

BEST PRACTICES, Human Resources - Benefits

Title: Using the Web to Provide New Faculty & Staff with Employment and Benefits Information # 178

Source: University of Georgia

Co Area:

Addl Info: http://www.sacubo.org/sacubo_resources/best_practices/2003.html

Abstract: The University of Georgia (UGA) in Athens, Georgia, employs more than 17,000 benefit-eligible, temporary, and student employees scattered throughout the state, nation, and world. To provide timely, accurate, and consistent employment and benefit information to its distributed workforce UGA began providing orientation on line in January 2000. Now, all new UGA faculty and staff, regardless of work location, receive the same information from Human Resources. New employees (more than 9,000 since its inception) benefit by being able to access online orientation immediately after receiving an offer of employment, at a time convenient to them, then progress through orientation at their own pace and revisit as often as necessary. UGA benefits from the innovation by providing consistent information for both on- and off-campus employees, updating information instantaneously, and reducing waste by distributing only the forms required by each employee. Response has been overwhelmingly positive. UGA's online orientation has been used as a model for public and private employers throughout the country, has garnered awards from the College and University Professional Association for Human Resources (CUPA-HR), and was featured in Human Resource Executive Magazine and CUPA-HR Online. It was also featured on CUPA-HR's effective practices Web site in 2002.

Title: Are Your Parental-Leave Policies Legal? # 249

Source: Harvard Law School - Chronicle of Higher Education

Co Area:

Addl Info: <http://chronicle.com/weekly/v51/i23/23c00101.htm>

Abstract: One in three academic institutions have parental-leave policies that violate federal anti-discrimination law, according to a recent study by Saranna R. Thornton, a professor of economics at Hampden-Sydney College, in Virginia.

Either the policies treat pregnant women worse than others, typically by imposing conditions not imposed on other temporarily disabled workers, or else they treat pregnant women better, typically by giving mothers, but not fathers, time off after the arrival of a child. Both approaches violate the Pregnancy Discrimination Act, which requires employers to treat pregnant women "the same" as everyone else.

For 20 years colleges have been trying to design a policy that avoids both of those pitfalls. Now there is one, and it's in place at Harvard Law School. Most of the kinks have been ironed out, and the integrated policy for childbirth, child rearing, and other family care giving deserves to be adopted widely.

Contact Dianne Parkerson if User ID/Password is needed to access article

BEST PRACTICES, Human Resources - Benefits

Title: Pre-retirement Seminars # 303

Source: Georgia College & State Univ Sys **Co Area:**

Addl Info: [Taken Off Line - Contact Institution](#)

Abstract: To inform employees age 50 and over on what to expect from their retirement years and to deliver information on what decisions they will have to make and what challenges they can expect from retirement. Preceded by dinner, invited employees and their spouses gather to hear presentations by selected experts and to ask questions of these experts. Many of the speakers are GC&SU faculty. Topics include Social Security, Medicare, Starting a Second Career, Health and Aging, Recreation and Leisure, Volunteer Opportunities, Financial Planning, Wills and other Legal Issues, Teachers Retirement System and Optional Retirement System, etc.

Benefits: Employees approaching retirement have emphasized the value of these sessions in their own retirement planning. This service assists in completing the circle of service for an employee from the date of their employment to the date of their retirement.

Old URL - <http://www.usg.edu/bestpractices/current/?inst=gcsu&time=2003.05.14.132841&area=fbo&year=2003>

Title: Maternity Leave Toolkit # 593

Source: University of Ballarat **Co Area:**

Addl Info: http://www.ballarat.edu.au/aasp/staff/workfamily/UB_maternity_toolkit.pdf

Abstract: This toolkit is for female staff and their managers to use when discussing and planning Maternity Leave arrangements. The toolkit is available here in two forms. It can be easily viewed and printed section by section via the following links, or can be downloaded as a PDF document.

Maternity Leave: a process

- A. Initial Steps: where do I start?
- B. Working while pregnant: what are the options?
- C. Planning, deciding and formalizing Maternity Leave arrangements
- D. Keeping in touch with work: getting the balance right
- E. Planning for return to work
- F. Plans and other issues
- G. She's back!

BEST PRACTICES, Human Resources - Benefits

Title: Flex Time at Universities

670

Source: Various Universities

Co Area:

Addl Info: [See abstract below](#)

Abstract: People like to have flex time available to them.

