HR Management meetings April 10 and 14, 2017

- Anschutz Medical Campus HR Management meeting:
  - Monday April 10, 2017
  - from 2:00-3:30
  - ED2 North, P28-1102

- Denver Campus HR Management meeting:
  - Friday April 14, 2017
  - from 1:30-3:00
  - ACAD 2500A (Student Commons Building)
WELCOME
&
INTRODUCTIONS

Carolyn Brownawell
Associate Vice Chancellor and Chief Human Resources Officer
AGENDA

Carolyn Brownawell, Associate Vice Chancellor & Chief Human Resources Officer
• Welcome and introductions

Robert McGranaghan, Director for the Community-Campus Partnership University of Colorado Anschutz Medical Campus
• Community-Campus Partnership and Hire Local effort

Florie Montoya, HR Talent Acquisition and Compensation Director
• Update on HCM (Human Capital Management)
• Applicant Tracking System Update

Amy Gannon, Associate Vice Chancellor for Financial Services
• PET/Funding Entry Update

Kaylene McCrum, HR Operations Director
• HireRight I-9/E-Verify Implementation follow-up
• Changes to Verification of Employment (VOE) process
• Staff update

Doug Kasyon, HR Employee Performance and Development Director
• Managing FML (Family Medical Leave)
• FaST (Faculty and Staff Threat Assessment and Response Team)

Future Meetings
• June – dates tbd
• Where to find materials from this meeting
The University of Colorado Anschutz Medical Campus’
“Community-Campus Partnership”

Hire Local Program

Robert McGranaghan, MPH, Director, Community-Campus Partnership
Senior Instructor, Department of Family Medicine, CU School of Medicine
Department of Community and Behavioral Health, Colorado School of Public Health

Funded by:
University of Colorado Anschutz Medical Campus Chancellor’s Office, The Denver Foundation,
UCHealth, and Children’s Hospital Colorado
with in-kind support from CU Department of Family Medicine, Anschutz Health & Wellness Center and the City of Aurora
Aurora: Many changes in just a few years…

• 1994 – 1999 Lowry Air Force Base closes, Stapleton Airport closes, Fitzsimons Army Base closure complete

• 2008 - The University of Colorado Health Sciences Center completed relocating to the campus.

• 2012 - CU Chancellor commissioned a team to create a framework for a community health partnership with local neighborhoods.
Establishing the Community-Campus Partnership

• **2012**: 100+ Key informant interviews – perceptions of the campus and the community

• **2013**: Planning Committee formed to develop vision statement, principles, goals; “Signature Program” identified: Jobs on the Campus for local residents (“Hire Local”)

• Over 30 organizations convene regularly to build relationships between campus and community
Establishing the Community-Campus Partnership

• **2014-15:** Resident Leader Council formed and conducted 236 interviews with local residents to identify concerns, priorities and hopes for the future. Primary concern: jobs, education

2015 – Findings from 3 focus groups identify jobs on campus as highest priority.

In addition, residents in the neighborhoods view the hospitals on campus as “our hospitals” and want to help build the hospitals’ success by creating a more inclusive, representative environment.
Establishing the Hire Local Program

- Interview HR leaders and their staff.


- Agreement among four campus employers to meet regularly to develop and sustain a coordinated “Hire Local” effort.

- Funding for initial pilot, 2015.
Hire Local Goals:

1. Establish an accessible, reliable and trusted Job Hub.

2. Develop an equitable, intentional and inclusive recruitment strategy.

3. Hire more people from the surrounding neighborhoods.

4. Support residents who gain employment to stay in jobs, advance and thrive in their careers.
Hire Local Accomplishments 2015-16

Healthcare Bridge Pilot Program with Community College of Aurora

- Adult Basic Education grant from the Colorado Department of Education.
- Partners—UCHealth, Children’s Hospital Colorado, Arapahoe/Douglas Works! Workforce Center.
- 10-week course for entry level job in Patient Services.
- 70 students over 6 cohorts completed the program (97% completion rate) with 48 hires; average wage ~$15/hr
- 98% retention rate average 18 months.
Hire Local Program and Job Hub

