

Recap: Human Resources Liaisons Quarterly Meeting November 5, 2009

Next meeting: Thursday, 4 February at 10:00am – Location TBD

1) Meeting opened at 10:00am

2) Director's Message – Dick Gartrell

- Welcome to Grace Fisgus, the new Human Resources Administrative Assistant.
- Congratulations to Annabelle Allen, who is now the Billing Coordinator in HR, and to Sarah Childs, who is now the Leave Coordinator.

3) Workplace Issues – Dick Gartrell and Jenna Brown

- The Ombuds Office has heard concerns from employees that HR Liaisons appears to be an obstacle to reaching the Human Resources Department, and concluding that HR doesn't care. Human Resources wants HR Liaisons to know that we have a deep respect for what they do as an extension of HR regarding policies and practices. And, HR is here to help you and the employees in your area. Please be sure that employees know they can always come to Human Resources, and help them to understand that we do care.
- The exit interview chart in the handout shows results of information obtained in exit interviews. The right side of the "0" scale shows the items for which they had positive opinions. The left side shows the things that they were less satisfied about – most of which are items that individual units have control over, such as "recognition on the job", "following policies and procedures", and "opportunity for growth".

4) Training and Development Update – Sharon Gabel

- DU offers a customized approach to training, ranging from public training sessions to individual sessions to address specific professional aspirations. Organizational Effectiveness also offers on-the-job support such as process flowcharts and various job aids. In addition, there are over 3,000 online courses that are free of charge through Skillsoft (go to du.edu/hr/training and select "online learning"). Departments are encouraged to contact Sharon to consult on particular needs for development to help the department, or to help an individual.
- New Employee Orientation is now being held once a month on Wednesday – next sessions are 11/11/2009 and 12/9/2009. Due to government legislation, as of 7/1/2009, the window for signing up for benefits has narrowed from 60 days to 30 days after hire date. Please help new employees to obtain benefits within the 30-day limitation! (See the graph on page 8 of the handout showing the current lag time in attending Orientation.)
- The annual Legal and Policy Update sessions are scheduled in early December – see page 8 of the handout for times and location. A memo will be distributed shortly to all deans and directors. Employees needing to attend are identified by their position's classification code. If there is a question about someone needing to attend, they should first talk to their HR Liaison who can confer with Amy King regarding their classification code.

5) I-9 – Sasha Robeson

Anyone hired after 9/14/2009 will need to complete the new I-9 form. This form can be identified by the “8/31/12” notation in the top right corner of the form. Our goal is to reduce the 600+ I-9 forms returned for correction this past year. Feedback was requested on a suggestion to have all I-9s either be completed by HR Liaisons, or to have the hiring manager route all completed I-9s through the HR Liaison prior to submission to Human Resources. A further suggestion was made to have a different process for Work Study I-9s. If anyone has any thoughts or suggestions, contact Amy King or Sasha Robeson.

6) Confidentiality and patent Agreement – Ashley Gross

Remember that all employees, including Work Studies, are required to complete a Patent Agreement and Confidentiality Statement.

7) Record Retention – Amy King

Official employee files are kept in Human Resources, not in individual units. I-9s should not be kept in the units. A Record Retention Schedule is being developed for publication.

8) Holidays and Vacation Reporting – Amy King

- Any time off taken outside of the designated University holidays should be reported appropriately as either sick or vacation leave. Both sick and vacation leave policies can be found in the Employee Handbook.
- Snow Days: If an employee had a planned vacation day, University practice has been that the vacation day remains documented as a vacation day.

9) Colorado Minimum Wage – Amy King

As of 1/1/2010, the minimum wage is \$7.25. Although the Colorado minimum wage will be \$7.24, the higher Federal \$7.25 minimum wage overrides the state.

10) Pension Protection Act – Amy King

As you are aware, in January, 2009 the IRS issued a field directive to provide guidance about *part-time employees'* exclusion under Section 410 of the Internal Revenue Code, taking the following position:

“Part-time employees can no longer be excluded from the plan if they would earn 1,000 hours or more during the plan year.”

Usually, a part-time employee working **less than** 20 hours a week on average will not complete 1,000 hours within a year; however, it can occur when workloads change. Human Resources continues to audit this process and contact divisions regarding employees approaching 1,000 in a calendar year. On January 1, 2010, that 1,000 hour “clock” will start over at zero.

11) Leave Reporting – Annabelle Allen

Part-time employees need to report leave as part-time, not full-time. If you have questions, call Sarah Childs.

