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Chief Human Capital Officer
Tulsa Technology Center

Things we will cover this morning

- ❖ HR Alphabet Soup – General HR Topics
- ❖ Let's Play a Game – Get your phones ready!

Things we will cover this afternoon

- ❖ Training
- ❖ HR Best Practices



Ingredients for our Alphabet Soup

- ADA
- WHD
- FLSA
- FMLA
- HIPAA
- WC
- COBRA
- EEOC



First Ingredient – ADA

ADA = American with Disabilities Act

What is it?

- This act prohibits discrimination against and guarantees equal opportunities for people with disabilities

Are we required to comply with ADA?

- Any Employer with 15+ employees must comply with the Act

Who does it pertain to?

- Employees
- Job Candidates

What is included under ADA?

- Physical or mental impairments limiting a major life activity

How do I inquire about a disability?

- Do NOT ask employees or job candidates if they have a disability.
- If the employee or job candidate brings forward information about their disability and how it pertains to their job, there is a specific process to follow

What do I do if an employee tells me they have a disability?

- Once the employee alerts you that they have a disability, you will need to perform an interactive process.
- This can start as a discussion about the disability and what reasonable accommodation may be available to help the employee with the essential functions of their job.

What is considered a reasonable accommodation?

- One thing to remember is that all accommodations are not the same.
- Working with the employee and their physician will help determine the best course of action.

What if I need help determining if an accommodation is reasonable?

- The employee should always bring forth recommendations from their experiences as well as an opinion from the doctor
- Great resource called JAN (Job Accommodation Network) where you can get information from their website or call to discuss situations to help make the right decision



How do I contact JAN?

- JAN stands for the Job Accommodation Network.
- Their website is www.askjan.org.

How do I ensure my District has everything needed to be in compliance?

- Ensuring you have strong job descriptions with the essential functions defined is key.
- You will also need to have the physical requirements on your job descriptions.



Second Ingredient – WHD

WHD = Wage and Hour Division



What is it?

- The WHD is a federal agency that administers and enforces many of the Federal labor laws from Fair Labor Standards Act (FLSA)

What types of laws do they enforce?

- Minimum wage, overtime pay, child labor, migrant and seasonal worker protections

What is the difference between WHD and FLSA?

- Wage and Hour Division is the agency that enforces the Fair Labor Standards Act

Third Ingredient – FLSA

FLSA = Fair Labor Standards Act



What is it?

- This Act requires employers to ensure they are paying
 - the correct minimum wage,
 - determining if an employee is exempt or non-exempt
 - proper overtime pay,
 - following the child labor laws,

What is the current Minimum Wage?

- The current minimum wage is \$7.25 per hour

What is Exempt vs Non-Exempt?

- Exempt employees are exempt from receiving overtime
- Non-exempt means you are responsible for paying overtime for any hours worked over 40 hours per week
- The status is determined by the responsibilities and minimum salary guidelines, not just by the title.

Changes effective January 2020

- If an employee's salary is less than increase \$648 per week or \$35,568 annually, they must be categorized as non-exempt and therefore eligible for overtime compensation

What is considered Overtime?

- Overtime is any hours worked over 40 hours in a week

How do I calculate the Overtime rate?

- Overtime is time and a half
 - If the employee's pay is \$12 per hour, the overtime rate is \$18 per hour ($\$12/2 = \6 . $\$12 + \$6 = \$18$)

Weighted/Blended Rate, when it is used?

- When a non-exempt employee works an additional assignment in a week and it causes overtime



What are the child labor laws?

- There are different laws for different ages of children to ensure they are not working more than they should.
- If you employ students or anyone under the age of 18, you will need to ensure you are following the guidelines

How do employees know the employer is following the FLSA rules?

- Posters need to be in visible places, such as breakrooms.



Fourth Ingredient – FMLA

FMLA = Family Medical Leave Act

What is it?

- FMLA requires covered employers to grant eligible employees up to 12 weeks of unpaid leave in a 12 month period and affords job protection while they are off on covered FMLA time

FMLA Eligibility for Employers

- The eligibility consists of being in a work location with 50 or more employees in a 75 mile radius

How does an employee become eligible for FMLA?

- The employee has to have worked at least 12 months (does not have to be consecutive)
- Worked at least 1,250 hours during 12 month period preceding leave request

What reasons can an employee take FMLA?

- To care for themselves, spouse, parent or child.



