**Reminder:** As a committee member of HR Liaisons please remember to pass the following information to other employees in your department who may need to know the following. If you are unable to attend future meetings please send a representative.

**Affordable Care Act**

The Patient Protection and Affordable Care Act (ACA) requires covered employers to provide health coverage to any employee who works on average at least 30 hours per week (considered full time for purposes of the ACA). While implementation for employers is delayed until January 2015, employers must designate a “look back period” to determine if an employee satisfies the 30 hours per week average to be eligible for health care coverage. Since GA is considering a 12 month look back period that would begin October 1, 2013 we need to begin managing the workload of temporary employees now.

For typical hourly workers the IRS regulations present few issues requiring guidance. However, IRS regulations did not address how to determine hours worked for teaching courses. Instead, the IRS directed employers to devise reasonable methods to determine hours worked that are in keeping with the purposes of the ACA. UNC General Administration developed the parameters that must be followed. In general, temporary faculty are credited with three (3) hours of work per week for each credit hour assigned to a semester-long course. Temporary faculty teaching nine (9) credit hours would be calculated as working twenty-seven (27) hours in a given week.

More information will be given as GA provides further guidance.

**Legislative Updates**

Lori Preiss presented information on two bills that were approved by both the house and the senate and are awaiting signature from Governor McCrory.

- State employees are guaranteed 12 holidays per year. The number of holidays has previously been determined by what day of the week December 25th falls on. The change in policy means there are three paid holidays given for Christmas without regard to the day of the week that Christmas falls on. In 2013, December 25th is a Wednesday. This means that state employees already have 12 paid holidays this year. Our calendar
was built around having three paid state holidays in December, which means **UNCW employees still need three required vacation days in December 2013.**

- Another bill (HB 834) revises several sections of Chapter 126 (State Personnel Act). If this bill passes there will be changes to the probationary period and grievance policy. The bill renames “Personnel” to “Human Resources.” The Office of State Personnel (OSP) will become the Office of State Human Resources (OSHR).

Lori also announced that full time, leave-earning employees, who are in a paid status as of July 1, 2013, will be receiving 40 hours of special leave (pro-rated for less than FTE 1.0). The leave will be effective on July 1, 2013, and will expire on June 30, 2014. Further information on legislative updates will be forthcoming.

**Shared Services**

JoAnn McDowell reported that the HR Shared Services survey of 300 employees had a 75% participation rate. Excellent suggestions for process improvements came out of the three sessions. The HR workgroup is mapping current HR processes to identify more efficient ways to accomplish work.

**Employee Appreciation Activities**

Liz Grimes gave a preview of employee appreciation activities. She stated that typically there is a week-long series of events in the fall, but this year these events will be take place throughout the year. Two athletic events for employees will be divided between the fall and the spring. Spring events will include the employee lunch and door decorating contest; fall events will include the Service Awards and Award for Excellence. Liz asked the liaisons to spread the word and encourage their units to nominate qualified individuals for the Award for Excellence.

**Supplemental Pay for SPA Employees Subject to FLSA (Overtime)**

Effective January 1, 2014, SPA employees who are subject to overtime requirements are no longer eligible for supplemental pay for course teaching. Guidelines issued by the US Department of Labor clarified that employees in this category must record all hours worked and to be compensated at the over-time rate of pay for worked over 40. We have used a liberal interpretation of the term “occasional and sporadic” to allow employees to be paid a flat rate for work outside their home department and outside their normal occupation. The Department of Labor interpretation is of a much shorter duration and not repetitive. SPA employees who are FLSA exempt are not subject to these regulations and can continue earning supplemental pay.

**Payroll Reminder**

Charlie Ducker, Payroll Manager, reminded the liaisons to verify and initial any changes to the NC-4 tax form before sending to payroll. The payroll office cannot accept changes on the form that aren’t initialed.