HR Liaison Breakfast
August 2011

Vice President for Finance
Administration
HR Liaison Breakfast
August 2011

Chrissy Shinn
College of Engineering
2nd Quarter 2011
Bindu Kolli
Legal Counsel & Chief Policy Advisor
Office of VP for Finance and Administration

TITLE IX:
Primer for HR Liaisons
Why the recent focus on Title IX?

In April 2011, the Office of Civil Rights released a “Dear Colleague Letter” (“DCL”) that clarified the obligations of colleges and universities under Title IX and identified certain requirements that higher ed institutions had to implement immediately.
Three Areas of Focus in the DCL

1. Training
2. Title IX Coordinator
3. Notice of Nondiscrimination
What is Title IX?


"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."
Who is protected by Title IX?

• Both men and women

• Both staff and students
What is sexual harassment?

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when...
What is sexual harassment? (cont’d)

(1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement,

(2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual, or

(3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or unreasonably creating an intimidating, hostile, or offensive working or academic environment.
Harassment can be:

- Perpetrated by a faculty member, staff member, student or third party
- Directed by either gender at the other
- Directed at a victim of the same gender as the harasser, as long as the harassment is based on sex
Two Types of Sexual Harassment

- **Quid Pro Quo**: Benefits (or penalties) are conditioned on an individual’s submission to (or failure to submit to) requests for sexual favors.

- **Hostile Environment**: Harassment that does not result in a tangible benefit or penalty but that is sufficiently severe and pervasive to limit the victim’s ability to participate in classes, work activities, or other aspects of the academic or work environment.
• Title IX requires schools to have an anti-discrimination policy and grievance process to address sex discrimination, including sexual harassment.

• Universities are under a legal obligation to take steps to prevent harassment and address any harassment that occurs.
Policy 4-29: University Policy Against Sexual and Other Unlawful Harassment

- Lays out the reporting procedures for lodging a complaint and the offices that handle informal resolution of complaints.
- Lays out the investigation process for addressing formal complaints.
- Identifies the rights of both the complainant and the accused during the formal investigation process.
- Establishes the University’s non-retaliation policy.
• As HR Liaisons you may be approached by possible complainants who want to file a formal complaint or with individuals who have questions about sexual harassment generally.
• Functionally, the University will continue to adopt a “no door is the wrong door” approach to intake of complaints and fielding of inquiries (i.e. Office of Equity and Inclusion, Office of Student Conduct, Wellspring, etc.). The faculty or staff member consulted should inform the Title IX coordinator of any complaints or inquiries regarding gender-based discrimination. Faculty or staff members should also feel comfortable directly referring the inquiries to the Title IX coordinator.
• Even if you are approached about allegations of gender-based discrimination and the individual does not want to file a formal complaint, the Title IX coordinator still must be informed of the existence of the allegation.
Title IX Coordinator

School systems or other recipients of federal funds must designate at least one employee as the Title IX Coordinator to oversee compliance efforts and investigate any complaints of sex discrimination.
Although at least one employee is required to be designated to coordinate compliance with Title IX, it is the **shared responsibility** of the entire University, from top-level administration to individual staff, to foster compliance… hence, the **mandatory training for individuals throughout the University.**
Core Responsibilities of Title IX Coordinators

- Develop and maintain a working knowledge of Title IX and relevant state laws.
- Monitor school district’s compliance with legal requirements.
- Ensure school district has required policies and procedures in place.
- Conduct evaluations of school compliance.
- Arrange for training for staff and students.
- Provide and update resources.
- Ensure prompt and effective processing of complaints.
At the University of Delaware, we have three Title IX coordinators:

(1) For overall coordinating purposes, Title IX coordinator is:

Bindu Kolli, 
Chief Policy Advisor 
OEI 
305 Hullihen Hall 
(302) 831-8063 
bkolli@udel.edu

(2) For Athletic Department purposes:

Jennifer W. Davis, Vice President for Finance and Administration 
220 Hullihen Hall 
(302) 831-2769 
jjdavis@udel.edu

(3) For Student Life purposes:

Dawn Thompson, Dean of Students /AVP for Student Life 
101 Hullihen Hall 
(302) 831-8939 
dawnt@udel.edu
The DCL clearly provides the information that must be included in a university’s notice of nondiscrimination in order to comply with Title IX.

This Notice must be included in publications aimed at general distribution that provide information to students and employees about the school’s services and policies.

In situations where print real estate is at a premium (i.e. recruitment postcard), we understand that the complete Notice of Nondiscrimination will not fit.

Please contact me to discuss alternative Notice language that may be used depending on the space available for the Notice.
ANY QUESTIONS?

