

First Tuesday CANR Business Manager’s Meeting

Summary – November 4, 2014

1. Unemployment Compensation Overview -- Judy McManaman, Unemployment Compensation Coordinator in Human Resources and Amy Holda, Employee Relations Professional, presented on unemployment compensation. What constitutes eligibility and the process for claiming unemployment benefits. Attached are the handouts from their discussion.
2. Worker’s Compensation Overview -- Rosemary Huguelet, Senior HR Professional, presented on Worker’s Compensation. Proper procedures that should be followed when a work-related injury or illness occurs. See attached presentation.
3. Family Medical Leave Act (FMLA) Overview -- Beth Tominski and Sheila Chorey, FMLA Specialists, presented on the Family Medical Leave Act. Definition of FMLA, eligibility guidelines, and proper procedure for applying. See attached presentation.
4. Affordable Care Act
   1. Departmental ACA Time Reports were distributed, highlighting those individuals that will be eligible for healthcare on January 1, 2015.
   2. Recommended to please review reports carefully and follow up accordingly if people are on report who should not (perhaps terminations need to be done).
   3. December 2014 First Tuesday meeting will focus on Affordable Care Act and implications.
   4. **All units should plan on attending ACA Training as scenarios for eligibility and charging will be presented:**

**November 14, 2014**

**Erickson Kiva**

**11:00 a.m. to 12:30 p.m. and**

**1:30p.m. to 3:00 p.m.**

1. Departmental Access Reports: you should have received your report from Connor Hubbard on February 14, 2014. Copies of spreadsheets are attached. Keep in mind this is a snapshot from early 2014.
   1. Have units reviewed reports distributed earlier this year. Departments need to make sure people have proper/appropriate roles/access in EBS.
   2. Is access being removed when someone leaves a unit?
   3. Is access being changed/removed accordingly when a position changes (i.e. if no longer a manager, Manager Self Service access should be removed).
2. Critical Functions
   1. Departments must determine if there are critical functions for their unit in the case of a university closure.
   2. What employees are responsible for these functions – does the employee know they are designated as a critical employee? What if they cannot make it to work?
   3. University is open for business on December 24 and December 31 this year. Prepare for low staffing. If chairperson makes the decision to close office more than two hours early, please inform Kris Hynes what time your office will be closing for the day.
3. Health Care Payout – those regular, benefits eligible, employees who are on the payroll as of January 1, 2015, will receive another lump sum payment in their January paycheck, similar to January 2014.
4. MI WIN program.
   1. NSF grant to assist with spousal placement.
   2. Request must come from departmental chairperson.
   3. Brochures available – contact Renee Gagnier.