

UVA Staff Senate Monthly Meeting

November 17, 2016

Welcome Senators, Alternates, and Guests!



November Senate Meeting

November 17, 2016

Location: Ballroom, Alumni Hall

11:00 – 1:00PM

Welcome & Introductions

11:00

Maggie Stein and Jess Wenger, Co-Chairs

Guest Speakers

11:05

- Dr. Battle for Kari Evans, Executive Director of the Bicentennial
- Marge Sidebottom, Director of Emergency Preparedness
- Jennifer Atkins, Compensation Manager

Senate Business

12:45

- Compensation Document

Next Meeting:
**Thursday, January 19,
2017**
Conference Room,
Zehmer Hall
IM-Rec Sports, FEAP.

Welcome and Introductions

Maggie Stein

Co-Chair

Jess Wenger

Co-Chair

Dr. Battle for Kari Evans

Director of the Bicentennial



Marge Sidebottom
Director of Emergency
Preparedness

Safety and Emergency Preparedness Update

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OFFICE OF SAFETY AND EMERGENCY PREPAREDNESS

**MARGE SIDEBOTTOM
NOVEMBER 17, 2016**

Office of Safety and Emergency Preparedness

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Mission statement:

- Develop and communicate the University's key emergency policies, strategies, plans and procedures across Grounds.
- We help the institution plan, mitigate, respond, and recover from emergencies, large and small.

Office of Safety and Emergency Preparedness

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Personnel:

[Marge Sidebottom](#)

Director

[John Flood](#)

Assistant Director

[Donna Ferneyhough](#)

Administrative Specialist

[Kathleen Jump](#)

Project and Communications
Manager

[Lucian Mirra](#)

Emergency Management
Coordinator

[John DeSilva](#)

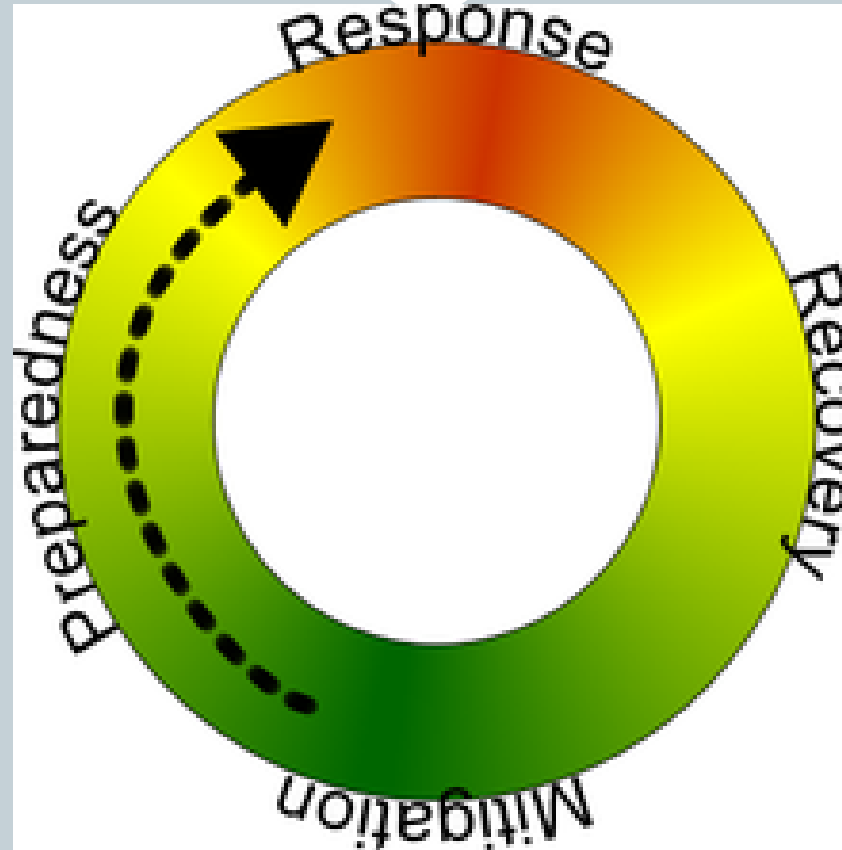
SOM Emergency Preparedness,
Response & Security
Coordinator

Security & General Safety Committee

- **1. The Committee shall receive suggestions and recommendations and submit each recommendation, if approved by the committee, to the EVP-COO for improvement of safety conditions in the University's facilities.**
- **2. The Committee shall also encourage through educational channels, safety procedures to be practiced in the University's everyday routine and recommend training programs for individuals in the University community.**
- **3. The Committee shall review all matters concerning security and safety of the University, with the exception of those matters coming specifically within the purview of the standing Committee on Radiation Safety.**

Principles of Emergency Management

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Emergency Management

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Planning

Hazard Vulnerability Assessment

Naturally Occurring Events, Technological Events

Human Events, Hazardous Materials Events

Critical Incident Management Plan (UVA)

Continuity of Operations Plan

City, County, UVA Emergency Plan (community)

Emergency Management

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Education/Preparedness

General Safety and Emergency Programs:

Website

Take 3

New employees

Exercises

Department/school presentations/community

City, County, UVA Emergency Plan and Operations

Specific Programs:

CIMT Training

CIMT Exercises

AED/CPR Classes

Emergency Management

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Response

CIMP – Critical Incident Management Plan

- Provides framework and structure to the response and actions of University academic and administrative departments in crisis situations.

