Welcome to HR Partners!
January 19, 2016
Agenda

• Sr. HR Associate Position
• Memphis Healthy U Spring Kickoff
• Biometric Onsite Screenings
• Electronic W-2 Form Consent
• Performance Appraisal Training
• New Online Training Modules from OED
• Total Compensation Statements
• FMLA Training Presentation
• Spin the Wheel!
Sr. HR Associate Position

• Announcement from Margie Williamson
Memphis Healthy U Spring Kickoff

MEMPHIS HEALTHY U
Move more • Eat healthier • Be tobacco free

MEMPHIS HEALTHY U
“DANCING WITH THE TIGERS” 2016 KICK-OFF

Wed. Jan 27
11:30 UC ATRIUM

COME SHOW US YOUR MOVES!
BE PART OF OUR MUSIC VIDEO!

PROMOTING HEALTHY LIVING THROUGH FREE CAMPUS EVENTS
LEARN MORE AT MEMPHIS.EDU/MEMPHISHEALTHYU

THE UNIVERSITY OF MEMPHIS
Syrena Flowers
West Tennessee Regional Director,
Governor’s Foundation for Health & Wellness
SMALL STARTS

- Small Start: a simple, yet effective healthy behavior change that can be easily incorporated into your daily life.

- Healthier Tennessee’s Small Starts tools are an interactive approach to healthy behavior change spanning three categories:
  1. healthy eating
  2. physical activity
  3. tobacco cessation

- Why Small Starts? No shortage of health information available… A real shortage of simple, healthy, trackable actions people can easily incorporate into their daily lives. Small Starts can lead to Big Change.
- Unique and visually engaging Tennessee-focused health app for iOS and Android devices

- Nearly 50 daily health challenges that encourage:
  - healthy eating
  - physical activity
  - tobacco cessation

- Daily, customizable, healthy push reminders

- Motivation in the form of:
  - achievements and badges
  - user-generated high-fives

- Challenges, patches, and several other new features just added in v2
ADD SMALL START
ALL
EXERCISE
FOOD
TOBACCO

BE SERVING SMART: ALL DAY
Keep serving sizes healthy and reasonable.

WALK IT OFF
Make time for a short walk.
17 Active Tennesseans

DO THIS DAILY
Lace up your walking shoes and take a brisk stroll around the neighborhood where you live or work. A few blocks could mean more than 100 calories burned.

Walking is a great exercise and convenient, too. Staying active helps keep muscles in shape...

PRODUCE YOUR DAY
Get 3 servings of produce every day.

WALK IT OFF
Make time for a short walk.

35 DAYS IN A ROW
IT'S A HABIT!

DONE!
TUESDAY, JULY 15

Details
Progress
My Streaks
Achievements
My Tennessee
Settings

DAILY NOTIFICATIONS
TIME
6:00 PM

My Streaks

DONE!
CREATE YOUR ACCOUNT
Healthier habits are only a few clicks away

First name
Last name
Zip code
Member ID
Email address
This will be your account username
Password

CREATE ACCOUNT
OR
CONNECT WITH FACEBOOK

Already have an account? Login
Select Challenge Type

Challenge a friend to motivate yourself to stay healthier and earn points.

- **Five Day Frenzy**
  First to a Streak of 5
  Longest Streak in 10 days
  *1,500*
  *Streak x 300*

- **Win in Tenn**
  Longest Streak in 10 days
  *Streak x 300*

- **Two Week Rally**
  First to a Streak of 14
  *4,200*

- **Solid Goal’d Streaker**
  First to a Streak of 21
  *6,300*

Streak Showdown

With a streak showdown, invite your friends to the ultimate endurance challenge. Each person logs their progress each day, and the last person to miss a day is the winner!

- **Streak x 300**

START TODAY

START TOMORROW

Completed Challenge

Streak Showdown with Commercial Breaks = Move Breaks

Jennifer Williams won this challenge on July 23rd, 2015 for 64,000 points.