When an employee is gone for more than 3 days, what do you need to do?

- The employer should ask the employee if they need FMLA leave.
- If the employee says they will be gone for a period of time for medical reasons for a qualified individual, the employer should send the required notices and forms to the employee right away.
- This will include an FMLA application and a doctor certification.

What if an employee says they do not want to claim the leave as FMLA?

- The employer has the right to claim the time as FMLA when the employee is gone from the job for more than 3 days. A letter to the employee that states the time will be counted as FMLA should be sent to the employee as soon as possible.

What if the employee is going to be gone intermittently?

- There is a provision in FMLA for an employee who is going through some type of treatment that is on an intermittent basis to be permitted to do so.
- The doctor certification should outline the times the employee would need to be away from work, and the duration of their treatment.
- The employer counts the FMLA missed within a 12 month period.

What if the employee doesn't tell the employer ahead of time they will be gone?

- Once the employer is notified, efforts should be made to get the paperwork to the employee.
- If they do not return the paperwork, the employer has the right to count the time gone as FMLA as long as the notify the employee the missed time is counting towards FMLA.

Are there any other components of FMLA?

- Yes, if the employee is a military caregiver or needs qualifying exigency leave for military reasons, this would be qualified FMLA leave.

Fifth Ingredient – HIPAA

HIPAA = Health Insurance Portability and Accountability

What is it?

- This is a provision set forth by legislation that sets data privacy and security provisions safeguarding medical information, such as medical records and other identifiable health information

How does this affect my work?

- It is important to know key things in the legislation such as limiting pre-existing conditions in health plans and ensuring privacy around PHI (Protected Health Information).



Sixth Ingredient – WC

WC – Workers Compensation

What is it?

- This is a program facilitating required payments to employees who suffer work-related injuries/illnesses

Who is covered by WC?

- Employees, full-time & part-time
- Not covered - Independent Contractors and Volunteers



What happens if an employee is injured on the job?

- The accident/injury should be reported to the immediate supervisor so they can assess the severity of the injury, and determine if 9-1-1 needs to be called, or if the employee needs to be escorted to a medical facility

What happens if an injured employee is unable to work for a period of time?

- If an employee is out for more than 3 days, they may be eligible for Temporary Total Disability (TTD) payments from the workers compensation insurance company

What compensation are employees eligible to receive?

- This amount is determined by taking the average weekly wage over the 52 weeks prior to their accident.
- The employee receives 70% of their base pay with a max of \$596.03 per week.
- Oklahoma has special provisions for schools where the employee can supplement their workers compensation with their leave pay if they choose to do so.
- The employee would need to elect this in writing after it is determined they will be out for a period of time.

Oklahoma Association of Career Technology

- Consortium of Career Tech's in the state
- Rates based upon Tech Center participation and experience

Seventh Ingredient - COBRA

COBRA = Consolidated Omnibus Budget Reconciliation Act

What is it?

- A federal law passed in 1985 that provides for continuing group health insurance coverage for some employees and their families after a job loss or other qualifying event

How do I know if my employer should comply with COBRA?

- Any employer with 20+ employees that offer group health insurance are required to comply with COBRA

When do I have to offer COBRA?

- Any time there is loss of a job, reduction in hours that causes the employee to no longer be eligible for group health coverage, death, or divorce

How do employees know about COBRA?

- Employers should provide a COBRA notice to all new employees stating their rights to continue coverage should their status change.
- The employee should sign an acknowledgement at hire. The employee's spouse must also sign if they will be covered by the medical plan.



Eighth Ingredient – EEOC

EEOC = Equal Employment Opportunity Commission



What is it?

- The EEOC is responsible for enforcing federal laws regarding discrimination or harassment against a job applicant or an employee in the United States

What is covered by the EEOC?

- Hostile work environments, bullying and intimidation by co-workers, harassment.
- The EEOC will investigate claims brought forward that they deem valid and enforce the federal laws put in place.

HR Alphabet Soup

The eight ingredients we have put together today are just a few of the items Human Resources deals with day to day.



