

Compliance Issues for Deans & Department Chairs

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Office of Human Resources

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HR for Academic Administrators

- HR role extends from selection through separation
- HRascals play a daily role in numerous important HR activities
- Many opportunities for proactive management, leadership and compliance
- Bold items indicate audit item

Selection

- Clearly define job, excellent and accurate position descriptions
- Interview well – Ask in-depth job-related questions
- Check references – believe what you hear; external/internal
- **Background checks** –for security, cash, minors, systems; **MUST** be in announcement

Hiring

- **Letters of Offer** – signed/delivered to HR PRIOR to first day; pay doc and legal requirement (notice, OARs, IP, etc.)
 - AAUP: 30 days prior to first class Art 18 Sec 2(d)
 - AFT/Adjunct: 5 weeks prior to first class Art 8 Sec 1

Hiring

- **Letters of Offer** –We have a monthly training on letters of offer and FTE calculations
- **I-9 Forms & Soc Sec Card** – required on first day; legal requirement

On-Boarding

- Guide new faculty and staff through a great start-up at PSU
- New Faculty Orientation in Fall
- **New Employee Briefing in HR** – ongoing
 - **Ethics, policies**, benefits, history
- New GA Orientation – 3 times per year
- Set up support systems; mentors, campus groups
- Training – See HR, BAO, & IT offerings on the web

Time & Leave Reporting

- **Time Sheets**
 - Signatory routes time sheets
- **Rosters**
 - Exception leave reporting
 - Signatures by one level up
- **Salaried Pay**
 - Professional work week
 - No “Comp” time

Time & Leave Reporting

- SEIU Hourly Pay
 - OT vs Comp Time (Employee's Choice)
- **Student, Temporary & Hourly Wage Appointment**
 - Use web based time sheets

Time & Leave Reporting

- Know FLSA status of all your employees
 - Hourly/salaried Non-exempt/exempt
 - 9 mo/12 mo
 - SEIU, AAUP, AFT, UnUnEx
- AAUP Academic Professionals
 - Most are salaried, exempt employees
 - Consider travel and evening work, etc.

FMLA – Family & Medical Leave Act

- 12 weeks - Own serious health condition, new baby, sick family care
- Sick leave runs concurrently
- 30 days advance notice if foreseeable
- Check with HR after 3 days of absence
 - Joanne Clancy 5-3749
- Unlawful to deny or discriminate if certified and approved

AAUP Salary Increases (Art. 30)

1/1/09 – 12 mo

2/1/09 – 9 mo

RANKED, INSTRUCTIONAL FACULTY

0 – 5% TMI; 4.5% increase; 2.5% exceptional performance

RESEARCH FACULTY & ACADEMIC PROF

4.5% across the board increase

Minimum Wage

- Effective January 1, 2009
- From \$7.95 to \$8.40

Performance Management

- Ongoing feedback is necessary
- Classified: 6-mo trial service (3-mo review)
- Classified: review on anniversary date
- AAUP/Acad Professionals: May each yr
- AAUP/Fixed Term: annually during yrs 1-6, every 3 years after year 6
- AFT/Adjunct: reviewed once every 6 terms worked by request; deemed by Chair

Performance Evaluations for UnUns/UnEx

- **UnUns**
 - Annually by April 30th
- **Un/Ex**
 - 1st year compliance: by April 30, 2009
 - Annually by April 30th
- Tracking: May 2009 by HR
- Help Line: Cathy x4930; Jenny x4967

COBRA

- New OUS financial statement reporting
 - Nearly eliminates PSU's ability to pay COBRA during leaves of absence or after separation
 - All University payments for COBRA must be approved by AVP – HR
- Do NOT make "COBRA promises" to faculty/staff

Separation

- **Inform HR** – Banner will continue to pay until end of the contract date causing overpayments
- BOLI - legal obligations for final pay on time
- HRC website “Separating Employee”
 - Resignation letter
 - Employee Status Change Form
 - Adjunct Cancellation Form
 - Email
- Exit Checklist for Supervisors/Dept Chairs
 - **Return of keys, procurement cards, equipment, security access cards;**
 - **computer account deletion HRC website**

School Closures

- January Pay date: Friday 1/30/09
 - 5 school closure days & 2 delayed openings
 - Options provided for hourly employees
 - Many situations discussed with HR
 - Lots of TLC about handling
 - If questions on pay day—call HR

Stressful Times

- Economy, Unemployment, PSU Budget climate
 - Faculty, staff, spouses, partners
- Tips:
 - Take care of self
 - EAP
 - Website: www.MyRBH.com
 - Access code: psu
 - Supervisor Consultation 866-750-1327
 - HR: Cathy, Jenny, Loretta...5-4926

Stressful Times

- Tips:
 - Be mindful of others in your unit
 - Communicate information
 - Set expectations
 - Listen more than talk
 - Be available
 - “How” is as important as “What”

Questions & Answers



