Human Resources
HR Liaison Breakfast
November 2014
HR Liaison of the 3rd Quarter 2014

Lisa Sorantino
Office of Residence Life and Housing
DELAWARE WILL SHINE
Resource Analysis Working Group

2014
Group Charge:

The Resource Analysis Working Group is to develop recommendations for **improving use of our existing resources** and **identifying new resources**, through a critical examination of **curriculum delivery**, the **research enterprise**, and our **external engagement**.
Resources Defined

- Money (Operational, Endowment, Research, Gifts)
- People
- Community Engagement
- Brand
- Research to Application
- Alumni
- Time
- Facilities/Infrastructure
- Space
Group Activity

1. What resources do we currently OVER utilize at the University of Delaware?

2. What resources do we currently UNDER utilize at the University of Delaware?

3. What makes you the most proud about working at the University of Delaware?
Ideas?!?! Please share at:

http://shine.udel.edu/ideas/
Faculty and Staff Assistance Program (FSAP)

- On-site counseling program to help members of the University community cope with the challenges that impact their lives on a daily basis.

- All benefited faculty and staff are eligible to receive free and confidential assistance with:
  - Work Related Concerns
  - Family and Relationship Issues
  - Substance Abuse
  - Anxiety and Depression
  - Grief and Loss
  - Financial Concerns

www.udel.edu/fsap
831-2414
University of Delaware's 2014 United Way Campaign
October 20 through December 5, 2014

Campaign Chair
Lynn Okagaki - Dean, College of Education & Human Development

Goal - $150,000

The United Way of Delaware is the largest fundraising organization in the state, supporting more than 100 agencies with such key goals as helping children and youth achieve their potential, promoting financial stability and independence, and improving health.

Visit http://www.uwde.org/ for further information
Nurse Managed Health Center

Presented by:
Sarah LaFave
Patient Care Coordinator
University of Delaware - NMHC

- First and only NMHC in Delaware
- Academic Mission and Vision coupled with a Holistic Model of Healthcare
- Nurse Practitioners provide care in collaboration with physician colleagues
Short History

• Open since August 2010 (500 sq./ft.)
• First year of operation open 3 days a week
• September 2011 opened 5 days a week
• Satisfaction reported as exceptional (n=1200)
• New Office – January 2014 (5000 sq. /ft.)
Location, Location, Location
Hours of Operation

• Monday – Friday
• 8:00am – 4:00pm
• Appointments Encouraged
• Walk-in accepted as schedule allows
Services

• Age-specific complete physical exams
• Injury care – sprains, corneal abrasions, etc.
• Illness care – sore throats, coughs, etc.
• Phlebotomy (Quest Diagnostic, LabCorp)
• Testing – EKG, Cardiac Stress Testing
  Pulmonary Function
• Adult Immunizations – including flu shots
Additional Services

- Registered Dietitian – nutritional consulting
- Exercise Physiologist – exercise prescription
- Psychologist – evaluation and treatment
- Speech Therapy – evaluation and treatment
- Complementary Alternative Medicine (CAM)
  - Therapeutic Touch
  - Hypnosis
  - Acupuncture
  - Massage Therapy
Patient Portal

link on our website: http://www.udel.edu/nmhc

- Secure, password-protected
- Request to join the practice
- Connected to NMHC Medical Record
- Request medication refills
- Review medical record
- Complete forms before an appointment
- Schedule appointments
- Secure email to providers
- Appointment reminders
Payment for Services

- Accept: most commercial health insurance
- Accept: Medicare and Medicaid
- Offer a cash discount for individuals with no insurance
Questions
Sarah LaFave
Care Coordinator – Nurse Managed Health Center
Phone: 302-831-3195
lafave@udel.edu
Title IX

Presented by,
Dr. Susan Groff
Director, Institutional Equity & Title IX Coordinator
Office of Equity & Inclusion
What is Title IX?


- "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."
Title IX at UD

• Title IX's broad prohibition against sex discrimination includes sexual harassment and sexual assault – we are calling this sexual misconduct.