**Pull out your phones and
get ready to play Kahoot!**

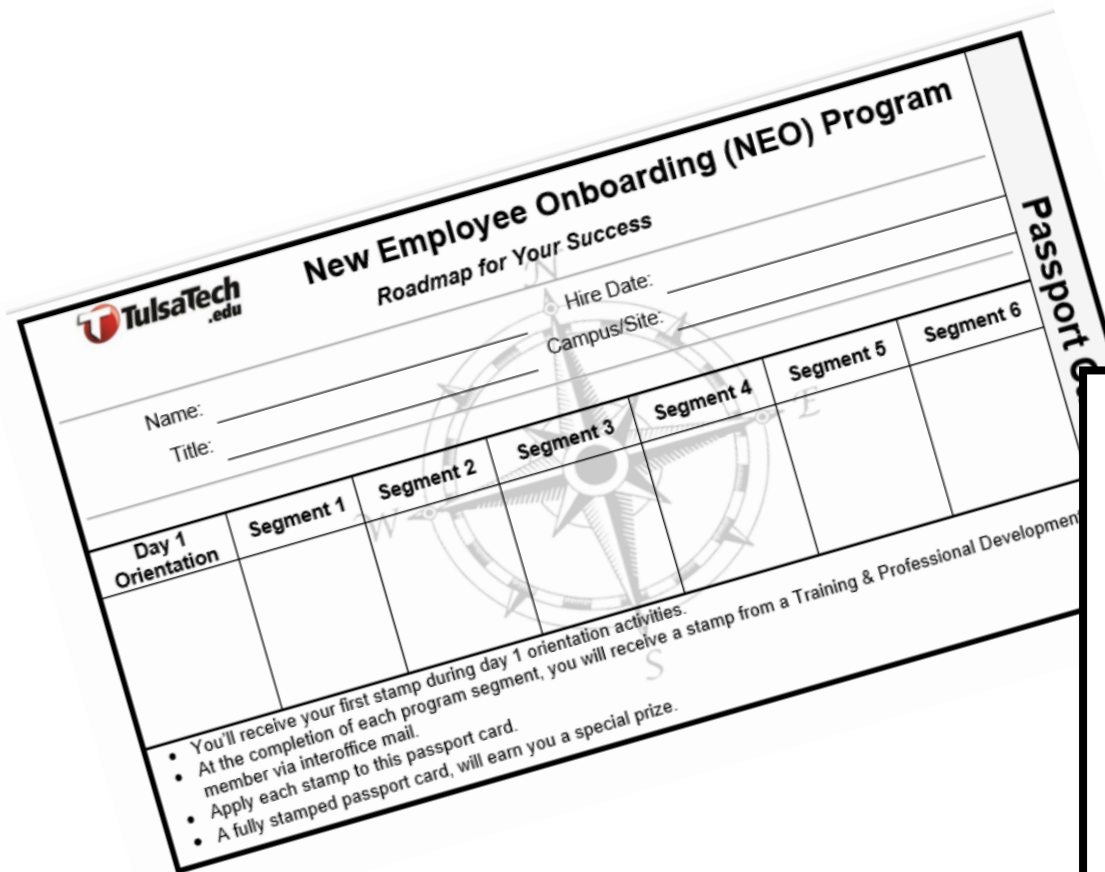


Things I will cover

- ❖ Organizational Development & Training
- ❖ HR Best Practices



New Employee Onboarding Program



New Employee Onboarding (NEO) Program
Roadmap for Your Success

Name: _____ Hire Date: _____
Title: _____ Campus/Site: _____

Day 1 Orientation	Segment 1	Segment 2	Segment 3	Segment 4	Segment 5	Segment 6

Passport Card

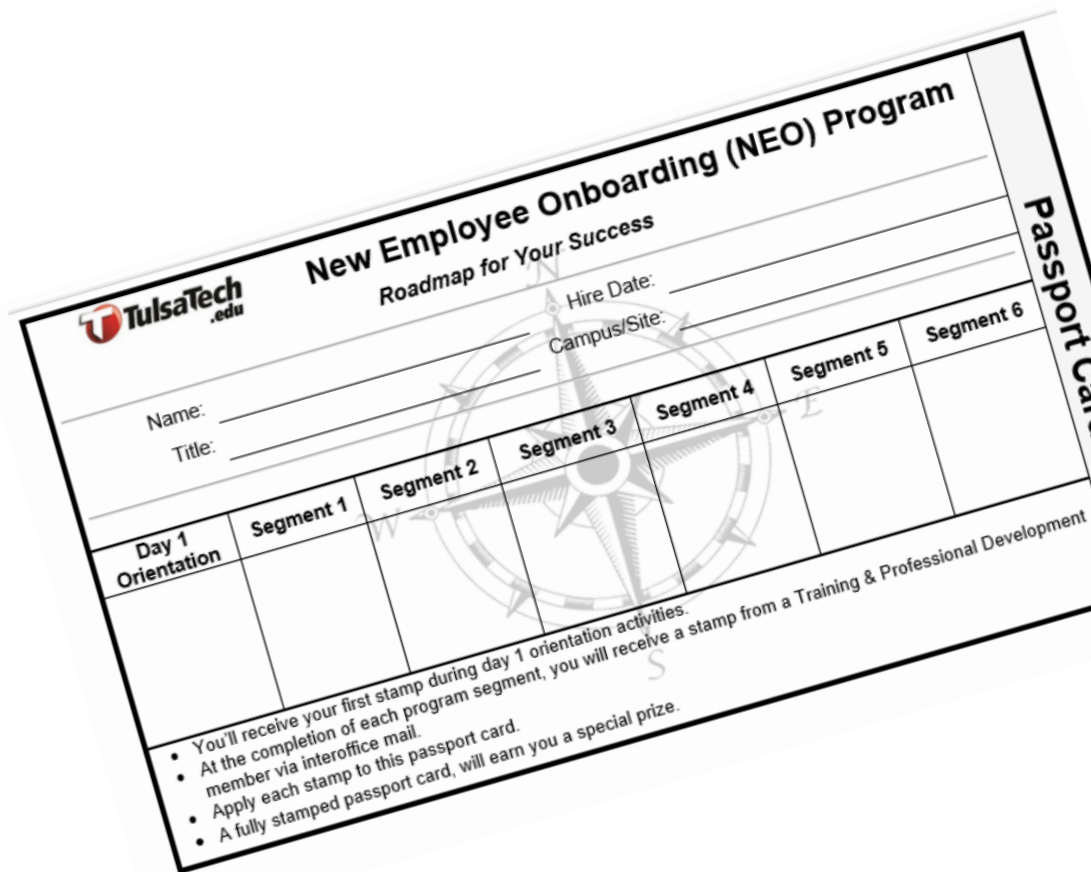
- You'll receive your first stamp during day 1 orientation activities.
- At the completion of each program segment, you will receive a stamp from a Training & Professional Development member via interoffice mail.
- Apply each stamp to this passport card.
- A fully stamped passport card, will earn you a special prize.



😊 Knode, Terri, Hamill-Ellis, Brandi, and 23 others like this.

4 days ago Like Reply ...

New Employee Onboarding Program

A 'Passport Card' for the New Employee Onboarding (NEO) Program. It includes fields for Name, Title, Hire Date, and Campus/Site. The card is divided into six segments: Day 1 Orientation, Segment 1, Segment 2, Segment 3, Segment 4, Segment 5, and Segment 6. A compass rose graphic is in the background. Instructions at the bottom explain how to earn stamps and a special prize.

