Annual Personnel Related Staff Meeting

Human Resource Management (HRM)
July 28, August 4 and 5, 2016
Agenda

- Introductions
- Benefits Updates
- Learning & Development Updates
- ADA Resource Center for Equity & Accessibility Updates
- IOA Updates
- Employment Updates
- Employee Relations & Performance Management Updates
- HR/Pay Updates
- Questions/Wrap-up
Introductions – New HRM Staff

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Introductions – New HRM Staff

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Benefits Update -
Madi Vannaman

• Affordable Care Act – Marketplace Notification Letters
• KPERS Working After Retirement (WAR)
Affordable Care Act Marketplace Notification Letters -

- In June 2016, Health and Human Services began issuing notifications to employers about employees enrolled in Marketplace coverage under the ACA
- The notifications are sent to whomever the employee indicates is the employer (which could be a department)
- If your unit receives a notification, send it to Emily Hensley, the ACA Specialist in Benefits/HRM, as the letters are time-sensitive and the employee’s work history requires review
- Emily will determine whether an appeal to the Marketplace is required
- Contact Emily with questions: ehensley@ku.edu; 785/864-7420 or Room 150 Carruth-O’Leary.
KPERS
Working After Retirement (WAR) Rules

Human Resource Management (HRM)
2016
General Provisions

• 2015 legislation created new Working After Retirement (WAR) rules that became effective 7/3/2016

• WAR provisions apply to ALL KPERS retirees who are rehired into ANY position (benefits-eligible, non-benefits-eligible, salaried or hourly student positions).

• Upon hire, the Benefits Office will input information into the KPERS database for all employees who are age 50 or older to determine if that employee is a KPERS retiree.

• If the employee is a KPERS retiree, an earnings limit and employer fringe amounts will be imposed.

• In June, HR notified current, active employees covered by the WAR rules and their supervisors.
“Great Grandfather and Grandfather” Status

• KPERS retirees who have great grandfather or grandfather status will retain pre-WAR provisions. Those with such status have been identified and notified.

• If a great grandfathered or grandfathered employee experiences a “break in service” that status will be lost.

• KPERS definition of “break in service”
  - Any time wages are not earned for 30 days or longer
    • If there are two consecutive pay periods without pay, that will constitute a 30 day break
    • This would impact any grandfathered/great grandfathered KPERS retirees who are 9 month faculty or less than 12 month staff who do not have summer appointments

  - When there is a change in job (when an employee terminates employment in one position and accepts employment in a separate position)
• KPERS retirees hired on/after 5/1/2015 (and any great or grandfathered employee who experiences a break in service) are subject to new earnings limits and special KPERS employer fringe effective 7/3/2016

– FY 17: $25,000 earnings limit & special KPERS employer fringe (10.81%)
– The special employer fringe dollars are NOT applied to the KPERS retiree account. And, the KPERS retiree does not make contributions to KPERS.
– The special employer fringe will be *in addition* to any other retirement fringe paid for the employee. If the KPERS retiree is in the KBOR Mandatory Retirement Plan, the 8.5% employer fringe for the KBOR plan will be paid in addition to the special KPERS employer fringe.
– For those newly subject to the earnings limit, the limit will apply to earnings from July 3rd to December 31st and for subsequent CYs the limitation will apply to earnings from 1/1 – 12/31.
– Once the earnings limit is met, the employee must decide to either i) keep working (and suspend the KPERS retirement benefit until January of the following year) or ii) stop working and continue receiving the KPERS retirement benefit.
Return to Work

• No “prearrangement” to return to work
  – All KPERS retirees required to certify on the KPERS retirement application that there is no prearrangement to come back to work.
  
  – KPERS definition: “A prearrangement is a situation where the employer & employee reasonably anticipated further services would be performed after the employee’s retirement.”
  
  – KPERS definition: “A prearrangement is one that occurs anytime before the employee’s retirement date or during the retiree’s 60 day waiting period following the retirement date.” For KPERS, the retirement date is always the first day of the month following last day of work.
  
  – KPERS has stated this means a KPERS retiree cannot apply for positions until after the 60 day waiting period is over.
  
  – Any time a KPERS retiree is rehired, Ola Faucher/HRM must certify that no “prearrangement” has occurred (the certification is not required for KP&F retirees).
No “prearrangement” to return to work – continued

- If, based on the facts and circumstances, KPERS determines that prearrangement has occurred, penalties will apply
  
  - The retiree will have his/her benefit suspended, with repayment of KPERS benefits required, and KPERS benefits will restart six months after employment ends.
  