Please feel free to contact me –
Bindu Kolli
bkolli@udel.edu

THANK YOU!
This Is Your Year...
This Is Your Health...
Make It Happen!

Feel Better and Have More Energy
Increase My Level of Physical Activity
Make Better Food Choices
Control My Diabetes
Quit Smoking
Set Yourself Up For Success By Joining The State’s Wellness Journey:

“As one of DelaWELL’s strongest supporters, I am excited to see the selection of programs, services and incentives DelaWELL is making available to state employees. As always, thank you for your participation. Your involvement helps create a healthier Delaware.”

- Governor Jack Markell
Motivation Station: Employee Spotlight

January 2010 – 342 lbs.  
April 2011 – 237 lbs.

Motivator(s):
“Back in January 2010, my weight was 342 lbs. I decided it was time to change that. I no longer wanted to be the “fat girl” in the office.”

Health Improvements/ Lifestyle Changes:
• Lost 105 lbs.
• She now stays under a specific calorie intake, uses a food diary, and eats healthy (for the most part)
• Melody hasn’t given up any foods that she likes, she has just learned to control her portions
• Exercises on a daily basis
• Melody now holds a Zumba class three times a week after work at the Laurel State Service Center
• Everyone is so enthusiastic about becoming healthier, and their team spirit has tripled
• The Laurel State Service Center has become a healthy and joyful place to be

How Has DelaWELL Helped?
• Attended the DelaWELL University Onsite “Weight Management” Seminar, the DelaWELL health screening, as well as completed the online wellness assessment, several of the online seminars, stress management program, and the Strive for 5 fruit and vegetable challenge
• The information gained from these programs provided Melody with the motivation and resources to lose the weight

Melody Rose
Sr. Social Worker
DHSS - Laurel State Service Center
Motivation Station: Employee Spotlight

April 2007

April 2011

Kathy Brittingham
Senior Secretary
Milton Elementary School
Cape Henlopen School District

Mike Brittingham
State of Delaware Pensioner

Motivator(s):

“When we saw the results of our DelaWELL health screenings and online wellness assessments, we suddenly had a wakeup call.”

“As I am looking forward to being retired with my husband, it is so wonderful to know we will be able to bike, kayak, play tennis, and play with our seven grandchildren. No more having trouble getting up and down on the floor to play with them! We are both certainly living proof that healthy living is wonderful!”

Health Improvements/ Lifestyle Changes:

Mike -
• Blood pressure has gone from 162/96 to 127/72
• Lost 44 lbs.

Kathy -
• Lost 27 lbs.
• Blood pressure now runs 116/67; She now only takes half of a blood pressure pill

Both -
• Blood sugar, cholesterol and triglyceride levels have gone down and are now within the normal range
• Eating more fruits and vegetables and limit their meats to chicken, turkey and fish
• Energy levels have increased which allowed them to begin walking and biking regularly; Regular household chores have become so much easier. Working in the yard is a breeze now, no more shortness of breath or achy joints

How Has DelaWELL Helped?

• Made them focus on their health and realize how important it was- Both Mike and Kathy participated in the Weigh Down, Stay Down Challenge and the DelaWELL University “Nutrition” Onsite Seminar; Mike completed DelaWELL’s six-week online “Healthier Diet Program.” He does most of the cooking in their home since he is retired, so they both benefited from the information he learned.

• DelaWELL Health Coaches have been encouraging to them
DelaWELL 2011-2012 Rewards Are As Easy As 1-2-3!

Beginning **July 1, 2011 through May 31, 2012**, benefit eligible state agency, school district, charter school and higher education employees, as well as state non-Medicare eligible pensioners, who are currently enrolled in a State of Delaware Group Health Plan can earn **DelaWELL Rewards** for participating in various program activities throughout the year.

1) Participate in a **DelaWELL Health Screening** to be held at various locations throughout the state from July 18, 2011 through November 2011 **AND** January through April 2012.

2) Complete your confidential online **Wellness Assessment** questionnaire for 2011-2012.

3) Actively participate in a **Health Coaching or Condition Care Program**.

**Complete Steps 1 and 2 to earn the Silver Level: $100 DelaWELL Reward**

*OR*

**Complete Steps 1 and 2 and 3 to earn the Gold Level: $200 DelaWELL Reward**

Members who meet the requirements for the Silver or Gold Levels will also have a chance to win a FREE:

- Three-Month YMCA Family Membership
- One-Year YMCA Family Membership

*(Memberships generously donated by the YMCA of Delaware)*
Step 1: Participate In A DelaWELL Health Screening

- Knowing your key health values, such as blood pressure, blood sugar (glucose) and cholesterol is important to help you stay healthy and detect health conditions early when they are most treatable.
- Screening results on the spot with review by health care professional.
- Results and credit will be awarded for you automatically about two weeks after completion of your screening appointment.
- Completion is required to earn any DelaWELL rewards.

