

## HR Updates to Communicate as of 2/21/2018

Statewide Human Resources is striving to make improvements to the HR System, benefits and procedures to better help employees. Here is an update on system wide projects that are currently in process. We are working on the details of these projects and communication will be sent to those directly impacted prior to the effective date of the change.

### **Accelerated Collection and Processing of New Hire Paperwork**

HR Representatives from each campus are working to speed up the gathering and entering of HR documents needed to establish new employees in the UA system. This will include assessing current processes, establishing new streamlined processes to be used by all campuses and implement new tools to collect data efficiently and securely.

*Update as of 2/21/18:* Team met face-to-face the beginning of February and completed process mapping and proposed streamlining of hire documents. Team is working on electronic forms to collect data from employees.

### **Standardization of FML processing**

HR Representatives from each campus are working to improve and standardize the processing and tracking of Family Medical Leave across the UA system. This will include assessing current processes, establishing new streamlined processes to be used by all campuses and implement new tools to collect FML requests efficiently and securely.

*Update as of 2/26/18:* Team met face-to-face the beginning of February and completed process mapping and proposed streamlined processes. Team will continue working on establishing standard procedures for all campuses and implement a common tool which will include electronic FML requests.

### **Faculty and Staff Compensation Equity Study**

SWHR is in the process of creating an RFP to solicit a vendor to perform a faculty and staff salary and benefit market analysis. This project was requested by President Johnsen and should be completed by the end of this fiscal year. It was announced in a memo from him on 11/27/17.

*Update as of 2/27/18:* Final approval from President Johnsen on scope/vendors/pricing. Working with procurement to secure vendor agreements. Finalizing advisory committees and working groups.

### **UAFT Faculty transitioning to UNAC Collective Bargaining Agreement**

The University was able to resolve litigation and begin implementation of Alaska Labor Relations Agency Decision & Order 301 (D&O 301). As a result, the majority of UAFT faculty will become subject to the UNAC Collective Bargaining Agreement (CBA).

Update as of 2/21/18: All UAFT faculty should receive a letter to their home address informing if they will transition to UNAC or remain in UAFT. Those transitioning must complete the Workload Assignment Procedure in Article 13 of the UNAC CBA for AY18-19. UNAC faculty must submit proposed workloads to their department chairs by March 1, 2018.

### **FY19 Open Enrollment**

SWHR is in the process of implementing new electronic forms for Open Enrollment election of FY19 benefits. These will be accessed through UAOnline for greater security. More information will be forthcoming as we get closer to the Open Enrollment begin date of April 16, 2018. UA Choice Health Plan and life insurance rates will not be changing for FY19.

### **Reduced Health Plan Goals for FY18**

Employees might see a change in their health plan deductions soon. FY17 health plan claims were less than expected so we're reducing the annual goal amount for all plans by \$475 to offset some of the excess collected from employees. This means many employees will see a reduction or end to their employee health care deduction in future paychecks this fiscal year. When and if employees see the reduction depends on what plan they're on and when they started having deductions taken. Employees who just started on the plan this year will probably not see any change. More information can be found here:

<https://www.alaska.edu/voice/2018/January-2018/announcements/>

### **Wellness Rebate Payout Changing**

Employees (and spouses) who qualify for the FY19 wellness rebate by April 30 will see it as a lump sum payment in November, 2018. This is a change from the current bi-weekly credit for the rebate. The goal is to simplify the process for payroll offices, and we're seeing if a larger lump sum payout will incentivize more employees to participate in the program.

### **Bona Fide Termination Regulations for PERS/TRS Retirees**

The State of Alaska has adopted regulations clarifying how long an employee must be terminated before being rehired after retirement to be considered a "bona fide termination" of employment. Retirees under age 62 must be terminated from all employment for six months before returning to work in any capacity. Retirees age 62 and older must be terminated for at least 60 days. There can be no pre-arranged return-to-work agreement at the time of retirement. This will impact UA's retirees who wish to return to work as adjunct or temporary employees. More details can be found on the Division of Retirement and Benefits website:

<http://doa.alaska.gov/drb/headlines/2017/09/20/return-to-work/#.WpXEp3xG2UI>

### **Alcohol and Other Drug Annual Notice Collaboration**

Representatives from the three dean of students offices are working on a protocol that would provide documentation to ensure constant compliance with Federal regulations and foster a spirit of collaboration among the three universities in developing a documented process for annual notices sent to employees and students as required by the Drug Free Schools & Communities Act.

Update as of 2/27/18 Final draft protocol submitted to Student Services Council for review and approval.

### **Leadership Development**

President Johnsen in conjunction with the Board of Regents tasked SW HR to facilitate a needs assessment and to provide recommendations on developing a UA leadership and succession plan. The leadership development team is compiling information through a survey to assess what is currently provided by the University.

Update as of 2/27/18: The next step is to schedule on March 22 a University key stakeholders gap assessment. Following the gap assessment the team will work with President Johnsen to organize a leadership development advisory meeting.

### **Required Training**

Required training is now available through MyUA. Campus Risk officers are responsible for communicating to their employees.

Update as of 2/27/18: A communication is being developed to update on what is required, where to complete, and due dates. The communication will also include information on the transition between training software and reporting.

### **Performance Appraisals for Staff through MyUA**

Performance appraisals for staff are now available through MyUA.

Update as of 2/27/18: Training is currently being completed across all campuses. Next step is to include a metric on the HR Council Scorecard with the number of reviews completed by University to encourage compliance.

**Faculty Time Off Cash-In**

Faculty Time Off (FTO) cash-in as included in the current CBA is pending legislative budget approval. All forms and processes are ready to be implemented once approval is received.

*Update as of 2/27/18:* Budget bill (HB321) has passed the house and is still in the Senate Finance committee. Senate Companion (SB168) is still in Senate Finance. Effective dates of both bills are April 16, 2018.

**Student Wages Meeting Minimum Wage**

President approved the recommendation to increase the student wages to meet State of Alaska minimum wage of \$9.84 effective mid-May (start of summer student assignments). A review of the student salary schedule will be a FY19 future project and prioritized by the HR Council along with other project requests.

**Employee Tuition Waiver Changes**

The president has approved a regulation change to eliminate the 6 month waiting period for new employees to use the tuition waiver. Also, the minimum grade requirements has been eliminated. A new form is being developed with these new requirements to go into effect for Summer 2018 term.