

Hot Topics in HR?

FLSA changes: What do you need to know?

FLSA changes

- ▶ Employees that earn less than \$47,476 annually will now be classified as non-exempt (previously \$23,660)
- ▶ Non-exempt employees are eligible for overtime when working more than 40 hours during the work week
 - ▶ OT must be pre-approved by HR Director
 - ▶ OT will generally be paid as comp time (1.5 times) in excess of a 40-hour work week
- ▶ There are approx. 79 non-exempt DPH employees, will increase to ~ 800 (not including districts ~ 4500)

FLSA changes

- ▶ In addition to salary requirement, exempt level positions must pass one of four exemption tests:
 - ▶ Executive
 - ▶ Administrative
 - ▶ Professional
 - ▶ Computer
- ▶ Based on job function - not title!

Executive Exemption

- ▶ Primary duty is management of the enterprise or of a customarily recognized department or subdivision;
- ▶ Customarily and regularly directs the work of two or more other employees; and
- ▶ Authority to hire or fire other employees or whose suggestions and recommendations as to hiring, firing, advancement, promotion or other change of status of other employees are given particular weight.

Administrative Exemption

- ▶ Whose primary duty is 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; and
- ▶ Whose primary duty includes the exercise of discretion and independent judgment with respect to matters of significance.

Professional Exemption

- ▶ The employee's primary duty must be the performance of work requiring advanced knowledge
- ▶ In a field of science or learning
- ▶ Customarily acquired by a prolonged course of specialized intellectual instruction

FLSA changes

- ▶ Employee Impact:
 - ▶ Morale concerns
 - ▶ Employees in same pay grade; different exemption status
 - ▶ Loss of perks of having exempt status
 - ▶ Preserved changes to career options

FLSA changes

▶ Action Steps:

- ▶ Start to change habits
 - ▶ Eating lunch at desk
 - ▶ Arriving to the work station excessively early and/or working after hours (i.e. responding to emails, telephone calls, etc.)
- ▶ Assess current duties of affected staff
- ▶ Understand and communicate how hours worked should be tracked
- ▶ Communicate changes to affected employees

ASK HR??

Can you explain Short Term Disability?

▶ Short Term Disability

- ▶ Works with other benefits to replace 60% of your Benefit Salary
- ▶ Up to \$1000 per week
- ▶ Payments offset by other disability payments i.e. worker's compensation
- ▶ 7 or 30 day waiting period
- ▶ Must have work for 12 months after enrollment in order to submit a claim
- ▶ STD benefits are calculated on the Benefit Salary that is in effect during the Plan Year your disability began, less other income benefits

How does FMLA work?

- ▶ Provides job protection for eligible employees for the following:
 - ▶ Birth or care of a new born child
 - ▶ Placement for adoption or foster care
 - ▶ Caring for an immediate family member with a serious health condition
 - ▶ Care for your own serious health condition
 - ▶ A family member's call to active duty in the Armed Services or to care for an injured service member
- ▶ Must have been employed for a minimum of 12 months or 1,250 hours
- ▶ FMLA is not voluntary
- ▶ Unpaid, unless Sick or annual time is used

Can my 30 minute Wellness break be combined with my lunch period?

- ▶ The Wellness break replaces your 2 15 minute breaks. It can be combined with a lunch break as long as it doesn't exceed 60 minutes.
- ▶ Can not be taken at the beginning or end of the day, unless you report back to work afterwards
- ▶ Subject to Supervisor approval

What is DPH doing to improve Retention & Recruitment

- ▶ Telework/Alternative Work Week
- ▶ Education Leave
- ▶ Mentor Program-pilot
- ▶ Succession Planning-pilot
- ▶ Exit interviews

Training/Development Opportunities

- ▶ Manager Fundamentals
- ▶ Crucial Conversations
- ▶ Grants Management
- ▶ Budgets 101
- ▶ Developing & Presenting Abstracts
- ▶ Program Evaluators' Community of Practice
- ▶ www.linda.com

Frequently asked questions?

- ▶ Can I record my meetings with my Manager?
 - ▶ Any recording has to be work related and approved by your Supervisor.