Agenda

• Welcome
• Campus Update
• UTD Health/Wellness Programs
• FLSA Update
• Department Update
HR Forum: Campus Update

Presentation by:
Dr. Calvin D. Jamison
Vice President for Administration
June 1, 2016
Scholarship Golf Tournament

- 23rd annual golf tournament held Friday, April 29th
- Roughly $70,000 raised for student scholarships
Summer Meal Card for Faculty and Staff

- $30 (plus tax) - 5 meals in Dining Hall West from May 23 through Aug 10
- Purchase the cards at the dining hall, which is open from 7 to 8:30 a.m. for breakfast, 11 a.m. to 2 p.m. for lunch, and 5 to 7 p.m. for dinner.
SPN Wellness Center

- Hours set aside daily for faculty/staff workouts
- Dietitian Deborah Hamlin available to assist in managing weight, diabetes, blood pressure
- Classes held 5:30-6:30 p.m. Mondays, Tuesdays & Wednesdays each week
New Design Proposed for Cruisers
Comet Cruiser Ridership

<table>
<thead>
<tr>
<th>Year</th>
<th>Ridership</th>
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<tr>
<td>FY12</td>
<td>580,973</td>
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<tr>
<td>FY13</td>
<td>762,244</td>
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<tr>
<td>FY14</td>
<td>963,732</td>
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<tr>
<td>FY15</td>
<td>1,273,410</td>
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Car and Bike Sharing

• In addition to Zipcar, UT Dallas has partnered with Zagster for bike sharing to provide more fun and convenient ways to move about campus
• Zagster Promotion: Sign up with code COMETS15 & receive $15 of free rides. In addition, the first hour of each bike rental is free.
Bioengineering & Sciences Building

- 222,651 sq. ft.
- Labs and office space
BSB Ribbon-Cutting Celebration
Bioengineering & Sciences Building
Bioengineering & Sciences Building

- Attaches to NSERL
Lot P

- In front of BSB
- Offers gold, orange and purple spaces
SSB Addition Rendering

- Scheduled for completion in August 2016, weather permitting
SSB Addition Construction

- Scheduled for completion in August 2016, weather permitting
• Five-story structure to open with 1,150 spaces in fall 2016
Drive H Roadwork

- Drive H lengthened to reach Loop Road’s southern entrance/exit near Waterview
Drive A Roadwork

• Drive A, from Rutford Avenue to Drive H, is closed as it is being widened.
• Portions will remain closed until August.
Callier Richardson Addition Rendering
Callier Richardson Addition Construction

• Expansion allows for larger clinical facilities, additional research space, and more classrooms and offices
• To be completed in August 2016
Brain Performance Institute Rendering

- 62,000 sq. ft. facility to open spring 2017
- Brain training rooms, event spaces, other clinical offerings
Davidson-Gundy Alumni Center
Northside Construction

- Apartments and town homes
  96% leased
- Opening fall 2016
Northside Construction
On the Horizon

Student Housing Phases 6 & 7
  • Two 400-bed apartment-style complexes
  • Construction starts summer 2016 with fall 2017 completion

Engineering Building
  • Construction start fall 2016 with fall 2018 completion

Science Building
  • To be determined

Northside, Phase II
  • Adds 800 to 1,000 beds
  • Construction starts 2017 with fall 2018 completion

Academic Building
  • To be determined
• Off Waterview, near south entrance to campus
• Will offer efficiencies, one- and two-bedroom apartments
Student Housing Phase 7 Rendering

- Off Waterview, near south entrance to campus
- Will offer one-, two- and four-bedroom apartments
• At the corner of Rutford & Drive A
• 200,000 square feet
Thank you
UTD HEALTH/WELLNESS PROGRAMS – DEBBIE HAMLIN
FAIR LABOR STANDARDS ACT
FINAL RULE
The Department of Labor (DOL) has announced the final changes to the Fair Labor Standards Act (FLSA) for exempt employees that are not eligible for overtime. These new regulations will be effective December 1, 2016.

