Human Resources Services Support

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President, Drexel University Online

Megan Weyler
Vice President, Human Resources
Agenda

- Overview of the Drexel HR services support
- Review of Policy Integration
  - Revised policies
  - Links to policies and benefits on DUO HR website Coming Soon!
- Learning opportunities
  - HR Services Support Webpage
  - Q&A session today
  - Human Resource Fair – January 9, 2017
- Payroll schedule changes
  - Non-Exempt – Bi-Weekly Pay
  - Payroll system training
Summary of new policies & revisions

- **Domestic Violence or Sexual Assault Leave** – Philadelphia Ordinance - allows for an 8-week unpaid leave of absence for reasons related to domestic violence, sexual assault or stalking

- **Bereavement** – more defined relationships and allowance of time

- **Essential Personnel/Emergency Closings**
  - For those required to work - Exempt receives 1.5x floating holiday hours, non-exempt receives 1.5x OT pay

- **Vacation** – increasing number of vacation days and allowing additional rollover

- **Flexible Work Arrangements** – mandatory approval of Dr. Aldridge
Domestic Violence or Sexual Assault Leave

New

- Developed to comply with Philadelphia Ordinance, “Entitlement to Leave Due to Domestic or Sexual Violence”
- Allows for eight-week unpaid leave of absence for reasons related to domestic violence, sexual assault or stalking
- Runs concurrent with FMLA
Bereavement Leave

Revised

- Differentiates paid time off based on relationship
  - Up to 5 days for immediate family member/domestic partner
  - Up to 3 days for close relative
  - 1 sick day for other close relationship

Please note:

- Sick days are not used, unless for bereavement leave for other close relationship – 1 day.
- When recording time, do not enter hours, but insert a comment for that timesheet/leave report that bereavement time was used.
Essential Personnel

Revised

- Essential personnel designated by Dr. Aldridge
  - Provide services that relate directly to the health, safety, and welfare of DUO, ensure continuity of key operations, and maintain and protect DUO property
  - Must fulfill certain outlined duties in the event of suspension of operations

- Clarifies responsibilities and procedures

- Exempt staff receive regular pay + 1.5x Floating Holiday hours

- Non-Exempt staff receive regular pay + 1.5x overtime pay
Emergency Conditions

Revised

- Notification on DU/DUO website
- Includes non-weather or transportation emergencies
- Clarifies definitions, accountability, responsibilities and procedures (i.e. suspension of operations and University closure)
- Exempt staff receive regular pay + 1.5x Floating Holiday hours
- Non-Exempt staff receive regular pay + 1.5x overtime pay
# Vacation Leave

## Current

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<tr>
<th>Years of Service</th>
<th>Days per Year</th>
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<tbody>
<tr>
<td>0 – 2</td>
<td>10</td>
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<tr>
<td>3 – 5</td>
<td>15</td>
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<tr>
<td>6 +</td>
<td>20</td>
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- Carryover 40 hours (5 days) per anniversary year

## Revised

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Days per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>NON-EXEMPT</td>
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<tr>
<td>0 – 5</td>
<td>15</td>
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<tr>
<td>(4.62 hours per bi-weekly pay period)</td>
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<tr>
<td>5 +</td>
<td>20</td>
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<tr>
<td>(6.15 hours per bi-weekly pay period)</td>
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<table>
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<th>Date of Hire</th>
<th>Days per Year</th>
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<tbody>
<tr>
<td>EXEMPT</td>
<td>20</td>
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<tr>
<td>13.34 hours per monthly pay period</td>
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- Carryover all vacation; max accrual is 280 hours
- Max vacation payout - 200 hours
Flexible Work Arrangements

Revised

- Introduces formal Flexible Work Arrangements
  - Compressed Work Schedule, Flex Schedule, Job Share and Telework
- Details manager, employee and HR responsibilities
- Details process for making, reviewing & approving requests
- Initial (30) day pilot required
- Review during annual performance evaluation for continued feasibility
- Comprehensive manager’s guide & forms* available on HR website

*Flexible Work Arrangement Request and Flexible Work Arrangement Agreement forms
Additional Policies with minimal change

- Appearance
- Background checks
- Compensation
- Confidentiality
- Court Duty
- Drug and Alcohol Free Workplace
- Executive Air Travel
- Federal Sanction Checks
- Grievance/Complaint Resolution
- Introductory Period
- Life Threatening Diseases
- Military Leave
- No Smoking and Tobacco Use
- Performance Evaluation
- Personnel Records
- Position Discontinuation and Severance
- Rehire/Reinstatement
- Social Distancing
- Solicitation and Distribution in the Workplace
- Workplace Anti-Violence

Link to all DUO policies Coming Soon!
Questions?