NOVEMBER 2019 HR & ISC ADMIN FORUM AGENDA

> New Developments at SafeCampus
> FLSA Update
> Open Enrollment 2020
> Candidate Dispositioning
> PFML – Benefits Begin 1/1/20
> Welcome Day: What’s New For Next Year
> Annual Attendance Incentive Program (AAIP) 2020
NEW DEVELOPMENTS AT SAFECAMPUS

GILLIAN WICKWIRE
SAFECAMPUS
THE SAFECAMPUS PROGRAM

> UW’s Violence Prevention & Threat Assessment Unit
> **24/7 helpline:** 206-685-7233 (SAFE)
> **Jurisdiction:** 3 campuses, 3 medical centers, + anywhere else UW does business
> **Serving:** faculty, staff, and students
> **Call Volume:** 204 new cases last month
  – 43% increase since last October
TEAM UPDATES

> Hired 4th full-time employee
> Training, Prevention & Communications Manager
> EPIC program
  – (Empowering Prevention & Inclusive Community)
  – Training Specialists: 2 ASE +1Post-Doc
TEAM UPDATES

> Increase in expertise/specialization of team members
  – Case Management/Threat Assessment
  – Victim Advocacy backgrounds w/ trauma informed practices
  – Bystander Skills & effective prevention education
TYPES OF CALLS RECEIVED

> UW’s designated intake point:
  – Title IX disclosures (sexual assault, stalking, sexual harassment, relationship violence)
  – Suicide concerns for others
> Conflict with others, intimidation, threats
> “Bizarre” behaviors—reality perception concerns
> Safety concerns (general and specific)
> Other concerning behaviors
SAFECAMPUS SERVICES: CALL INTAKE & CASE MANAGEMENT

- Consultation
- Leadership to departments
- Emotional support
- Referral and triaging to services
- Safety planning
- Crisis Intervention
- Threat Assessment & Management
THREAT ASSESSMENT & MANAGEMENT

- Can we predict violence?
- Community awareness approach
- Focus is on behaviors
- Use of the premiere evidence-based TA instrument (WAVR-21)
- VPAT meeting
  - (Violence Prevention Assessment Team)
  - what, when, and how to request
Training Offerings:
1. Violence Prevention & Response Training
2. Building Healthy Workplaces: Community Prevention Strategies & Bystander Skills
3. Tailored trainings (e.g. stalking in the workplace, bystander intervention in health-care settings)
4. EPIC training for ASE’s and post-doc’s

Register for a training or make request on our website!
PUBLIC AWARENESS CAMPAIGN

> **New SafeCampus website:** [washington.edu/safecampus](http://washington.edu/safecampus)
  
  - Simplified, intuitive, user-friendly
  - better reflects our philosophy & approach to violence prevention

> **New promotional materials:** You can order online!
  
  - Posters: campus-specific & general WA
  - Folding business cards
  - Swag items
THANK YOU!

Gillian Wickwire, MA, CTM
Manager, SafeCampus
206-685-1889
gwick@uw.edu
FAIR LABOR STANDARDS ACT (FLSA) UPDATE

KATIE BLOOM
HR COMPENSATION OFFICE
## FEDERAL CHANGES

**FLSA Salary Basis Level**

<table>
<thead>
<tr>
<th></th>
<th>Full-time, 100% FTE</th>
<th>Half-time, 50% FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Effective Date</strong></td>
<td>January 1, 2020</td>
<td></td>
</tr>
<tr>
<td><strong>Weekly Threshold</strong></td>
<td>$684</td>
<td>$1,368</td>
</tr>
<tr>
<td><strong>Monthly Threshold</strong></td>
<td>$2,964</td>
<td>$5,918</td>
</tr>
<tr>
<td><strong>Annualized</strong></td>
<td>$35,568</td>
<td>$71,136</td>
</tr>
</tbody>
</table>

- **Sept 24, 2019:** DOL published final version of new FLSA regulations
- Salary basis to go up from $455 to $684 per week
- No changes to duties tests
- Not pro-rated for part-time positions
- 168 positions impacted, most are part-time
COMMUNICATIONS TIMELINE: OCTOBER & NOVEMBER

> Oct 2019
  – Compensation sent Admin Council members a list of employees below the new salary basis level as of October 9 and major orgs responded with plans for affected employees

> Nov 2019
  – Compensation updated FLSA info on their website and provided additional resources online and via email to HR Partners, including FAQs and job code walk-across
  – Departments should have submitted requested actions to preserve OT exempt status by November 18
Dec 2019

