AGENDA

SLU Business Manager Meeting
April 9th, 2009
Manresa Center Auditorium
9:00a.m.-10:30a.m.

1) Announcements – Keith Emge
   • Sign in Sheet
   • February, March, and April ‘What’s New?’

2) FY10 Budget Update – Stacey Harrington (20 minutes)

3) Google Docs. Overview – James Greathouse (35 minutes)

4) Changes to the FMLA Policy – Phyllis Basler (25 minutes)

5) Advertising Approval Process – Mary Ann Grillo-Ellmo and Miriam Hallazgo (10 minutes)
Business Manager Meeting

Minutes of the Meeting of April 9, 2009

Meeting minutes of the Saint Louis University Business Managers held at 9:00 a.m. on Thursday, April 9th, 2009 at Manresa Center.

Business & Finance Staff Present:

Bruce Andres  Stacey Harrington  Annaliese Neff  Mary Drexl
Keith Emge  Katy Kovac  Jeff Hovey  Eric Lewis
Michael Lucido  Sharon Gajewski  Tom Meadows  Gary Whitworth
Lisa Zoia

Number of Business Managers Present: 55

Keith Emge welcomed everyone to the meeting.

What’s New Review - Keith Emge reviewed the February, March, and April issues of ‘What’s New?’ There was one question concerning Corporate Express items that are ordered: copy paper and refurbished toner.

Stacey Harrington, Director of Planning and Budget addressed the business managers to discuss the upcoming Budget process.

• Salary Planner – screens will be closing April 30th (the 17th for Academic Units), but it seemed that most people have completed their departments. As for rounding, try to complete the salaries to the nearest 100-dollar increment. Also, you are not required to complete an EPAF for Supplemental Pay positions after the budget roll.

• Other updates: fringe benefits will remain the same as well as the number of days. Stacey then told the audience that there will be a new hourly minimum wage of $7.25, which will start on July 24th.

Phyllis Basler, Sr. Human Resources Specialist, addressed the business managers on FMLA policy.

• Phyllis began by talking about employee rights under the FMLA policy, the maximum FMLA time, and the reasons for taking FMLA. Then, she began to mention the employee responsibilities of FMLA and the time allowed for FMLA – under which, if it the people applying for FMLA are both SLU employees then the maximum 12 week period that can be taken has to be split up between the two of them.

• She then described the following: 1.) what an employees must do – fill out the FMLA request forms, which are on the HR website, then those need to be sent in to Human Resources. Phyllis then calls the Physician for verification. 2.) the Business Manager or supervisor’s role: he/she must obtain information to see if the employee is eligible and then they can give them the FMLA forms. They must make sure that they use the correct FMLA leave selection in Self-Service Banner and then send the ‘right to work’ form in to the Human Resources office.

Mary Ann Grillo-Ellmo, Director of Marcom-Marketing & Web Services spoke about the advertising approval process.

• Mary started her presentation by stating that the University should be contacting Marketing and Communication Services for all advertising needs. Mary Ann stated that this is the best way to get the lowest rates for the University. She said that there are three people within Marcom that you should be contacting: Jeff Fowler, Mary Ann Grillo-Ellmo, and Miriam Hallazgo. If the request is academic-based then the Business Manager can call Mary Ann, but if it is from SLUCare then that person should contact Miriam.
• Mary Ann also told the Business Managers to look forward to more on this topic. Mary Ann said that there will be a meeting on this topic in May, and there will also be Newslink articles that talk about the updates to this issue.

James Greathouse, IT Consultant/Liaison gave a presentation to the Business Managers on Google Documents.
• James started the presentation by opening a live document-sharing example in Google. He showed the group how you can create and share a document, spreadsheet, and presentation through Google Apps. He showed everyone how you can share with certain people that you select, as well as creating notifications for the creator when something on the document changes.

• James also mentioned to the group that you can create a form in which others can fill each field in and then these answers can be compiled when you put it back into your Google spreadsheet. James also stressed to stay away from creating documents that contained HIPPA and FERPA-sensitive information.