  - The agency will be required to pay all costs associated with any legal proceedings (if KPERS’ qualified status with the IRS is challenged).
KP&F Retirees (Public Safety, KLETC, Ks Fire & Rescue)

- KP&F retirees who are rehired
  - The WAR provisions only apply to KPERS retirees.
  - KP&F retirees are subject to the “no prearrangement rule” and are required to certify on the KP&F retirement application there is no arrangement to come back to work.
  - KP&F retirees are subject to a 30 day waiting period following the KP&F retirement date before they can return to work for a KPERS employer.
  - KP&F retirees who are rehired are not subject to the earnings limit, do not have a special KPERS employer fringe assessed and no employer certification is required.

- Special provisions apply to KLETC
Third Party Employment – includes temp agencies, consultants and contractors

- If any are KPERS retirees, they will be subject to earnings limit and the special KPERS employer fringe (FY 17, 10.81%)

- How will these individuals be identified? Department, SSC, HRM, Comptrollers Office (or any combination)

- Benefits will need the employee’s pay information to enter in the KPERS portal so the earnings limit can be monitored

- KPERS will calculate the employer fringe which will be paid to KPERS via interfund voucher

- HRM is required to submit a Certification Form that no “prearrangement” has occurred. If “prearrangement” is found, the information on slide 13 would apply (suspended benefit, agency paying associated legal costs).
Resulting Recruitment Changes

• Applicants are now required to answer questions about their KPERS participation during the application process within 2xB.
• If a person self identifies as a KPERS retiree, HRM will notify the Search Committee Chair, SSC and Provost Office (for non-lecturer faculty) that a KPERS retiree is in the search pool.
• Search Committee or person offering job will be instructed to contact HRM before making verbal job offer. HRM will consult Provost Office on faculty offers.
• HRM will determine if selected candidate is covered by WAR provisions.
• If covered, HRM informs search committee chair, department chair or dean of potential fringe costs &/or earnings limit.
Resulting Recruitment Changes, cont’d.

• HRM ascertains if the hire was prearranged and if so, may revoke/rescind the offer of employment or not approve the verbal offer.

• If unit wishes to proceed & not there is no prearrangement, HR informs candidate of applicable earnings limit.

• If unit does not wish to proceed, offer is not made or is rescinded if necessary.

• If WAR covered not identified in recruitment, HR discusses employment revocation or fringe payment with unit. HR will consult with the Provost Office on faculty offers.
Questions?
• Staff Fellows – 2016-2017

In partnership with the Office of Diversity and Equity and Human Resource Management, the 2016-2017 Staff Fellows project will focus on shaping a diversity education program for University of Kansas staff that will assist campus in advancing its efforts to be a welcoming, inclusive environment for research, teaching and learning.

• Application process opens August 1, 2016
ADA Resource Center for Equity & Accessibility

Director: Catherine Johnson

- Workplace Accommodation Procedures
- Accessible KU
- Lunchtime Conversations on Equity and Inclusion
- Outreach/Trainings
IOA Updates – Josh Jones

Institutional Opportunity and Access
(but what does that mean?)
The University of Kansas
Non Discrimination Policy

Prohibited types of discrimination:

- Sexual orientation
- Marital status
- Parental status
- Gender identity
- Gender expression
- Retaliation
- Race
- Color
- Religion
- Sex
- National Origin
- Age
- Ancestry
- Disability
- Veteran Status
- Genetic Information
- Ethnicity
Mandatory Reporting

ALL KU Employees

All KU Employees must report discrimination; unless:

Counselor/Therapist

They are a counselor/therapist acting in the capacity of counselor/therapist

Healthcare Professional

Doctor/healthcare professional acting in that capacity

Clergy

Clergy acting in the capacity of clergy

Care Coordinator

The Care Coordinator is a confidential reporter
Obligations of All Faculty and Staff:

Even if you are a confidential reporter you must:

• Advise student of resources available (counseling, medical, academic support and CARE Coordinator) that can assist them.
• Advise them of right to file with IOA and/or law enforcement when applicable.
• Assist them in filing complaints with IOA and law enforcement.
• Advise students that retaliation is strictly prohibited.
IOA Case Load

2012
(May to December)
77 complaints

2013
(Full calendar year)
85 complaints

2014
(Full Calendar Year)
168 complaints

2015
(Full Calendar Year)
259 reports
115 opened as investigations

2016
(Jan – July)
170 reports
Employment Updates –

• Launch of Onboarding and Talent Suite – July 2016

  – Applies To:
    • All Faculty, Staff and Students hired within BrassRing (does not include 3G appointments at this time)
    • New Hires, Rehires, Concurrent Hires, Promotions and Transfers

  – Features:
    • Integrates Recruitment System with the Onboarding Platform
    • Streamlines Business Process Activities for SSC’s and HRM
    • Improves Communications to Campus Organizations regarding new employees
    • Provides New Employees the Ability to Complete Most Onboarding Activities Online via desktop or hand held device.
    • Generates specific communications to employees at key points during onboarding.
Employment Updates – Continued