Sign up for a **FREE Health Screening Appointment** provided at various State of Delaware locations from **July 18, 2011 through November 2011 AND January 2012 through April 2012**. Please continue to check the website for updates.

To register for a Health Screening appointment, please visit the DelaWELL Health Portal at [https://delawell.alerehealth.com](https://delawell.alerehealth.com). Once logged in, click on the “Appointment Registration” link located on the left menu under Health Screenings.
Step 2: Complete Your Online Wellness Assessment

- 15-20 minute online questionnaire about your health habits
- Confidential – aggregate reporting only
- Include recent health screening results for most thorough report and recommendations
- You will get your Wellness Score and personalized report with recommendations for healthy steps you can take to reach your goals
- Credit will be awarded for you automatically upon completion. This activity is required to earn any DelaWELL rewards.
- Available July 1, 2011 through May 31, 2012!

To access and complete your online Wellness Assessment, please visit the DelaWELL Health Portal at https://delawell.alerehealth.com.
Step 3: Actively participate in a Health Coaching or Condition Care Program

- Qualification for a Health Coaching or Condition Care program is determined by the results of your Wellness Assessment or healthcare claims.

- **Low risk individuals** who don’t qualify for a health coaching program must participate in an online Healthy Living Program to complete Step 3 and qualify to earn the $200 incentive.

- All other participants **must** enroll in and participate in a Health Coaching program or Condition Care program to complete Step 3 and qualify to earn the $200 incentive.
Health Coaching

- Centered on five key behaviors to help you become healthier and more productive
  - Healthy weight maintenance
  - Smoking cessation
  - Physical activity
  - Eating habits/nutrition
  - Managing stress

- Your own confidential Health Coach will provide personalized guidance and support through a series of phone calls or online interactions

- Designed for:
  - Participants who are ready to change
  - Those at risk

- Provided at no cost to eligible Delaware members

- Confidentially administered by Alere

- Your Health Coach will validate completion, and credit will automatically be awarded upon meeting the criteria of completing 8 interactions with a coach during the first 3 months after enrollment. Completions are recorded monthly.

See the “Health Coaching” link on the left menu once you log in on the DelaWELL Health Portal (https://delawell.alerehealth.com).

If you are ready to make a healthy change and need the additional support of a coach, call 1-866-674-9103 to get started.
An Alere nurse is available to you 24/7 to help you manage your condition, get the most from visits to your healthcare providers and live well

- Specialized education and support program
- Enrollees in medical plan who have been diagnosed or are receiving treatment for the following conditions:
  - Asthma
  - Congestive heart failure
  - Coronary artery disease
  - Chronic obstructive pulmonary disorder
  - Diabetes
  - Osteoarthritis and Back Pain.

See the “Condition Care” link on the left menu once you log in on the DelaWELL Health Portal (https://delawell.alerehealth.com) for more information or call 1-866-674-9103.

Credit will be awarded to participants who keep scheduled phone calls with their Alere nurse care manager throughout the program year to meet completion criteria. Completions are recorded quarterly.
Healthy Living Programs

Interactive, personalized online tutorials available to everyone* that help you take important steps to reduce risk and improve health.

Once you complete the online Wellness Assessment, recommended Healthy Living Program topics are presented on the home page. However, you may choose any one of the 13 Healthy Living Programs (Weight Loss, Get In Shape, Stress Relief, Healthy Heart, Diabetes-Fighting, Custom Program, Smoke-Free, Healthy Aging, Easy Start, Healthier Diet, Cancer-Fighting, Healthy Senior or Healthy Kids).

To participate in a healthy living program, log into the DelaWELL Health Portal (https://delawell.alerehealth.com) and click on the Healthy Living Programs link located on the left menu under DelaWELL Program Info.

You'll have an achievable goal each week and a To-Do List of action items to help you make it happen. Regular e-mails will remind you to stay on track.

Credit will be awarded automatically for completion of your Healthy Living Program when you finish the short assessment at the end of week 6.

