Human Resources Liaison Meeting  
Wednesday, March 27, 2013  
3 – 4:30 p.m.  
Friday Annex Room 136

**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.**

**Harassment Training**  
Liz Grimes announced that human resources has an updated list of UNCW employees who have completed the mandatory harassment training workshops. The training can be taken online or at the next available workshop on May 23, 2013. For information about the online training or to enroll in the workshop go to [http://www.uncw.edu/hr/harassment-conferences-registrationform.html](http://www.uncw.edu/hr/harassment-conferences-registrationform.html)

**New I-9 Form**  
Ivor Dikkers stated that there is a new I-9 form that was made available in March, 2013. The new form has been expanded to two pages to allow more room for additional documentation. Employees should use the new form which has been posted on the HR website [I-9 Form (updated 04/03/2013) PDF](http://www.uncw.edu/hr/i-9-form.pdf). Contact Ivor at 22103 or dikkersi@uncw.edu for more information.

**State Health Plan**  
Patti Hale explained that the State Health Plan is moving from a fiscal year cycle to a calendar year cycle. Therefore, there will be two enrollment periods in 2013. There will be an annual enrollment period from May 20 – 31, 2013, for changes that will be in effect from July 1 – December 31, 2013. There are no proposed changes to the coverage for the short plan year. This is a passive enrollment, so employees who want to keep their same coverage do not need to do anything.

The second enrollment period will be held in October, 2013, for coverage that begins from January 1 – December 31, 2014. The proposed changes to the plan for 2014 will necessitate that all employees will be required to go online and re-enroll. Among the proposed changes for 2014 will be increased premiums and significant changes to the structure of the 80/20 plan. Employees who enroll in the 80/20 plan will have an opportunity to get credits for complying with factors such as designating a primary care physician, not smoking and taking a health assessment.

**Affordable Care Act**  
Patti explained that the next tier of provisions of the Affordable Care Act will go into effect on January 1, 2014. UNCW will be required to provide health care coverage to all employees who work 30 or more hours per week, including students, temporary workers and part time faculty. General administration is in the process of creating guidelines to help determine how to measure the work that a part time faculty member contributes per credit hour. For employees who have a seasonal or variable work schedule, Patti discussed the complicated concepts of a look-back period, look forward period
and a stability period to determine if the employee contributes either 30 hours per week or 130 hours of service in a month. HR will provide more information about the process as it becomes available.

Patti reminded the group that it is especially important to keep the Locator Report up to date and to remove former temporary employees in the Employee Record Update in HROnline.

**Shared Leave**
Patti clarified the Family Medical Leave Act (FMLA) policy regarding the birth of a child. Both parents may choose to exhaust all or any portion of sick leave and/or vacation/bonus leave or go on leave without pay during the period of disability. Only vacation/bonus or leave without pay may be used before and after the period of disability unless the sick leave policy becomes appropriate for medical conditions affecting the mother or child.

An employee on maternity leave may be eligible to receive voluntary shared leave to cover the period of disability related to the pregnancy and/or birth as documented by a physician.

**SPA Salary Equity**
JoAnn McDowell explained that during the past three years efforts to address salary equity issues were prohibited. But in September, 2013, a memo was sent by Vice Chancellor Charlie Maimone and Provost Denise Battles announcing that the ban was lifted. HR was asked to identify employees whose salaries were 80% or below of market rate. The cabinet identified a small pool of funds for salary adjustments. HR and campus constituents worked hard to approve 102 salary equity adjustments for the March 2013 payroll. Governor McCrory’s memo has removed authority for equity adjustments as of April 1, 2013.

**PeopleAdmin**
Julie Ricker-Hagler stated that HR is in the process of designing the upgrade to PeopleAdmin to include a single sign-on consistent with the UNCW domain name and password, access into mySeaport, more efficiency with all actions on homepage, greater reporting features and ability to download into Excel. Testing for the new product is scheduled to occur in April, 2013, for roll out in early May. HR will be conducting training sessions to campus constituents. Consideration is still being given whether to convert the EPA hiring functions into the PeopleAdmin platform.

**UNCW Support Staff Conference**
Save the date of July 23 for the UNCW Support Staff Conference.