



HR Liaisons Meeting

Tuesday, August 15, 2023
1:30 pm - 3:00 pm

These sessions are not recorded.

This presentation includes live links and will be shared with you and posted on the [HR website](#)
Please stay muted until you want to speak. You may ask questions via Audio or Chat

Welcome

Jeanne Madorin

Associate Vice Chancellor and
Chief Human Resources Officer

Benefits

Emily Foust

2024 Open Enrollment

October 9th - 27th

- **Two enrollment portals**
 - eBenefits: health insurance
 - Empyrean: NCFlex and Securian plans

All State Health Plan member will be moved to the 70/30 plan.

Tobacco attestation will require renewal.

Rate changes for dental, high and low option plans.

Health care flexible spending 2024 limit: \$3,050.

ER and EEO/AA

Patricia M. Lynch

2022-2023 Performance Appraisals

SHRA

- SHRA cycle ended on April 30, 2023.
- As of August 14, 2023 approximately 5% (45) of the 2022-2023 SHRA Appraisals are overdue.

EHRA Non-Faculty

- EHRA Non-Faculty cycle ended on June 30, 2023.
- As of August 14, 2023 approximately 12 % (71) of the 2022-2023 EHRA Non-Faculty Appraisals are overdue.

2023-2024 Performance Plans

SHRA

- SHRA cycle began on May 1, 2023.
- Performance Planning Discussions occur within 60 days:
 - for current employees (by no later than June 30, 2023),
 - after a significant change in position or duties or supervisor change, and for new probationary employees.
- 38% (344) of SHRA Performance Plans are overdue

EHRA Non-Faculty

- EHRA Non-Faculty cycle began on July 1, 2023
 - EHRA Non-Faculty Performance Plans are due no later than September 30, 2023
 - 94% (574) of EHRA Non-Faculty Performance Plans are incomplete

[ePerformance Management website](#)

EEODF Classes are Online!!!

REGISTRATION

Register for EEODF online training and online sessions through the [Office of State Human Resources NC Learning Center](#).

For more information and details on course registration, click here to read our [EEODF Frequently Asked Questions](#).

For step-by-step assistance with registering for EEODF (supervisors and managers), please review this [Quick Reference Guide](#).

For questions and assistance with registering please contact **Patricia M. Lynch** at pmlynch2@uncg.edu or (336)-334-9725.

2023 Class Schedule Dates

January 10	June 6
February 7	July 11
March 7	August 1
April 4	September 5
May 2	October 3

Sign up today online!!!

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FUNDAMENTALS

Available Now
<https://hrs.uncg.edu/eeodf>



HR Legislative Updates

Jeanne Madorin

Continuing Resolution

Actions that will be held:

- Increases, add pays and supplemental payments for additional duties
- Reclassifications and SHRA competency assessments
- Pre-emptive retention offers
- Labor market/equity increases

Actions that can proceed:

- Promotional increases for existing budgeted positions
- Offers to external candidates for existing budgeted positions
- Critical retention increases with documentation of an external offer
- Increases for acting/interim promotions for an existing budgeted position
- Essential course overload payments for the fall semester
- Work study student employment

Continuing Resolution

[FAQ](#) is available to help with questions.

Actions may continue to be submitted and, if not able to move forward, will be held until the pause is lifted.

Paused actions are expected to be retroactive to the date they are approved by Human Resources and/or the UNC System Office contingent upon approval to do so in the approved budget.

Continuing Resolution

Exceptions

- Submit to Vice Chancellor/Dean
 - Dean will submit thorough Provost
- Vice Chancellor/Provost will submit to Human Resources or Faculty Personnel Services with a justification for why the action needs to be approved now
- HR/FPS will submit to UNC System Office for approval

Actions are also subject to dual approval (the above does not replace dual approval)

Omnibus Bill - Conversion of SHRA FLSA Exempt Positions to EHRA Non Faculty

- Voluntary Conversion
- Steps Involved In Conversion
 - Establish EHRA classifications in Banner/SpartanTalent
 - Identify eligible positions
 - Determine EHRA classification for positions
 - Verify FLSA Exemption Status
 - Communicate with employees in eligible positions
 - Information meetings to explain differences between SHRA and EHRA
 - Distribute conversion election forms

Omnibus Bill - Conversion of SHRA FLSA Exempt Positions to EHRA Non Faculty - Continued

- Create EHRA position in Banner/Spartantalent
- Move employee to EHRA classification

Employees who elect not to convert will remain SHRA employees

- Positions can continue to be modified, reclassified, etc, based on SHRA classification/compensation policies

Omnibus Bill - Conversion of SHRA FLSA Exempt Positions to EHRA Non Faculty

- Vacant positions
 - Eligible positions will be converted when they become vacant and will be posted as EHRA NF positions
 - SHRA employees who are offered a vacant EHRA position will have to convert to EHRA if they accept the position
- Effective September 1, 2023 - Eligible positions becoming vacant now are being converted to EHRA

FLSA Exemption Criteria

Positions have to pass three tests to be considered exempt from overtime according to the Fair Labor Standards Act:

- Salary basis test - paid a minimum amount every work week (may be paid more but not less)
- Salary level test - \$35,568 per year or \$684 per week
 - Salary is not prorated for employees working part time
- Job duties test - duties must meet the criteria established in the Executive, Administrative, Professional (Learned or Creative), and Computer Related

FLSA Exemption Criteria - Job Duties Test

Executive Exemption:

- Supervises the work of two or more full time employees or their equivalent (one full time and two half time).
- Has the authority to hire, fire, discipline, promote, or makes recommendations that carry weight on such personnel actions.

FLSA Exemption Criteria - Job Duties Test

Administrative Exemption:

- The employee's primary duty must be the performance of office or non-manual work directly related to the management or general business operations of the employer or the employer's customers (e.g., purchasing agents, human resources consultants, project managers, etc)
- The employee's primary duty includes the exercise of discretion and independent judgement with respect to matters of significance

FLSA Exemption Criteria - Job Duties Test

Professional:

- Learned
 - The advanced knowledge must be in a field of science or learning (e.g., teaching, law, accounting, engineering, architecture, etc.)
 - The advanced knowledge must be acquired by a prolonged course of intellectual instruction

FLSA Exemption Criteria - Job Duties Test

Professional:

- Creative
 - The employee's primary duty must be the performance of work requiring invention, originality or talent in a recognized field of artistic or creative endeavor (e.g., writing editorials or comments, graphic arts/design, etc.)

FLSA Exemption Criteria - Job Duties Test

Computer Employee Exemption

- The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
- The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
- The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or
- A combination of any of the above mentioned duties, the performance of which requires the same level of skills
- Examples: Computer system analysts, computer programmer, software engineer, etc.

FLSA Exemption Criteria

- Positions that do not meet the FLSA Exemption Criteria will be changed, or remain, FLSA non-exempt - subject to overtime
- The minimum salary threshold is expected to increase in 2024
- Risks for non-compliance or misclassification
 - Civil fines
 - Payment of back overtime to the employee (up to three years)
 - Employee dissatisfaction

FLSA Exemption Criteria - What is Not Considered

- The position title
- Whether or not the position requires overtime
- The desire of the department and/or employee not to complete timesheets
- The future possibility of the position meeting the duties test

Reminders & Updates

Jeanne Madorin

Other Pending Legislative/UNC System Items

- Legislative Increases
- Faculty Retirement Incentive
- New SHRA Salary Ranges
 - Expected to go to the State Human Resources Commission in October
 - Does not include funding
- Possible LMAR



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