Human Resources
HR Liaison Breakfast
April 2015
HR Liaison of the 4th Quarter 2014

Marcia Hartline
Center for Teaching and Assessment Learning
HR Liaison of the 1st Quarter 2015

Linda Stacy
Student Health Services
HR Liaisons Meeting: Commission on Sexual Harassment & Assault

Facilitator: Michael Chajes
Professor of Civil and Environmental Engineering
Chair of the Commission on Sexual Harassment and Assault

Sponsored by the Faculty Senate Commission on Sexual Assault and Sexual Harassment
Commission Formation and Charge

On December 1, 2014, the Faculty Senate voted to create a faculty-student-staff commission on sexual harassment and assault.

The commission was charged with making recommendations for the implementation of best practices for the prevention of sexual misconduct and for addressing sexual harassment and assault allegations.

In fulfilling the charge, the commission is working in concert with the Title IX Coordinator, Sue Groff.
Commission Members

- **Robin Andreasen**, Associate Professor of Linguistics and Cognitive Science
- **Sage Carson**, Undergraduate Student
- **Chris Castillo**, President of the Graduate Student Government
- **Michael Chajes**, Professor of Civil and Environmental Engineering
- **Pam Cook**, UNIDEL Professor of Mathematical Sciences and Associate Dean of Engineering
- **Ruth Fleury-Steiner**, Associate Professor of Human Development and Family Studies
- **Susan Groff**, Director Office of Equity and Inclusion/ Title IX Coordinator
- **Karren Helsel-Spry**, Assistant to the Faculty Senate President
- **Helga Huntley**, Research Assistant Professor of Marine Science and Policy
- **Matt Kinservik**, Vice Provost for Faculty Affairs
- **Paul Laux**, Professor of Finance
- **Ben Page-Gil**, President of the Student Government Association
- **Claire Rasmussen**, Associate Professor of Political Science and International Relations
- **Ismat Shah**, Professor of Physics and Astronomy and Materials Science
- **Dawn Thompson**, Vice President for Student Life
- **Kathleen Turkel**, Assistant Professor of Women and Gender Studies
- **Miranda Wilson**, Associate Professor of English
The commission is three active subcommittees.

(1) **Education and prevention**, chaired by Pam Cook, UNIDEL Professor of Mathematical Sciences and Associate Dean of Engineering

(2) **Policies and procedures**, chaired by Miranda Wilson, Associate Professor of English

(3) **Data collection**, chaired by Ruth Fleury-Steiner, Associate Professor of Human Development and Family Studies
Open Discussion

Questions to Consider

• Have you received adequate education and training regarding sexual misconduct as well as UD’s policies and procedures?

• If a situation involving sexual misconduct arose for you or someone you know, would you know what to do and what resources exist at UD?

• What could UD do to better address the issues of sexual misconduct?

• Do you have any other suggestions as to where the commission should focus our efforts?

Areas of Interest

• Organizational Structure
• Campus Climate
• Emergency Reporting
• Survivor Support
• Education and Training
• Communications
• Data Collection/ Reporting
• Policies and Procedures
• Faculty Engagement
• Outside Partnerships
Commission on Sexual Harassment and Assault

If you have additional comments to share, please go to our website where we have an electronic suggestion box at:

www.udel.edu/gbv/facsencommission

Thank you!
Compensation Structures

• Annually evaluate standard set of benchmark positions as well as review various compensation budget surveys to understand economic climate.

• Effective July 1, 2015, the Compensation Structures will be revised by one percentage point.

• Reminder: Effective July 1, 2015, the Over Maximum Policy is in effect.
Health and Wellness Fair
Tuesday, May 19 • 9:00 – 3:30 p.m.
Trabant Multipurpose Room

Screening Zone!

• Use your wellness dollars to participate in a variety of health screenings at the fair.