The regulations have changed the white collar exemptions for executive, administrative, and professional workers by increasing the minimum salary and increasing the salary for the highly compensated exemption.
Types of Exemptions

- Administrative, Executive, Professional, Outside Sales, Computer Employees, and Teaching
  - Faculty fall under the Teaching exemption.
  - Staff positions are reviewed for possible exemption under the Executive, Administrative and Professional categories.
  - FLSA default is non-exempt; you have to qualify to be exempt.

- To be exempt, must qualify under all 3 tests:
  - Salary basis
  - Minimum weekly salary
  - Job duties
Current FLSA regulation:

- **Salary basis** is fixed each and not subject to reduction based on quality or quantity of work

- **Minimum salary** of $23,660/yr

- **Job duties** primarily involve certain executive, administrative or professional functions and considered a matter of significance

As of December 1, 2016

- **Salary basis** - No change

- **Minimum salary** of $47,476/yr

- **Job duties** - No change
A multi-step process that will be addressed and managed globally, and not by individual school, division or person.

Review Process:

• HR reviewing FY17 staff salary to determine who will not meet the new threshold of $47,476.

• Identify which positions do not meet the new salary threshold and determine if a job analysis needs to be performed.

• Will engage department heads, supervisors and employees as necessary in the review process; especially for positions that are at or near $47,476/yr (just below or above) to discuss job duties.

• Salary compression will also be reviewed.
Things to keep in mind...

• All positions in the same job code will have the same exempt or non-exempt status, no matter the annual salary paid to a particular employee (i.e. all AAII’s will either be exempt or non-exempt, even though some may be paid $47,476/yr or more).

• Only the duties of the position are considered under the job duties test; not based on performance of those duties.

• Some positions may be reclassified and/or salary increased based on job duties; those who are borderline will be priority for review but does not guarantee an increase in grade, salary and/or title.
• Exempt positions that do not meet the conditions under all three test will become non-exempt no later than December 1, 2016.

• Those who change to non-exempt status will switch to the non-exempt timesheet no later than December 1, 2016.

• Non-exempt employees who work more than 40 hours in a work week will earn comp time or be paid overtime. Working overtime or earning comp time must be pre-approved by supervisor.

• Non-exempt employees are responsible for accurately recording all hours worked and use of leave on their timesheet.

• Managers are responsible for monitoring hours worked
  – May adjust/flex work schedule during the same work week so the employee does not work more than 40 hours
Things to keep in mind...

• There is no “carryover or banking of time” for a non-exempt employee. Additional time worked in the academic year cannot be held and used as ‘summer hours’; unless time was previously recorded as comp time earned on the timesheet.

• Exempt employees do not earn comp time or overtime.

• Will keep you posted as to progress; department heads/managers will be notified of changes prior to Dec. 1.

• Post-docs are under special consideration at this time.
Things to keep in mind...

• Questions?

• Call
  – Ilyce Murray – Director of Employment Services
  – Betty Burns – Compensation Analyst
  – Colleen Dutton – Associate VP

A special note:
There is a lot of work to do with limited time and staff available to meet the December 1 deadline and keep the daily trains running on time; please be patient with us during this critical process.

Thank you!
Division Update

BENEFITS
Benefits Update

- TRS Rate Change from 7.2% to 7.7% effective 9/1/16
- Initial Enrollment (IE) is a Success – **Thank You!**
- IE Statistics
  - May 2016 = IE Notices 61; Enrollments = 25**
  - April 2016 = IE Notices 30; Enrollments = 18
- Timing of Notices – 86% within 1-14 days of hire
  - Within 1-7 Days of Hire = 60*
  - Within 8-14 Days of Hire = 19
  - Within 15-21 Days of Hire = 9
  - Within 22-28 Days of Hire = 2
  - Within 29-31 Days of Hire = 1 (March hire)
  - More than 31 Days of Hire = 0
- *22 of which are notified within 1-2 days of hire
- **All May hires still have time to enroll in June
Benefits and Wellness Fair