*Only those not eligible for Health Coaching or Condition Care can earn credit towards the incentive for completing a Healthy Living Program.
Additional DelaWELL Services and Health Resources To Help You Reach Your Goals

September 2011 - Putting the Pieces Together: Dealing with the Stress and Challenges of Life*
October 2011 - Developing a Self-Care Plan*
November 2011 - Diabetes Prevention and Control
January 2012 - Weight Management
February 2012 - Heart Health
March 2012 - Nutrition
April 2012 - Cancer
May 2012 - Arthritis/Joint Pain

*Online registration is currently open for these topics

Register to attend by visiting www.delawell.delaware.gov and clicking on the “DelaWELL University Onsite Health Seminars” link.

Stress Busters Challenge (Fall 2011)
Healthy Hearts Challenge (Early 2012)
Spring Fitness Challenge (Early 2012)

Nurse24 Line: 1-866-674-9103

Online Resources-
DelaWELL Health Portal

Healthy Lifestyle
- Food & Recipes
- Nutrition
- Fitness & Activity

Diseases & Conditions
- Stress Management
- Weight Management
- Tobacco Cessation

Tools
- Progress Tracker
- Meal Planner
- Fitness Planner

Take Your Well
Contact the DelaWELL Team

Website: [www.delawell.delaware.gov](http://www.delawell.delaware.gov)

Email: [Employee.Wellness@state.de.us](mailto:Employee.Wellness@state.de.us)

Phone: (800) 556–6106

Teri Strawder, DelaWELL Program Administrator

Aaron Schrader, Health Promotion Coordinator
HealthyU Employee Wellness

Dare to be fit.
FITNESS CHALLENGE

Registration begins August 22
www.udel.edu/wellness

September 25-November 6, 2011
25 Wellness Dollars

“Dare to be Fit” may also be purchased at a discount as part of the Wellness Plus membership package.
Employee Education and Development

FALL TRAINING OPPORTUNITIES

Communication Skills – October 5
Time Management – October 20
Change Skills for Change Agents - October 26
Business Writing and Proofreading - November 2
Situational Leadership - November 16
Customer Service – November 16
Speak with Confidence - November 30
Customer Service – December 6
Communication Skills – December 8

Pending Confirmation: Project Management; Process Improvement
Blue & Gold Administrative Essentials Certificate

Gives UD employees the skills needed to improve organizational effectiveness

Learn
- process improvement,
  communication,
  team-building and
  change management
  skills.

Improve
- your unit’s processes and procedures to save time and money.

Build
- your professional credentials to improve your work and further your career.

Blue & Gold Administrative Essentials
September 6, 8, 13, 15, 20, 22, 27 and 29
Blue & Gold Management Essentials Certificate
Giving UD managers the skills to manage their teams to prominence

Learn
proven management skills to become a more effective manager

Increase
your UD unit’s performance and added value

Build
your professional credentials to improve your work and further your career

Blue & Gold Management Essentials
October 18, 20, 25, 27, November 1, 3, 8 and 10
Conducting Business at UD

A library of online resources for new managers and others to learn how business is conducted at the University.

Topics include:
- Systems Overview
- Human Resources
- UD Financials
- Student Records & UDSIS
- Payroll and Records Management
- Information Technologies
- Others as identified and/or requested
Delaware Technical & Community College (DTCC)
Tuition Waiver Exchange Lottery
Deadline August 12
Contact Human Resources
Phone: 831-2171
Email: ben-serv@udel.edu
Financial Planning
Workplace Savings Plan Seminars
October 17 – 21

Registration:  http://www.udel.edu/EmployeeTraining
(Available September 1)
Tuition Exchange Program (TEP)
Lottery Deadline October 24
http://www.udel.edu/webforms
BEN Educational Benefits
2011 Open Enrollment
Flexible Spending Accounts

November 7 – 18
http://www.udel.edu/flexnet
Family Status Change

You are permitted to change your coverage elections between annual enrollments only if you have a change in family status: Marriage, divorce, birth, adoption, death of a dependent, a change in your spouse’s employment, job status or involuntary loss of medical coverage.

You have only 30 days to submit a Family Status Change form: http://www.udel.edu/00422

Any required backup documentation should be submitted as soon as available.
OISS Update

Younes Haboussi
Immigration Services Coordinator
Office for International Students and Scholars
413 Academy St.
International Students & Scholars Service Fees

International Population Growth

- 15% growth expected Academic Year 2012
## International Students & Scholars Service Fees

### Enhanced Services
**Fall and Spring of 2011 and 2012**

- Support OISS operations with additional staff to better serve the growing international community.

- Expand welcome services for new international students, designed to acquaint students with the University and community, and assist in an easy transition and adjustment to life in the United States.

- Provide faster document processing and implementation of a more comprehensive communication network.

- Offer enhanced advising services on a variety of matters including immigration, campus life, and personal concerns.