• Screenings include:
  – Blood pressure
  – Blood glucose
  – Cholesterol (total and HDL)
  – Osteoporosis
2015 Open Enrollment
Flexible Benefits
May 11 – 28, 2015

http://www.udel.edu/flexnet

What’s new beginning July 1, 2015
• Changes to Premiums
• Aflac Supplemental Benefits
• DelaWELL Health Management – Programs and services will be provided through Highmark Delaware and Aetna
Preventive medications are covered at cost to the member for all non-Medicare health plans and are not subject to a deductible or coinsurance. Effective July 1, 2015, the preventive medications covered under the prescription drug plan:

<table>
<thead>
<tr>
<th>Preventive Medications</th>
<th>Description</th>
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<tbody>
<tr>
<td>Aspirin (to prevent cardiovascular events)</td>
<td>Oral Fluoride</td>
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<tr>
<td>Folic Acid</td>
<td>Iron Supplements</td>
</tr>
<tr>
<td>Immunizations / Vaccines</td>
<td>Smoking Cessation</td>
</tr>
<tr>
<td>Vitamin D</td>
<td>Bowel Preps</td>
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<td>Women’s Preventive Services</td>
<td>Breast Cancer Prevention</td>
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<tr>
<td>Contraceptive Option</td>
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</table>
Aflac Supplemental Benefits

Types:
• Accident Advantage Plus
• Critical Illness

Features:
• Coverage is guaranteed issue
• Benefits are paid directly to you unless you choose otherwise
• Coverage is portable (with certain stipulations), meaning you can take it with you if you change jobs or retire.
• Most claims are processed in about four business days.
In the event of a covered accident, the plan pays cash benefits fast to help with the costs associated with out-of-pocket expenses and bills – expenses major medical may not take care of, including:

- Ambulance rides
- Wheelchairs, crutches and other medical appliances
- Emergency room visits
- Surgery and anesthesia
- Bandages, stitches and casts
Aflac Critical Illness

- Helps with the treatment costs of covered critical illnesses, such as:
  - Cancer
  - Heart attack (myocardial infarction)
  - Stroke
  - Major organ transplant
  - End-stage renal failure
  - Coronary artery bypass surgery
  - Carcinoma in situ
- Health screening benefit

If you are deemed ineligible due to a previous medical condition, you still retain the ability to purchase spouse coverage.
Affordable Care Act Update
Employee Definitions

a) Full-Time Faculty
b) Full-Time Staff
c) Defined-Term Full-Time Staff
d) Temporary Full-Time Staff
e) Variable-Time Staff
f) Adjunct Faculty
g) Student Employees
Benefits Eligibility

a) Full-Time Faculty
b) Full-Time Staff
c) Defined-Term Full-Time Staff
d) Temporary Full-Time Staff

Only employees in categories a-d will receive benefits.
Benefits Eligibility

• Searches commencing June 1, 2015, only positions defined as full-time will be benefits eligible.
• Individuals currently in part-time benefitted positions will be grandfathered until such time that the job is vacated by the incumbent or the position FTE is increased to full-time.
• FTE for benefitted positions will not be permanently decreased.
• A formal process with approval through the CHRO will be implemented for temporary (one-year or less) FTE reduction requested by units with a clear business need.
Seasonal Employee

- A category of variable-time staff who may work, on average, 30 or more hours a week
- So long as they work during approximately the same time period each calendar year
- For a period that is no longer than six months during any twelve-month period
- Any employee working for the University of Delaware in any other position or assignment in addition to a seasonal position will not be considered a seasonal employee
AFFORDABLE CARE ACT

Look Back Period → Administrative Period → Stability Period
Look Back Period

**Look back period:**
12 months Measurement period to determine if employee is 30 or more hours/week on average

**Initial look back:**
For new employees/rehire. Begins on the date of hire.*

**Standard look back:**
For continuing employees. April 1st – March 31st each year *

- The following April 1st, the new employee will be included in the Standard Look back period Period.
- The first look back period began on July 1st, 2014 and ended March 31st 2015.
Administrative Period:

- **Initial Admin. Period:**
  - 1 month – following the Initial look back period

- **Standard Admin. Period:**
  - 3 months – April 1st to June 30th

Period to allow HR/Department to enroll eligible employees for benefits.
Stability Period

Stability Period:
12 months period where employees who worked an average of 30 hours or more during the measurement period must have benefits.

Initial Stability Period:
Begins immediately after the Initial Administrative Period end date

Standard Stability Period:
July 1st - June 30th each year
Break in Service

Zero hours of service for at least four consecutive weeks and less than 26 weeks?

Yes

Previous measurement and stability period apply; Initial measurement period still applies for a new hire and hours averaged before/after the break. Average weekly hours (prior to the break in employment) as their total imputed weekly hours (up to 501 hours) for each week during that period.

No

Zero hours of service for 26 weeks or more?

Yes

Employee is considered ACA termed a new initial measurement period applies if rehired.
## Employee ID Browse

This information is for use by HR Liaisons and departmental administrators in maintaining and updating employee information.