- Benefits and Wellness Fair - July 18 @ 9:00-4:00
- Student Union – Galaxy Rooms
- Theme: Sports = Benefits for Life “PEP” Rally
  P – Promote Fitness
  E – Educate on Health and Benefits
  P – Plan your Financial Future
- Activities: Massage; PhotoBooth; Sports games
  Comet Spirit – TEMOC, Dancers and Cheerleaders
  Blue Bear (BCBS); Zumba; Nutritious & Healthy Shopping Demo; Safety Tips; Food & much more...
- Presentation – What is New for FY2016-2017
What is New in Benefits for FY17(9/1/16)?

- UT Select Medical Plan Premium Increase – 5.5%

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<thead>
<tr>
<th>Coverage Level</th>
<th>FY2016</th>
<th></th>
<th>FY2017</th>
<th></th>
<th>Cost Impact for Full-time* Employee/Retiree</th>
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<td>Total 1</td>
<td>Out-of-Pocket</td>
<td>Total 1</td>
<td>Out-of-Pocket</td>
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<td>$480.71</td>
<td>$1,621.33</td>
<td>$507.15</td>
<td>$26.98</td>
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UT Select Medical Plan Changes

• Bariatric Benefits
  – deductible decrease from $5,000 to $3,000 –
  – must be enrolled for 36 months in the UT Select Plan prior to surgery

• Chemical Dependency
  – remove maximum 3 episodes of treatment
  – remove maximum of 20 visits per year for office and outpatient combined

• Mental Illness
  – remove maximum of 20 visits per year for office and outpatient combined
  – remove maximum of 30 days per plan year
  – Office Visit Copay to $35 (Specialist Copay)
• Radiology, Pathology, Anesthesiology, and ER Physicians (“-ologists”) exception is removed.
• Effective September 1, 2016, remove the 2001 UT Select implemented exception benefits which ensured member were not charged excessive amounts for the non-network “-ologists”.
• The change would allow BCBS to have the negotiating power for discount on cost of care and will hopefully prompt them to join the BCBS network.
• This means members must be communicating with hospitals to ensure that they request for “Ologist” within network to minimize out-of-pocket cost.
Prescription Plan for Retirees

• Effective January 1, 2017, UT System will shift the current UT Select Prescription plan for the Medicare eligible retirees to an Employer Group Waiver Program (EGWP).
• The vast majority of benefits will remain the same, with some enhancements.
• Behind-the-scenes coordination under Medicare Drug program will change.
• More details to come from UT System Office of Employee Benefits.
• Naturally Slim expands to all institutions and all UT Select Plan participants this fall.

• Flu Shot Provider expanded to include
  – Passport Health
  – Catapult Health

• New UT Flex Vendor — Maestro Health - selected for their commitment to customer service, flexibility and technology
  – No other plan changes for UT Flex
UT Select Dental & Dental Plus

• UT Select Dental Plan – no increase
• UT Select Dental Plan Plus – 5.7% increase
• No Plan Changes for both options

<table>
<thead>
<tr>
<th>Coverage Level</th>
<th>FY2016</th>
<th>FY2017</th>
<th>Cost Impact for Plus Participants</th>
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<tr>
<td></td>
<td>Basic</td>
<td>Plus</td>
<td>Basic</td>
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<tr>
<td>Employee/Retiree Only</td>
<td>$32.40</td>
<td>$55.85</td>
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<tr>
<td>Employee/Retiree &amp; Spouse</td>
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<td>$67.80</td>
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<tr>
<td>Employee/Retiree &amp; Family</td>
<td>$96.40</td>
<td>$166.74</td>
<td>No Change</td>
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*Self-funded Dental Plans Administered by Delta Dental*
The Life & AD&D program was bid and Dearborn won the contract again.