• Title IX protects: women, men, students, faculty, staff, visitors/vendors when on our campus.

• Title IX requires us to:
  – have an anti-discrimination policy and grievance process to address sex discrimination, including sexual harassment;
  – be responsible for addressing and remedying student-to-student harassment; and
  – designate a Title IX Coordinator.
What is my role?

• Oversee the University’s response to Title IX complaints and reports.
• Identify and address any patterns or system problems revealed by such reports and complaints; and
• Oversee and ensure that education and/or training for employees and students is occurring.
• Director of the Office of Equity & Inclusion (OEI).
Deputy Title IX Coordinators

- Extensions of the Title IX Coordinator – assist as a resource for their respective areas; can assist with training & education; can be a point of intake for a report; or other duties as assigned by the Title IX Coordinator.
  - Adam Cantley, Associate Dean of Students
  - Becki Fogerty, Associate Director, Office of Equity & Inclusion
  - Matt Kinservik, Vice-Provost, Faculty Affairs
  - Rick Stumpf, Associate Director of Athletics, Compliance
What constitutes “Sexual Misconduct?”

- Overall encompassing term to include:
  - Sex Discrimination
  - Sexual Violence
  - Sexual Assault
  - Sexual Harassment
  - Domestic/Dating Violence
  - Stalking

www.udel.edu/gbv
University of Delaware Policies

• For students – refer to the Student Code of Conduct at:
  
  http://www.udel.edu/stuguide/14-15/code.html
  
  • Alcohol Amnesty

• For employees – personnel policy 4-29:
  
  http://www.udel.edu/ExecVP/policies/personnel/4-29.html
  
• Non-retaliation policy
Confidential Resources

- **S.O.S.** (Sexual Offense Support) hotline (for students and employees)
- **Center for Counseling & Student Development** (for students)
- **Student Wellness & Health Promotion** (for students) – only certain individuals in this office have this privilege.
- **Faculty/Staff Assistance Program** (for employees)
Why Reporting Matters

- Reporting ensures that victims receive resources whether or not an investigation is conducted.
- Reporting incidents allows the Title IX Coordinator to monitor trends and patterns of incidents and track victim contacts.
- This method often lends itself to third-party charges – i.e.: the University can charge someone who has demonstrated a pattern or practice of harassment without an actual victim coming forward.
Reporting an Incident

- **Who reports?:**
  - Responsible employees = all employees on campus who do not have privilege (confidential offices)
  - Students working in a role that is required to report any misconduct = RAs, TA/GAs, building supervisors, dining hall employees, etc.
Reporting an Incident

• Where to report?:
  – Directly to the Title IX Coordinator OR
  – To the Deputy Title IX Coordinator in your area (students, faculty, athletics or staff)
How to Report

Title IX Incident Report Form is available as a PDF on the OEI website

Title IX

- Title IX Coordinators
- Incident Report Form
- FAQs About Title IX
- Filing a Complaint
- Resources

Title IX is a federal law that prohibits discrimination based on sex in any education program or activity receiving federal financial assistance. Discrimination includes sexual harassment and unwelcome conduct of a sexual nature and can include unwelcoming sexual favors, and other verbal, nonverbal, or physical conduct sexual assault.
What Happens Once a Report is Filed?

- Report comes in to Title IX Coordinator
  - Coordinator reviews report and logs it into the database.
  - Coordinator outreaches to the reporting party to check on victim.

- Title IX Coordinator engages in victim outreach
  - Victim will receive letter/email from Title IX Coordinator.
  - Victim decides if they wish to file a complaint with the Title IX Coordinator.

- If case goes forward (with or without the victim), it’s investigated depending on who the alleged perpetrator is.
  - Title IX Coordinator may present the case to the Case Advisory Board to discuss next steps.

- Title IX Coordinator works to close the case
What resources are available?

