AGENDA

SLU Business Manager Meeting
October 11, 2012
The Learning Resource Center
Auditorium B
9:00a.m.-10:30a.m.

1) Announcements – Allison Grapperhaus
   • Sign in Sheets – Attendance is important!
   • September and October What’s New?
   • Who’s New?
   • Future Business Manager Meetings
     ➢ Solicit input to enhance/expand meeting topics
     ➢ agiger@slu.edu or 7-2393

2) Christmas Toy Drive – Blue Santa

3) Cognos for Banner Finance Users - Elaine Sloan and Terra Hamilton (ITS)

4) Service Award Updates – Anna Beasley (HR)

5) Employment Compliance Tips – Ellen Harmon (Consulting and Client Services)
Business Manager Meeting

Minutes of the Meeting of October 11, 2012

Meeting minutes of the Saint Louis University Business Managers held at 9:00 a.m. on Thursday, October 11, 2012 at The Learning Resource Center (Auditorium B).

Business & Finance Staff Present:

Anne Becker
Ellen Borowiak           Janet Strader
Sharon Gajewski           Elizabeth Winchester
Allison Grapperhaus       Lisa Zoia
John Koenig

Attendance: 87
Number of Guests: 5
Number of Business and Finance Representatives Present: 8

Allison Grapperhaus welcomed everyone to the meeting and went over the agenda. Blue Santa (Jim Greathouse) made an appearance and informed all of the upcoming Christmas Toy Drive. Collection of toys will be taking place December 3rd and 4th.

Discussion of Future Business Manager’s Meetings:

- Contact Allison Grapperhaus (agiger@slu.edu) with suggestions and or/ideas for the meetings going forward.

Elain Sloan (ITS) – Cognos for Banner Finance Users (the presentation given can be found following the minutes):

- Old WebFOCUS decommission is planned for December 21, 2012. All Old WebFOCUS reports have been converted into Cognos.
- Training sessions for Cognos will continue through the first week of November.
- WebFOCUS Dashboard is still available at this time.

Anna Beasley (HR) – Service Award Updates (the presentation given can be found following the minutes):

- A Recognition committee was created in the Fall of 2011 that consisted of members of HR, Staff Advisory Council, Medical Affairs and Academic Affairs Representative.
• In the past there were two Service Award Programs:
  o Distinguished Service Awards (DSA)
  o Presidential Service Awards (PSA)
    ▪ Presidential Service Awards are for those who have been employed with the University for 25 years or more.
    ▪ Both awards took place on an annual basis.

• New Service Award Program
  o Monthly Award Distribution.
  o Award package sent directly to managers, which are encouraged to present the award among colleagues.
  o The awards are now SLU related:
    ▪ Personalized key chains, lapel pins, Billiken Bucks.

• DSA Ceremony
  o This ceremony now applies to recipients of 10, 15, and 20 years of service.
  o There will be a keynote speaker rather than gift distribution.
    ▪ This year the ceremony will be taking place Thursday, November 8th at 9:00 at BSC.

• PSA Ceremony
  o This ceremony applies to recipients of 25, 30, 35 + years of service.
  o There will be a keynote speaker rather than gift distribution.
    ▪ This year the ceremony will take place Wednesday, December 5th at 9:00 at BSC.

• Question: Will managers receive a list to notify them of recipients in their department eligible for the awards? Yes, a list will be sent annually with service date listed.

Ellen Harmon and Justin Walker – (Human Resources) – Focus on Discrimination (the presentation given can be found following the minutes):

• Saint Louis University prohibits discrimination based on race, color, sex, national origin, religion, age, disability, or veteran status. In addition, SLU is committed to protecting the dignity of each person and therefore extend our non-discrimination policy to include sexual orientation.

• Complaint Procedure
  o An employee may file a formal or informal complaint with the Director of Diversity and Affirmative Action.
  o No employee can be retaliated against as a result of filing a grievance.

• Prevent Discrimination before it happens with consistent treatment.
  o Always maintain consistent employee records.
• Harassment Policy
  o Saint Louis University affirms that harassment because of sex, race, color, religion, national origin, ancestry, disability, age, sexual orientation, marital status, military status, veteran’s status, pregnancy, or any other protected classification is detrimental to its mission and values.

• False Complaints
  o Any person who, in bad faith, files a false complaint or provides false information to University officials investigating a complaint shall be deemed to have violated this policy.