- Assure continued access to Social Security for student workers by bringing the necessary services to campus or taking the students to the Social Security office.

### New Services
**Spring of 2012 and beyond**

- Workshops and publications designed to provide information and assistance on a wide variety of topics of concern to international students, scholars and employees.

- Support social events to encourage international students to interact with the University community at large.

- Provide services to help the families who join our students, scholars and employees so they do not feel isolated in a new country.

- Improve referral assistance for international individuals who require services such as housing.
International Students & Scholars
Service Fees

Individuals Impacted by the International Service Fee
• All international students (non-US citizens) except for permanent residents.
• Continuing Education and part-time international students
• Graduate students in sustaining status.
• International visiting scholars and employees requiring a visa from the University of Delaware.

Fee Structure
• $100 per semester for graduate and undergraduate students.
• $50 per session for ELI students.
• $100 per application for J-1 visiting scholars.
• $250 per application for H1B employees (in addition to the filing fees).
• $500 per application for permanent residency applications.
International Students & Scholars
Service Fees

Visiting Scholars

- J-1 visa:
  - Research scholars
  - Short term scholars

Request for Visiting Scholar Form
http://www.udel.edu/oiss/forms/visschol.pdf
Export Control:

- The University of Delaware must certify whether export licensing will be required for the work.
- “Export Control Certification From”
- STEM
- Form must be signed by the Empowered Official at the Research Office and submitted with other supporting documentation
- If a foreign national employee’s source of funding changes, a new certification form is required.
International Students & Scholars
Service Fees

Temporary Employees (H-1B)

- Information and processing:
  [http://www.udel.edu/oiss/forms/h1bdetails.pdf](http://www.udel.edu/oiss/forms/h1bdetails.pdf)

- H-1B visa questionnaire:
  [http://www.udel.edu/oiss/forms/h1bquest.doc](http://www.udel.edu/oiss/forms/h1bquest.doc)

- Sample letter instruction:
  [http://www.udel.edu/oiss/forms/h1bdetails-sampleltr.pdf](http://www.udel.edu/oiss/forms/h1bdetails-sampleltr.pdf)

- Change of employers / extension

- Dependents:
International Students & Scholars Service Fees

Permanent Residency

➢ Information and processing:

http://www.udel.edu/oiss/information/residency.html

➢ Academic Position

• Visa worksheet:

http://www.udel.edu/oiss/forms/ImmigrantVisaWorksheet.pdf

➢ Nonacademic Position

• Policy Waiver Application:

http://www.udel.edu/oiss/forms/ImmigrantVisaWorksheet.pdf
Online Recruitment Update
### Tentative Timeline for Compensation Study

#### June 2010
- Form Compensation Leadership Group (CLG)

#### Fall 2010
- Launch Administrative Support Form; CLG reviews FLSA audit form and pay guidelines

#### Summer 2010
- Compensation Overviews to University campus

#### March – April 2011
- Meet with Deans/Vice President’s and Managers to validate the position leveling, proposed title changes and salary adjustments

#### May – June, 2011
- Finalize position leveling

#### July – August, 2011
- Finalize compensation guidelines

#### September – December, 2011
- Communicate the changes to the salary structure and compensation guidelines

#### January 2012
- Implementation, bring employees to minimum

#### Winter 2012 and onward
- Address inequities and compression and movement through the salary bands.

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**Completed**  | **In Progress**  | **Pending**
# Summer On-boarding Dates

<table>
<thead>
<tr>
<th>On-boarding Group</th>
<th>Location</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELI/ITA Group On-boarding (Completed)</td>
<td>New ELI Building</td>
<td>7/13/11</td>
<td>8:30-12:00</td>
</tr>
<tr>
<td>Faculty Group On-boarding</td>
<td>The Gallery, Alumni Room, &amp; Collins Room in Perkins Student Center</td>
<td>8/25/11</td>
<td>8:30-4:00</td>
</tr>
<tr>
<td>All other New Graduate Students on Contract Group On-boarding</td>
<td>The Gallery in Perkins Student Center</td>
<td>8/26/11</td>
<td>8:30-4:00</td>
</tr>
</tbody>
</table>
Your Role for Summer Group On-boarding

For NEW Graduate Students on Contract:
• Complete a GSCRF
• Complete a SFAF
• Complete the on-board department data form
• Encourage your new graduate students on contract to attend the group on-boarding session

For NEW Faculty Members:
• Complete the on-board department data form
• Encourage your Faculty members to attend their group on-boarding session
• Please try not to schedule department orientation

For All New Employees:
• Please try not to schedule department orientations on group on-boarding days
• Encourage employees to respond to emails requesting completion of CBC information