HR Liaison and Wellness Coordinator Breakfast
Fall 2009
HR Liaison Breakfast
Fall 2009
Agenda

HR Liaison of Quarter
FMLA
Short Term Disability
Long Term Care
United Way Update
Recruitment Update
Performance Appraisal Update
LAM Update
HR Liaison Role in on-boarding Benefited Employees
Payroll Deadlines and Schedules
Wellness Update
Records Housekeeping Items
  Supervisor List
  HR Liaison List
  Employees Not Paid
HR Liaison of the Quarter

Wendy Groce
Office of University Registrar
2nd Quarter 2009

Barbara Stephens
Carvel Research & Education Center
3rd Quarter 2009
FMLA Policy

UD Policy #4-37 Family and Medical Leave policy is administered concurrently with UD Policies 4-24 Professional and Salaried Staff Parental Leave and 4-48 Workers’ Compensation

http://www.udel.edu/ExecVP/policies/personnel/index.html
FMLA Policy
Overview

The University of Delaware provides all eligible employees with up to a total of 12 work weeks of unpaid leave during any 12-month period measured backward from the first day of leave for various reasons identified in this policy. Those reasons are:

- the birth and care of the newborn child of the employee
- the placement with the employee of a son or daughter for adoption or foster care
- the care for an immediate family member (spouse, child, or parent) with a serious health condition
- to take medical leave when the employee is unable to work because of a serious health condition

Eligibility

To be eligible for FMLA benefits, an employee must:

- have worked for the University of Delaware for a total of 12 months
- have worked at least 1,250 hours over the 12-months prior to the leave date
FMLA Procedures

• Employee requests FMLA leave from the department

• Review Employee’s accrued time record to determine if FMLA leave will be paid or unpaid

• After completing forms WH 381 and WH 382, send them as back up with the JED placing the employee on paid FMLA leave (PLA) or unpaid FMLA leave (LOA)

• If the employee will be on unpaid leave for all or part of their FMLA leave, contact Benefits at ben-serv@udel.edu to arrange for payment of benefit premiums

• Note: Only 6 weeks of accrued sick leave can be used for maternity leave, unless additional medical documentation is presented

• Intermittent Leave or Reduced Schedule:
An employee may take leave intermittently or on a reduced schedule only if medically necessary or due to a qualifying exigency. If medically necessary, the healthcare provider must estimate the frequency and duration of absences for unforeseeable intermittent leave.
FMLA Policy

Military Caregiver Leave

- care for a covered active service member who is ill or injured and who is a spouse, child, parent or next of kin; leave in this category is available for up to 26 weeks in a single fixed 12 month period measured forward from the first date of leave; (Note: this is the only time a 26 week period of time is used for FMLA administration)

Qualifying Exigency Leave (Active Duty Leave)

- a qualifying exigency arising out of a call to duty or active duty by a covered service member in support of a contingency operation
FMLA Policy
In Summary:

Timeframes

• 15 calendar days forward (deadline date) to receive completed Certification forms

• 5 business days (deadline date) to update and distribute the Designation Notice form

Required forms used for all FMLA Leaves:

• WHD 1420 – Employee Rights and Responsibilities Under the Family and Medical Act

• WH 381 – Notice of Eligibility and Rights and Responsibilities Form (submit to Payroll with JED)

• WH 382 – Designation Notice Form (submit to Payroll with JED)

• Certification Form (WH 380E or WH 380F or WH 384 or WH 385) (Keep in Department files or store in Labor Relations files) Keep Confidential
Short-Term Disability Insurance
(State Pension Plan Participants)

• Pays a benefit of 75% of your base salary (can be offset to 10% due to workers compensation or no fault decision)
• Maximum Benefit: $2,000 per week
• May also use sick leave or vacation leave to maximize the payment to 100% of pre-disability base salary
• Benefits begin on the 61st calendar day and continue through the 182nd calendar day of disability unless you are able to perform the essential duties of your occupation and earn 80% or more of your pre-disability base salary
• Accrue pension service credit
• Continue health care coverage
STD Payment Processing

- Paid through the UD payroll system
- Paid at 75% salary
- UD Continues to cover employer’s share of Health Care premiums
- Employee share of Health Care premiums will continue to be deducted from pay.
State Long-Term Disability (LTD)

- If unable to return to work after short term disability benefits end, employee is terminated from University of Delaware, per Delaware State Law, and transitions to a State of Delaware Employee on long-term disability
- Pays a monthly benefit of 60% ($66\frac{2}{3}\%$ for high option) of your monthly base salary
- Maximum Benefit: $8,000 per month
- Benefits begin on the 183rd calendar day and continue for 24 months or until you are able to perform the essential duties of your occupation. After 24 months, benefits can continue if you are unable to perform the essential duties of any occupation or until age 65.
- Accrue pension service credit
- Continue health care coverage
State LTD Payment Processing

- Income paid by The Hartford (no longer a University Employee)
- Employer share of Health Care premiums paid by the State
- Employee share of Health Care premiums deducted by The Hartford
UD Disability Insurance
(typically faculty & exempt staff)

- Faculty Handbook, Section 4, Personnel Policies for faculty
- Policy 4-31- Professional and Salaried Staff Sick Leave
- Policy 4-70 - Disability (Total) Benefits Salary Continuation
- Medical status report form
- Application for Long-term Disability
- Income through Reliance Standard
- Contributions to 403(b) retirement plan
- Participation in health insurance options for retired University employees (if employed for 5 years or longer)
"Could I have a minute of your valuable time, Greaves?"
FSA Open Enrollment

FlexNet@UD.EDU

2010 Flexible Spending Accounts (FSAs) Enrollment

http://www.udel.edu/flexnet

November 10 through November 24
Long-term Care Insurance

Care required to provide assistance with activities of daily living to a person who suffers from a chronic illness or disability.