Future Meetings – Keith Emge announced the next meeting will take place on June 11, 2009 in Lecture Hall C of Schwitalla Hall. The meeting was adjourned at 10:30a.m.

Minutes respectfully submitted by Keith Emge.
Changes to the FMLA Regulations

Saint Louis University
April 9, 2009
Phyllis Basler (15-20 minute presentation)
FMLA-Basic Leave Entitlement
(Review-Employee Rights & Responsibilities)

- Right to 12 weeks of *unpaid* job protected leave to eligible employees
- Continuation of health coverage
- Restoration to original or equivalent job with equivalent pay and benefits upon return
What is the maximum FMLA Leave?

- 12 weeks in a rolling forward 12-month period.
- Rolling forward means— from the commencement date of the leave forward one year. Example 5/1/2009-5/1/2010
- 12 weeks equates to 480 hours for employees who work 40 hours per week or 173.33 hours per month
- 26 weeks for military leave to care for a wounded service member
Qualifying reasons for taking FMLA:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee’s child after birth, or placement for adoption or foster care;
- To care for the employee’s spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee’s job.
Military Family Leave Entitlements

- **Military Caregiver Leave**: Eligible employees who have a family member serving in the military will be able to take up to 26 workweeks of leave in a single 12-month period to care for a **covered service member** (current member of the armed forces, National Guard or Reserves) with a **serious illness or injury incurred in the line of duty on active duty**. The service member must be undergoing medical treatment, recuperation, therapy, and etc. & unable to perform his or her duties.

- **Military Exigency Leave**: 12-weeks of FMLA leave entitlement helps families of members in the National Guard or Reserves manage their affairs while the member is on active duty in support of a contingency operation. Qualifying exigency include attending certain military events, arranging for alternative childcare, addressing financial and legal arrangements and etc.
Eligibility Requirements

- Employees are eligible if they have worked for a covered employer for at least one year.
- An has worked for 1,250 hours in the 12 month period prior to the commencement date of the leave.
Definition of a Serious Health Condition

A serious health condition is a physical or mental condition or an illness, injury, impairment, that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities.
Continuing Treatment

A period of incapacity of more than 3 consecutive calendar days combined with:

1) Treatment 2 or more times, within 30 days of the first day of incapacity, or

2) Treatment by a healthcare provider at least 1 time which results in a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition.

3) Treatment is an in-person visit to a healthcare provider in the first 7 days of incapacity.
Chronic Condition

- Any period of incapacity or treatment for such incapacity which requires periodic visits for treatment by a healthcare provider.
- Examples of chronic conditions are: migraines, allergies, diabetes, & epilepsy.
Use of Leave

- An employee does not need to use this leave entitlement in one block (consecutively). Leave may be taken:
  - Intermittently
  - Or on a reduced work schedule when medically necessary
  - Employees must make reasonable efforts to schedule leave for planned medical treatments so as not to unduly disrupt the employer’s operations.
Substitution of Paid Leave for Unpaid Leave

- Employers may require use of accrued paid leave while taking FMLA leave.
- In order to use paid leave for FMLA leave, employee must comply with the employer’s normal paid leave policies.
- At SLU we do require employees to use accrued sick and vacation according to our leave policies.
Employee Responsibilities

- Employees must provide 30 days advance notice of the need to take FMLA leave when foreseeable.
- When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer’s call in procedures.
Employees Must Provide Information

- Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave.

- Sufficient information may include that the employee is unable to perform the job duties; the need for hospitalization; for continuing treatment; family member is unable to perform certain daily activities; or the need for a military leave.
Employer Responsibilities

- Employers must inform employee requesting leave, whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employee’s rights and responsibilities.

- If they are not eligible, the employer must provide a reason for the ineligibility.
Unlawful Acts by Employers

- FMLA makes it unlawful for an employer to interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.
Procedure for employee to request FMLA leave

- FMLA Request form is completed by the employee and given to the supervisor to sign and fax to HR (977-1785)
- FMLA Certification Form (for either employee or family member) is given to the health care provider by the employee for completion and the is to be faxed back to HR (977-1785)
- FMLA forms are on the HR web site & all the forms are new as of January 16, 2009.
Notification To Employee once FMLA has been requested

- **Eligibility Notice (WH-381)** - HR will notify the employee if they are eligible or not. If ineligible, at least one reason why the employee is not eligible must be provided.

