



SJC Manager Training Spring 2024

April 11, 2024



Topics To Be Covered

- **Policies (Heidi)**
 - Meal and Break Periods
 - Bloodborne Pathogens
 - Workers' Compensation Accident/Incident and Occupational Exposure Reporting
- **Training (Karen)**
 - Deadlines
- **Recruitment (Karen)**
 - Recruitment Reminders
 - I-9 Authorized Representative Process
- **ADP/Payroll (Jackie)**
 - 2023 MEPL/ET Recap
- **School Closure Entries (Jackie)**
 - Important Notes and Guidelines
- **Reminders (Jackie)**



Policies

(Heidi)



Meal and Break Periods

- Meal periods are scheduled by managers and may be staggered to provide adequate office/service coverage. **Federal and Maine law requires that employees be given at least a thirty-minute unpaid rest break (that may be a meal period) if they work 6 consecutive hours or longer.** In *exceptional* circumstances, an employee may voluntarily request that this meal period be waived on a specific day to accommodate an alternative schedule such as an external, personal appointment. This flexibility is not intended to be a permanent schedule change or waiver of the meal period.
- **If adequate office/service coverage is not available during an employee break period, the manager is expected to provide this coverage.** During this break period, the employee must be completely relieved of all work-related duties (per Federal Law). The employee is not relieved if they are required to perform **any** duties, whether active or inactive, while eating.
- Periodic morning, afternoon, or evening paid breaks of no more than 15 minutes, although not required by state and federal law, may be permitted with the manager's approval if the workload permits.

Bloodborne Pathogens

- Employees hired into the following positions must complete Bloodborne Pathogen training upon new hire and annually thereafter:
 - Alfond Center/Exercise Instructors/Laundry Room
 - Aquatics
 - Athletic Training
 - Campus Safety/EMT
 - Clinical Nursing Faculty (PPE training provided by Nursing Department)
 - Health and Wellness Center
 - Housekeeping
 - Pearson's Café & Baggot Street
 - Residential Living
 - Sports Team Coaches & Student Assistants
 - Strength and Conditioning
- Saint Joseph's College will provide annual training through the MEMIC Safety Academy Learning Management System. Other positions/departments may be required to complete this training if indicated duties include exposure to bloodborne pathogens.
- Personal Protective Equipment (PPE) is provided for all employees in the departments listed above. Training for proper use and disposal is also required annually.

Workers' Compensation Accident/Incident and Occupational Exposure Reporting

- **When an employee is injured or has an occupational exposure while performing assigned job duties, an Incident/ Accident Report must be completed within 24 hours.** This report is to be completed by the employee (if possible) or, if necessary, a co-worker or supervisor who witnessed the incident. Failure to give notice or to accept medical services as described below may deprive the employee of the right to Workers' Compensation coverage.
- The supervisor should investigate the incident to identify the possible factors that might have contributed to the incident. Any witnesses to the incident should also communicate with the employee's supervisor to ensure inclusion in the investigation report. **This report should be submitted to the Human Resource Office as soon as the information has been gathered, but no later than 72 hours after the incident.**



Trainings

(Karen)



Trainings and Deadlines

- **EEO, Anti-Harassment & Non-Discrimination and Title IX Training: March 5 (all employees)**
- **Campus Security Authority (CSA) (position applicable): March 11***
- **Visual Display Terminal (VDT)(position applicable): March 25**
- **MEMIC Safety Academy Training (position applicable): April 15**
- Please work with your employees to ensure that these trainings are completed
- If an employee would prefer to take the trainings in the Human Resources office, please have them contact HR to schedule an appointment:
humanresources@sjcme.edu or (207) 893-7757.

*For questions regarding CSA training and reporting, please contact **Bob Chaddock**,
bchaddock@sjcme.edu.



Recruitment

(Karen)



Status Changes and Communications: Applications

- **After review of applications, the Candidate's status will be changed to either:**
 - Does not meet minimum qualifications
 - Meets minimum qualifications
- **For Candidates who do not meet the minimum qualifications:**
 - Change the status and under Choose Template, select No Interview, not selected
 - Toggle the Email button to Green
 - PLEASE EDIT POSITION TITLE IN THE TEMPLATE BEFORE SENDING
 - Click Send
- **For Candidates who meet the minimum qualifications:**
 - Under Choose Template, select Interview Request
 - Toggle the Email button to Green
 - PLEASE EDIT THE EMAIL DETAILS IN THE TEMPLATE BEFORE SENDING
 - Click Send