- **Departments** should notify affected employees who are to become OT eligible by or before December 6.
- **ISC** will bulk upload job code changes for employees not meeting the new salary basis threshold and changing to OT eligible no later than **December 27**.
- **Employees** moved to OT eligible job codes begin entering all time worked starting **Monday, December 30**.
UPDATES TO HR COMPENSATION WEBSITE

Compensation > Overtime for Non-academic Staff > FLSA overtime eligibility and exemption

FLSA overtime eligibility and exemption

FLSA requirements
The Fair Labor Standards Act (FLSA) requires that most workers receive a minimum overtime pay of 1.5 times the employee's regular pay rate for all hours worked over 40 hours in a seven-day workweek. The UW calls positions that are covered by FLSA overtime regulations “overtime eligible.” All hourly paid temporary and student workers are, by definition, overtime eligible. Only positions that meet certain narrowly defined criteria are exempt from the FLSA's overtime requirements. Compensation is responsible for determining the overtime status for all staff positions.

Changes to the Salary Basis Level effective January 1, 2020
Effective January 1, 2020, the minimum actual gross salary a position
OPEN ENROLLMENT 2020

GINNY MONTGOMERY
INTEGRATED SERVICE CENTER
OPEN ENROLLMENT 2020

> Open Enrollment for PEBB Medical and Dental Plans runs from November 1 – 30

> Employees are encouraged to do their enrollments early so that the ISC can confirm your elections are correct before the deadline

> The ISC is closed for the Thanksgiving Holiday Weekend so assistance with Open Enrollment ends on November 27 at 4pm
Open Enrollment 2020 Status

- Not Started: 67%
- Canceled/On Hold: 7%
- Submitted: 25%
- In Progress: 1%
What if I have a dependent change with verification submitted at 4PM on final day ISC is open, and there’s an issue?

- ISC will contact you if there is insufficient verification. If they cannot reach you, the dependent will not be on your insurance 1/1/2020.
CANDIDATE DISPOSITIONING

FOR HIRING MANAGERS

MICHAEL CAMPBELL
TOTAL TALENT MANAGEMENT - EMPLOYMENT
The UW, in its capacity as a federal contractor, is subject to the reporting requirements of the OFCCP regarding the candidate flow for recruitments.

The risk of non-compliance is high:
- Fines and penalties exceeding millions of dollars
- Debarment from working with the Federal Government
- Sanctions such as suspension or cancellation of contracts
CANDIDATE DISPOSITIONING

> The act of indicating where in the applicant flow an applicant is no longer being considered

> Includes the Applicant Flow Code; the Stage the applicant is currently in
  – Example “Interview”

> Includes the Final Disposition Code that provides the reason the applicant is no longer being considered
  – Example “Not Top Group”
STAGES

> Stages in the Hiring Manager applicant flow
  – Resume Fwd to Dept.
    > Visible when HR sends applicants to the HM Workbench
  – Reviewed by HM
  – Interview
  – Offer
  – Department Hire (pre-hire)
  – Hired (visible when HR has sent the hire to Workday)
FINAL DISPOSITION CODES

> Describe the stage and reason the candidate is no longer being considered, has withdrawn, or is hired.

> Examples:
  – Reviewed by HM – Considered Not Selected-Not Top Group
  – Interview In Person – Considered Not Selected – No Show/No Response
  – Candidate Withdrew
  – Hired/Accepted
## REQUISITIONS REQUIRING FINAL DISPOSITIONING

### Manager Workbench

<table>
<thead>
<tr>
<th>Candidates</th>
<th>Requisitions</th>
<th>Offers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>Working Title</td>
<td>Last Name</td>
</tr>
<tr>
<td>Go</td>
<td>Go</td>
<td>Go</td>
</tr>
</tbody>
</table>

#### Search for Requisitions by Status

- Open

<table>
<thead>
<tr>
<th>Req #</th>
<th>Number of Candidates Not Dispositioned</th>
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</thead>
<tbody>
<tr>
<td>163465</td>
<td>(7)</td>
</tr>
</tbody>
</table>
## SELECTING THE DISPOSITION CODES

<table>
<thead>
<tr>
<th>Stage</th>
<th>Score</th>
<th>Name</th>
<th>Last Activity (Referred As)</th>
<th>Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offer Declined</td>
<td></td>
<td></td>
<td>Offer Declined</td>
<td>10/03/2019</td>
<td>add activity</td>
</tr>
<tr>
<td>Offer Declined</td>
<td>6%</td>
<td></td>
<td>Offer Declined</td>
<td>10/02/2019</td>
<td>add activity</td>
</tr>
<tr>
<td>Offer</td>
<td>6%</td>
<td></td>
<td>Request Approval For Offer</td>
<td>10/02/2019</td>
<td>add activity</td>
</tr>
</tbody>
</table>
KEY POINTS TO REMEMBER

> All candidates forwarded to the department **MUST** have a *final disposition code* once the hire has been made.

