HR Connect Meeting

August 1, 2017

UNIVERSITY of DENVER
HUMAN RESOURCES

WELCOME

Laura Maresca, Vice Chancellor, Human Resources and Inclusive Excellence (HRIC)

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Agenda

- Human Resources and Inclusive Excellence (HRIC)
- Director of Compensation
- Shared Services
- Benefits
- People Development
- Equal Opportunity
- Registrar
- Employee Relations

HRIC Update

Ice Cream!

Employee experience meetings-

- *August 2, 2-3 pm-Ritchie School of Engineering (410)*
- *August 18, 9-10 am-Daniels College of Business (205)*
- *August 30, 2-3 pm-Sie International Complex (1020)*

What is in our name?

FLSA update

Compensation and Titles

Megan Brown, Director of Compensation

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Compensation Updates

Staff Position Compensation

- Review Process Changes

Job Title Alignment

Staff Position Compensation Review

Process Change Highlights

In response to feedback we've received regarding cycle time and an effort to improve process efficiency, effective immediately, the position compensation review will reflect the following key activities and changes:

1. Compensation Analysis Statement will be provided for all new, benefitted positions
2. Compensation will no longer provide approval through the workflow. Instead, the above Compensation Analysis Statement will serve as the required approval.
3. Compensation review at hiring offer phase is no longer required if:
   - Position is grade 1 – 11, and
   - Offer is between 85% of midpoint and midpoint of the assigned salary range, and
   - Offer follows provided guidelines

Staff Position Compensation Review

Process Changes - detailed

1. Initial Position Compensation Review
   - When a new role or backfill need has been identified, the Department will request via email (hr.compensation@du.edu) a compensation analysis. The Department must include a current job description and org chart.
   - Compensation will review the role and provide a completed Compensation Analysis statement, to include the assigned salary grade and range.
   - The Department will use this document as a compensation recommendation reference for requesting budget for the new role. The Compensation Analysis Statement must be uploaded into the workflow by the requestor. You must also upload the job description as an attachment.

Staff Position Compensation Review

Process Changes – detailed

2. Hiring Offer Review

- **If the job is grade 1 through 11 AND the desired offer is between 85% of midpoint and midpoint of the assigned salary grade**, no additional approval is required from Compensation
- **If the job is grade 1 through 11, but the desired offer is either below or above the approved range (85% of midpoint to midpoint of the salary grade)**, Compensation must review the offer and provide approval
- **If the job is grade 12 or above**, Compensation must review the offer and provide approval

NOTE: For all offers, the Compensation recommendation does NOT constitute budget approval

Staff Position Compensation Review

Offer Guidelines

A salary offer approval from Compensation is **not** required if it meets ALL the following criteria:

- Position is assigned to grade 1 through 11
- Offer is within **85% of Midpoint and Midpoint** of the assigned salary grade
- Candidate has required education and experience qualification for the role
- Candidate has skills, knowledge, and experience related to role and/or function
- Offer is internally equitable, meaning it is appropriate when compared to the skills, knowledge, experience, and performance of peers in similar jobs within the division
- Available budget supports the offer

*** If all criteria have been met, hiring manager may offer role without Compensation Team approval**

Job Title Alignment

Phase Overview

- We recently communicated that work is being done on the job title alignment, the next step in the implementation in the objectives of last year's Staff Compensation Study
- The alignment is a key component of having a clear and consistent compensation program
- No salary or salary grade changes are expected as a result of this step

Job Title Alignment

Next Steps

- Division leaders and HRIC are currently reviewing the job title recommendations and will be finalizing changes through August
- Once changes are finalized, HRIC will work with Shared Services to implement the changes
- Simultaneously, divisions will be provided with letters to distribute to impacted individuals notifying them of their revised job title and the effective date of the change
- Title changes as a result of this alignment exercise will <u>not</u> impact merit eligibility
- Compensation and HRIC will continue to communicate to all staff members as the implementation gets closer

Questions?

