HR Forum: 
Connecting HR... 
Serving the Duke Community 

November 12, 2013 
9 a.m. – 10:30 a.m. 
Medical Center Boardroom
Agenda

• Teamwork and Diversity Award Winners
• Open Enrollment Summary
• End-of-year Retirement Mailing
• Health Care Reimbursement “Rollover”
• Flu Season Update/Compliance Process
• Faculty Background Checks
• Vacation Policy Clarification
• 2014 Holiday Schedule
• Holiday Event Plans
• 2014 HR Forum Schedule
• Reminders
Congratulations to this years’ winners:

TEAMWORK AWARDS
- DHTS Maestro Care Team

DIVERSITY AWARDS
- Duke Raleigh Hospital Diversity Leadership Team
- Library Service Center Team
- Pratt School of Engineering
HR FORUM

OPEN ENROLLMENT UPDATE
Open Enrollment At-A-Glance

- 13,522 employees made changes during open enrollment window: 10/28/13 to 11/8/13
- 89% self service web enrollment & 11% phone enrollment
- 4809* calls handled by OE center (*excludes OE calls handled by HRIC)

13,278 changes made during the 2013 open enrollment period

Reminder: All new hires must now receive a notice about the availability of the federal exchange.
HR Forum

RETIREMENT YEAR-END MAILING
Included in the Mailing

- 2014 Duke Contribution Formula:
  8.9% of the first $57,200 of salary and
  13.2% of annual salary in excess of $57,200, up to a statutory salary limit of $260,000

- 2014 Contribution Limits:

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>403(b) Elective Salary Deferral Limit</td>
<td>$17,500</td>
</tr>
<tr>
<td>Additional Age 50 Catch-Up Limit</td>
<td>$5,500</td>
</tr>
<tr>
<td>Additional 403(b) Lifetime Catch-Up Limit</td>
<td>$3,000</td>
</tr>
</tbody>
</table>
Included in the Mailing

➢ Summary Annual Report
  • We are required to send each year.
  • The summary annual report contains financial and related information about the plan.

➢ Universal Availability Notice
  • Required annual notice.
  • Notifies eligible employees of the right to participate in a 403(b) plan.

➢ Qualified Default Investments Notice
  • Required annual notice.
  • Notifies eligible participants of default options when they do not make investment decisions.
Included in the Mailing

Other helpful information such as:

- article
- how to get help
- vendor contacts

Mailed first week in December

No action required but we encourage employees to use the end of the year as a checkpoint for evaluating investments, contribution amounts, and whether they are on target with their savings goals.
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HEALTH CARE REIMBURSEMENT ACCOUNT “ROLLOVER”
Health Care Reimbursement Account
“Use it or Lose It” Modifications

Positive Change for Employees

• Reduced risk of losing unused account balances
• No rushed spending at the end of the plan year
• More likely to participate at a higher rate
• Greater satisfaction and engagement
Health Care Reimbursement Account
“Use it or Lose It” Modifications

• Decision made to modify rule by the Department of Treasury on October 31, 2013
• Applies to Duke Health Care FSA only
• Allows employees to carry over up to $500 of unused funds into the next plan year
• The carryover does not reduce the maximum election amount ($2,500 in 2014)
• The carryover effective for the 2013 plan year
• Communication will be sent to employees
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FY 2014 INFLUENZA VACCINATION PROGRAM UPDATE
Influenza Vaccination Program Results Update

• 25,500 Duke employees vaccinated
• 400 have medical or religious exemption
• 1,411 employees currently noncompliant with healthcare workers influenza vaccination policy
## Influenza Vaccination & Exemption Rates

<table>
<thead>
<tr>
<th>Entity</th>
<th>Number of Employees</th>
<th>11/11/13 %Vaccinated + Exempt</th>
<th>11/11/13 Number Employees Noncompliant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corp Svcs</td>
<td>1586</td>
<td>91.1</td>
<td>141</td>
</tr>
<tr>
<td>DHCH</td>
<td>243</td>
<td>92.2</td>
<td>19</td>
</tr>
<tr>
<td>PRMO</td>
<td>1482</td>
<td>96.7</td>
<td>51</td>
</tr>
<tr>
<td>Labs</td>
<td>712</td>
<td>94.3</td>
<td>42</td>
</tr>
<tr>
<td>DUH</td>
<td>8616</td>
<td>93.0</td>
<td>606</td>
</tr>
<tr>
<td>DPC</td>
<td>735</td>
<td>96.7</td>
<td>24</td>
</tr>
<tr>
<td>Health &amp; Wellness</td>
<td>64</td>
<td>90.6</td>
<td>6</td>
</tr>
<tr>
<td>DRH</td>
<td>1771</td>
<td>91.1</td>
<td>158</td>
</tr>
<tr>
<td>AHS/DASC</td>
<td>57</td>
<td>100</td>
<td>0</td>
</tr>
<tr>
<td>DRAH</td>
<td>1275</td>
<td>88.5</td>
<td>146</td>
</tr>
<tr>
<td>PDC</td>
<td>1053</td>
<td>97.4</td>
<td>27</td>
</tr>
</tbody>
</table>
Reminders

• Vaccination outside of EOHW requires documentation

• Appeal available for denied exemption request

• End Date for Compliance with Condition of Employment
  – December 9, 2013
HR FORUM

