

University of Maine System
Board of Trustees
Rudman Conference Room, 253 Estabrooke Hall, Orono

October 27, 2016

Human Resources & Labor Relations Committee

Present: Committee Members: James Erwin, Chair (at USM); Norman Fournier (at UMFK), Shawn Moody (at USM), and Bonnie Newsom. **Staff:** Lynda Dec, Mark Schmelz and Ellen Doughty.

Committee Member Absent: Sam Collins and Gregory Johnson.

Trustee Erwin called the meeting to order.

Changes to the Handbook for Non-Represented Faculty and Salaried Staff. Ms. Lynda Dec, Chief Human Resources Officer, explained that the Handbook for Non-Represented Faculty and Salaried needed to be updated to address and reflect the December 1, 2016 changes to the FLSA.

Addition of Professional Non-Exempt

Currently the handbook covers only non-represented faculty, salaried staff, and management group. With the December 1, 2016 change to the FLSA, a large segment of our non-represented salaried staff will move into a professional non-exempt status. The handbook needs to be updated to ensure the applicability of the handbook to non-represented faculty, salaried staff, non-represented professional non-exempt staff, and management group.

All reference to non-represented professional non-exempt staff will reflect FLSA regulations.

Overtime

Add overtime provision to the handbook to cover non-represented professional non-exempt staff. The below language will be added:

Overtime at the rate of time and one-half is credited for all hours worked in excess of 40 hours in any workweek. The standard workweek is Sunday through Saturday. Hours worked shall be defined consistent with the provisions of the FLSA and all applicable Federal, State and local labor laws.

Overtime pay for all hours worked in excess of forty hours per week may be compensated either at the rate of time and one-half the hourly rate of pay for each hour worked, or by compensatory time using a formula of one and one-half hours' credit for each hour of overtime worked.

The employee and supervisor should discuss whether overtime pay or compensatory time shall be granted. The supervisor has the authority to determine whether to utilize overtime pay or compensatory time.

Compensatory Time

Add compensatory time provision to the handbook to cover non-represented professional non-exempt staff. The below language will be added:

Compensatory time for non-represented professional non-exempt staff may accrue up to 240 hours of compensatory time. Earning of compensatory time shall be consistent with the overtime provisions of

this handbook. Compensatory time shall be paid out at the employee's straight time rate of pay at time of separation or as UMS policy may dictate at job transfer. The supervisor has the authority to determine whether to utilize compensatory time.

On a motion by Trustee Fournier, which was seconded by Trustee Newsom, the Human Resources/Labor Relations Committee forwards this item to the Consent Agenda at the November 13 & 14, 2016 Board of Trustees meeting for approval of the following resolution:

That the Board of Trustees approves the changes to the Non-Represented Faculty & Salaried Staff Handbook as presented in the Agenda Item Summary.

Health Plan Changes for Calendar Year 2017. Ms. Dec explained that the University of Maine System makes benefit changes on a yearly basis to meet legal requirements, manage the cost of the plans, offer a competitive level of benefits, and to reflect healthcare agreements with our bargaining units. The changes to the plans reflect an overall increase to the University System of approximately five percent (5%).

Open enrollment will begin November 1 and included in the enrollment information will be a cost comparison for all employee groups.

Human Resources Strategic Plan – Progress Review. Ms. Dec. explained that on July 1, 2015 Human Resources was moved from a decentralized function to a centralized function under University Services. The strategic HR plan laid out a structure of University based strategic Human Resource Business Partner teams and Centers of Excellence (COEs) in support of the seven universities.

The following COEs have been established and provide expertise, consultation and program support to campus and System partners. COE work already completed or in progress includes:

Labor and Employee Relations – Mark Schmelz, Director

- Labor Training, Managers/Supervisors – Completed at three campuses
- Labor Training, HRBPs – Completed across HR
- Successfully negotiated FLSA changes and healthcare
- Resolved Service and Maintenance contract
- Enhanced on-campus communications with local union chapters
- COE staffed

Compensation – Laurie Clark, Director

- Updated Salaried Pay Plan in progress
- Implementation of salary planning software in process
- Guidance of the FLSA project System-wide
- Strategic development of new, more efficient workflows
- COE staffed

Payroll and Benefits – April Strowbridge, Director HR Operations and Tony Richard, Director Benefits and Wellness

Payroll

- Reorganization of HR Operations to enhance and support centralized payroll function

- Deployed popular Time Approver Work Center – a one-stop resource center for time reporting
- Coordination of centralized email for payroll
- Concentration and cohesion of *ImageNow* software functionality
- Modernization of telephone system support for payroll function
- Ongoing assessment of payroll processes, procedures and controls