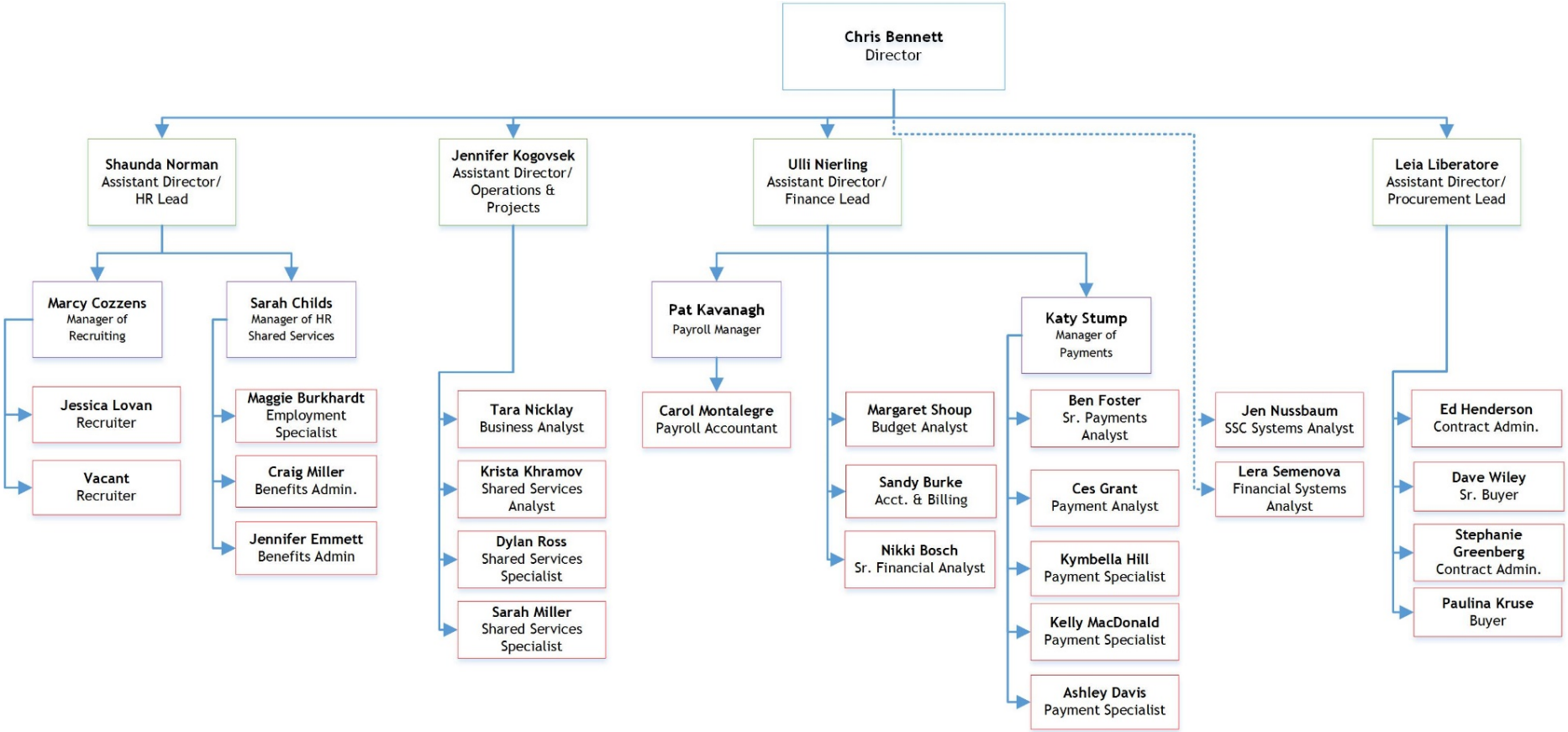
Shared Services

Resources:

www.du.edu/sharedservices

sharedservices@du.edu

SSC Organizational Chart



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SSC Tool Kits

A **Shared Services Center Tool Kit** is a comprehensive guide which contains all of the information you need to correctly complete administrative processes at DU. They are highly interactive documents that allow you to read only the steps that you need help with or read the entire document if you need to understand the full scope of the process. They are updated when new information becomes available or when we receive feedback from the community requesting more information.

There are currently 9 Tool Kits available for your use and we are working on more every day. Tool Kits can be accessed at:

PioneerWeb > Employment Tab> Administrative Processes

Background Check Screening

- One way DU promotes a safe environment for our community is to require all new hires to undergo a background check prior to starting work at the university.
  - HireRight is the DU's partner for background checks
  - Background checks are generally completed within 1-3 days after candidate responds to HireRight email
  - Background checks for finalists in a benefitted faculty and staff role are requested by units through Silkroad. Please only request screening for your finalist.
  - Rehired employees require a new background check if they have a break in service greater than 90 days (or 120 days for student employee classes or 365 for adjuncts).
  - Before initiating a background check request in HireRight for non-benefitted employees please enter their 87# in the online hiring application to determine whether the check is needed

I-9 Compliance

Please remind your supervisors of the importance of having their new employees visit the SSC on their 1st day of employment.