New Employee Onboarding (NEO) Program
Roadmap for Your Success

TulsaTech .edu

Name: _____ Hire Date: _____
Title: _____ Campus/Site: _____

Day 1 Orientation	Segment 1	Segment 2	Segment 3	Segment 4	Segment 5	Segment 6

• You'll receive your first stamp during day 1 orientation activities.
• At the completion of each program segment, you will receive a stamp from a Training & Professional Development member via interoffice mail.
• Apply each stamp to this passport card.
• A fully stamped passport card, will earn you a special prize.

Passport Card

VALUES

Communication
and Collaboration

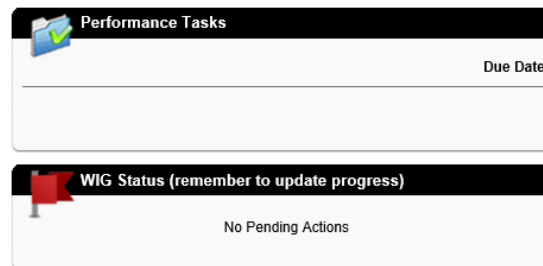
Diversity and Respect

High Expectations
and Accountability

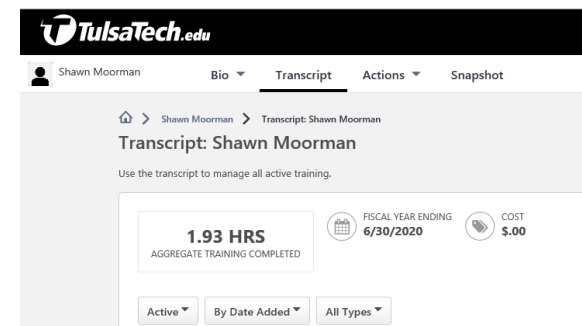
Innovation and Flexibility

Service and Stewardship

Professional Development Tool



Tech Talent



Required Training

- All Tulsa Tech employees are required to take compliance training annually on specific topics*
- Launches through Tech Talent*