• University and department policies can be found on the Human Resources website.
• Question: Can this presentation be included as an annual review for all managers?
  o HR will look into this to make a mandatory meeting for all managers to attend on an annual basis to refresh themselves with current policies and procedures.
Cognos Reporting For Finance Users

- Target for Old WebFOCUS decommission is 21 December 2012
  - Old WebFOCUS reports have been converted into Cognos
- Old WebFOCUS users who ran a report during FY12 or who have been identified by their division as needing access to these reports will be invited to attend a Cognos Reporting for Finance Users training session.
- Training sessions will continue through the first week of November 2012, more sessions will be added if needed.
- Finance reports currently in Cognos are converted Old WebFOCUS reports only.
- WebFOCUS Dashboard is still available.
University Recognition: Service Awards

Anna Beasley
Director of Training & Development
Recognition Committee

* Fall of 2011
* Members:
  * HR membership
  * Staff Advisory Council (SAC) Chairperson
  * Medical Affairs Representative
  * Academic Affairs Representative
Best Practices for Recognition Programs

- Timing of recognition
- Involving management
- Align recognition to organization
- Linking recognition to behaviors and performance
- Developing a culture of collegiality and appreciation
Past Service Awards Program

* Distinguished Service Awards (DSA):
  * 5, 10, 15, 20 years of service recognized
  * Annual breakfast ceremony in the fall
  * Received plaque
  * Last celebrated fall 2010

* Presidential Service Awards (PSA):
  * 25, 30, 35+ years of service recognized
  * Annual breakfast ceremony in the spring
  * Received plaque and received gift from vendor catalog
  * 25 years picture on the wall on the 2nd floor of DuBourg Hall
  * Last celebrated spring 2011
New Service Awards Program

Monthly Award Distribution (Timing of recognition)

- Award package will be sent directly to managers
- Managers encouraged to present award to recipient in department among colleagues (Involving management)
- Awards are SLU related (Align recognition to organization)

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Award</th>
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<tbody>
<tr>
<td>5 years</td>
<td>Framed certificate and personalized SLU keychain</td>
</tr>
<tr>
<td>10 years</td>
<td>Framed certificate and 10 year lapel pin</td>
</tr>
<tr>
<td>15 years</td>
<td>Framed certificate and 15 year lapel pin</td>
</tr>
<tr>
<td>20 years</td>
<td>Framed certificate, 20 year lapel pin, and $50 Billiken Bucks</td>
</tr>
<tr>
<td>25 years</td>
<td>Framed certificate, 25 year lapel pin, $75 Billiken Bucks, framed photograph on the DuBourg second floor wall, and (2) SLU tickets for athletic event or SLU Theatre</td>
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<tr>
<td>30 years</td>
<td>Framed certificate, 30 year lapel pin, $100 Billiken Bucks, and (2) SLU tickets for athletic event or SLU Theatre</td>
</tr>
<tr>
<td>35+ years</td>
<td>Framed certificate, year lapel pin, $150 Billiken Bucks, an overnight at Hotel Ignacio, and (2) tickets to the party-box at a Billiken’s Basketball Game or tickets to the SLU Theatre</td>
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New Service Awards Program

* DSA Ceremony:
  * 10, 15, 20 year recipients
  * Keynote speakers rather than gift distribution
  * Thursday, November 8 at 9:00am, BSC Wool Ballroom

* PSA Ceremony:
  * 25, 30, 35+ year recipients
  * Keynote Speaker rather than gift distribution
  * Wednesday, December 5 at 9:00am, BSC Saint Louis Room
New Recognition Opportunities

- Reallocation of resources provides opportunities
  (Developing a culture of collegiality and appreciation)
  - Staff Advisory Picnic
  - Martin Luther King, Jr. Event
  - Food Truck Rally
  - SLU Art Fair
  - African American Association luncheon

- Recognition Committee will be working on other programming
  (Linking recognition to behaviors and performance)
  - Currently SLUStars
  - Develop other programs
Communication Plan

- Share with Business Managers
- Email to recipients (Friday 10/12)
  - 5 year email
  - DSA event invitation
  - PSA event invitation
- Newslink Article with changes (week of 10/15)

- Please share this information with your unit!
Thank you!

Anna Beasley
977-3711
abeasle2@slu.edu
Employment
Compliance Tips –
Focus on Discrimination

Saint Louis University Human Resources

Presented by: Ellen Harmon, Senior Human Resources Consultant
Recognizing workplace discrimination

What is workplace discrimination?

1. Different treatment of employees
2. Because of a protected classification
3. Related to employment decisions and actions
   - Hiring
   - Promotions
   - Job assignment
   - Discipline
   - Termination
   - Compensation
What are protected classifications?

**Federal Law**

**State Law**
- Missouri Human Rights Act
- Illinois Human Rights Act
- Missouri prohibits discrimination against individuals with HIV/AIDS (Mo. Rev. Stat. 191.656)
- Missouri prohibits discrimination related to a person’s enlistment or performance of any military service (Mo. Rev. Stat. 41.730)

**Local Law**
- St. Louis City, Columbia and Kansas City ordinances prohibit discrimination based on sexual orientation
Saint Louis University
Equal Employment Opportunity and
Affirmative Action Policy

Saint Louis University prohibits
discrimination based on race,
color, sex, national origin,
religion, age, disability, or
veteran status.