–Enhancements:
  • Key units receive notification of Candidate hire
    – Parking
    – IT (For centralized units only)
    – Benefits
    – Accessibility
    – State of KS Service
    – Office of Research – Intellectual Property Disclosures
  • Reporting
    – Weekly reports are generated to 5-digit ARSPs outlining candidates who have accepted online offers
    – Daily reports are generated to 5-digit ARSPs notify when onboarding has been completed and the person has been keyed into HR/Pay
  • Forms
    – All forms have been updated and streamlined for the hire
    – Digital Signature is now collected on all offer letters but students
    – PAF’s for all transactions are replaced with a SSC Activity within Onboarding
Employment Updates – Continued

– Enhancements (continued):
  • Communications
    – Employee receives timely, automated notifications of onboarding activities during the process and are only presented activities appropriate for his/her/their workflow.
      » Log-in Instructions
      » Benefits & Accessibility Information
      » Onboarding Appointment Contacts
      » Onboarding Satisfaction Survey
      » Notification of active status within HR/Pay

  • Onboarding Appointment
    – In-person appointment time should be decreased.
      » I-9 Part 2 Verification
      » SSN Verification
      » KU Card Photo
      » Questions
Employment Updates – Continued

–Enhancements (cont.):
  • Onboarding Website – Revised with help features and guidance through the employee’s first year.

–Future Design Enhancements:
  • HR/Pay automation
  • Incorporate 3G’s into BrassRing
  • Expanding Social Media Opportunities through BrassRing for job postings
Employment Updates – Continued

– Diversity and Advertising

• HRM supports diversity in the workforce and encourages units to advertise in areas where we can attract top talent.

• To supplement your advertising efforts, your faculty and staff job openings are automatically posted to:
  – America’s Job Exchange
  – Diverse
  – Getting Hired
  – KS Works
  – Indeed.com
  – Beyond.com
  – National Registry of Diverse & Strategic Faculty “The Registry” (For Faculty/Academic Staff postings only)
Employee Relations Resources

Employee Relations - Allen Humphrey, Holly Zane, & Katie McCauley

Training Videos

Navigating the FMLA: A Guide for KU Supervisors and Managers

Employee Disciplinary Process

Workstation Ergonomics

Coming Soon: Big Jay and Baby Jay teach safe lifting practices

Off Boarding

Off-Boarding Checklists for Employees and Supervisors

Exit Interview Questionnaire
Performance Management System Update
Employee Relations - Allen Humphrey, Holly Zane, & Katie McCauley

Phase I and II – Administration and Finance and Academic Departments
• Training is available in the Learning Management System for new hires who have not yet attended the Performance Management System Training
• Demonstrations and Hands on Training
• The Annual evaluation will be launched on or near October 15, 2016, and training will be offered at that time specific to completing the annual evaluation form
• Hands on Training and Guided Work Sessions

Phase III – Research Departments, Student Affairs, and departments that report directly to the Chancellor
• Communication to departments in Phase III will begin in August and will include the opportunity for leadership to see a demonstration of the system
• Training for employees in Phase III will begin in January of 2017
• Instructor led training and online training
Policy & Program Updates

Ola Faucher

• Federal Changes –
  • Fair Labor Standards Act (FLSA):
  • New minimum of $47,476.00 annually ($913.00 weekly) to be “overtime exempt;” applies even to part-time employees; effective 11-20-16.
  • Over 300 “overtime exempt” positions on campus affected; faculty, GTAs, GRAs not affected.
  • Post Docs salaries will be raised to new minimum; student services positions (except managers) may be moved to “overtime eligible;” part-time “overtime exempts” under minimum may be moved to “overtime eligible.”
  • Lists requesting designations from VPs/VCs/Deans.
  • Unit training for employees moved to “overtime eligible” & supervisors.
  • Notice to staff moved to “overtime eligible.”
Policy & Program Updates

• KU Changes/Updates:

• Policies & Programs in the Works:
  • Volunteer/Intern Policy – includes definitions, registration process, requirement for background check for some; fall campus final review on volunteer policy; intern policy being developed.
  • Tuition Assistance Policy – addresses fiscal restrictions; not pay for fees; eligibility changes.
  • Staff Assistance Program – limited funds available to KUL & KUMC staff for emergencies; faculty/staff donations encouraged.
  • Performance, Disciplinary Policies – includes employment conditions, consolidation of performance, disciplinary & appeal avenues where possible; will be reviewed by broader KU community
  • Alternate Work Location Policy – guidelines for work in off-site locations.
  • Shared Service Center Funding Pilot Project – BPR & ESB (only for AAI) SSCs to update funding online in HR/Pay
HR/Pay Updates – Pam Burkhead

• Annual Termination Process

• Working with Budget and Research to inactivate non-used funding

• Mobile for TL/AM is out

• Annual Process
  • Salary Letters
  • AY Faculty Load
Questions and Wrap-Up

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Thank you for your attendance and service to KU.