FLU VACCINATION COMPLIANCE PROCESS FOR DUHS
Manager Toolkit

- A Manager’s Guide for Policy Enforcement
- A Sample Weekly Reminder that you should provide to staff who are not yet compliant with the policy
- Notification to an Employee Returning from a Leave of Absence
- A Final Written Warning Template and A Notice of Termination Template— one for use with employees who are not currently under corrective action and another for employees with an active final written warning
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FACULTY BACKGROUND CHECKS
Background Checks

• For all offers of employment made after January 15
• All employees (non-student) as a condition of employment
  – Staff
  – Temps
  – Faculty
  – Job Family 27,29
  – Regardless of pay status
    • Excluding PSAO23
Faculty Process

• Follows from New Faculty Member Form in dFac
  – Will need candidate e-mail address
  – Will need last 4 digits of SSN

• Similar to staff process
  – Similar invitations (staff and faculty)
  – Same background check vendor
  – Same criteria for pass or not pass
  – Will need to pass approval for Hire
4 New Hire Scenarios

1. Brass Ring Hires
2. Non Clinical Faculty Hired through dFac
3. Clinical Faculty Hired through dFac
4. Staff and Faculty not hired through Brass Ring or dFac (e.g. JC1599, JF29, JF27)
Communication

• Meetings
  – RAPP, Business Mgr., etc.
• dFac User Guide and Home Page
• Packet
  – Process maps
  – FAQs
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VACATION POLICY CLARIFICATION
Vacation Policy

• Decision made NOT to change policy
• Monthly-salaried staff should continue to use vacation time in **half-day** increments.
HR Forum

2014 HOLIDAY SCHEDULE
# 2014 Holiday Schedule: University

<table>
<thead>
<tr>
<th>HOLIDAY</th>
<th>DAY OF THE WEEK</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s Holiday</td>
<td>Wednesday</td>
<td>January 1, 2014</td>
</tr>
<tr>
<td>Martin Luther King Jr. Holiday</td>
<td>Monday</td>
<td>January 20, 2014</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Monday</td>
<td>May 26, 2014</td>
</tr>
<tr>
<td>Independence Day</td>
<td>Friday</td>
<td>July 4, 2014</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Monday</td>
<td>September 1, 2014</td>
</tr>
<tr>
<td>Thanksgiving Day</td>
<td>Thursday</td>
<td>November 27, 2014</td>
</tr>
<tr>
<td>Friday After Thanksgiving</td>
<td>Friday</td>
<td>November 28, 2014</td>
</tr>
<tr>
<td>Christmas Eve</td>
<td>Wednesday</td>
<td>December 24, 2014</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>Thursday</td>
<td>December 25, 2014</td>
</tr>
<tr>
<td>New Year’s Eve</td>
<td>Wednesday</td>
<td>December 31, 2014</td>
</tr>
</tbody>
</table>

discretionary holiday earned in each of these months:

- February
- March
- April
# 2014 Holiday Schedule:
## Academic Medical and Research Units

*(School of Medicine, School of Nursing, PDC)*

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- February
- March
- April
- June
- August
- October
2014 Holiday Schedule: Health System Staff

Duke University Health System staff must schedule time off in accordance with the Paid Time Off policy. The Health System will recognize the designated holiday schedule listed below for the purposes of holiday premium payment.

- New Year’s Day
- Martin Luther King Jr. Holiday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day
HR Forum

HOLIDAY EVENT
2013 Duke Holiday Celebration

• **When:**
  Dec. 3, 11:30 a.m.

• **Where:**
  Duke Chapel

• **What:**
  Duke Medicine Choir holiday music performance
HR Forum

REMINDERS & ANNOUNCEMENTS
2014 HR Forums

- 2nd Tuesday of every month, 9 a.m. – 10:30 am.
  - Jan. 14
  - Feb. 11
  - March 11
  - April 8
  - May 13
  - June 10
  - July 8
  - Aug. 12
  - Sept. 9
  - Oct. 14
  - Nov. 11
  - Dec. 9
Webinar: Nov. 14
3:00 - 4:15 p.m.
In this week's news: Duke's teamwork and diversity winners for 2013 are recognized, a Veterans Day ceremony to honor military service members will take place on Nov 11, ways to avoid holiday weight gain and more. Please share these Working@Duke articles with your colleagues and departments. Thank you.

Duke to host Veterans Day ceremony on Monday, Nov 11
In a special Working@Duke interview, five Duke employee veterans reflect on how military service has affected their lives.

http://tiny.cc/6ww4Sw

Teamwork and Diversity award winners honored
President Brodhead and other senior leaders recognize groups from the university and health system for excelling at teamwork and diversity, two of Duke's guiding principles.

http://tiny.cc/9ww4Sw

How to keep your weight in check over the holidays
Tips for avoiding the cycle of weight gain with the help of Maintain Don't Gain, a free self-directed program through LIVE FOR LIFE, the Duke employee wellness program.

http://tiny.cc/2ww4Sw

Remembrance service for Duke employees this Thursday
The service, held in the Duke University Hospital Atrium Courtyard at 3 p.m. Nov. 7, is an opportunity for faculty, staff, students and visitors to reflect on the loss of co-workers, family members, friends and others.

http://tiny.cc/sww4Sw

Blue Devil of the Week
Deb Tingle has worked at the School of Medicine for 37 years, but most people may not know that she played shortstop for a girls softball team in high school. “It was the days before organized Little League, so a bunch of girls just got together and we’d play for fun.”

http://tiny.cc/ctww4Sw
Working@Duke Weekly

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http://tiny.cc/3w45kw

[13 clicks]

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[57 clicks]

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[23 clicks]

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[19 clicks]

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[14 clicks]
THANKS FOR COMING
Please sign an attendance sheet