REBOOT THIS CHALLENGE

SCOREBOARD

- **Jennifer**
  34
- **Ryan**
  33
- **Leslie**
  28
- **Matt**
  14
Partnership Promise

• Well Being Assessment
  – March 15, 2016
• Biometric Health Screening
  – July 15, 2016
• Actively participate in coaching if you are called
• Keep your contact information current

• Onsite Screening event at University of Memphis
• March 29 – April 1
• my-onsitehd.com/restricted/signup/tn
• Brister Hall, Room 220
  8 a.m. – 1:30 p.m.
Electronic W-2 Consent

• Must be completed in MyMemphis portal by Jan. 21 to be effective for the 2015 W-2
Performance Appraisal Training

- Now available for the 2015-16 evaluation cycle
- Register in Learning Curve
- Multiple dates available
- Non-exempt staff employees: Due Feb. 29
- Exempt staff employees: Due Mar. 31
New Online Training Modules

• New online training modules recently released by Organization & Employee Development
• “Professionalism” & “Hiring Right”
• Upcoming: “Workplace Civility”
• 24/7
• Register in Learning Curve under “Web-Based” subject area
Total Compensation Statements

- Coming in late January 2016
- Roadmap of your total 2015 compensation – not just salary
Total Compensation Statements

Provided by the Department of Human Resources

For additional information, please contact Human Resources at hr@memphis.edu.

2015 Total Compensation Statement

This personal Total Compensation Statement does not constitute a promise or guarantee of future employment or benefits, nor does it guarantee that you will receive a benefit if your actual records or the terms of the plan do not entitle you to that benefit.

Prepared for:
Daniel Linton
Human Resources

Private & Confidential
Total Compensation Statements

2015 Employee Total Compensation Statement

The success of The University of Memphis has been built by talented and dedicated employees such as yourself. Because your role here is vitally important, the University is committed to attracting and keeping the very best employees by offering competitive salaries and a generous benefits package.

The Department of Human Resources is continually seeking ways to improve services for employees so the UofM remains an employer of choice. In that spirit, HR is unveiling this personalized statement of your total compensation, which is meant to inform you of the sum of all the compensation and benefits the UofM provides.

Through your committed service, you are helping to improve the quality of life in the Mid-South. Thank you for all you do to make the UofM a great public university.

Regards,

Maria Alam
AVP/Chief Human Resources Officer

Your Total 2015 Compensation: $106,296.10

<table>
<thead>
<tr>
<th>Salary &amp; Other Pay Components</th>
<th>University Pays</th>
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<tbody>
<tr>
<td>Earnings</td>
<td>$65,758.18</td>
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<tr>
<td>Additional Pay¹</td>
<td>18,300.00</td>
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<tr>
<td>Overtime</td>
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<tr>
<td>Longevity</td>
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<tr>
<td>Allowances²</td>
<td>0.00</td>
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</tbody>
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Employee Benefits

- Medical: $6,546.77
- Life Insurance: 49.92
- 401(k) Match: 240.00
- Retirement Contribution: 10,956.75
- Tuition Waiver(s): 0.00
- Social Security & Medicare: 5,432.32
- Unemployment Insurance: 6.08
- Workers' Compensation: 6.08

Miscellaneous

University employees also have access to supplemental insurance programs, tax-deferred annuities, flexible spending accounts, the campus recreation center, and numerous employee discounts.

Value of Accrued Leave (as of 12/31/2015)

<table>
<thead>
<tr>
<th>Hours of Annual Leave¹</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>166.0</td>
<td>$6,283.20</td>
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<tr>
<td>209.8</td>
<td>7,846.52</td>
</tr>
<tr>
<td>13 Annual University Holidays</td>
<td>3,646.50</td>
</tr>
</tbody>
</table>

¹May include extra compensation, faculty summer compensation, fringe pay, summer pay, and/or bonuses.
²May include cell phone, housing, automobile, relocation, & clothing/shoe allowances.
³Please note that annual leave is limited to a maximum number of total hours based on employee classification, and any average will revert to sick leave after June 30th of each year.

The information listed was calculated as of December 31, 2015 and reflects the 2015 calendar year. If you have any questions regarding your University salary & benefits package, please contact hr@memphis.edu.
FMLA Training Presentation

Latosha Dexter
Associate University Counsel
FMLA AND ADA

HR Partners
January 19, 2016
FAMILY AND MEDICAL LEAVE ACT
What is the Family and Medical Leave Act?