1. **Following completion of background check process** the new employee is sent an email from HireRight with a link to complete Section 1 of Form I-9 online along with information regarding important deadlines.
2. **By the end of the first day of work** the employee must complete Section 1 of Form I-9. Supervisors and/or departmental representatives should remind new employee of I-9 compliance.
3. **On or before their first day of work** the employee must present original documents to the I-9 Administrator in Shared Services (1st floor Aspen Hall). The I-9 Administrator will ensure Section 1 is completed and verify the original documents establishing the employee's eligibility to work in U.S.
4. **Within 3 business days from the first day of work** the I-9 Administrator in Shared Services completes Section 2 of Form I-9 and submits for E-Verify process.
5. **Shared Services** loads data into Banner, reviews compliance reports, and follows up individually on all outstanding issues.

1,000 Hrs Regs for Non-Benefited Employees

- To maintain compliance with the Pension Protection Act of 2006 the University's policy is to limit the hours worked by non-benefitted employees to 1,000 annually.

- **Exception**: If an individual is accepted into a degree program at DU and is taking classes, their primary status is "student."
  - If they decide to work on top of taking classes, whether it is paid through work award dollars or departmental dollars, their primary status of "student" makes them **EXEMPT** from the 1,000 limit.

- If a person is hired for a non-benefited job and is not a student then the 1,000 hour limit will apply.
  - If they apply for another non-benefited job BOTH job hours worked count towards the 1,000 hours as the rule is calculated by person, not by position. Each job counts towards the 1,000 hours regulation.
  - Example: If the employee has **200 hours worked in Job A** and **300 hours worked in Job B**, even if the jobs are in different divisions, the **total is 500 hours** and that will counted against the 1,000 hours

- The 1,000 hours is regulated on a calendar year and resets January 1st

New 1,000 Monitoring in PioneerTime

A report has been created in PioneerTime that will allow you, as supervisors, to monitor the 1,000 hour limit for your non-benefited employees.

- You will only see employees who need to be monitored.
- You will not see hours for students, adjunct faculty, or benefited faculty and staff.
- If you see something in error, please contact the Employment Specialist in Shared Services at 303-871-3502 and this will be looked into.

PioneerTime Upgrade

- The go-live date is ***Monday August 14, 2017***. The upgrade includes:
  - The new PioneerTime version is ***Java fr***
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  - The application is more intuitive and user-friendly
  - Optional training will be provided, as well as an updated PioneerTime Tool Kit and an email to PioneerTime users outlining new features
  - During the upgrade the application will be unavailable from 8/10 through 8/13. PioneerTime terminals will be functioning and storing data until the upgrade is complete.

Employment and Income Verifications

The Work Number-what is it?

- Shared Services is partnering with Equifax to provide an automated way to complete employment and income verifications via The Work Number ™

- The Work Number provides fast, secure service for mortgage applications, reference checks, loan applications, apartment leases, job references. Anything that requires proof of employment and/or income.

How will employees benefit from Equifax?

- The Work Number is a 24/7/365 service that provides secure verifications within a matter of minutes via web and telephone interfaces.
- Reduces turn-around time for verifications, especially during holiday closures when DU is normally closed, Equifax is available to continue to do verifications.

How does it work?

- When this project is complete, Shared Services will update our website with link to The Work Number.

- We will let you know when the transition to The Work Number is activated.

Questions?

BENEFITS

Lloyd Moore, Director of Benefits

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BENEFITS

OUT OF AREA PPO PLAN

- For employees who reside and work outside Kaiser service areas, as of July, 1, 2017 DU offers two medical plan options through Kaiser Permanente: the Out-of-Area PPO, and the Health Savings Account-eligible (HSA-eligible) PPO High-Deductible Health Plan.

- The Out-of-Area PPO Plan is as close to the current HMO as Kaiser could get it. While this plan has a $250 deductible, the overall out of pocket maximum mirrors the HMO. Members will have copays for office visits same as the HMO when using participating providers.

