

Arts & Sciences Managers' Meeting Minutes
July 13, 2016

Speakers

Mary Crabtree
Manager, Workplace Safety, Department of Environment, Health, and Safety

Lachonya Williams
Assistant Dean for Human Resources

Laura Yurco
Assistant Dean for Finance

Worker's Comp 101
– Mary Crabtree

Employment Benefit:

- Available to any University employee (regardless of full-time/part-time or temporary status) who receives a W2
- For a disability through an accident or illness related to employment
- Determination is made due to circumstances arising out of, and in the course and scope of employment

Coverage:

- Medical benefit: authorized medical services, such as doctor's visit, prescriptions, physical therapy, rehab, etc
- Leave benefit: If medical provider places employee out of work then vacation, sick, bonus, or LWOP is used for lost time is seven days or less; if more than seven days then the days must be charged to worker's comp leave; and if the time is more than twenty-one days then the wave day waiting period is waived and workers' comp leave payments begin from the first day of disability

Treatment:

- If the incident occurs during the workweek and during normal work hours (8:30am to 4:30pm) then the employee must seek treatment at the University Employee Occupational Health Clinic located at 145 North Medical Drive (second floor)
- If the incident occurs after hours, then call UEOHC at 966-9119 for needle stick/body fluid exposures. Other injuries should go directly to UNC Emergency Department
 - Life threatening injury should go directly to the UNC Emergency Department
 - If off-campus go to the nearest emergency facility

Return to Work:

- In order to return to work, the employee needs authorization from the authorized treating physician
- Priority is given to effect an early return to work and therefore departments should make temporary modification of job duties and/or reassignment to another position

- For permanent restrictions there must be a review of current essential functions of the position; consideration of other positions within the Department or other positions within the University

HR Responsibilities:

- Responsibilities include:
 - Submission of incident reports to EHS
 - Payroll history (date of injury and back one year)
 - Coding of time
 - Impact of other benefits
 - Return to work – restrictions (temporary vs. permanent)
 - Communication liaison – employee, EHS, supervisor

Incident Investigation:

- Purpose is to prevent future incidents from occurring
- It is about fact finding, not fault finding
- The cause is the why a particular incident happened with processes, personnel (i.e. training), machine/equipment and materials, and environment being investigated
- The effect is the result of what happened
- Once causes are identified then corrected action is to be eliminated to mitigate future occurrence

State Hazard Hero:

- Goal – provide another mechanism to report unsafe conditions or actions and implement corrective action
- This enhances hazard identification/mitigation and reduce liability costs
- State Hazard Hero is driven by NC Injury Prevention Program and OSHA – General Duty Clause

Resource: <http://www.ehs.unc.edu>

HR Announcements ***Updated ASAC Schedule Coming Soon!**

EHRA Non-faculty Reviews due July 15th:

- According to University policy supervisors should conduct an annual review of all EHRA Non-Faculty employees by June 30 each year. To document that the College is in compliance, we ask that each unit complete the Annual Evaluation reporting form and return to Janet Farrell (jcfarrel@email.unc.edu) by **July 15, 2016**. For your convenience, the form is located [here](#) on the intranet.
- For additional information on EHRA Non-Faculty performance evaluations please click [here](#).

Update on SHRA Performance Management Forms/Process:

Revised forms should be available on the website in the next few days. Training for HR Reps (ie. complex users) will begin in August. Training for all else in September through ConnectCarolina signup. The current class HR2500 teaches the new forms/system.

Submitting Position Requests/Changes:

Please remember the following tips when submitting organization charts for position changes:

- Central Offices prefer black and white (color does not scan well).
- When listing SHRA positions, use the Career Banding title, not the working title. For example, Admin Support Specialist – Journey instead of “Student Services Manager.”
- List the position number on SHRA and EHRA Non-faculty positions.
- Make sure the document is legible. Use multiple pages, if necessary.

Manual Check Requests:

We need to be more judicious with the number of requests for manual checks, as this is disruptive to the normal payroll processes. Reserve these requests for missed base salary or extreme financial hardship.

ConnectCarolina Security Audit in Progress: – We are recommending 3 approvers at each stop; the Dean’s Office will be in touch regarding departments with fewer than 3 approvers

FLSA Update:

- Effective December 1, 2016
- Campus set thresholds for EHRA & SHRA:
 - EHRA \$47,476; \$913/week
 - SHRA \$47,842; at least \$913/week; accounts for 2080/2088/2096
- Threshold will change every three years

Key changes to anticipate:

- Changes in how hours are recorded in TIM
- Overtime liability for EHRA positions
- Some faculty will be considered non-exempt

TIM:

- OHR is looking to pilot the TIM changes in October
- There are still many, many unanswered questions about how the overtime will be coded

**Finance
Announcements**

Endowments:

- Chapel Hill Foundation Endowments (sources starting with U0XXX), if you have any of these funds you should be contacted by Kristen Beattie to ask if you want to payout, reinvest, or split
- University Endowments (sources starting with 7XXXX), this were automatically paid out 6/30/16, for those underwater or partially underwater those would not have been paid out (or only a small portion), you would have been contacted by our summer student assistant, Joe Daley.

- Arts and Sciences Foundation Endowments and Expendable (sources starting with COXXX and C5XXX), we are ensuring the year-end balances are set and then we will be sending out directions for payout decisions for the endowments. This report will be available through Arts and Sciences Reporting (ASR) website.

FY 2016-17:

- Waiting on final numbers to be verified for Fiscal Year 2016 (confirmation is expected to campus late July/early August) we hope to have the following allocations submitted by August 31st (for any questions please contact your budget analyst). Don't forget if you know the chartfield string you can start spending now before the budget posts.
 - Instructional Budget Carryover
 - Commitment Allocation and carryover
 - Professorship Salary and Research Fund Allocation
 - Leadership Funds
- Refer to the memo regarding budget loads for Fiscal Year 2017, as of right now permanent state and F&A budget is posted.

Wendy Riley Retiring!

- For those of you who may or may not be aware, Wendy Riley is retiring July 29th with 28 years of service! To help with a smoother transition in Social Sciences and Global Programs, please submit your questions you would send to her via InfoPorte Financial Request (details were sent in an email on Monday, July 11th via the listserv)

Annual Raise Process (ARP): Is looking likely but we are waiting guidelines on the process. In order to prepare please submit any fund swaps needed for July now.

Deposits: Per email sent on 6/30/16, please be aware they are repaving part of ridge road, which could affect vehicle access. During this time night depository will be inaccessible by car. For any questions please contact Student Accounts and University Receivables at 919-962-1368.