- **Rights and Responsibilities Notice (WH-381)** - will be provided to employees who are eligible

- **Designation Notice (WH-382)** - Notifying the employee as to whether or not the leave will be designated as FMLA leave.
Employees must comply with the employer’s customary call in procedure for intermittent leave

- An employee requesting or taking FMLA leave must follow the employer’s customary leave and call-in procedures for requesting a leave or reporting an absence. Employees on intermittent leave must call in according to absenteeism policy and must make a reasonable effort “to avoid disruption”.

- In unusual circumstances, the employee may not be able to comply with the customary call-in procedure where the employee was unable to contact the employer or was seeking medical emergency or medical treatment.
Medical Certification Process

- The new regulations allow the employer to require a new medical certification each leave year for a medical certifications that last longer than a year.
- Recertification of an ongoing condition may be requested every six months.
- **Employers may contact the health care providers directly** to confirm an employee’s FMLA eligibility. The person contacting cannot be the supervisor, but can be a health care provider, human resources, leave administrator, or management official.
Fitness for Duty Certification

- Employees on a continuous leave must provide a “fitness for duty” certification upon their return, confirming that they are able to resume work.

- Now employers may require that the certification specifically address the employee’s ability to perform the essential functions of the employee’s job before they are reinstated.

- In addition, employers may require employees taking intermittent or reduced work schedule leave to submit a fitness-for-duty certification at intervals of no less than every 30 days, if reasonable job safety concerns exist. There must be a risk of substantial harm.
Supervisor’s Role-FMLA

- Obtain sufficient information from the employee to determine if the leave may qualify for FMLA
- Give the employee the FMLA forms; direct them to the HR web site to obtain the forms; or contact HR to mail the forms
- When the employee calls in to report that are not coming into work, obtain sufficient information to determine if the time should be reported as FMLA
- FMLA time needs to be reported in Banner with and FMLA earnings code; i.e. FMLA Sick, FMLA Vacation, or FMLA Unpaid (for exempt employee contact payroll 20th)
- Return to work statement is required from employees returning to work from consecutive leave before they are allowed to work that says they can perform the essential functions of the job. Fax a copy of this statement to HR 977-1785.
Additional Questions

- For additional questions regarding FMLA, contact Phyllis Basler 977-3949
- Does anyone have any questions at this time.
- Thank you and have a Good Day.
Purpose of the Policy

- Addresses the policy request expressed in the March President’s Message.
- Designed to ensure that the University leverages its buying power in the purchase of all advertising.
Process and Best Practices

- Implementing best practices for advertising contracts and purchase orders, in a collaborative effort with the purchasing department.
- Office of Marketing and Communications signs all advertising contracts.
- Office of Marketing and Communications approves all POs on Banner self-serve associated with advertising.
If you or someone in your area expects to purchase print, outdoor, television or radio advertising, they should contact the Office Marketing and Communications:

- University Marketing: Mary Ann Grillo-Ellmo, Director of University marketing, 977-7413
- SLUCare or Cancer Center Marketing: Miriam Hallazgo Director of SLUCare Marketing, 977-8684
Communication

- Email communication - This week
  - Copy business managers

- Meeting - May, 2009
  - To explain how University marketing can assist in negotiating money-saving and value-added programming for the best possible University media rates.

- Newslink - May, 2009

- Website
Future Meetings

- Present at next meeting -- update on process
1. Create a new document from scratch, or create a new folder.

2. To start from an existing file saved on your computer, simply upload the document and pick up where you left off.

3. View all items, items that you created, or starred items. You can also view items by folder, type, or who the item is shared with.

4. Organize your documents, spreadsheets, and presentations by placing them in folders.

5. Save a copy of your document to your computer in the format that works best for you. You can also Change Owners from this menu item.