- The Family and Medical Leave Act of 1993 (FMLA) is a federal law designed to help employees preserve their job and benefits when they need time off from work to deal with serious health situations involving themselves, a spouse, a child or a parent.

- FMLA can help employees balance family needs with work schedules so that they can take care of critical life events without losing employment and health insurance coverage.
FMLA: Employee Rights

- Entitles an employee on FMLA to continue health benefits while on leave as if the employee had continued to work instead of taking the leave.
- Generally gives an employee the right to return to the same or an equivalent position with equal pay, benefits and working conditions at the conclusion of the leave.
- Since an employee’s job is protected when they are absent from work on FMLA leave, no negative employment actions can be taken against them because of the absence.
FMLA: Eligible Employees

- Employed by covered employer
- Worked at least 12 months
- Have at least 1,250 hours of service during the 12 months before leave begins
- Employed at a work site with 50 employees within 75 miles
FMLA: Qualifying Leave

- 12 weeks for the birth of a son or daughter and to care for the newborn child, or placement with the employee of a son or daughter for adoption or foster care;
- 12 weeks to care for the employee's spouse, son, daughter or parent with a serious health condition;
- 12 weeks for a serious health condition that makes the employee unable to perform the functions of his/her job;
FMLA: Qualifying Leave

- 12 weeks for any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is on active duty or has been notified of an impending call or order to active duty in the U.S. National Guard or Reserve in support of a contingency operation; or

- 26 weeks of leave to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member.
FMLA Basics

- Eligible employees must give notice of the need for leave but DON’T have to use the word FMLA.
  - *An employee shall provide at least verbal notice sufficient to make the employer aware that the employee needs FMLA–qualifying leave, and the anticipated timing and duration of the leave.*” 29 C.F.R. § 825.302

- FMLA leave is unpaid and does NOT require paid leave. But, as allowed by law, UofM requires employees to use any paid leave that they may have as part of their FMLA leave.
FMLA Basics cont’d

- FMLA leave may be taken intermittently or on a reduced leave schedule.
- FMLA allows employers to require employees to submit certification (medical proof) of the need for FMLA leave.
- Employees must be reinstated to the same or an equivalent position upon conclusion of the FMLA leave.
What Is Required of You

- Immediately notify HR when an employee has given you enough information for you to think they may be asking for time off or that they may have a medical condition which may require time off.

- Always maintain the privacy of individuals with health conditions.
AMERICANS WITH DISABILITIES ACT
Eligible Employees: Qualified Person with a Disability

A qualified person with a disability means one who satisfies the requisite skill, experience, education, and other job-related requirements of the position such individual holds or desires, and who with or without reasonable accommodation can perform the essential functions of such a position.

- who has a physical or mental impairment which substantially limits a major life activity.
- who has a record of such an impairment.
- who is regarded as having such an impairment.
Physical or Mental Impairment

- Any physiological disorder, or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitorurinary, hemic and lymphatic, skin and endocrine.

- Any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.
Requesting an Accommodation

- A request is not always obvious.
- Accommodation requests don’t have to be couched in any particular language, and don’t have to use the words “accommodate” or “accommodation.”
- Those with supervisory or management responsibilities are often the first to know.
  - “I hurt my back and I don’t think I can do any lifting for a couple days.”
  - “I can’t stand for more than 10 minutes without pain. Can you get me a stool?”
  - “I’m getting migraines from the bright lights in the office. Can I work in the conference room where it’s less bright for a while?”
The Interactive Process

To determine the appropriate reasonable accommodation it may be necessary to engage in an informal, interactive process with the individual with a disability in need of the accommodation. This process should identify the precise limitations resulting from the disability and potential reasonable accommodations that could overcome those limitations.
ADA: The University’s Obligation

- The University is required to provide a reasonable accommodation to a qualified individual with a disability unless the University can establish an undue hardship.

