



All-Staff Meeting  
Notes

08/30/2016 | 2:00 PM | Donahue Auditorium

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## 1. Submitted Items

- a. An item was submitted requesting that information be posted when employees move on to new opportunities outside of the university.
  - i. The Mission, Advocacy, and Orientation committee will discuss this with the HR/Legal Team. The answer will be posted to the Staff Council website.
- b. An item was submitted requesting a community bulletin board for staff and faculty.
  - i. This was included in the assessment to be distributed later today. If enough staff are interested, it may be implemented.
- c. An item was submitted about the FLSA regulatory changes.
  - i. This meeting was called today and Alex Teodosio from HR will present on this topic.
- d. An item was submitted requesting information about shortened hours in the summer.
  - i. The Mission, Advocacy, and Orientation committee will discuss this with the HR/Legal Team. The answer will be posted to the Staff Council website.
- e. An item was submitted about campus parking regarding the redistribution of where university vans are parked, providing fewer spots for faculty and staff.
  - i. The Mission, Advocacy, and Orientation committee will discuss this with the HR/Legal Team. The answer will be posted to the Staff Council website.
- f. Staff members are encouraged to use the Staff Council website to submit questions and concerns.

## 2. Upcoming Events

- a. Food trucks are planned to be on campus in October (Donut Lab) and May (Barrio)
- b. Outings are planned to Cavaliers and Monsters games.
- c. Monthly Happy Hours will be planned at a local establishment.
- d. Wade Oval Wednesday events will be planned for next summer.

## 3. Staff Council Members Overview

## 4. Staff Council Assessment

- a. Will arrive in your inbox today – please take a few moments to complete by September 30.

## 5. HR Updates – Alex Teodosio

- a. The North Coast 99 reception will take place Monday, September 13, in Dolan Atrium from 3:30-5:00 pm. Light refreshments will be served; RSVP is requested.
- b. 29 policies have been reviewed; the policy review process is about half way through.
- c. Reminder to utilize the Carroll STAR system.
- d. Administrative professionals forums will continue.
- e. Check HR website for upcoming dates including morning socials, Carroll STAR training, training on the performance evaluation process, the Employee Assistance Program, thinking visually, and understanding positive corrective action.
- f. There are new processes for staff employment including hiring processes. Hiring managers are encouraged to start any hiring process with an HR staff person.

## **6. FLSA Presentation – Alex Teodosio, Director of HR, with input from Rich Mausser, VP for Administration**

- a. General information**
  - i. Regulatory changes affect 4.2 million US workers; 55 JCU employees will be impacted.
  - ii. The change affects how an employee is classified – as salaried/exempt or hourly/non-exempt.
  - iii. Exempt salaried employees are regularly paid a pre-determined amount; they meet the FLSA salary level test and the job responsibility test. Job responsibilities include supervisory, administrative, and executive job duties. They are not entitled to overtime.
  - iv. HR determines each employee's exemption status with information from departments and a thorough review of job descriptions.
  - v. Prior to December 2015, the threshold for the salary level test is \$23,660.
  - vi. On May 18, the Department of Labor announced a major change to the salary level test. From \$455 per week to \$913 per week, which is estimated at \$23,600 per year increased to \$47,476 per year.
  - vii. The threshold will be adjusted every three years.
  - viii. Positions not impacted include faculty, teachers, instructors, coaches, outside sales, doctors, and lawyers.
  - ix. A common, avoidable mistake is for a non-exempt employee to inaccurately record hours worked. Non-exempt staff must properly record hours spent in training and travel as well.
- b. How JCU will be affected**
  - i. The survey distributed in May revealed that most employees work regular hours; those who work beyond 40 hours per week are due to seasonal or project-based workloads.
  - ii. The JCU workweek is seven consecutive 24-hour periods, Sunday to Saturday.
  - iii. JCU offers a flexible work week for non-exempt staff in the event of a commitment on a weekend or evening, outside of regular work hours.
  - iv. Non-exempt employees will be paid on a bi-weekly basis.
  - v. 10-month employees have a threshold of approximately \$39,000. All options were considered, including the benefits of reducing employees to 10-month contracts and raising salaries. This is based on the nature of the work as some employees can be reduced to 10-month contracts and some cannot.
  - vi. Some employees' salaries were raised if they were very close to the threshold.
  - vii. Employees should plan to report their hours on a daily basis in accordance with FLSA preferences.
  - viii. Within a department it is likely that those at the same level and title will all be either exempt or non-exempt.
- c. Timeline**
  - i. September 16 – Supervisor workshop
  - ii. September – November – individual employee meetings and notices to employees
  - iii. November 17 – Banner web time entry training
  - iv. December 1 – regulatory change start date
- d. Benefits**
  - i. No employees' rate of pay or benefits will be impacted.
  - ii. New hires brought in as non-exempt will receive the non-exempt vacation accrual rate.
  - iii. The vacation accrual policy for all employees will change after December 1, resulting in the same accrual rate for exempt and non-exempt employees. For now, employees affected by the FLSA changes will be grandfathered in at their current vacation accrual rate.
- e. Overtime**
  - i. Overtime pay is 1.5 times an employee's normal rate. JCU has budgeted a small cushion for unavoidable overtime.
  - ii. Non-exempt employees must receive supervisor approval to work hours beyond those regularly scheduled. Approval is at the discretion of the supervisor, who can limit overtime hours. Advance approval is required before working more than 40 hours per week.
  - iii. The key is communication.

- iv. The supervisor reserves the right to adjust employees' schedules within a workweek to maintain an overall hours total of 37.5. Flexible time must be taken within the same work week, not within the pay period.
  - v. Overtime will be controlled but not eliminated. The cost to the university for the overtime pay will be \$100,000-\$150,000 per year. This has been absorbed into the budget.
- f. Who is affected?
  - i. The 55 impacted employees will be revealed at the supervisory training; after that time, individual employee meetings will be scheduled between supervisors and employees.
  - ii. The list of 55 employees to be impacted has not been finalized; all employees will be informed at the same time.