• Outreach to local neighborhoods – zip codes 80010, 80011 and 80012
• Intake session to identify strengths and provide “wrap around support”.
• Employers identify workforce shortage entry level jobs for applicants.
• Provide basic job readiness classes and tutoring; align with community college training programs
• Support candidates’ application, interview and hiring
• Identify needed changes in hiring practices.
• Enhance the reputation of campus employers.
Unique workforce potential in Aurora – refugees and immigrants

• The Spring Institute serves refugees and immigrants, especially individuals who have professional and medical backgrounds

• These individuals cannot work at their capacity until recertified and educated in US

• Legally able to work in US

• Strong commitment and work ethics, seeking to establish roots and stability
How can we hire these folks at CU?

- What entry to mid level positions do you struggle to fill?

- Hiring non-traditional candidates can build our capacity for diversity and inclusion.

- Hiring immigrants and refugees will improve economic well-being.

- Enriches teaching, learning, clinical experiences and research.

“The way to improve community health is through building community wealth”
(Lilly Marks, VP for Health Affairs, CU Anschutz Medical Campus)
Discussion

• What are your ideas?

• What are your concerns?

• How can the Community Campus Partnership help you?

• Hire Local Program Director: Lisa Jensen, c/o lisa.jensen@ucdenver.edu
Community-Campus Partnership

Working together for healthy and vibrant communities!

Robert McGranaghan, Director
Community-Campus Partnership University of Colorado Anschutz Medical Campus

robert.mcgranaghan@ucdenver.edu
Talent Acquisition and Compensation

Florie Montoya
HCM Update
Release or “wave” approach

Wave 1
Contract Pay

Wave 2
Fluid – user experience foundation for future waves

Wave 3

Wave 4
Job Changes effecting position, Terminations, Leave (not My.Leave), One time payment through CU Time, Custom NPP

Now - Stabilization 7/31/17 Optimization

Each wave:
Design | Build | Test/Train | Deploy
Goal: SmartERP Page Removal Plan

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Wave 1 – Contract Hires using Smart Page

- Configured Page to meet our needs
  If needed, week of 4/24.
- Proposed Go-Live (May 4, 2017)
- Training
  Webinar before go-live in May
  In-Person training prior to start of AY 17/18
HCM - Reminders

• Use Campus Specific Guide when determining process vs. HCM Community
  http://www.ucdenver.edu/about/departments/HR/Documents/HCM-CUCareers-CampusSpecificGuidelines.pdf

• Contact HR Consultant

• Contact HCM Community if error or technical issue
HCM - Known Issues

• Docks - System will not adjust leave accruals, must adjust manually

• Workflow – Defaulting to prior employment type (Ex: Student worker to University Staff will auto approve)
HCM - Campus Input

• Reporting errors or technical Issues:
  HCM_Community@CU.edu

• Tuesday Elevate Calls (3:00 p.m.)
  Conference call - 1-877-820-7831
  Passcode: 405503

• Escalate issues
  Florie.Montoya@ucdenver.edu
Decision: Maximize current system

• Share pain points with Taleo

• Utilize Taleo survey feedback from BPs
TAC Reminders

• Search Summaries – Please close out your job postings
  60 university staff search summaries outstanding

• Why Important?
  Jeopardize Federal funding
Questions?
PET/Funding Entry Update

Amy Gannon
Associate Vice Chancellor for Financial Services
HCM-GL Update

• **APRIL 20th GO-LIVE** – implementation of new functionality in HCM for –
  • HCM funding distribution
  • Payroll Expenses Transfer

• Campus testing and validation of new functionality occurred in March
  • Overall positive feedback on the changes

• April 6th Webinar training was held and recording will be available on
  HCM Community blog website
HCM-GL Update

• _Structured training labs on campus_ - weeks of April 10\(^{th}\) and April 17\(^{th}\)

• Labs begin with instruction and general walk-through of functionality and then open up for participants to work on specific examples/exercises

• CU Anschutz – **April 13 and 18\(^{th}\)** @ Ed 2 North, 2201DE and Ed 1, 1501
• CU Denver – **April 11\(^{th}\) and 21\(^{st}\)** @ North Classroom, 2413
HCM-GL Update

• *Open Labs on Campus* – week of April 24th and in May.
  • Open Labs will have personnel available to assist participants with specific questions and will allow participants to bring real work tasks to create in the system.
  • May dates to be announced soon.

