



YOUNGSTOWN STATE UNIVERSITY



Office of  
*Human  
Resources*



## Human Resources Quarterly Newsletter

### Winter 2017 Edition

#### *From the Chief Human Resources Officer:*

The Office of Human Resources would like to share our second installment of the Human Resources Newsletter. The goal of the newsletter is to foster effective communication with the campus community. We will report important changes that occur with regard to university policy, procedures and initiatives that fall under the auspices of the Office of Human Resources. Relevant information will be provided in every edition from each of the units within the Office of Human Resources: Compensation & Employee Benefits, Human Resources Information Systems (HRIS), Training and Employee Development, Talent Acquisition, Processing and Employee Records and Labor Relations.

To add, if you should need to contact one of our Human Resource professionals, please reference the [HR Staff Directory](#).

We appreciate your feedback regarding any of the information that is contained in this edition, as well as any future newsletter. If you want to provide feedback please do not hesitate to contact Kevin Reynolds at [kwreynolds@ysu.edu](mailto:kwreynolds@ysu.edu) or Carrie Clyde at [crcllyde@ysu.edu](mailto:crcllyde@ysu.edu).

#### *Benefits Information:*

- **Reminder on Special Enrollments:** If you decline enrollment for yourself or for an eligible dependent (including your spouse) while other health insurance is in effect, you may be able to enroll yourself or your dependents as a result of a marriage, birth, adoption or placement for adoption. You will be able to enroll

yourself and your dependents, provided that you **request enrollment within the 31 days after the marriage, birth, adoption or placement for adoption.**

Requests past the 31 days will have to wait until the next Open Enrollment.

- **1095-C:** Youngstown State University will soon provide you with a Form 1095-C, as part of our reporting requirements under the Affordable Care Act (ACA). The Form 1095-C will contain important information about medical coverage offered to you and your dependents by Youngstown State University.

Forms 1095-C will be mailed to the home address on file for all benefits eligible employees and retirees who were eligible for a Youngstown State University health plan at any point in 2016. The Form 1095-C contains certain information about the health care coverage offered by Youngstown State University for you and your dependents.

We have a series of FAQ's posted on the website to provide a better understanding of the Form. It is important to keep the Form with your 2016 tax records. Please contact a tax advisor with questions related to your tax filing and the Form 1095-C.

- **FlexSave:** Remember that claims may be incurred from January 1 to March 15 of the following year using a 14 ½ month plan year. Therefore, claims for 2016 FlexSave accounts must be incurred by March 15, 2017 and submitted by March 31, 2017. For questions about your FSA, please call 800.525.9252.



- **Living Well – YSU Employee Wellness Program:**

The [2017 Incentive Earning Campaign](#) is underway so start earning points today! In addition, go to our [website](#) to view the full listing of upcoming wellness events and offerings!



- **Fair Labor Standards Act:** A federal court in Texas has issued an order that makes it uncertain how the Fair Labor Standards overtime pay exemptions apply to employees who would be impacted by the new rules that were to go into effect on December 1. Because of the court's order, those rules will not go into effect as expected. Therefore, to ensure that the University is able to follow the laws that govern how employees are paid under the FLSA, we have revised plans and will continue to communicate how this law will impact you.

This past spring, the Department of Labor announced new rules under the FLSA that raised the salary threshold for determining an employee's status as either exempt or non-exempt. In response, the YSU Office of Human Resources has been working diligently to prepare to implement the new FLSA rules. Many of you have received direct communications from the Office of Human Resources describing potential changes to either your status as exempt or non-exempt and/or your salary.

Given the court ruling, these expected changes are going to be delayed and possibly amended. We will continue to monitor the legal ruling and any additional appeals filed. The YSU Office of Human Resources will notify you of any changes that will affect either your exemption status or your salary. Those employees who have been converted to bi-weekly leave reporting will continue to do so until further notice. At this time, overtime worked will only be tracked as there is no overtime liability until the court's provide a definitive ruling.

For questions regarding FLSA, contact Jenn Gavalier at x3148 or Kevin Reynolds at x2742.

**Employment Information:**

- **Minimum Wage:** As of January 1, 2017, the **minimum wage for Ohio is going up to \$8.15 per hour**. Student employees at YSU who are currently earning Wage Level 1 (\$8.10 per hour) will automatically start earning \$8.15 per hour, beginning January 1. No paperwork is necessary for this change to occur because it will be automated in Banner.

**Please note that no other student wage levels will change at this time.**

The wage rate for a student appointment is set at the time that the employing department or program submits the position description to Student Success for approval. Wage levels may not be changed without the approval of Student Success.

For questions or concerns, contact Melodie Provencher at x4703.

**Training and Development Information:**

- **Training and Development:** Youngstown State University will offer workshops provided by [Development Dimensions International \(DDI\)](#) beginning in 2017. DDI is an international organization focusing on leadership development. As part of a larger Leadership Academy, managers will explore *Communicating for Leadership Success* and other workshops which focus on key principles and guidelines for successful interactions. You may be surprised to learn the answer to the question "What's the Number 1 Leadership Skill for Overall Success?"

**ALICE** Training continues into 2017. The ALICE workshop focuses on five responses to an active shooter situation: **Alert, Lockdown, & Barricade, Inform, Counter, and Evacuate**. **ALICE** Training is offered throughout the year by the YSU Police Department's certified **ALICE** Trainers and is open to students, faculty, and staff.

Sign up at any time for a Training and Development workshop by visiting our [website](#). Explore a variety of resources and instruction guides on the web.

**Happy New Year from the Office of Human Resources**