> The *final disposition code* should indicate the *Stage* at which the applicant was eliminated from consideration (Reviewed, Interviewed, References, etc.).

> At a minimum the Hired candidate **MUST** also have been in one or more of the *Interview Stages* (Phone Screen, Virtual Interview, In-Person Interview).
Q&A

> If I’m leaving a message to schedule a phone screen and they don’t call back, what should I do?
  – Disposition as No Show/No Response. You can do this at any stage if they do not follow up with you.

> Can I disposition candidates after the requisition closes?
  – Yes. Once the req is closed, review and update all candidates that don’t have a final disposition.

> Does disposition timing matter?
  – Not as long as you disposition candidates within a short period after the position is filled.
When creating a requisition questionnaire, how do I later get access to the questionnaire that I filled out?

- Your employment contact can run a report for you in Workday, or you can search for REC in the Workday search box to get the Recruiting Questionnaire Answers R0423 report.
PAID FAMILY & MEDICAL LEAVE (PFML)

MARISA GRAUDINS, ERIN RICE
UWHR
Starting January 1, 2020, family and medical leave are available and benefits payable to qualified workers.

Paid Family and Medical Leave is a statewide insurance program and is funded by premiums paid by both employees and employers and will be administered by the Employment Security Department (ESD).
CLAIMING PFML

> Minimum claim duration
  – Eight (8) consecutive hours of leave

> Maximum claim duration
  – Up to twelve (12) weeks of paid family or medical leave
  – Up to sixteen (16) weeks when family and medical used in combination
  – An additional 2 weeks of leave available as a result of pregnancy complications
RETURN FROM LEAVE RIGHTS

Employees are restored to their position they held before the leave was taken or to an equivalent position with all of the same benefits as before.

- Employee must have been employed for twelve (12) months or more and has worked for at least 1250 hours during the twelve (12) months prior to the leave being taken.
REQUESTING LEAVE

The employee must notify the employer at least 30 days ahead of taking leave in the event of expected birth or placement or for an employee’s personal or family serious health condition.

- If the date takes place before 30 days, then as much notice as practicable shall be given
- The employee should make a reasonable effort to schedule the treatment as to not disrupt the employer in the case of a serious medical condition.
SUPPLEMENTAL BENEFITS
As initially drafted, PFML prohibited employers from allowing employees to top off PFML with existing employer-provided paid time off.

When benefits start in 2020, employers can, but are not required to, allow employees to use “supplemental benefit payments” in addition to PFML.
SUPPLEMENTAL BENEFITS – UW DECISION

> Staff may choose to use their accrued paid time off to supplement the partial wage replacement they receive from ESD during an approved PFML leave.

> When using paid time off while also claiming PFML wage replacement, the paid time off is called a “supplemental benefit.”
SUPPLEMENTAL BENEFITS – ADDITIONAL RULES

Once an employee has notified the UW of a PFML absence, they:

– Can choose whether or not to use supplemental benefits
– Can choose whether to use paid time off before unpaid time off
– Are not required to use their paid time off in any particular order
SUPPLEMENTAL BENEFITS – TIME OFFS

The following time offs can be used as a supplemental benefit when used during a PFML absence:

– Sick time off
– Vacation time off
– Personal holiday time off
– Holiday credit time off
– Holiday taken time off
– Compensatory time off
– Discretionary time off
Supplemental benefits for classified non-union employees will be determined by the State of Washington Office of Financial Management State Human Resources (OFM HR) department, who has not yet announced their implementation decisions.
“Use paid time off before LWOP” cannot be enforced as soon as notice has been given about PFML and during a PFML absence.

When supplemental benefits are used during a PFML leave, the supplemental benefits are not considered wages for PFML, so the PFML deduction is not taken on those wages.