Benefits

- Successful competitive bid process, selection of a new wellness vendor. Resulted in cost avoidance of \$200k/year
- Installation of automated process for the reduction of life insurance at retirement
- Concluded negotiations of Stop-Loss coverage resulting in a cost avoidance of \$60k/year
- Consolidation of Leave of Absence processing
- Achieved compliance with new federal mandate to generate Forms 1095-C Employer-Provided Health Insurance Offer & Coverage
- Refinement of tuition waiver processing for responses and efficiency

Learning and Organizational Development – Megan Clough, Director

- Improved curriculum and delivery of Supervisor Development Institute, (SDI).
- Introduction of Customer Experience Initiative – University Services
- Development and delivery of Diversity and Inclusion Training
- Collaboration with Equal Opportunity COE for Title IX Training initiative
- Launch of System-wide onboarding/orientation project to enhance retention/engagement
- Creation and production of FLSA Training Short Courses in support of payroll transitions
- Conceptualization and construction of Blackboard-based UMS Academy Training resource
- Sustained Student Experience Focus at USM with Train the Trainer program

Communications – Hub Burton, Manager

- Concept, production, delivery of FLSA communications and outreach.
- Partnerships with University Services units for communications support of such projects as 16 Central re-location, Safety and Active Shooter Training, Unified Budget, Transition of Worker's Compensation, Information Technology Services Catalog, etc.
- Originated new Wellness communications channels, joined in creation of refreshed content, collaboration on transitional outreach in support of new Wellness partner/re-positioned RiseUp
- Developed multiple promotional and informational tools for campus HR colleagues
- Ongoing collaborations with COEs for communications services ranging from strategic planning to tactical implementation in support of consultation and programming

HRIS & Project Management – Kristine LeBlanc, Manager

- Completion of HRIS Affirmative Action Plan, development of HR Statistical Campus Dashboard for HR Information Services
- Standardization of report requests and security requests (HRIS).
- Compensatory time fix and data archiving for unchanged vacation balances/final fix.
- Implementation of *Maxient* software for streamlined EO incident reporting
- Introduced prototypes for Student Employment Rehire Workflow Automation and PATFA Hiring

- Steering function for transition of non-exempt professional employees under FLSA compliance including training and communication
- Integration of *HireTouch* with *MaineStreet* for process efficiencies
- Launch of Talent Acquisition COE, hiring of staff, rollout of new procedures across system
- Structuring of workflow in support of Talent Acquisition COE

Equal Opportunity (EO) – Betsy Stivers, Director

- Completion of EO Annual Report reflecting 71 active formal complaints handled for 2015-2016 fiscal year.
- Establishment of Case Management System, Maxient, 8/2016 for formal complaints. Adaptation of system for use with informal complaints and for ADA currently in progress
- Revision/overhaul of EO Complaint Procedure due to be rolled out by close of October
- Standardization of EO presence and accessibility across system and campus web sites in collaboration with Communications COE with rollout in November
- Update and dissemination of annual brochures
- Completion of training programs: New Employees (220 employees), and Search Committees (23 committees); Partnering with Labor & Organizational Development COE for Title IX training, EO and ADA training of HRBPs
- Effective process for informal resolutions and consultations including ADA interactions and disability support
- COE Staffed

The Centers of Excellence are in place with the exception of Talent Acquisition (TA). The project of setting up the TA Center of Excellence has been kicked off with an estimated date of 1/2/2017 for implementation. The Payroll and Benefits group has recently undergone a reorganization to more effectively manage the workload. The HR Business Structure has been implemented on all campuses.

The Committee expressed appreciation to Ms. Dec and her team on the incredible amount of work that has been accomplished relating to the Human Resources Strategic Plan.

Executive Session

On a motion by Trustee Newsom, which was seconded by Trustee Moody, the Human Resources and Labor Relations Committee agreed to go into Executive Session under provisions of 1 MRSA Section 405 6-A to discuss the evaluation of personnel and the consideration and discussion of appointments, evaluations, employment and duties and 1 MRSA Section 405 6-D to discuss planning for negotiations and communications with AFUM, UMPSA, ACSUM, Police, PATFA, and Service and Maintenance Units.

On a motion by Trustee Fournier, which was seconded by Trustee Newsom, the Human Resources and Labor Relations Committee concluded the Executive Session.

Adjournment.

Ellen Doughty for
Tracy B. Bigney, Clerk of the Board