### Employee ID Browse
- Employee ID Browse
- Employee Name Browse
- Department ID/Employee Browse
- Department ID Browse
- Position Browse
- Requisition Browse

### Additional Pay View
- Affordable Care Act View
- Affordable Care Act Group View
- Education Benefits View
- Employee Demographic Data View
- Employee Verification View
- Employment View
- Flex Benefits View
- Flexible Spending Account (FSA) View
- Job Employment View
- Pay Stub View
- Requisition View
- Retirement Program Savings View
- Total Compensation Statement View
- Voluntary Benefits View
- Wellness Program View

### Table: Employee ID List

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</table>
Data reported as of 04/13/2015

If you have questions, contact Human Resources Records Management at (302) 831-8677 or email hva-help@udel.edu.

**Employee View**

Employee name: [Redacted]
Emplid: [Redacted]
Status: Active
Home department: Univ Honors Program

Salary admin. plan: 
Adjunct Faculty (215)

Total estimated weekly hours: 10

Last week employee worked: 04/12/2015

Benefits Eligibility begin date: TBD
Benefits Eligibility end date: TBD

### Assignments

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<th>Assignment</th>
<th>Department</th>
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### Initial look back period

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<th>Initial period start date</th>
<th>Initial period end date</th>
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To date average weekly hours: 6.63

Imputed ACA hours: 0

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### Teaching hours

Semester: Winter 2015

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Employee View

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## Initial look back period

**Initial period start date:** 02/01/2015  
**Initial period end date:** 02/02/2016

**To date average weekly hours:** 6.63  
**Imputed ACA hours:** 0

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<td>Univ Honors Program (01240)</td>
<td>113.66</td>
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## Employee View

### Standard look back period

<table>
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<th>Standard period start date:</th>
<th>Standard period end date:</th>
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<tr>
<td>07/01/2014</td>
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### Average weekly hours:
24.06

### Imputed ACA hours:
0

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### Teaching hours

#### Semester:

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<td>MATH117015</td>
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### Department View

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<tr>
<td>00635</td>
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<td>00650</td>
<td>(D)Public Safety</td>
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<td>00660</td>
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<td>00670</td>
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<td>00671</td>
<td>Comm on the Status of Women</td>
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</table>
Data reported as of 04/13/2015

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Show ▼ entries

<table>
<thead>
<tr>
<th>EmplID</th>
<th>Name</th>
<th># of jobs</th>
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<th>Total estimated hours</th>
<th>Initial look back period</th>
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Additional ACA examples are available at the following url:

http://www.udel.edu/hr/ACA_Example.pdf
Affirmative Action and Equal Employment Overview
## Defining the Concepts

<table>
<thead>
<tr>
<th>Equal Employment Opportunity</th>
<th>Affirmative Action</th>
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<tbody>
<tr>
<td>• Generally, refers to the equal treatment of applicants and employees.</td>
<td>• Generally, refers to a specific way to achieve equal opportunity.</td>
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<tr>
<td>• Legally protected right of all people to be evaluated on ability and potential to perform a job.</td>
<td>• “Good faith efforts” to eliminate barriers in recruitment, hiring, promoting and retaining “protected classes”.</td>
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</tbody>
</table>
What is Affirmative Action?

- Identifying possible underutilization of women, minorities, individuals with disabilities and veterans
- Developing a plan of action to eliminate underutilization
- Making good faith efforts to execute the plan
- Having and abiding by an equal employment opportunity policy
- Analyzing personnel practices to determine if there is a negative impact against women, minorities, individuals with disabilities and veterans
Affirmative Action Is Not…

- Quotas which must be met
- A justification to extend a preference to any individual, select an individual, or adversely affect an individual’s employment status, on the basis of that person’s race, color, religion, sex, or national origin
- A set aside for specific groups
- Supposed to outweigh merit selection procedures
Tips for Recruiting

• Use multiple forms of advertising, announcements and search strategies designed to find qualified applicants
• Include wording that emphasizes your commitment to diversity
• Include all available avenues to publicize the position
• Engage in inclusive recruitment activities and in proactive informational outreach
• Post open positions according to established, fair and consistent timeframes
• Do not post position in a manner to limit pre-identified applicants
Tips for Legal Interviewing

• Draft and agree upon specific questions to be asked of all candidates.

• Agree on the format of the interviews for all candidates.

• Ask questions that pertain to the particular position and the experiences/education of the candidate.