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Human Resources Operations

Kaylene McCrum
Director, Human Resources Operations
HireRight I-9/E-Verify Implementation
Follow-up

• We are working closely with HireRight on the remaining issues
• Please notify HR.I-9@ucdenver.edu if you run into any issues with processing I-9s or E-Verify through HireRight to ensure we can work to troubleshoot
• We have created an email list specific to individuals who are completing I-9s/E-Verify and we will use the list to email any necessary updates
  • We are adding each person to the email list as they are granted access to HireRight
HireRight I-9/E-Verify Implementation Follow-up

• A reminder to please be sure you are putting all supporting documents into one PDF to upload

• Details on how to obtain access to HireRight I-9/E-Verify can be found on the Human Resources website:
  • [http://www.ucdenver.edu/about/departments/HR/Documents/HireRight%20I-9/E-Verify%20access%20request%20process.pdf](http://www.ucdenver.edu/about/departments/HR/Documents/HireRight%20I-9/E-Verify%20access%20request%20process.pdf)
  • *Please note: Completion of both the I-9 SkillSoft training and the HireRight training are required in order to obtain access*

• Thank you for your help and patience during the implementation!

• Questions?
Changes to Verification of Employment Process

- Verification of Employment requests are now processed through Employers Unity via the system office.
- Please see http://www.cu.edu/employee-services/collaborative-hr-services/cu-campuses/employment-verification for more information.
- Verbal verifications of employment should be directed to Employers Unity, 877-604-5880 (this contact number is also provided on the above webpage link).
- The Human Resources home page has been updated with the above link.
Staff Update

• Welcome! – Ziad Rashdan
  • Ziad will handle:
    • New Employee Orientation (NEO), other training coordination, and website updates
    • To contact him regarding training please email: HR.trainingregistration@ucdenver.edu
    • To contact him regarding website updates/ issues please email: Human.Resources@ucdenver.edu

Thank you!
Questions?

- Backgrounds: HR.backgrounds@ucdenver.edu
- I-9s: HR.I-9@ucdenver.edu
- Temps: HR.newtemp@ucdenver.edu
- Faculty: HR.faculty-request@ucdenver.edu
- PRAs: HR.PRA@ucdenver.edu
- Personnel Matters Report (PMR): Personnel.matters@ucdenver.edu
- Retirees returning to work: HR.staffworkingretiree@ucdenver.edu
- NEO and other trainings: HR.trainingregistration@ucdenver.edu
- HR website updates or broken links – please notify: Human.Resources@ucdenver.edu
FMLA Overview

Doug Kasyon
HR Director, Employee Performance and Development
Family Medical Leave (FML) Overview

- Federal law
  - Only job protection, **NO** pay
    - Pay component comes from any sick and annual leave accrued
  - Serious medical condition
Family Medical Leave (FML) Overview

- Employee must have 1 yr service AND 1250 hours in last yr
- Classified: 520 hours (13 weeks) in a rolling calendar year (effective July 01, 2015)
- Faculty: 480 hours (12 weeks) in a rolling calendar year
- If intermittent, count 480/520 hours
- Runs concurrent with first 90 days of Workers Comp
- Can get a 2nd or 3rd opinion but the department pays the fees
Rolling Calendar Year

- 12-month period measured backward from the date an employee uses any FMLA leave.
- Under the “rolling” calendar year, each time an employee takes FMLA leave, the remaining leave entitlement is the balance of the 12 weeks which has not been used during the immediately preceding 12 months.
Rolling Calendar Year

Example 1

- Michael requests three weeks of FMLA leave to begin on July 31st. The employer looks back 12 months (from July 31st back to the previous August 1st) to see if any FMLA leave had been used. Michael had not taken any previous FMLA leave, so he is entitled to the three weeks he requested and has nine more weeks available.
Rolling Calendar Year

Diagram showing a rolling calendar year with a 12-month look back period and a note indicating 3 weeks of FMLA leave.
Example 1