CIMT – Critical Incident Management Team

- Comprises members from UVA administration and selected department heads.
- Assembled to address an immediate crisis.
- Exercises together annually.

Emergency Management

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Recovery

Critical Incident Management Plan:

- Reviewed annually
Approved by President and EVPCOO
Approved by Board of Visitors

Continuity of Operations Plan:

- Reviewed annually
Institutional approved by VDEM
Departmental reviewed internally

Threat Assessment Team

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- The purpose of the University's Threat Assessment Team is to help preserve the safety and security of the University community in collaboration with other University and community services. We provide consultation to the University in any circumstance in which there is concern that someone poses a danger to harm others. We inclusively consider situations that involve students, staff members, visitors, and others in the vicinity of the University community. Our philosophy is to identify concerns in their early stages and to work constructively and collaboratively with all parties before problems escalate into violent outcomes.
- We encourage everyone in the University community to be willing to seek help for themselves or others when there are safety concerns. If you are an employee, you can contact your human resources office or the University Police. Students may discuss concerns with the Office of the Dean of Students or University Police. If for any reason these channels are not available to you, you may contact Marge Sidebottom, Chair, Threat Assessment Team, directly at (434) 924-8745.
- In an urgent situation, please call 9-1-1 and seek advice for immediate action or referral to an appropriate resource.

OSEP Support in Planning and Response

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- **Major Events:**

- Final Exercises

- Reunions

- Orientation

- Move-in

- Family Weekend

- Halloween

- Lighting of the Lawn

- Special events/ speakers

- Athletic Events – Football, etc.

Other OSEP Safety Programs

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AED Program

- Oversees the most robust Public Access Defibrillation (PAD) program among all colleges in the U.S.
- Provides >260 Automated External Defibrillators in academic and administrative bldgs., IR-Rec Sports facilities, and Athletic venues.

Emergency Phones

- Oversees >480 emergency phones on pathways, parking lots, garages and in some buildings.
- Blue Light is most common model.

Questions

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Emergency messaging questions –

Who sends them?

Who authorizes them?

How many go out during an incident?

What is the difference between the UVA Emergency email system message and the UVA Alerts?

What can I do to be prepared?

Parting Thought

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“ the great aim of education is not knowledge but action”

Herbert Spencer

Jennifer Atkins

Compensation Manager

Fair Labor Standards Act (FLSA)

FLSA 101: What you need to know now

What is the Fair Labor Standards Act?

- Established in 1938
- FLSA establishes work standards affecting employees in private sector and in Federal, State, and local governments
 - ☐ Minimum wage rates
 - ☐ Payroll and Time Recordkeeping
 - ☐ Youth employment
 - ☐ Overtime pay rules
- Enforced by US Dept. of Labor



Main Areas of Exemption Test

- 1. Base Salary Level (threshold)
- 2. “Salaried” Pay Type
- 3. Job Duties



Exemption under the Federal Fair Labor Standards Act (FLSA)

Exempt

- Employees in these types of jobs are **not** subject to Minimum wage, Overtime, and Time-keeping requirements of the Act
- Exempt positions have executive, administrative, or professional responsibilities requiring significant professional and advanced knowledge in a particular area; a primary duty of management, regularly exercising discretion and judgment, customarily and regularly direct the work of two or more other employees; and have authority to hire or fire or may make suggestions and status for other employees

Non Exempt

- Employees in these types of jobs **are** subject to Minimum wage, Overtime, and Time-keeping requirements of the Act
- Positions are entitled to minimum wage provisions, overtime pay, and must (by law) maintain accurate records of the hours they work in a day

**Employees may check the Title Summary Tool if they are unsure of their exemption status*

Overtime Pay Rules

- In 2014, President Obama asked the Department of Labor (DOL) to update the FLSA regulations
- Proposed updated regulations were issued in July 2015
- Primary change was to the salary threshold that determines overtime pay eligibility
- May 2016 final new FLSA regulations were issued
- Effective date is December 1, 2016

So What's Changed?

Current		New (Effective December 1, 2016)
\$455 a week or \$23,660 a year	<i>Base Salary Level</i>	\$913 a week or \$47,476 a year
Threshold set and frozen		Beginning Jan 2020, the salary threshold will be updated every 3 years
Salary test set at \$100,000	<i>Highly Compensated Worker Test</i>	Salary test set at \$134,004
Bonus was not included in threshold calculation	<i>Special Pay</i>	Allows up to 10% of min salary to be met by non-discretionary bonuses, incentive pay or commissions if made quarterly

Job Duties Test

- DOL provided no changes to the FLSA Job Duties Test
- Categories of exempt job duties include:
 - ☐ Executive job duties
 - ☐ Professional job duties (Learned and Creative)
 - ☐ Administrative job duties (including category of academic administrative professionals)
 - ☐ Certain computer positions
 - ☐ Outside sales