• Do not try and gather “personal” information about a candidate.

• If a candidate discloses unsolicited personal information, do not question them about it unless there is a job-related reason to do so.

• Do not make promises you cannot keep.
Predictive Index
**Predictive Index®**
*People Smart. Results Driven.*

---

### TALENT ACQUISITION
- Job Definition Creation
- Job Fit/Gap Analysis
- Selection and Hiring
- Onboarding

### TALENT DEVELOPMENT
- Coaching
- Leadership Development
- Succession Planning
- Team Building

### CHANGE MANAGEMENT
- Culture Shift
- Conflict Resolution
- Strategic Workforce Planning
- Communication and Retention

### GROWTH STRATEGY
- Sales Performance and Coaching
- Benchmarking and Diagnosis
- Influence and Productivity
- Leadership for Rapid Growth
What creates exceptional performance?

“Can do”

“Will do”

Skills

Knowledge

Behavior

“Pl.”
Using PI to define a job

Who will be more successful:

- Risk-taker or risk-preventer?
- Intuitive or fact-gatherer?
- Project starter or project finisher?
- Independent “racehorse” or dependable team player?
- Relationship manager or analytical problem-solver?
PI Analysts on campus

- Chris Cook
- Paul Pusecker
- Sharmayne Burns
- Patty Fogg
- Jo Alice Casapulla
- Kate Webster
- Julie Brewer
- Marilyn Prime
- Debbie Kirwan
- Chris Towers
- Patsy Howaniec

- Janna Chavis
- Jared Aupperle
- Jack Baroudi
- Chrissy Shinn
- Kate Webster
- Kim Clark
- Kathy Corbitt
- Sandy McFoy
- Traci Peterson
- Yvonne Simpson
HR-sponsored Programs and Activities for Faculty and Staff

Benefits and Wellness Fair – May 19

Service Recognition Dinner – May 20

UDid It Picnic – June 8

Fitness Classes and Recreation League – June through August

Appreciation Night with the Blue Rocks – June 26
To view courses and/or enroll in classes:
www.udel.edu/connectingu

For information on custom sessions and/or general questions:
employeetraining@udel.edu
Employee Merit has been revamped for 2015-2016

- New Role created for Contract Changer
- Many new enhancements, few examples:
  - Ability to filter groups
  - Sortable Columns
  - Additional information listed for each employee (Grade, Service Date, Job Title, Position Entry Date)
  - Collapsible Columns
- Salaries that are over the Maximum for their grade will be redlined (Any merit increase will be added as a one-year supplement)
Performance Appraisals

Anticipated release summer 2015

- Ability to create an Initial performance review for new hires (90 day appraisal).
- Ability to create a performance appraisal for an employee who has been out on a leave of absence.
- Ability to make goal adjustments throughout the performance appraisal period.
2015 Summer On-boarding Dates

<table>
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<tr>
<th>On-boarding Group</th>
<th>Location</th>
<th>Date</th>
<th>Time</th>
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<tr>
<td>ELI/ITA Group On-boarding</td>
<td>ELI Building</td>
<td>7/15/15</td>
<td>8:30-1:00</td>
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<td>Faculty Group On-boarding</td>
<td>The Rodney Room in Perkins Student Center</td>
<td>8/27/15*</td>
<td>8:30-4:00</td>
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<td>All other New Graduate Students on Contract Group On-boarding</td>
<td>The Rodney Room in Perkins Student Center</td>
<td>8/28/15*</td>
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For All New Employees:
- Please do not schedule department orientations on group on-boarding days
- Encourage employees to respond to emails requesting completion of CBC information

***Note: Faculty and Grad On-boarding have been moved due to the revision of the start of classes to Sept 1***
Minimum Wage Increase

- Effective June 1, 2015, the minimum wage will increase from $7.75 per hour to $8.25 per hour.

- All active employees whose primary job or additional assignment is below $8.25, will programmatically updated.
**Graduate Student and Resident Assistants Paid Semi-Monthly for 2015**

- Dates in **red** are subject to change
- Dates in **green** indicate UD Time strict compliance
- Pay periods highlighted in **yellow** will not contain any UD Time hourly pay.

**Please Note:**
All required electronic forms and paperwork need to be submitted as early as possible, but no later than 12 NOON on the deadline designated. This includes, but is not limited to, JED’s, GNCP’s, S-Contracts, Amendments, etc.

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<th>5:00pm LAM Entry Deadline</th>
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Thank you for attending today!