- Patricia requests two weeks of FMLA leave to begin on November 1.
- The employer looks back 12 months (from November 1st back to the previous November 2nd) and sees that Patricia had taken four weeks of FMLA leave beginning January 1, four weeks beginning March 1, and three weeks beginning June 1.
- Patricia has taken 11 weeks of FMLA leave in the 12-month period and only has one week of FMLA-protected leave available. After Patricia takes the one week in November, she can next take FMLA leave beginning January 1 as the days of her previous January leave “roll off” the leave year.
Rolling Calendar Year
Family Medical Leave – Helpful hints

- Leave is a CU process. FMLA is federal law
- You can get FMLA even if you are on LWOP from CU
- Certain conditions do not qualify as FMLA:
  - Physicals
  - Elective surgery (e.g. – cosmetic procedures)
  - Abusing substances at work
Medical Certification – What is it?

- Your employee’s medical provider (MD, RN, Therapist) statement of diagnosis, prognosis and duration of care

Forms

- Faculty & University Staff: “Attachment A”
- Classified Staff: State Personnel form
Medical Certification –
What it is & When to Request it

- Do not accept an MD script pad note saying patient under their care with no additional info
- Have employee give MD the form appropriate to their employee group to fill out
- Having the form is generally a prerequisite to awarding FML
Medical Certification – When to Request it

- Request anytime employee provides notice or indication of qualifying condition
- EE must provide form within 15 days
FML Process – Going Out

- Employee notifies supervisor of need
  - Employee turns in leave slip and medical certification within 15 days
  - Department sends Individual Notice of FML to the employee within 5 days
- Copy Dept & HR, original goes to the employee
FML Process – Returning

- Employee has Medical Provider complete Fitness to Return to Work Form
- Guarantee of same or **equal** job when they return
- **Must** be able to perform essential job functions as documented in the job description
FML Process – Returning

Fitness to Return Forms
- Faculty & University Staff: Found on the HR website
- Classified Staff: Found on the HR website

Fitness to Return – Mental Health
- A narrative from the medical provider identifying they can perform essential functions of job as documented in job description
Essential Job Functions

- Essential job functions are the actual functions performed in position (not just what’s on paper)
- Determined by:
  - Time spent
  - Consequences if not performed
  - Specialized knowledge
  - Number of employees available to perform the function
Fitness to Return - Temporary Restriction/
Temporary Alternative duty

- When an employee cannot perform the essential job functions temporarily, you have two options:
  - Deny the return to work
  - As a courtesy, honor them for a short time period (1-4 weeks). Be clear it is a courtesy & extension will require use of remaining FML leave
Family Medical Leave – Intermittent Use

- Not continuous time off
- Can be a day or hours at a time
- Example: Kidney dialysis
Family Medical Leave – Exhausting FML

- An employee has exhausted the 480 or 520 hours of leave.
- At end of leave, expected to return & able to perform essential job functions
The Employee is Out of Leave and is Requesting More Time

- If employee is out of FML leave, they can use remaining accrual and seek additional leave under the ADA.
- Goal of leave must be to complete treatment, rehabilitate, etc. so employee will return to work.
- Leave must be for defined timeframe that is reasonable (case-by-case basis).
- Undue burden consideration applies.
When Can I Terminate the Employee?

- Employee is out of FMLA leave and does not return to work
- Employee is out of sick and vacation leave and medical professional says employee cannot return to work
- Employee cannot perform essential job functions even with reasonable accommodation, and no reassignment available or
- If employee is seeking ADA leave, but no definitive time is conveyed
Helpful Hints

- Obtain medical certification with 15 days of employee requesting FMLA
- If we do not have a medical certification, or any other way to confirm the need, FMLA may be not granted
- Employee requests medical provider for additional information, not department
Questions?

Melissa Flippin
HR Consultant
303.724.9691 | Melissa.Flippin@ucdenver.edu
FAST Overview

- Faculty and Staff Threat Assessment
- facultystaff.assessment@ucdenver.edu
- 303-315-0182
- When to use
To view past HR Management meeting notes and attachments click:

HR Management meetings

or

find them by visiting the HR web site at

www.UCDenver.edu/HR

in the HOT TOPICS section