

Administrative & Professional Assembly

Location: OIT Building, Room 103

October 28, 2015 at 3 pm

Call to Order: 3:00 pm

I. Roll Call

Present: John Heck, Joy Vrbka, Josh Conradson, Meaghan Weir, Mark Bransby, Laurel Hendrix, Steve Glennon, Bre Aunna McKenzie, Robert Kulick, Stephen Gulley, Laurie Newton, Paula Davis, Lawrence Hamberlin, Jeanie Harry, Tim Blackmon, Robert Holm, Tyler Adams, Katie Lee, Vic Walker, Timothy Jones, Karen Rankin, Ashley Hamberlin
Absent: Frank Oprandy

II. Approval of Minutes from September meeting

Motion passes

III. Speakers

a. Karla McCormick, Associate Vice President, Human Resources

- i. Karla announced that as of 01/01/15, Payroll and HR offices are now combined under one roof in the AU E. Glenn Complex and that there has been a big turnover in HR leadership. She introduced her new team leaders: Rod Kelly - Compensation; Linda Maxwell-Evans – Employee Relations, Leanne Fuller – Employment, Ben Smith – HR Development, and Ann Shore – Employee Benefits. Also Patrick Johnson has filled a new position of Communications and Marketing Specialist. New regulatory changes proposed in the Fair Labor Standards Act (FLSA). These proposed changes may impact many A&P employees at AU. The FLSA requires that most U.S. employees be paid at least minimum wage for all hours worked, along with overtime premium for all hours worked in excess of 40 in a work week. Covered employees: Employees whose jobs are designated as “Non-Exempt” (not exempt from the obligations and requirements for the accurate recording of working time, right to a minimum wage and overtime pay provisions of the FLSA). Any employee who directly supervises other employees whose jobs, by virtue of the work they are performing, or the minimum salary test, are designated as “Non-Exempt.” Subject FLSA Provision: “Exemption Tests” – there are two tests that determine a job’s FLSA designation: “Minimum Salary Level” – this is the test which the Dept of Labor is proposing to change from \$23,660 to \$50,440. This could change the FLSA exemption status of many jobs from Exempt to Non-Exempt. And “Duties Test” – employees who earn more than \$23,660 may have their jobs designated Exempt if their primary job duty(ies) passes one of more of the followings tests: Executive Exemption, Administrative Exemption or Professional Exemption. There are certain other exemption categories as well. HR expects as many as 1,000 now Exempt status employees to be reclassified to Non-Exempt status and then will be paid for hours worked. HR will determine which employees will need to be reclassified. Good to Know!**

series of newsletters HR sends out will cover this topic plus gives quick links to website pages for more information on this and other hot topics; good education piece.

- ii. Ann Shores covered Employee Benefits topics and changes to AU benefits. Open enrollment for 2016 benefits will begin 11/01/16 thru 11/30/15. Employee benefit packets will be delivered thru campus mail tomorrow, 11/29/15. Employee Benefit Fair will be held 11/11/15 from 7 am – 6 pm in the Campus Recreation & Wellness Center. New benefits will be effective 01/01/16. Employers must now track and monitor employee health insurance coverage as part of the Affordable Care Act. There is a lot of compliance involved with the ACA; more communication will be sent out soon. Employers now have to send out 1095C forms to verify health insurance coverage. Very important for employees to update/verify their addresses in Banner. AU will be mailing W-2s and 1095C forms. Form 1095C will be filed with employees' tax returns. Due to increased costs for medical and prescription services, premiums for the AU health insurance plan will increase by 2% next year. There will be no premium increases for dental, vision and cancer insurance plans for 2016. Co-pays for physician services and some prescriptions will also increase, though rates remain competitive and even less than similar plans. Very important to read your benefit package that will be arriving soon.

- iii. Questions:

Q: There are issues with WageWorks as far as filing claims, etc. A: AU has a 3 yr contract with WageWorks. There is 1 more year on the contract. Please send any complaints to HR so that they can be addressed.

Q: How will Kronos keep up with hours for non-exempt employees that travel? This is currently handled by paper timesheets.

b. Eric Smith - Director of Health Promotion & Wellness Services

- i. Eric introduced and explained the Green Dot Strategy at AU. We at AU are working together to stop sexual violence on our campus. The WE.auburn initiative is part of a nationwide program called the Green Dot Bystander Intervention Program. The Green Dot focuses on the actions of the bystander, the third party in any circumstance. By mobilizing the bystander to take action and intervene in a potentially dangerous or harmful situation, it is possible to change and even prevent the outcome of a violent situation. We call these instances "green dots." WE are changing the culture at AU, one green dot at a time. Safe Harbor will stay active and gets involved after an incidence. This prevention program is aimed at everyone, not just victims. Very successful at Vanderbilt Univ. The goal is to cut in ½ sexual violence incidences on campus. Everyone has to do their part. Violence is NOT okay. The public launch for this program will be 10/29/15 and supporters will be in the concourse for an advertising event or program launch tomorrow, 10/29/15. Eric will be glad to come to your staff meeting or school meeting to explain this program.

c. Brian Anderson – Office of Information Technology

- i. Brian announced the new security requirements for phones and tablets. On Monday, 11/02/15, phones or tablets connecting to the employee email system will require a screen lock code and device encryption. If your phone or tablet does not have a screen lock code and encryption turned on it will stop receiving email. He encouraged everyone to make sure to have these settings in place before 11/2/15. If you need any assistance, contact your IT provider, the OIT helpdesk or refer to the Mobile Device Security Requirement page at www.auburn.edu/oit/activesync .**

IV. Comments from the Chair

- a. Vic Walker: Wright Street parking might go away, AU's lease is up in June 2016. There are no alternative at this point. Vic has spoken to Don Andrae about this. RSA ballots are being sent out – there is 1 Higher Educ position to be voted on. Community Service Project – mental health initiatives are a big issue on campus. 1 in 5 people are affected by mental health issues.**

V. Executive Committee Report

- a. Tim Jones : Too many nominees to place on committees; an option would be to add ad hoc committee for mental health issues to be formed by A&P Assembly executive committee. Also could add audit positions for existing committees. Sick leave bank – problem is with faculty population. We will try to go forward without faculty participating; just A&P and Staff employees. Working on tuition benefit; idea is for only 1 class per semester. If more employees were taking advantage of this benefit we would have more leverage to ask for more “free” hours per semester.**

VI. New Business

- a. Might lose around 900 A&P employees with new FLSA changes. No other new business brought up.**

**VII. Adjourn
4:13 pm**