- No changes were made to the HSA-eligible PPO High-Deductible Health Plan design, however the employee portion of the premiums have been adjusted to ensure equitable distribution of costs for employees who, because of their geographic location, can't participate in the traditional HMO HDHP plan. Under this plan, DU will also contribute $26.42 per month to an HSA through Optum Bank.

- Both plans cover in-network preventive care at 100%. This includes routine screenings and checkups, as well as counseling to prevent illness, disease, or other health problems.

People Development

Greg Giesen, Manager of People Development

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Professional Development Kick-Off Luncheon

Wednesday, Sept. 27th from 11:30-1pm

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Equal Opportunity

Rufina A. Hernández, Interim
Director of Equal Opportunity

Staffing Hiring Guidelines

Status update!

Registrar

Dennis Becker

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Family Educational Rights & Privacy Act (FERPA)

Of 1974 As Amended

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

"A Federal Law designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings."

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

Act is enforced by the

U.S. Department of Education

THE ESSENCE OF THE ACT

- Right to inspect and review education records
- Right to seek to amend education records
- Right to have some control over the disclosure of information derived from education records
  - Access & Disclosure

KEY TERMS

- Education Record
- Personally Identifiable
- Directory Information
- School Official

WHAT IS AN "EDUCATION RECORD?"

- Any record, with certain exceptions, maintained by an institution that is directly related to a student or students. This record can contain a student's name(s) or information from which an individual student can be personally (individually) identified.

- These records include: files, documents, and materials in whatever medium (handwriting, print, tapes, or digital records such as Banner records) which contain information directly related to students and from which students can be personally (individually) identified.

"PERSONALLY IDENTIFIABLE"

Personally Identifiable means data or information which includes:

1. The name of the student, the student's parent, or other family members;
2. The student's campus or home address;
3. A personal identifier (such as a social security number or DU ID number);
4. A list of personal characteristics or other information which would make the student's identity known with "reasonable certainty."

WHAT IS NOT AN EDUCATION RECORD?

- "Sole Possession" notes
- Law enforcement unit records
- Records maintained exclusively for individuals in their capacity as employees
  - Records of individuals who are employed as a result of their status as students (i.e. work study, teaching or research assistant posts) *are* education records.
- Medical & Treatment records
- Alumni records

REQUIREMENTS FOR COMPLIANCE

Directory Information

- Information not normally considered a violation of a person's privacy
- Students must be notified of the items of directory information
- Students must be given the opportunity to request that directory information not be released. This right of non-disclosure applies to directory information only.

DIRECTORY INFORMATION AT DU

- Student's name
- Addresses
- Telephone number
- Electronic mail and webpage addresses
- Photographic images
- Date and place of birth
- Fields of study
- Full-time or part-time status
- Class (e.g., graduate, sophomore, junior)
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Anticipated date of graduation
- Degrees and awards received
- Most recent educational institution attended
- Job title
- Employer

"SCHOOL OFFICIALS"

A school official can be a person:

1. Employed by the college in an administrative, supervisory, academic, research, or support staff position (including law enforcement and health staff personnel),
2. Elected to the Board of Trustees,
3. Or a company employed by or under contract to the college to perform a specific task, such as, an agent, an attorney, an auditor, or an outsourced service provider.
4. Serving as a student representative on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

AT DU, A SCHOOL OFFICIAL IS A PERSON:

- employed by the University in an administrative, supervisory, academic, research, or staff position (including law enforcement unit personnel and health staff);
- or a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent);
- a person serving on the board of trustees;
- or a student, volunteer or employee of a partner organization serving on an official committee, such as an admission, disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

ACADEMIC DEPARTMENTS RECORD RETENTION

- FERPA does not specify requirements

- DU has a policy!
  - http://www.du.edu/bfa/records/retention_sched.html

QUESTIONS

Office of the Registrar
University of Denver
University Hall, Room G45
2197 South University Boulevard
Denver, Colorado 80208
303-871-3897
www.du.edu/registrar

EMPLOYEE RELATIONS

Molly Rossi, Employee Relations Consultant

Compliance Posters

- Budget officers-
  - Pick up federal, state and city posters for your building(s)
  - Available after today from Whitney Fulton, 4th floor, south side of Mary Reed
  - Delivery available on warm days

Thank you for joining us!

Now….

Ice cream!