Steps to Compliance



Phase 1

- Planning (June)

Phase 2

- Analysis and Refinement (July)
- Job

Phase 3

- Description/Slotting
- Review (August)
- Critical Business

Phase 4

- Decisions
- Communication

Phase 5

- and Education (October)

Phase 6

- Implementation (November)

Tools and Resources

Website <http://www.hr.virginia.edu/other-hr-services/hr-consulting-services/compensation/fair-labor-standards-act-flsa/>

Title Summary Tool
<http://www.hr.virginia.edu/job/empview>

The screenshot displays the University of Virginia Human Resources website. The header features the university's logo and name, a search bar, and navigation links for 'THIS SITE', 'U.VA.', and 'PEOPLE'. A secondary navigation bar includes links for 'HR For You', 'HR Services', 'Forms', 'Calendars', 'Contact Us', 'Self Service', 'Benefits', 'Performance', and 'Jobs'. The main content area is titled 'Fair Labor Standards Act (FLSA)' and includes a breadcrumb trail: 'Home > HR Consulting Services > Compensation > Fair Labor Standards Act (FLSA)'. A sidebar on the left lists 'HR Consulting Services' with sub-links for 'Compensation', 'Learning Opportunities', 'Payroll', 'Fair Labor Standards Act (FLSA)', 'Recruitment & Staffing', 'Employee Relations', 'Performance Management', and 'Toolkits'. The 'Fair Labor Standards Act (FLSA)' link is highlighted. The main text area explains the FLSA, established in 1938, and mentions recent guidelines from the Department of Labor. It also includes a section for 'Exemption under FLSA'.

HUMAN RESOURCES
UNIVERSITY of VIRGINIA

Search

THIS SITE U.VA. PEOPLE

HR For You HR Services Forms Calendars Contact Us Self Service Benefits Performance Jobs

HR Consulting Services

- Compensation
 - Compensation Management Toolkit
 - Learning Opportunities
 - Payroll
 - Fair Labor Standards Act (FLSA)**
- > Recruitment & Staffing
- > Employee Relations
- > Performance Management
- > Toolkits

Home > HR Consulting Services > Compensation > Fair Labor Standards Act (FLSA) Print

Fair Labor Standards Act (FLSA)

What is the FLSA?

Established in 1938, and enforced by the U.S. Department of Labor, the **Fair Labor Standards Act (FLSA)** establishes work standards affecting employees in the private sector and in Federal, State, and local governments, specifically minimum wage rates, payroll and time recordkeeping, youth employment and overtime pay rules.

Recently, the **Department of Labor** released new guidelines for positions currently classified as exempt. As of Dec. 1, 2016, these positions must earn a higher salary if they meet certain tests that define what is considered exempt work. Whereas the current minimum annual salary is \$23,660, the new threshold is \$47,476.

Below you will find more information about FLSA generally and these new rules specifically.

Exemption under FLSA

If your position is classified as non-exempt, you are protected by the FLSA and guaranteed overtime pay for hours worked over 40 in a work week. You must track your hours worked and be compensated with pay or compensatory leave for any overtime hours. For more information on compensatory leave, see UVA's **Leave Policies**.

If your position is classified as exempt, you are not protected by the FLSA and not eligible for overtime pay.

Questions?

Jennifer Atkins

Compensation Program Manager, Total Rewards, UHR

Jkk4e@Virginia.edu



Senate Business

Compensation Document



Resources

This information is maintained by the Staff Senate as a resource for employees and their supervisors. The information below may not apply to all UVa employees. If you have additional questions, please contact the University of Virginia Human Resources Service Center by phone at 434-982-0123 or at <http://www.hr.virginia.edu/contact>.

> Arts

> Benefits @ UVa

> Child/Dependent Care & Maternity Resources

✓ Compensation & Job Families

- > Overview of How Compensation Works at UVa

- > Questions and Answers about Staff Compensation at UVa (A resource put together by the Staff Senate with questions and feedback from UVa staff members)
- > Compensation Basics (includes a short Comp 101 video)
- > Compensation 101 Powerpoint presentation on how compensation works at UVa
- > Compensation Management Toolkit

- > Ways to Compensate Employees

- > Job Change May be granted for on-the-job application of new skills or significant changes in job duties/responsibilities

Senate Business

News and Events Page



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About the Staff Senate

The Staff Senate serves as the representative voice for staff in matters relating to the University, supports staff members in the realization of their full potential at the University, and advances University excellence through its efforts.

The work of the Staff Senate is accomplished through its active engagement with staff, faculty, and the administration in order to develop recommendations and encourage policies that support university staff.



SUGGESTION BOX

News and Events

This Month Marks FEAP's 25th Anniversary

The UVA Faculty and Employee Assistance Program celebrates 25 years of service to the UVA community (and beyond). For more information about FEAP or its anniversary, visit www.uvafeap.com.

Senate Business

Co-Chair Updates

Senate Business

Committee Announcements

Thank you for attending!

Next Meeting:

Thursday, January 19th, 2017

11:00 AM – 1:00 PM

Conference Room, Zehmer Hall

IM-Rec Sports

FEAP