July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
Alcohol & Drug Aware			Hazard Communication			Cyber Security Awareness			General Workplace Safety		Digital Teaching & Learning
Sexual Harassment			Policy Acknowledgement			Teacher Code of Conduct					
FERPA			Bullying Awareness			Bloodborne Pathogens					
Standard Response Protocol			Mental Health								
Child Abuse & Neglect			Diversity / Inclusion								

Performance Management

Instructional Staff	All Other Staff (non-instructional)
 The OKTLE logo, with 'OK' in blue and 'TLE' in black, and the text 'Oklahoma Teacher & Leader Effectiveness' below it.	 The Tech TALENT Performance logo, with 'Tech' in black and 'TALENT' in white on a red background, and 'Performance' below it.

Tech TALENT

Tech Talent Performance is for employees considered support staff or non-instructional staff.



OKTLE is the system used to record Instructional employee evaluations.

Exit Interviews



Destination: Annual Program



Voyage: Women's Leadership Program

Employee Programs



Leadership Programs

LEAD: Leadership Exploration and Development



Winterscheidt, Pam

Great kick-off of LEAD (Leadership Exploration and Development) with [unclear] was the first of seven sessions that are facilitated by the Executive Leadership Team. We are committed to developing leaders and look forward to this journey.



👤 You, DeBolt, Monica, Tulk, Lynn, and 7 others like this.

Thursday, October 18, 2018 Unlike Reply ...



On-line Applicant System

System for applicants to apply for open positions and complete onboarding documents

- ❖ Applicants can complete the I-9, W-4 and Policy Acknowledgement electronically
- ❖ Communication with applicants on the status of the position
- ❖ Offer Letter to chosen applicant can be sent through the system
- ❖ Ability to forward information to hiring supervisors with ease

Job Descriptions –

Having detailed job descriptions can help with many functions in the HR area as well as being a tool for supervisors to use

- ❖ The best information to include is certification status, FLSA status, the salary schedule, the title the position reports to, any stipends the position is eligible to receive, essential functions of the job, job specific competencies, special skills, knowledge or abilities, experience required, education, certifications or specialized training required, physical demands and working conditions, mental and emotional requirements
- ❖ Look at job descriptions any time you have a vacancy or when the supervisor has indicated a major change in job duties
- ❖ Maintain electronically for ease of providing in the instances of FMLA, ADA, Workers Comp, etc.



POSITION DESCRIPTION

Official Organizational Title: Instructor	
Job Cluster: Campus	Job Specific Stipend*: See Spec Sheet
Certification Status: Certified or Non-certified (dependent upon program)	FLSA Status: Exempt
Personnel Class: Instructional – 1,2,5	Salary Schedule: 11 month Instructors
Title position reports to: Campus Director; Assistant Campus Director; Coordinator when applicable	Title(s) reporting to this position: None

Position Purpose

Educate and train students to gain skills, knowledge and behaviors and support their successful entry into the workplace or higher education, in a manner that supports the program within industry and the community and is consistent with District Core Values.

Essential Functions

1. Effectively manage the classroom to create optimal learning environment, maintaining an appropriate balance of classroom discipline.
2. Plan and organize instructional materials/supply inventories/tools/equipment, update lesson plans and instruct students in competency-based developmental program curriculum using current instructional strategies appropriate to subject matter (i.e., classroom, self-paced, Blackboard interactive website, lab, clinicals, etc.) to assure highest quality classroom instruction.
3. Evaluate students on a recurrent basis to provide timely indications of student's progress toward competencies and knowledge required for successful completion of program.
4. Provide academic, personal and behavioral counseling to students to support their successful completion of program requirements. Collaborate with District administration and Student Service representatives to devise appropriate intervention measures to effect maximum student retention and program completion.
5. Maintain up-to-date records of student attendance, academic progress and grades as required by District policy and certification agencies. Process,