Florida Universities

<http://www.fiu.edu/personnel/newpolicies/pdfpolicies/flexitime.pdf>

<http://www.unf.edu/dept/humanres/flexagree1.pdf>

<https://nautical.uwf.edu/unitapp/publication/Pub.cfm?PubFormatID=947>

Other Universities

<https://www.washington.edu/admin/hr/pol.proc/work.sched/flex.schedule.html>

<http://worklifebalance.ucdavis.edu/balancing/flexible.html>

[http://appl003.lsu.edu/ups.nsf/\\$Reference/DE79C1B19181F1E286256C250062AEA2/\\$File/PS-79Rev2.pdf](http://appl003.lsu.edu/ups.nsf/$Reference/DE79C1B19181F1E286256C250062AEA2/$File/PS-79Rev2.pdf)

<http://www.hawaii.edu/apis/apm/pers/a9330.pdf>

<http://www.colorado.edu/humres/downloads/FlxscheduleGuidelines.pdf>

http://www.policy.ilstu.edu/policydocs/work_schedules.html

<http://hr.vanderbilt.edu/policies/FAQAlternativeWorkArrangementPolicy.htm>

BEST PRACTICES, Human Resources - Benefits

Title: Work from Home /Telecommute

671

Source: Various Universities

Co Area:

Addl Info: [See abstract below](#)

Abstract: Florida Universities

<http://isis.fastmail.usf.edu/usfpers/procedures/telecom.htm>

<http://edis.ifas.ufl.edu/HR021>

http://www.unf.edu/dept/humanres/forms/management/telecommuting_agreement.pdf - Agreement

http://www.unf.edu/dept/humanres/forms/management/telecommuting_guide.pdf - Guide

http://www.hr.ucf.edu/web/forms/employment/telecommuting_man.pdf

<http://www.vpfa.fsu.edu/policies/personnel/3b.html> - See OP-C-7-B6 TELECOMMUTING

Other Universities

<http://www.policy.ilstu.edu/policydocs/workathome.htm>

<http://www.nctr.usf.edu/clearinghouse/univtelework.htm> - lists several links

http://www.uwm.edu/Dept/HR/refmaterial/htms/telecommuting_policy.htm

<http://faculty.washington.edu/~krumme/telcom/commuting.html>

<http://gbr.pepperdine.edu/994/commute.html>

www1.umn.edu/ohr/img/assets/18381/agreement.doc - Agreement

BEST PRACTICES, Human Resources - Benefits

Title: Go For the Gold: A Health Promotion Incentive Program # 830

Source: Vanderbilt University

Co Area:

Add Info: http://www.sacubo.org/sacubo_resources/best_practices/2007.html

Abstract: In 2003, Vanderbilt started the Go For The Gold Incentives Program in an effort to enhance the culture of wellness within the faculty and staff population and to contain escalating healthcare costs. The program was implemented in three phases (Bronze, Silver, and Gold Levels), over a 3-year span, with a 4th component (Spouse/Certified Domestic Partner participation) being added this year.

The employer's traditional approach to health and well-being includes disease diagnosis and treatment, paid vacation, sick leave, worker's compensation, and retirement planning. This approach has little impact on reducing health care costs. An emerging strategy used by some employers to limit the growth of health care costs is to reallocate some existing health care funds toward health enhancement programs that optimize employee health, which in turn can reduce health care use, moderate cost increases, reduce illness absenteeism, and improve work performance and productivity.

The Go For The Gold Incentives Program is designed to give full-time, active, benefits eligible faculty and staff a wellness credit for participating in various wellness choices. To implement the program to a large population base, we relied heavily on technology and marketing strategies.

The overall wellness score increased 4.3 points from 52.5 in 2003 to 56.8 in 2004. Since each point represents a savings of \$30 in future healthcare costs, this translates into a savings of \$1.3 million in healthcare costs alone.

Title: A Guide to Best Practices in Employee Benefits # 866

Source: Principal Financial Group

Co Area:

Add Info: <http://www.principal.com/theprincipal10best/documents/2007bpg.pdf>

Abstract: Topics covered -

- * Financial Fitness: Helping employees achieve financial security
- * Retirement Planning Checklist
- * Best Practices in Retirement Benefits (PDF: 96 KB)
- * Physical Fitness: Healthier employees, healthier bottom line
- * Health and Wellness Checklist
- * Best Practices In Health and Wellness
- * Employee Education Checklist
- * Best Practices in Employee Education and Communication
- * Employee Benefit Benchmarking Chart
- * Winner Profiles

These individual topics are available at <http://www.principal.com/theprincipal10best/bestpractices.htm> along with past guides.