6. Use the Search feature to locate a specific documents and the name of the document is auto-filled as you type. You can also search the web directly from here.
You can share documents with others.

When you share a document, you can invite others “To edit” or “To view”.

Show other features of the Publishing options.

- Everyone at SLU
- Everyone in the World

**Collaborating: Simultaneous editing and viewing**

**Documents:**

If you and another collaborator are editing the same document at the same time, a box at the bottom left of the screen will appear, telling you the name of the collaborator/s you're working with.

10 people can edit a document at the same time. Once this simultaneous collaborator user limit has been reached, additional users will be able to view, not edit the document. However, you can share a document with 200 people (whether you add collaborators or viewers, the total cannot exceed 200 people).

**Spreadsheets:**

If multiple people are editing or viewing the same spreadsheet at the same time, the **Discuss** tab will open and you will see the names of those people listed. From here, you can chat with these people about changes being made to the spreadsheet, or anything else you'd like.

A total of 50 people can edit a spreadsheet simultaneously. You can share a spreadsheet with 200 collaborators and/or viewers.

**Presentations:**

If more than one person is editing a presentation at once, the names of your simultaneous collaborators will be displayed in the bottom-right corner. You'll also be able to chat with other viewers and collaborators in **View presentation** mode (available in the upper-right corner of the edit page).

10 people can edit a presentation at the same time. However, you can share a presentation with 200 people (whether you add collaborators or viewers, the total cannot exceed 200 people).
Create and collaborate on documents, spreadsheets and presentations with Google Docs

Google Docs makes creating, editing and sharing documents, spreadsheets and presentations simple and free. Your docs are stored safely online, so you can access them any time, from anywhere. Create a doc from scratch, upload an existing doc or browse the template gallery for a format that suits your needs – it’s easy. You can even use Google Docs create an online form to collect data from others.

Why Google Docs?
• Import existing docs, or create new ones from scratch.
• Edit documents, spreadsheets and presentations from anywhere.
• Share docs online and collaborate instantly.
• Store docs securely online.
• Eliminate confusing email attachments and version-control issues.

Learn more at http://docs.google.com/support

Create and edit docs. To get started, go to http://docs.google.com and click on the New button (upper left), then create a document, spreadsheet, presentation or form. Start from scratch, upload an existing doc to edit or share online, or use a template. To choose a template, select New > From template.

Access docs from anywhere. Because your docs are stored securely online, you can access them from anywhere, from any computer with an Internet connection and a standard browser. And it’s easy to export or download your docs in a variety of formats, including HTML, PDF, CSV and others – just open your doc and select File > Download file as.

Collaborate with others. Use the Share button (either from the Docs homepage or when editing a document) to invite others to edit your docs online. You can all view and make changes to the same docs online. Just think: no more unwieldy email attachments – and no more problems with version control. Just select Tools > Revision history (in documents) or the Revisions tab (in spreadsheets or presentations) to track who changed what, and when.
Publish to the web. Publishing your docs online is easy – just select Share > Publish as web page (in documents) or the Publish tab (in spreadsheets or presentations). You can un-publish at any time. To give others the ability to view but not edit your docs, use the Share button to invite them as viewers.

Collect data with forms. Select New > Form to create a form using a variety of question types (multiple choice, checkboxes, etc.). You can embed your form in an email, and respondents’ answers will be added automatically to a spreadsheet, so collecting the data you need is a snap.

Use keyboard shortcuts. Following are some of the many shortcuts you can use to make creating and collaborating on docs more efficient. Visit http://docs.google.com/support and search on ‘keyboard shortcuts’ for a complete list of shortcuts.

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Tips & tricks
- Import existing documents, spreadsheets and presentations to edit and share them online.
- Need help with document layout? Browse the template gallery at http://docs.google.com/templates to get ideas for resumes, presentations, letters and more.
- No connectivity? No problem. Click on the Offline link to access your docs when you’re not connected to the Internet.
- Join the Google Docs Help Group to ask questions and learn more about how others are using Google Docs: http://groups.google.com/group/GoogleDocs

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