Supplemental benefits are not reported to ESD.
## SUPPLEMENTAL BENEFITS – UW DECISION

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Result</th>
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<tbody>
<tr>
<td><strong>UW Weekly Report</strong></td>
<td>8 sick</td>
<td>8 sick</td>
<td>8 sick</td>
<td>8 sick</td>
<td>8 sick</td>
<td>40 hours pay from UW</td>
</tr>
<tr>
<td><strong>Weekly PFML claim</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Full benefit from ESD</td>
</tr>
</tbody>
</table>
IMPACT OF SUPPLEMENTAL BENEFITS

> If employees use paid time off during a PFML leave, they may receive more than 100% of their wages – $$ from ESD + their wages from UW

> Allowing use of paid time off at the same time as PFML may encourage employees to run their leave entitlements concurrently, not save and stack
### PARENTAL LEAVE SCENARIO TODAY

<table>
<thead>
<tr>
<th>Temporary Pregnancy Disability</th>
<th>Parental Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.5 - 2 months</td>
<td>4 – 6 months</td>
</tr>
</tbody>
</table>

#### FMLA
- 3 months

#### PAY PLAN
- Paid Time Off/Leave without Pay
- Paid Time Off/Interspersal
PARENTAL LEAVE SCENARIO TODAY

FMLA
3 months

Temporary Pregnancy Disability
1.5 - 2 months

Parental Leave
4 – 6 months

PAY PLAN
Paid Time Off/Leave without Pay

PAY PLAN
Paid Time Off/Interspersal

Absent a total of 5.5 – 8 months
## PARENTAL LEAVE SCENARIO WITH PFML

<table>
<thead>
<tr>
<th>Period</th>
<th>Description</th>
<th>Duration</th>
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</thead>
<tbody>
<tr>
<td>FMLA</td>
<td></td>
<td>3 months</td>
</tr>
<tr>
<td>Temporary Pregnancy Disability</td>
<td></td>
<td>1.5 - 2 months</td>
</tr>
<tr>
<td>Parental Leave</td>
<td></td>
<td>4 – 6 months</td>
</tr>
<tr>
<td>PFML</td>
<td></td>
<td>4 – 4.5 months (16-18 weeks)</td>
</tr>
</tbody>
</table>

**PAY PLAN**
- Paid Time Off/Leave without Pay
- Paid Time Off/Interspersal
## PARENTAL LEAVE SCENARIO WITH PFML

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>FMLA</td>
<td>3 months</td>
</tr>
<tr>
<td>Temporary Leave</td>
<td>1.5 - 2 months</td>
</tr>
<tr>
<td>PFML</td>
<td>4 – 4.5 months</td>
</tr>
</tbody>
</table>

**PAY PLAN**
- Paid Time Off/Leave without Pay
- Paid Time Off/Interspersal

Absent a total of 5.5 – 8 months
PARENTAL LEAVE SCENARIO #2
WITH PFML

FMLA
3 months

Temporary Pregnancy Disability
1.5 - 2 months

Parental Leave
4 – 6 months

PFML
3 months (12 weeks)

PAY PLAN
Paid Time Off/LWOP

PAY PLAN
Paid Time Off/Interspersal

PAY PLAN
Paid Time Off/LWOP
# PARENTAL LEAVE SCENARIO #2 WITH PFML

<table>
<thead>
<tr>
<th>FMLA</th>
<th>3 months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary Pregnancy Disability</td>
<td>1.5 - 2 months</td>
</tr>
<tr>
<td>Parental Leave</td>
<td>4 – 6 months</td>
</tr>
</tbody>
</table>

**PAY PLAN**  
| Paid Time Off/LWOP | Paid Time Off/Interspersal | Paid Time Off/LWOP |

Absent a total of 8.5 – 11 months
OTHER POLICY CHANGES
Effective January 1, 2020, monthly-paid staff will no longer be limited to using 30 days of sick time off during a parental leave of absence.

The new maximum for using sick time off during parental leave is 18 weeks (720 hours).
THINGS WE’VE LEARNED
BENEFITS COVERAGE DURING PFML

> During PFML, employers must maintain health insurance coverage if the employee would have qualified under FMLA, even if the employee has exhausted their FMLA entitlement.
OUTSTANDING ISSUES AND NEXT STEPS
OUTSTANDING ISSUES

Rule-Making

> Civil service rule changes for CNU employees for supplemental benefits and definition of single employer for job protection

Bargaining

> PFML language
> Modifying “exhaustion” rules
> Expansion of sick time off use during parental
> Impact to time off and leave entry for ASEs and Medical Residents
NEXT STEPS

> Systems Changes - Workday
  – Track PFML time offs
  – Reporting
  – Process for maintenance of employer portion of health insurance
  – Stop PFML deduction on supplemental benefits

> Communications to employees
  – New webpages
  – Parental leave scenarios
KEY POINTS

> It is up to the employee to choose whether and when to file a PFML claim

> Employers may not require employees to take accrued time off before, in place of, or concurrently with PFML benefits.