- **Employee Basic Life** increase from $20K to $40K
- **Employee Basic AD&D** Increases from $20K to $40K
- **Employee Life** - No EOI up to 3X salary during AE
- **Employee Life maximum** change from 6x to 10x salary
- **Employee Life maximum** from $1.5M to $2.0M
- **Voluntary AD&D** maximum of $2.0; Spouse $1M
- **Retiree Life Insurance** maximum up to $100K
  - employee retiring on 8/31/16 or after may retain $100K life insurance as a retiree; existing retiree can increase up to $100K with EOI approval
- **Slight rate decrease** for Life Insurance
- **Age bands expanded** to age 80 and over
## Life Insurance Rate Changes

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<th>Age</th>
<th>Rate per $1,000</th>
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<tr>
<td>15-34</td>
<td>$0.037</td>
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<tr>
<td>35-39</td>
<td>$0.047</td>
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<td>55-59</td>
<td>$0.233</td>
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<tr>
<td>60-64</td>
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<td>70-74</td>
<td>$0.752</td>
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<td>75-79</td>
<td>$0.932</td>
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<tr>
<td>80 and Over</td>
<td>$1.634</td>
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Long Term Care

• CNA, the vendor for Long Term Care, stopped selling their product and UT System contract ends 8/31/16

• CNA Billing System changes no longer allows for Payroll Deduction. Therefore, effective 9/1/16, LTC premiums will be directly billed by CNA and payroll deductions will stop at UT Dallas.

• Participants will be contacted by CNA directly

• Check with your financial advisor if this is part of your financial strategy; employee must decide whether to continue coverage through direct bill

• Effective 9/1/17, CNA was approved by TDI to increase their rates up to 95.5% over 2 years
Benefits without Changes

- Dental HMO – no changes
- Vision and Vision Plus – no changes
- Short-Term Disability – no changes
- Long-Term Disability – no changes
- No Plan design changes for UT FLEX (vendor change only)
- Tobacco Premium Program – no changes
Division Update

EMPLOYEE RELATIONS/
ORGANIZATIONAL DEVELOPMENT
Admin U – June 1, 2016

Elective Tracks To Become Emerald, or a Diamond

HR Track

Lead from Where You Are

The Four Disciplines of Execution

Admin Essentials II

OS Basics – Excel and Word (1)

Formatting or Designed (2)

Intermediate Designed (3)

HR, Skype (1)

Soft Track

MS Mail Merge (1)

MS PowerPoint Intermediate I, II or Advanced (3)

Admin U

Impacting the World of UTD

A Certificate Series
Assist in the implementation of various PeopleSoft modules and other reporting capabilities.

The “Reports To” field refers to an employee's supervisor.

- Supervisor is defined as:
  “the individual responsible for the daily activity of non-student employee’s, has the authority, or provides significant input to hire, terminate, discipline and evaluate employees, is responsible for the employee’s work and actions and approves use of leave (sick/vacation).”

- Hiring Proposals now have a section where this information can be entered.
Performance Appraisals

Deadlines

• June 30, 2016 if hired between January 1 – April 15

Questions?

Ellen Ammons, Employee Relations Manager
ellen.ammons@utdallas.edu; Ext. 4633

Marco Mendoza, Director of Employee Relations and Organization Development
marco.mendoza@utdallas.edu; Ext. 4412
Division Update

EMPLOYMENT SERVICES
Faculty Hiring Process

• The Office of the Provost and HR are collaborating to standardize and formalize the Faculty Hiring Process.

• Conducting focus groups to communicate the new process and to receive any feedback on what should be added.

• Chemistry department will be used to pilot the process and all other departments will be scheduled thereafter.
• UTD has a relationship with CareerArc a social recruiting company.
• Employment Services posts jobs to jobs.utdallas.edu
• CareerArc “scrapes” our site of our jobs and posts them to:
  – CareerArc.com
  – LinkedIn
  – Twitter
  – Facebook
  – Other partner sites
• The “scrape” occurs 3x a day to ensure that when users click for a job, they are directed to a job that is currently open.
• Links have been added to PeopleAdmin for LinkedIn, Twitter, and Facebook to post jobs to your PERSONAL accounts.
Q & A

Next Month: July 6, TI Auditorium (ECSS 2.102)