**Offices for Students**
- Residence Life & Housing (including RAs)
- Center for Counseling & Student Development*
- Dean of Students Office
- Student Services for Athletes
- Student Wellness & Health Promotion*
- Sexual Offense Support (24/7 crisis hotline)*
- Office of Equity & Inclusion
- Student Health Services

**Offices for Fac./Staff**
- Provost’s Office
- American Association of University Professors (AAUP)
- Office of Equity & Inclusion (OEI)
- Faculty/Staff Assistance Program* (FSAP)
- Office of Employee/Labor Relations
- Sexual Offense Support (24/7 crisis hotline)*

[www.udel.edu/gbv](http://www.udel.edu/gbv)
QUESTIONS?

Susan Groff, Ed.D.
Director, Institutional Equity &
Title IX Coordinator
Office of Equity & Inclusion
305 Hullihen Hall
(302) 831-3666
groff@udel.edu

www.udel.edu/titleix
Genworth Long-Term Care Insurance
Open Enrollment Ends November 21

• During this open enrollment period, depending on their age, employees may be eligible to enroll with limited underwriting requirements.

• This is a limited opportunity for enrollment in the Long-Term Care Program under these terms and conditions. After November 21, enrollment will be based on full medical underwriting.

• Eligible faculty and staff may enroll in this coverage through Genworth Life Insurance Company (Genworth Life) at any time throughout the year.

• Includes the support and services you might need for activities of daily living or severe cognitive impairments, whether it’s in a home or in a facility.
How Does Long Term Care Insurance Work?

A “Pool of Money”
Long-Term Care Insurance provides a pool of money (Total Coverage Maximum) that can reimburse long term care services when and where needed. Here are a few quick points to consider:

• Neither health nor disability insurance will cover this kind of care.
• Relying on government programs may not be a viable solution.
• Without insurance, the costs of these services may have to come out of your savings or income.

Home & Community Care
• Nurses & Therapists
• Home Modifications
• Adult Day Care
• Incidental Home Maker & Chore Care

Assisted Living Facility Care
Allows you to live independently with on-site support for daily basics

Nursing Facility Care
Gives more skilled care, supervision, medication, therapies and rehabilitation
Who is Eligible to Apply?

To be eligible, the applicant must maintain a permanent US residence, and have a valid Social Security Number or Tax Identification Number from the US government.

Actively at work, Full-time employees working at least 28.13 hours per week. Part-time employees working 18.75 or more hours per week are also eligible to apply.

- Retirees under age 80
- Spouses/Domestic Partners under age 80
- Parents and Parents-in-law under age 80
- Grandparents and Grandparents-in-law under age 80
- Siblings and Siblings-in-law under age 80
- Adult Children
Genworth Long-Term Care Insurance

- **Webinar**: Wednesday, November 19 2:00 p.m. – 3:00 p.m.
- **Website**: [www.genworth.com/groupltc](http://www.genworth.com/groupltc)
  - Group ID: UDelaware
  - Code: groupltc
- **Customer Service**: 800-416-3624
2015 Open Enrollment
Flexible Spending Accounts
Ends Friday, Nov. 21

http://www.udel.edu/flexnet

FSAs are voluntary accounts that help you pay for expenses not covered by the other benefit programs. You can participate in one or both of the following accounts:

- Health care expenses
- Dependent (day) care expenses

Remember: FSAs do not automatically renew from year to year. You must re-enroll each year to continue your participation.
FSA Contribution Limits

<table>
<thead>
<tr>
<th>FSA</th>
<th>Minimum</th>
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</thead>
<tbody>
<tr>
<td>Health Care</td>
<td>$5.00/pay ($120 annual)</td>
<td>$106.25/pay ($2,550 annual)</td>
</tr>
<tr>
<td>Dependent (Day) Care</td>
<td>$5.00/pay ($120 annual)</td>
<td>$208.33/pay ($5,000 annual)</td>
</tr>
</tbody>
</table>

When you set up an account, you use before-tax payroll contributions to pay for your eligible expenses on a **pre-tax** basis.