Staffing Requisition – This process is for hiring or replacing vacant positions

- ❖ The hiring manager should review the job description and request that HR make any changes necessary
- ❖ The hiring manager submits the staffing requisition to HR for processing
- ❖ HR forwards this request to executive officer for approval
- ❖ Once approved, HR posts the job and receives applications through the online system

Contracts

Every employee should be on an annual contract. The main parts of a contract should be:

- ❖ Year of Contract
- ❖ Length of Contract
- ❖ Salary Schedule grade and step
- ❖ Base Salary and any stipends
- ❖ Information regarding terminating events

Board of Education Approval Process

- ❖ Board approves all Full and Part Time positions for the District
- ❖ Board approves any Full Time new positions



Unemployment Process

OSSBA – Employment Services (formerly known as OPSUCA)

- Responds to Unemployment Claims on behalf of the district
- Represents the district in unemployment court hearings

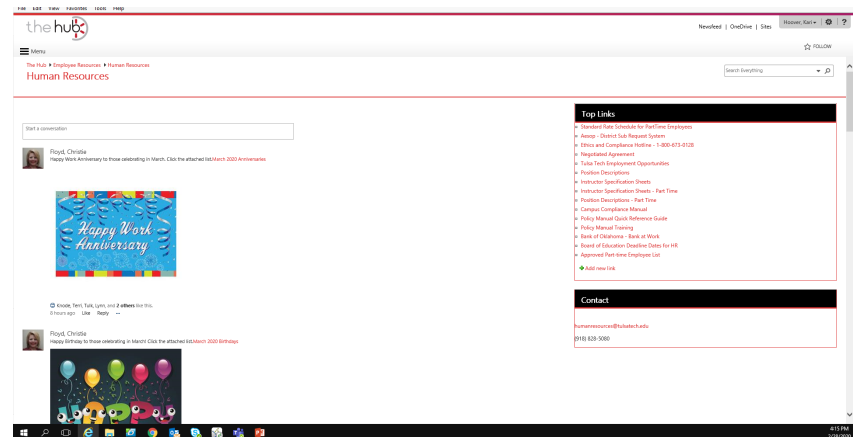
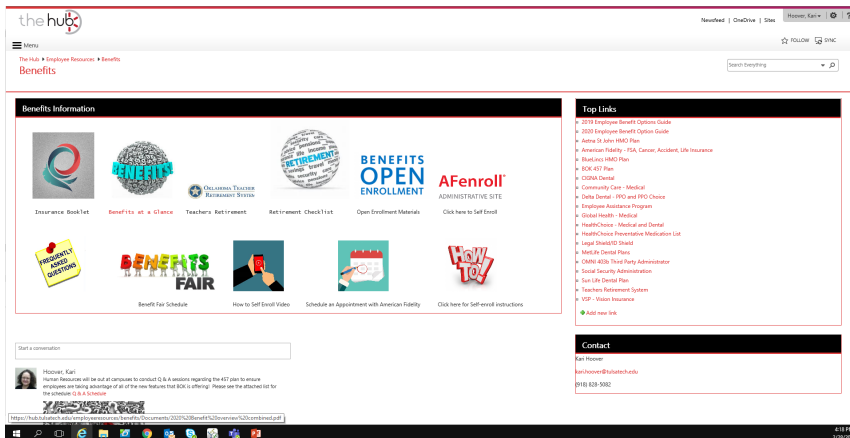


District Policy Manual



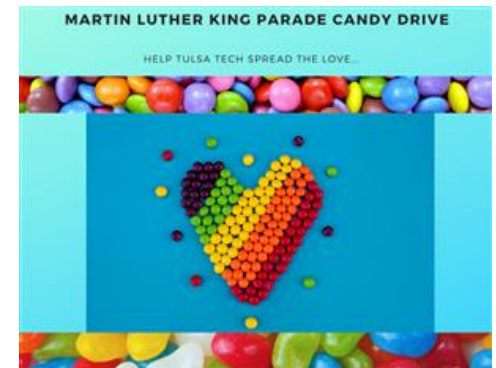
Ways Tulsa Tech HR Communicates to Employees

HUB



Diversity Council

Dr. Joyce McClellan
Chief Development & Diversity Officer



Cyber Security Videos



Thank you!

VISION

To be the region's
leader of career and
technical education,
resulting in a quality
job for every student
and a skilled workforce
for every company

MISSION

Educating people
for success
in the workplace



VALUES

Communication
and Collaboration
Diversity and Respect
High Expectations
and Accountability
Innovation and Flexibility
Service and Stewardship

