Affirmative Action

In 1965, President Lyndon B. Johnson signed Executive Order (E.O.) 11246 that required federal contractors and grant recipients to develop written Affirmative Action Plans (AAP) that prevented discrimination on the basis of race, color, religion, sex and national origin. The E.O. also required that recipients take affirmative action to ensure that underutilized groups were employed when available. A primary motive for the E.O. was to redress the disadvantages of historical discrimination. Today, a primary justification for affirmative action is to ensure that recipients of federal monies are more representative of the communities to which they belong and that any barriers to employment and promotion are evaluated and removed.

As a condition of the millions of dollars of federal grants and contracts SLU receives each year, Saint Louis University is an affirmative action employer. The Office of Diversity and Affirmative Action (DAA) is responsible for the development and implementation of the AAP. The U.S. Department of Labor’s Office of Federal Contract Compliance Programs (OFCCP) is the agency designated to ensure compliance.

There are several key elements of an AAP:

1. A Work Force Analysis
2. A Job Group Analysis
3. An Availability Analysis

The Work Force Analysis is snapshot of the workforce in each department by job title, race, and gender. The Job Group Analysis combines similar jobs into job groups and an analysis is conducted by race and gender.

The University then compares the breakdown from the Job Group Analysis with availability data, which is often derived from Census data. If the availability data indicates that an employer should have more employees of a certain gender or race, then that Job Group is considered underutilized. If a job group is underutilized, then a goal must be established to address the shortfall.

A goal is not a quota requiring the hiring of a certain gender or race, but rather a commitment to engage in affirmative action recruitment. For example, if an employer has 10 females out of 100 employees in a job group, but the availability data from the Census states that 25% of the population in that job group is female, that job group is underutilized by 15 female employees. To remedy this underutilization, the employer would increase recruitment efforts to appeal to females in the area. The employer should also review the hiring process to ensure that female candidates are not being discouraged or facing barriers during the hiring process.

It should be noted that the recruitment areas for each job group can differ significantly. The recruitment area for faculty and upper administration is national and uses national census data. For the majority of our staff jobs, the recruitment area might be the entire bi-state area or just St. Louis City and County.

Additionally, an analysis is done throughout the year to track hiring, promotions and terminations to determine if any issues need to be addressed. An adverse impact analysis is completed to determine if gender or race may be a factor in the employment decisions. If an adverse impact is identified, it does not inherently mean that there is discrimination, but rather identifies an area that needs closer review and analysis.

The Office of Diversity and Affirmative Action partners with departments across campus to develop and implement the University’s AAP. Diversity and Affirmative Action is working with stakeholders to develop a search process to ensure that a robust recruitment plan is implemented for jobs that have placement goals. The University reaches out to various organizations in the area to identify potential applicants from traditionally underrepresented groups, such as people with disabilities, veterans, women, and people of color.
Employee Orientation:
As we gear up for the busiest onboarding season of new employees, it is important to make sure that all new employees are welcomed and oriented to the University. All new staff employees are invited to two important orientations, New Employee Orientation and University Orientation.

New Employee Orientation (NEO) is offered every Monday in Human Resources, Wool Center, Room 128 at 8:30am. If NEO falls on a holiday and the University is closed, NEO is scheduled for the next working day (see orientation schedule). This orientation covers the following topics:

- Information Technology Services (ITS) - system access and IT security
- Human Resources Information System (HRIS) - Banner Self Service, time keeping, vacation accruals and holiday calendar
- Benefits – benefits overview, materials and selection information

University Orientation is offered the first Wednesday of each month in DuBourg Pere Marquette Gallery from 8:30-12:00pm. University Orientation provides an introduction to Saint Louis University vision, mission, values and services including overviews by division administrators. The University Orientation covers the following topics:

- University organizational structure
- Business & Finance
- Professional development
- Academy 101, understanding the higher education business
- Mission & Ministry
- Diversity & Affirmative Action
- Department of Safety and Emergency Preparedness
- Service Operations

Managers are pivotal in departmental orientation. They are responsible for:

1. Making new hires feel welcome
   - Welcome new hires and ensure that they understand what is expected of them
   - Arrange a departmental welcome and tour of the premises for new employees
   - Ensure employee's workstations are set up and that all equipment is ready for use

2. Facilitating knowledge transfer
   - Explain University procedures and policies in terms of facilities, finance, time/leave reporting, purchasing, safety, working hours, vacations, and other relevant information
   - Explain expectations and how performance will be evaluated
   - Outline how the departments in the University work together
   - Check that employees understand how to use equipment and any other technology or processes

3. Developing the working relationship
   - Schedule time to meet on the first day with employees and then periodically throughout the first few weeks and on an ongoing basis
   - Provide feedback

4. Assigning a buddy or mentor
   - Assign a suitable buddy or mentor to each employee
   - When choosing buddies, select respected performers in the department, peers of the new hire, and those who have time to devote to them when needed
   - Ensure you retain responsibility for each employee's learning
**Benefits**

**Tenet Healthcare and United HealthCare have signed contract**
Tenet Healthcare Corporation, parent company of Saint Louis University Hospital and Des Peres Hospital and United Healthcare, Saint Louis University’s health insurance provider, have reached an agreement which means that Saint Louis University Hospital and Des Peres Hospital will continue to be part of the UHC network. Your ability to receive services by SLUCare physicians at these hospitals will not change.

**MyHealthcare Cost Estimator**
Did you know that as a UnitedHealthcare member you can easily estimate out-of-pocket costs with myHealthcare Cost Estimator?

United HealthCare’s innovative, online tool available on myuhc.com® lets you:

- View estimated prices of treatment options,
- Discover whether these estimates are at, below or above the market average, and
- Evaluate potential opportunities to reduce out-of-pocket costs.

Know the 4Ps with myHealthcare Cost Estimator – Procedure, Provider, Price and Place that will empower you to make more informed healthcare decisions.

Log into MyUHC.com. Then click on the Estimate Health Care Costs button.

**Dierbergs to Leave the Express Scripts Network on August 15, 2013**
All Dierbergs pharmacies are entering into an arrangement with the pharmacy coalition AmerisourceBergen. Unfortunately, this coalition is not part of the Express Scripts Prime network, which is the network the Saint Louis University sponsored health plans utilize. As a result, effective August 15, 2013, all Dierbergs pharmacies will be considered out-of-network pharmacies. Employees impacted by this change will receive a direct mailing from Express Scripts, identifying the three closest in-network pharmacies for each member, as well as information on how to transfer prescriptions.

**John Hancock Long Term Care Premium Increases**
Recently John Hancock, our long-term care insurance provider, announced they have filed for their first-ever rate increase. The rate increase has been approved by Missouri state regulators and will take effect 1/1/2014 for all Saint Louis University policy holders, regardless of your state of residence. Increase percentages will vary depending upon your age at the time your policy was issued and the Lifetime Maximum Benefit you selected.

We have worked with our long-term care insurance consultant, LTC Solutions, to evaluate our current plan and compare it to other plans available in the marketplace and have found that the John Hancock plan remains competitive in price and plan design. LTC Solutions has prepared a benefit comparison statement to address any questions regarding how your Saint Louis University group long-term care insurance plan compares to individual plans. If you have not already received it, please watch for the letter to arrive at your home in the next few days.

In the meantime, we invite you to join an upcoming webinar for more information regarding the increase and your options. Click here to register.  Webinar schedule:

- Tuesday 8/27/2013 – 9:00 AM and 12:00 PM (Central)
- Wednesday 8/28/2013 – 11:00 AM and 3:00 PM (Central)

Please contact LTC Solutions, Monday to Friday between 9:00 AM and 7:00 PM (Central) toll-free at (877) 286-2852 or by e-mail to info@ltc-solutions.com with any questions.
**Mission**

The mission of the Human Resources division is to administer practices and programs that will attract, develop and retain high performing faculty and staff to advance Saint Louis University’s mission of higher education, patient care, research and service.

**MISSION - ATTITUDE - GUIDANCE - INGENUITY - SERVICE**