12) Eco Passes – Annabelle Allen / Monica Strobel

A new process for obtaining Eco Passes will be implemented prior to December 1st. All employees must complete the 2010 Eco Pass application prior to going to the Transportation Center for their sticker. (See handout packet page 9 for sample form – **this must be typed, not hand written.**) More information will be distributed shortly.

There is a \$5 surcharge for riding the RTD Skyride to the airport, but no charge for returning from the airport.

The Eco Pass is also good for RTD special rides such as Bronco and Rockies games.

13) Benefits Update: Healthcare Rollback – Shannon Winckel

In accordance with the announcement made by the Chancellor, the Human Resources Benefits Office is currently working out the details of the upcoming rollback of your health insurance premiums.

Kaiser HMO premiums are the basis of the University's contributions; accordingly the rollback will also follow the same methodology. Regardless of which plan you are in, your credit will be calculated based on your level of coverage.

| <u>Coverage</u> | <u>Credit</u> |
|-------------------|---------------|
| Employee Only | \$5.55 |
| Employee + 1 | \$22.20 |
| Employee + Family | \$37.43 |

These premium credits will be seen for all employees enrolled in our healthcare plans beginning on the first paycheck in December going forward through June. In addition, all employees who are currently enrolled in our health care plans will see a "catch-up" premium credit for each month(s) since July 2009 that they have been enrolled. Finally, if you are enrolled in the Kaiser HMO w/ HSA plan with employee only coverage, you will see your credits deposited into your Wells Fargo HSA account beginning in January 2010.

In 2008 Governor Ritter announced an agreement by the Commissioner of Insurance and Kaiser Permanente Colorado, pursuant to which Kaiser would provide \$155 million in Colorado financial relief that would benefit Colorado consumers. Because of this agreement, there will also be a one-time premium credit rebate in your December paycheck.

You must be enrolled in a plan as of November 1st to receive the catch-up credits and the one-time credit. Here are the additional three line items you will see on your December paycheck stub.

- Kaiser Premium Credit
- Kaiser Premium Catch-up Credit (July through November)
- One-time Kaiser Premium Rebate

If you have any questions, please email benefits@du.edu.

14) Emergency Ride Home – Monica Strobel

Flyers and brochures were available outlining this and other transportation services. For more information, contact the Transportation Center.

15) Student Employment Update – Joslyn Robich

See important deadlines regarding the work-study program on page 10 of the handout. A newsletter was distributed last Tuesday, 11/3, to everyone on the work-study list serve

16) Non-Smoking Policy – Katie Dunker

As of 1/1/2010, DU is a non-smoking campus. The policy, resources for smoking cessation, and a sample of their website (www.du.edu/smokefree) are on pages 11-13 of the handout packet.

Statistics: about 4% of students identified themselves as now smoking daily on campus, about 8% of staff, and about 2% of faculty.

17) Race/Ethnicity/Veteran's Status for Employees – Susan Lee

- In 2009, 18% of new employees did not identify their Race/Ethnicity/Veteran's status and many current employees have also not self-identified. Although it is the benefitted and non-benefitted employee's prerogative to not self-identify, it is requested that they either self-identify or check the box that declines self-identification which confirms that they had the opportunity.
- Please direct all new employees and remind existing employees to take two minutes to complete this important reporting information. They can find the self-identification forms (one for race, ethnicity and one for Veteran's status) by logging on to webCentral, going to the Employee Tab, then Employee Information, the DU Additional On Line Actions.

- If they need assistance with the log on or location, they can call the Help Desk at 1-4700. For other questions, feel free to contact Susan Lee, 1-7436 or susanlee@du.edu

Open Forum (Q and A)

18) Announcements

Kaiser Permanente will be on campus on November 9th and 11th to administer seasonal flu shots. This service will be free to all Kaiser members. Non-Kaiser members can receive the flu shot for a \$20.00 charge (cash or checks only). Shots will be administered on the Driscoll Bridge both days from 11:00 a.m. to 2:00 p.m. These clinics are for DU employees only. Unfortunately, we do not have enough flu shots for family members.

Important: Due to the record number of Kaiser Permanente members who have already been vaccinated, the seasonal flu clinics scheduled for Saturday, November 7th at Kaiser have been cancelled.

Upcoming 2008-2009 Human Resources Liaison meetings (10:00a – 11:30a):

- Thr, Feb 4, 2010
- Thr, May 6, 2010

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