for Payroll Processing
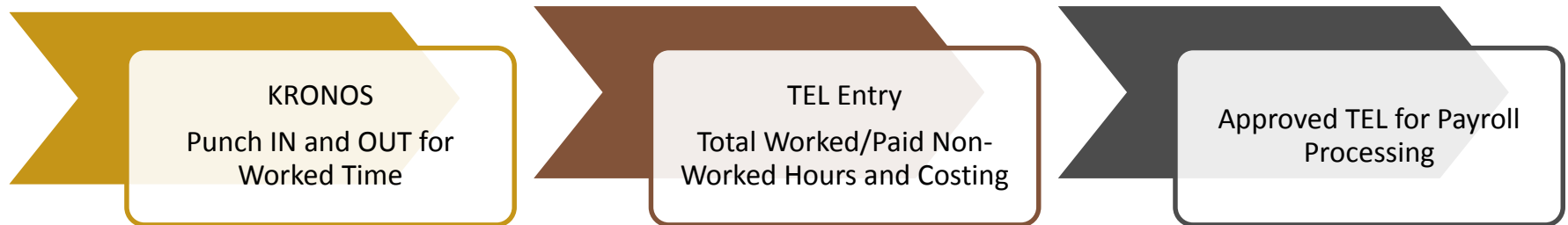
When does UAB plan on implementing all these changes?

Phase II

- Supervisor – Kronos Training & Utilization
    - ✓ Training – August 7th
        - Classroom/Computer Training
        - Step-By-Step Instructions (www.uab.timekeeping)
    - ✓ Utilization
        - Begin resolving "Missed Punches" in the Kronos System

Phase II – August 7, 2016 – December 1, 2016

KRONOS	KRONOS	TEL Entry	Approved TEL for Payroll
Punch IN and OUT for Worked Time	Supervisor Resolves Missed Punches	Total Worked/Paid Non-Worked Hours & Costing	Processing

How do I prepare my department and employees for these changes?

- Talk to your nonexempt employees about:
  - ✓ FLSA regulations
  - ✓ Implementation of the KRONOS Time & Recordkeeping System
- Verify the Supervisor listed in Oracle is correct for nonexempt employees
  - ✓ ACT Data Change Document

?? Questions ??

DOL's Revised FLSA Regulations

Brenda Harrington

Director, HR Compensation

What are the New Rules?

- New salary level is $47,476
    - Equates to $913/week
    - Less than $50,440 proposed level
    - Represents 40th percentile of full-time salaried workers in South (as of Q4 2015)
    - No carve out for part time employees
- Allows up to 10% of the minimum salary to be met by non-discretionary bonuses or incentive payment, if made on quarterly basis
- Highly compensated salary level moved to $134,004

Automatic Updating of Salary Level

- The salary level will be automatically updated every three years beginning January 1, 2020.
  - New level will be posted 150 days prior to effective date
  - Based on 40th percentile of weekly earnings of full-time salaried workers in the lowest wage Census Region.
  - Not annually as indicated on proposal

What Remains the Same?

- Duties tests are not changing

- <u>No</u> exceptions or allowances for part-time employees

Effective Date

- Effective date is Thursday, December 1, 2016

- Must cover the pay period for non-exempt employees to include December 1, 2016

- Currently considering all associated timing to determine most appropriate effective date for UAB

Impact to UAB

- UAB will be fully compliant on December 1, 2016
  - All changes processed
  - All records and systems audited
- Coordination of timelines, not inclusive
  - Effective date for ACT documents
  - Training for Kronos
  - Transition to Kronos
  - Changes for GRA, GTA and Post-docs

Impact to UAB

- 169 of 307 job titles moving to nonexempt

- ~1900 of ~3500 employees moving to nonexempt

- Excludes Grad Research/Teaching Assts

- Includes Post Doc Employees

- ~150 employees pay rates to move up

- Research and Post Doc Career Ladders

- Must submit CRF requested reclasses well in advance of effective date to ensure completion

Questions?

Link to DOL's website

https://www.dol.gov/whd/overtime/final2016/

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OL&D 2.0

Susan Coan

Director, HR Organizational Learning & Development

OL&D 2.0: More Than a Name Change

- 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 <u>more</u> staff in <u>multiple</u> ways.

The UAB Success Model:
Three Keys to Grow and Thrive

The Success Model Is A Shared 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.

In Process: Define/Vet Core Behaviors…

UNDERSTAND UAB ▶

ACHIEVE RESULTS ▶

BUILD RELATIONSHIPS ▶

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

Walk The Talk

- Quality
- Productivity
- Accountability
- Service

Set Goals

- Communication
- Collaboration
- Trust
- Growth

Seek Feedback

…and create tools for performance and growth

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Use Success Model To Drive Positive Change

UNDERSTAND UAB ➤ **ACHIEVE** RESULTS ➤ **BUILD** RELATIONSHIPS ➤

- Develop behavioral interview questions

- Align with performance management processes
  - ✓ Coaching conversations
  - ✓ Goal-setting
  - ✓ Development planning

- Drive accountability to engage and retain staff

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OL&D Core Programs
Align With The Success Model

UNDERSTAND UAB ▶ **ACHIEVE** RESULTS ▶ **BUILD** RELATIONSHIPS ▶

- NEO
- Embracing Change
- Diversity, Equity and Inclusion

- Time Management
- Goal-Setting
- Project Management
- Productive Work Habits

- Emotional Intelligence
- Positive Relationships
- Navigating Difficult Conversations
- Effective Listening

Programs, Tools and Services –
More Than Just Training!

Services for All Employees

Services for Mid-level Leaders and Managers

Services for Senior Leaders

Instructor-led training—*updated!*

Programs & tools for leaders and managers—*Updates in progress*

Lead UAB Program—*in progress*

Online learning—*new!*

Performance consulting

Leadership Coaching*—*coming soon*

Updated orientation and onboarding tools—*in development*

Team Development*

Senior Leader Onboarding—*new*!

Fees may apply in 2017

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Lynda is Coming!

- On-demand access to thousands of courses and videos

- World-class content on diverse topics

- UAB "My Learning" report will capture LMS and Lynda training

- Phased rollout by fall 2016

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Start Using The UAB Success Model

We're excited about our new direction!
Hope you are, too!

OL&D 2.0

Questions?

Upcoming 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