In addition, based on our Catholic values and tradition we are committed to protecting the dignity of each person and therefore extend our non-discrimination policy to include sexual orientation.
Complaint Procedure

- Any employee of the Saint Louis University or Health Science Center may file a formal or informal complaint with the Director of Diversity and Affirmative Action for instances where his or her employment situation has been adversely affected due to decisions based on one's race, color, sex, age, religion, national origin, disability or veteran status.

- Employees may experience this bias in the following areas:
  - Hiring, promotion, demotion, transfer, compensation, assignment of work duties, work conditions, recruiting, advertisement, layoff, termination rate of pay, benefits and selection for training.

- No employee can be retaliated against as a result of filing a grievance.
Prevent Discrimination – before it happens

**Consistent Treatment**

- Maintain consistent employee records
- Is the issue a repeat or serious nature?
- How have similar situations been handled in the past?
- Assess situations objectively
  - Criteria should be job related
  - Protected status should not be a motivating factor
- Documentation
  - Evaluations
  - Performance management
  - Witness statements
Disparate Impact May Occur

- No proof of a discriminatory motive
- May challenge the employers SOPs

Three-part analysis

1. Employee shows that a facially neutral employment practice has a discriminatory impact
2. Employer shows that the challenged practice is job related and a business necessity
3. Employee demonstrates that there are less discriminatory alternatives or that the employer’s explanation is pretextual
Disability Discrimination

- ADA Amendments Act makes it easier for employees to establish disability

- If an employee requests an accommodation – contact your Human Resources Consultant and engage *in the interactive process regarding reasonable accommodations*

- Undue hardship threshold is difficult to establish

The Human Resources Office is the point of contact for employees to request workplace accommodations.

**Students** should contact the Director of Student Life.
Reasonable Accommodations Requests

Check the Human Resources website for the appropriate forms that need to be completed.

See Forms and Resources:
FMLA and ADA Accommodations Requests Forms

- ADA Accommodations Request Form (to be completed by the employee)
- Primary Job Duties and Essential Functions Worksheet (to be completed by the department)
Harassment Policy

Saint Louis University affirms that harassment because of sex, race, color, religion, national origin, ancestry, disability, age, sexual orientation, marital status, military status, veteran's status, pregnancy, or any other protected classification is detrimental to its mission and values.

The University endeavors to take steps reasonably necessary to prevent such behavior from occurring, including:

- Providing education and training to faculty, staff, and students as to their rights and responsibilities,

- Informing persons of the appropriate procedures for reporting inappropriate behavior,

- Promptly investigating complaints, and

- Imposing appropriate sanctions.
It is behaviour which is

- Unwelcome
- Unsolicited
- Repeated
- Offensive
- Intimidating
- Humiliating
- Threatening
“Harassment" means –

Any intentional unwelcomed, unsolicited, and offensive conduct that tends to injure, degrade, disgrace, or show hostility toward a person because of

sex, race, color, religion, national origin, ancestry, disability, age, sexual orientation, marital status, military status, pregnancy, or any other characteristic protected by law.

For purposes of applying this policy, "sexual" harassment includes conduct that is of a sexual nature or related to a person's gender and may include persons of the same sex.
Harassment is a violation of this policy in any of the following situations:

- If a person is promised or is given some favorable academic or employment-related action or benefit only if she or he will submit to or tolerate the harassing behavior; or

- If a person is threatened with or suffers adverse academic or employment-related action because s/he has not submitted to or tolerated the harassing behavior; or

- If the harassing behavior in question interferes with a person's work or academic performance, has the purpose or effect of interfering with a person's status or participation in a university course, program, or activity, is used as a basis for educational or employment decisions, or has the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment.
False Complaints

Any person who, *in bad faith*, files a false complaint or provides false information to University officials investigating a complaint shall be deemed to have violated this policy.

This is not in any way meant to discourage legitimate complaints or consultation.
Retaliation

The University will not tolerate retaliation against any person who in good faith makes a harassment complaint, exercises his/her rights under this policy, or cooperates or participates in any internal or external investigation or proceedings.

Retaliation constitutes a violation of this policy.
Discipline following a complaint may be evidence of retaliation…

Are all performance management actions prohibited if the employee is a member of a protected class or has filed a complaint?

- Absolutely not, BUT

All employment decisions should be based on objective employee performance observations.

There should not be a hidden agenda for taking action and the impact of the action should not have a disparate impact.

Have you documented well?
Recognizing Troubled Employees

Look for potential red signs:

- Struggles with job duties
- Has trouble getting along with others
- Has an attendance issue
- Is unable to handle criticism
- Complains too much about co-workers or supervisors
- Engages in “on the job” absenteeism
Best Practices

- Know and follow University and department policies – **check the Human Resources website**

- If there are new or revised policies, make sure everyone is adequately trained and informed

- Conduct regular evaluations and make sure to identify any performance management actions that have occurred during the evaluation period

- Reward good behavior and productivity with positive feedback

- Be consistent in the handling of issues

- Work pro-actively with your Human Resources Consultant
Questions?

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Senior Human Resources Consultant  
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(314) 977-7263