You may cover more dependents than under the other medical and dental plans.

For the **dependent (day) care account**, an eligible dependent includes your children who are under age 13.

**See our website for details:** [http://www.udel.edu/002287](http://www.udel.edu/002287)
Reminder: Patient Protection and Affordable Care Act (ACA) Notice Requirement

• Employers must provide notice to ALL employees of:
  1. The existence of the state-based Exchange/Marketplace;
  2. Services offered by the exchange;
  3. How to enroll/request information; and
  4. If the employer’s coverage does not provide minimum value, a tax subsidy may be available to purchase exchange coverage.

• Employees hired after October 1, 2013, must receive notice within 14 days of their hire date.
Reminder: Patient Protection and Affordable Care Act (ACA) Notice Requirement

• Onboarding website:  http://www.udel.edu/onboarding/
• Student workers, Supplemental Contract, Miscellaneous Wage and Grad on Contract
• Affordable Care Act (ACA) Notice (http://www.udel.edu/onboarding/forms/aca-nonben.pdf)
Retirement Notification Schedule First Contact to HR-Benefits

- **Non-exempt Staff, State Employee Pension Plan** - at least five months in advance of retirement date.

- **Exempt Staff, 403(b) Retirement Savings Plan** - at least three months in advance of their retirement date.

- **Faculty, 403(b) Retirement Savings Plan** - Collective Bargaining Agreement, section 9.8 (a) Any Bargaining Unit member electing to take retirement under a retirement system identified in 9.8 of this Agreement should give their chair/director and the Office of Human Resources in writing, six months prior notice to the anticipated beginning date of phased retirement or retirement leave.

Human Resources Staff will provide information and assist with filing applications and coordinating documents required to enroll in retiree/pension benefits.
## HR & Payroll Deadlines

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<thead>
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<th>2015</th>
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<tr>
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Variable Hour Employees
(Graduate Student Labor and Resident Assistants Paid Semi-monthly)

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<th>Hours Through</th>
<th>12 Noon Paperwork Date</th>
<th>Approved Hours Deadline 12:00 noon</th>
<th>5:00pm LAM Entry Deadline</th>
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Records Management
Supervisor Code / HR Liaison Code

We are asking HR Liaisons to review the Supervisor Codes and HR Liaison Codes for their departments, and submit a request for any changes as needed.

The tables can be viewed on our website at the following URL’s:

– Supervisor Table:
  http://www.udel.edu/prm/tables/supervisors.html
    • To Update a Supervisor Code:
      – https://primus.nss.udel.edu/webforms/embtform?wf_id=73&wf_ty=blank

– HR Liaison Table:
  http://www.udel.edu/prm/hrliaisons.html
    • To Update an HR Liaison Code:
      – http://www.udel.edu/prm/HRLiaisonrequest.html
### Unpaid Active Employees List

**Office of Human Resources**  
**Payroll / Systems Administration**

#### Academic Enrichment Center

**HR Liaison:** 045  
**Sharon Mouton**

<table>
<thead>
<tr>
<th>ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Status</th>
<th>Group</th>
<th>Sal Plan</th>
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<td>700282206</td>
<td>Johnson</td>
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# 2015 Summer On-boarding Dates

<table>
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<th>Time</th>
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<tbody>
<tr>
<td>ELI/ITA Group On-boarding</td>
<td>ELI Building</td>
<td>7/15/15*</td>
<td>8:30-1:00</td>
</tr>
<tr>
<td>Faculty Group On-boarding</td>
<td>The Rodney Room in Perkins Student Center</td>
<td>8/20/15*</td>
<td>8:30-4:00</td>
</tr>
<tr>
<td>All other New Graduate Students on Contract Group On-boarding</td>
<td>The Rodney Room in Perkins Student Center</td>
<td>8/21/15*</td>
<td>8:30-4:00</td>
</tr>
</tbody>
</table>

*Expected Date

**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
Thank you for attending today!