> Employees may be able to stack leaves of absence

> Employees may be immediately eligible on January 1, 2020
OPERATIONAL PROCESS
PROCESS AS WE KNOW IT TODAY

1. Employee gives notice 30 days in advance
2. UW provides ESD standard notification
3. Employee files online at paidleave.wa.gov
4. ESD informs UW of claim filing
5. UWHR confirms employee is on leave
6. ESD informs UW and employee of eligibility status (i.e., wages/hours)
7. UW confirms accuracy of hours
8. Employee files weekly claims with ESD... by phone... does not report supplemental benefits
LEARN MORE

> Employment Security Department
https://paidleave.wa.gov

> UWHR’s PFML webpage
https://hr.uw.edu/ops/leaves/paid-family-and-medical-leave-pfml/

> Campus leave specialists
hrleaves@uw.edu
Do I fill out FMLA now to submit to UW?
- UW will continue to follow its current parental leave process. When submitting your PFML claim starting 1/1, they ask when you told your employer.
- There will be a Workday/KRONOS component (no additional info at this time).
- Academic HR (AHR) will be providing more information on this for faculty.

Policy changes on parental leave: Will AHR policies change?
- Not at the point of go live
Q&A, pg. 2

> Advance notice would apply to family leave, but not medical leave, correct?
  > It can apply, e.g. a planned surgery. Otherwise, notify as soon as practical.

> Who at UW will be confirming claim information with ESD - central HR or departments?
  > This will be done centrally. We're working on the process with the ISC. We don't yet have the ESD verification template.

> If you're using PFML, do you accrue leave?
  > If you're using paid leave, you can accrue on it. If LWOP, no. Those rules don't change.
Are we supposed to managing what employees what to with their supplemental benefits?
   – We continue current practice but with new restrictions, e.g. exhaust paid leave.

Is there a special PFML designation?
   – We're working on this.

Will an employee who has been out for several days but has not submitted a request for any type of leave (FML/Parental/Disability) be considered "on leave"?
   – PFML is just layered on what we do now. We should be asking if they need FMLA, medical verification, etc. as we do today.
Q&A, pg. 4

> We're required to notify staff that they "may be eligible for FMLA" when we hear of an event. Are we required to notify them they may be eligible for PFML?
  
  - Central HR will be incorporating this with our notifications.

> If using PFML can I still save 40 hours of shared leave?
  
  - UW cannot restrict what sort of Paid time off. During PFML, shared leave is not a supplemental benefit, you must tell them you received it so you don't collect benefits for it.
What about job protection under PFML (requirements 12 months or more etc)?

- For purposes of determining job protection and health benefit continuation under PFML, the employee must have worked for UW for at least a total of one year and at least 1,250 hours for UW over the previous year at the time PFML begins.
- It is possible that an employee’s use of FMLA prior to their use of PFML would result in that employee failing to meet the 1,250 hours worked threshold, even if they did meet that criteria at the time their FMLA leave began.
2020 WELCOME DAY RELAUNCH

TÉMO MADRIGAL-SANCHEZ
PROFESSIONAL & ORGANIZATIONAL DEVELOPMENT
Q&A

> Is Welcome Day longer than 4 hours?
  – Yes it's a full day, 8AM to 4PM.

> Is academic faculty to attend?
  – Encouraged, but not required.
Annual Attendance Incentive Program (AAIP) 2020

TRAM OBLIGACION
INTEGRATED SERVICE CENTER
AAIP 2020

> **BP Routing Change:** AAIP will auto-approve upon entry
  > Post completion step by Costing Allocation Coordinator remains

> **Timing:**
  > - Opens January 1, 2020 at 8AM
  > - Closes January 31, 2020 at 5PM

> **Reports:**
  > - ESS: My Sick Time Off Eligible for AAIP Cashout
  > - HR Partner, TA Initiate: Sick Time Off Eligible for AAIP Cashout R0404
  > - Auditing: All Worker Time Off R0625 (coming soon!)
Please note that R0625 is now deployed and available in Workday.

What is the earning type?
- LPA

When costing allocation coordinator enters, that’s LPA?
- Yes, I believe so. The task tells you to cost it out at earning level.
THANK YOU FOR ATTENDING!

Find an archive of previous meetings at:
https://isc.uw.edu/admin-corner/campus-meetings-archive