• Care Received In
  – Home care
  – Adult day care
  – Assisted living/residential care
  – Nursing home
  – Hospice

• Care Provided By
  – Health care professionals (nurses and therapists)
  – Non-professional individuals (family and friends)
Prudential Long-Term Care Insurance

Effective January 1, 2010

• Open Enrollment has ended but employees may enroll at anytime but will need to submit medical information

• New hires will be able to enroll within 30 days of hire date without medical information

• Voluntary benefit open to benefits-eligible employees, their spouse or same sex-domestic partner, parents/parents in-law, grandparents/grandparents-in-law, adult-child(ren), and adult child(ren)’s spouses. Retirees, their spouse or same-sex domestic partner, and adult child(ren) and spouse of adult child(ren) and surviving spouse.
Long-term care assists with....

- Activities of Daily Living (ADLs)
  - Bathing
  - Dressing
  - Eating
  - Toileting
  - Continence
  - Transferring

- Cognitive Impairment:
  Severe loss or deterioration of intellectual capacity
Protection for long-term Care

- Health Insurance - No coverage
- Disability Insurance - No coverage
- Medicare - Limited coverage
  - 100 days per benefit period with care restrictions. $133.50 per day (days 21-100) in 2009
- Medicaid-Limited coverage
  - after you've spent down your assets.
United Way Update
Thank you for your help

We’ve exceeded our Goal
Recruitment and Employment Updates

- Recruitment Team Introductions
- Tour of the New Recruitment Website
- Recruitment Initiatives
Performance Appraisal System

• New web based system

• Training expected mid January

• Training for employees as well as supervisors

• Content is not changing from last year only delivery method

• Expected to be available February and due late March early April
Performance Appraisal System

Employee -> Supervisor

One on One conversation

Auto update to system

HR

Additional approvers if required
KEEP UP THE GOOD WORK OR ELSE.

A PASSIVE-AGGRESSIVE PERFORMANCE REVIEW
LAM Questions & Answers
Question: What is the relationship between the JED, the Position Change Form, and the LAM?

Answer: The funding on a JED should be the permanent funding for the position and that funding should be reflected in position. However, there are times when a JED needs to be processed due to a temporary arrangement. An example would be an employee is full-time, but an arrangement is made for them to work part-time for some period of time. A JED needs to be processed to change the employee to part-time and pay them a reduced amount, but the funding should not update position and the position should not change to part-time. The position is still full-time and the permanent full-time funding should still be shown in position.
The Onboarding Process
Who’s Responsible for Whom?

Office of Human Resources Centralized On-Boarding:
1. Benefited Employees
2. Post Doctoral Fellows
3. Graduate Students on Contract

HR Liaisons Departmental Responsibility:
1. Miscellaneous Wage Employees
2. Supplemental Faculty and Professionals
3. Undergraduate Students
4. Graduate Student Labor(not on Contract)
5. Non-Paid Employees(Adjuncts)
On-Boarding Department Data

Date: 
Requestor: 
Requestor email: 

Employee Information

Please complete all fields below. Please provide the appropriate code. If unknown, click on the field name and a window will appear that lists the appropriate values. Please close or minimize the look-up window to return to this webform. Upon submit, a carbon copy will be sent to the requestor, using the email address supplied above.

Name: 
Campus Phone: 
Room #: 

Department ID: 
Location #: 
Check Delivery #: 

Supervisor Code: 
HR Liaison Code: 
BTA Group #: 

*Include in LAM?: 
* Post-Doc Fellows Only. Benefited employees are automatically included in the LAM. Grad on Contract LAM information is supplied from the Student Funding Form.

Student Account Funding Form (SAFF): 
If Grad on Contract, webform number for SAFF
What can new employees do before their On-Boarding session with HR?

1. Review the Welcome Packet
2. Complete the following forms:
   a. Quick Bio
   b. Employee Demographic Data Form (EDD)
      c. W-4 Form
      d. Direct Deposit Form
      e. Bayh-Dole Act-Agreement to Assign
3. Collect documentation as described on the Checklist
4. Prepare any questions for HR

Foreign Nationals must go to the Office of Foreign Students & Scholars upon arrival for I-9 processing
Payroll Deadline Schedules

HR & Payroll Deadlines

- 2009 Bi-Weekly BAF Deadline Schedule
- 2009 Bi-Weekly BOT Deadline Schedule
- 2009 Semi-Monthly Deadline Schedule
- 2010 Bi-Weekly BAF Deadline Schedule
- 2010 Bi-Weekly BOT Deadline Schedule
- 2010 Semi-Monthly Deadline Schedule
## 2010 Bi-Weekly BOT Payroll Deadlines

### Students and Miscellaneous Wage

Data published by HR Payroll & Systems Administration

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HealthyU - Upcoming Programs

• “12 Days of Fitness”  
  *EFC program*  
  Nov. 16 – December 18

• Stress Management Workshop  
  Tuesday, December 1  
  DelaWELL partnership
HealthyU - Upcoming Programs

• “Well On Your Weigh”
  • January 18 – February 26
  • Teams of 3 – 5 people
  • Kick-off event / contests
  • Weekly weigh-ins
  • Indoor walking trail maps
  • Sponsored activities
  • $25 Wellness Dollars
Housekeeping…

• Supervisor List Updates
• HR Liaison List
• Active Employees – Not Paid
• Separation Checklist
• Questions