- Undue hardship is a HIGH burden and must be determined by HR and Legal.
Types of Reasonable Accommodations

Unpaid leave/Modification of attendance policies

✓ May be reasonable until it imposes an undue hardship
✓ The availability of temporary workers should be considered
✓ Indefinite leave or extensions may be unreasonable

Modified work schedule

✓ Adjustment of arrival or departure times
✓ Provision of periodic breaks
✓ Altering when certain functions are performed
✓ Allowing an employee to use accrued paid leave for time missed
Types of Reasonable Accommodations

Part-time Work

✓ Reasonable when returning from leave
✓ Unreasonable if indefinite
✓ No obligation to pay full time pay or benefits
✓ Not required to turn a full time position into a part time position.

Light Duty Work

✓ No obligation to create a new job as a reasonable accommodation
Types of Reasonable Accommodations

Transfer

✓ There has to be a vacant position and no requirement to “bump” other employees
✓ No requirement to promote

Behavioral accommodations

✓ Calls to support groups
✓ Training supervisors to be less confrontational
✓ Reducing work area distractions
✓ Mentoring
✓ Management techniques – positive praise and reinforcement, day to day guidance, training on strategies to deal with conflict
What is required of you?

- Immediately notify HR when you believe an applicant or employee has a physical or mental impairment and may need an accommodation.
- Partner with Human Resources to engage in the **interactive process**.
- Always maintain the privacy of individuals with disabilities.
- Monitor the effectiveness of accommodations.
LET’S IMAGINE

FMLA/ADA Scenarios
On Monday Ken calls in sick and says he is going to the doctor because he’s not feeling well. He calls back on Tuesday and says his doctor has taken him off work for the rest of the week.

"I can't come to work today, I'm in bed with some kind of bug."
If an employee is off work four (4) or more days, call Human Resources!

You have notice of a possible serious health condition and the employee may be eligible for FMLA.
What Do You Think?

Wait, but Ken has only been working for UofM for two weeks! He’s not eligible for FMLA leave and doesn’t have any sick or annual leave available to him.
The ADA does not care how long he’s worked for us. Although he may not be eligible for FMLA, we may have to give him time off under ADA.

Call Human Resources!
What Do You Think?

Steve tells you that his niece Danielle, who suffers from mental retardation, lives with him. Danielle attends a day program during the day because she cannot take care of herself or be left alone. Steve expresses frustration that the day program Danielle attends while he’s at work won’t let her attend this week because she’s had a fever and is sick. He’s found someone to stay at home with her today but doesn’t know what he’s going to do about the rest of the week.
Employees can take FMLA leave to care for certain family members with serious health conditions. Don’t try to decide yourself whether this qualifies. **Call Human Resources!**
What Do You Think?

Peter is having a hard time completing and submitting newly required reports. During a meeting to discuss his performance, Peter reveals that he has an anxiety disorder and is taking some medication but it’s just hard for him to focus.
The words “ADA” or “accommodation” **DO NOT** have to be used. You know that he has a disability and are on notice that he may need assistance. Call Human Resources!
What Do You Think?

Maya has multiple sclerosis. She complains that the office is too hot and that because of her MS she is sensitive to heat. She asks that the office thermostat be adjusted. Shelia overhears the request and complains that she and others will be very cold.
Call Human Resources!

You have notice of a disability and she has requested an accommodation. We must engage in the interactive process and look at reasonable options.
What Do You Think?

Karen suffers from diverticulitis. Typically, she calls in one or two days a month needing a day or two off work because of flare ups. How do you handle this?
When an employee has sporadic but recurring absences for the same illness they may be entitled to intermittent FMLA leave.

Call Human Resources!
What Do You Think?

Robert, who uses a wheelchair, just accepted your offer of employment. You are excited that he’s joining the team. What do you need to consider?
You can clearly see that Robert has a disability.
Is his office accessible?
Are meeting areas accessible?
UofM has resources to perform accessibility audits.
Call Human Resources!
When in doubt call Human Resources!
“I told ya and you didn’t do anything about it” are not words we want to hear in court.
LET’S SPIN THE WHEEL!
THANK YOU!

www.memphis.edu/hrpartners