**BENEFITS**

The Benefits Office has completed the Dependent Audit that commenced in March with HMS Employer Services. With a response rate of 94% from employees, 44 dependents were voluntarily terminated from coverage and an additional 185 ineligible individuals were terminated.

The Benefits Office will be making administrative changes to the retirement plan and offer one vendor with a new best in class selection of investments offerings. The retirement benefit and University matching contribution would be unaffected. Open forums to discuss the efficiencies of the new structure will be held in June and July (see date and times below). Employees will have an opportunity to receive information on the proposal and discuss questions with a Benefits Specialist.

The dates and times for the sessions are:

- **Tuesday, June 26:** 12:30 to 1:00 in LRC Auditorium C
- **Wednesday, June 27:** 12:00 to 1:00 in Busch Student Center 352/353
- **Tuesday, July 10:** 8:00 to 9:00 in LRC Auditorium C
- **Wednesday July 11:** 12:00 to 1:00 in Busch Student Center 173 (Wool Ballroom)

**POLICY**

**Overtime Policy**

The Department of Labor’s Wage and Hour Division administers the regulations set forth in the Fair Labor Standards Act (FLSA) relating to minimum wage and overtime. The FLSA classifies positions as either exempt or non-exempt based on specific exemption tests. The following are determining factors established by the FLSA to help employers identify exempt or non-exempt positions: the primary duties of the position, the level of discretionary authority in the position, and whether a minimum salary requirement is met ($455 per week). The department of Human Resources reviews all position classifications with the FLSA guidelines when determining the position exemption. The University cannot make a position exempt to avoid paying overtime.

A few examples of non-exempt positions at the University are student workers, clerical staff, administrative assistants (depending on level of discretionary authority and primary duties), custodians, public safety officers, and billing clerks.

For Missouri and Illinois, overtime is paid at a rate of 1 ½ times the regular rate of pay for any hours worked over 40 hours in the employer defined work week, which is defined at the University as Sunday at 12:00am to Saturday at 11:59pm. Under the FLSA, employees must be compensated for all hours worked, i.e. all hours during which the employee is under the employer’s control. This applies even if the time is unproductive, as long as the time spent is for the employer’s benefit. Due to this requirement and the difficulty in defending it, it is important that employees take meal breaks and break periods away from their work area. They should also not be required to check email or work from a PDA during breaks, time off, or meal periods as this can be considered work time if it is for the benefit of the employer. When an employee works more than 40 hours in a work week, FLSA regulations do allow for the employer to comp (allow) time off for overtime as long as it is comped at a rate of 1 ½ hours for each hour of overtime and within the same pay period. However, Saint Louis University chooses not to support comp time in lieu of overtime pay due to the administrative drawbacks and the potential for error and risk.

Saint Louis University’s Overtime Policy indicates that overtime should only be worked with the approval of the supervisor; however, if an employee does not obtain approval to work overtime but does perform work that leads to overtime, overtime must be paid by the department. Departments should not instruct employees to adjust hours worked on their timesheets in order to avoid overtime payments, and should not allow employees to work overtime if it is not approved.
**PROCEDURE**

**Termination EPAFs: Timely Submission is Critical**
Termination EPAFs should be entered in the SSB system prior to the actual termination date and before the payroll deadline in order to:

- Prevent overpayment of monthly paid jobs
- Ensure that vacation payouts are appropriately calculated and final paychecks are processed in a timely manner
- Ensure that benefit terminations are completed within required time periods and to be in compliance with COBRA regulations
- Ensure that organization security (INB, drives, email), parking and building access are terminated
- Notify staff employee about completing the exit interview
- Notify University Benefits, Human Resources, ITS, Parking, Payroll Services and Research Administration

**Importance of setting up a Proxy**
The person designated as your proxy assumes your Banner security role and can view the same information and approve the same actions that you would normally view or approve. It is critical that you set up a proxy approver when you will be out of the office for an extended period of time and will be unable to access the portal or self service remotely. The HRIS department is not able to approve actions for you and if a proxy is not set up, the action will have to wait until you return to approve the EPAF.

**Updated SLU Employee Offboarding Checklist (replaces Employee Clearance Form)**
We have a revised [Offboarding Checklist](#). The checklist references the necessity to process an EPAF which triggers the offboarding process. Please review the revised Offboarding Checklist and we welcome your feedback.

**TRAINING & DEVELOPMENT**

**Grow in your knowledge and share your experience.**

Saint Louis University is committed to your professional development. We are offering three online certificate programs for you to learn new and develop existing skills through the SkillSoft learning system.

⇒ [Administrative Professional Certificate](#)
⇒ [Effective Supervisor Certificate](#)
⇒ [Indispensable Team Member Certificate](#)

*Your professional development and experiences will shape our University and relationships within the community.*
Human Resources is happy to present you with the opportunity to attend a free online webinar “What to Do When There’s Too Much to Do: Reduce Tasks, Increase Results & Save 90 Minutes a Day” on June 20 from 11am to 12pm. This complimentary webinar will be led by Laura Stack, an expert in the field of workplace productivity. Register now by clicking [HERE](#).

If you have any questions on how to access SkillSoft or sign up for an Instructor Led Course, please contact Sarah Hassen at shassen@slu.edu. If you have questions about the free webinar or other SkillSoft concerns, please contact Jim Greathouse at greathja@slu.edu.

To subscribe to the Training & Development newsletter for information on new training classes and other HR updates, please fill out this [form](#).

Check out updates on the HR website including Manager’s Toolbox, Onboarding, Offboarding, and About Us. Visit our site [here](#).

Human Resources contact information updates: For death notices, please contact Sarah Hassen at shassen@slu.edu. For comments or notices related to the weekly Vitality Wellness Newsletter, please contact Colin Pajda at cpajda@slu.edu.

**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**