Status Changes and Communications: Interviews

- **After interviewing has concluded, change the candidates' status to one of the following and send the corresponding communication:**
 - Interviewed, Not selected
 - Recommend for Hire (use the Reference Check communication)
 - Interview, no show (no communication needed)
 - Withdrew (no communication needed)
- **Note: As part of our record retention policy, all interview notes must be sent to Human Resources for filing.**

Form I-9 Authorized Representative Process

- In cases where it is not feasible for an employee to come to the employer's offices, U.S. Citizenship and Immigration Services (USCIS) allows employers to designate authorized representatives to inspect documents, verify employment eligibility, and complete Section 2 of Form I-9 as the employer's agent.
- Saint Joseph's College has instructed new employees to complete Section 1 of the Form I-9 and to present the Form I-9 to their designated authorized representative, along with Form I-9 instructions and identification/employment authorization documents as listed on the "List of Acceptable Documents" on the last page of the Form I-9.
- Important: It is imperative that this process be completed as expeditiously as possible. The Form I-9 requirements must be completed by the employee and the Authorized Representative within three business days of the first day of work for pay. **Employees will not be allowed to work if their Form I-9 is not completed and received by the close of business on your third day of employment after their hire date.**



ADP/Payroll

(Jackie)



2023 Maine Earned Paid Leave (MEPL)/Earned Time (ET) Recap

- MEPL policies allowed employees to accrue and go over their allowed amounts. It also allowed employees to go into the negative and use more than they were allotted. This has been corrected going forward. Employees will not be able to take more than the allowed amount of 40 hours in the calendar year.
- If more than the allowed amount in either the MEPL or ET policies were used in 2023, positive amounts were taken to offset the negative amounts if available in another policy. If hours were not available from either policy to offset the negative amount, then employees saw a negative balance coming into this year (2024).
- After any adjustments to correct MEPL, any positive ET balance was either moved to the Long-Term Illness (LTI) policy or forfeited. If an employee was not at the maximum allowed LTI balance, then the ET balance moved over to the LTI Policy. If an employee was at the maximum amount, then the ET balance was forfeited.
- Please feel free to reach out to Candy (payroll@sjcme.edu or 207-893-7751) or me (jcattabriga@sjcme.edu or 207-893-7758) if you or an employee has any questions or concerns.

Example

- **Balances at end of 2023**
 - Earned Time = 20 hours
 - LTI = 500 hours
 - MEPL = -10 hours
- **Adjusted Balances 2024**
 - Earned Time = 0 hours
 - 10 hours subtracted for MEPL overage
 - Remaining 10 hours moved to LTI
 - LTI = 510
 - MEPL = 0 hours

Other notes:

Future time off requests will frequently create a negative balance (before those hours have been accrued). Otherwise you wouldn't be able to put in a future request. It is expected that negative balances will be accrued back before the end of the year.



School Closure Entries

(Jackie)



Important Notes & Guidelines:

- School Close compensation is a *benefit* available to SJC hourly full-time (RFT) and regularly scheduled part-time employees (24 hrs+/-week = benefit-eligible) (RPTS)
- School Close hours must be entered into ADP timecards for *eligible hourly/non-exempt* employees
 - This ensures they are paid appropriately during closure times
- School Close hours do not need to be entered for salaried/exempt employees
- Any worked hours will also be paid based on time clocked (generally expected of essential personnel)
- Essential personnel include members of the following departments: Facilities Management, Campus Safety, Pearson's Café, Athletics Facilities and Payroll (during payroll weeks only).
- Per Diem and Student employees are not eligible for School Close hours (even if they work) - they are not benefit-eligible
- School Close hours do not count towards overtime calculations
- Employees are eligible for School Close hours if they are regularly scheduled to work any time within the 24 hours of closure
- If an employee is not regularly scheduled to work on a closure day or had previously requested time off for that day, they are not eligible for School Close hours

Example 1: Full day closure

- RFT or RPTS employee **doesn't** work
 - “School Close” hours entered for the **regularly scheduled hours** (7 or 8 per day) and paid for **only those hours**
- RFT or RPTS employee **does** work
 - “School Close” hours entered for the **regularly scheduled hours only** (7 or 8 per day for FT, Reg. Sched. Hrs for PT) and paid
 - School Close hours are not meant to match the complete worked hours, just the regularly scheduled hours
 - This makes it equitable with the other regular employees
 - Clocked hours are also paid
- RFT or RPTS 2nd & 3rd shift employees
 - Example: EE Shift from 10p - 6a
 - College closes for day of the latter portion of the shift (12a-6a)
 - EE eligible for clocked hours (8) + School Close hours (8)
 - EE clocks back in on closure day for next shift
 - Only 8 hours of School Close is assigned

Example 2: Partial Day Closure:

- Non-essential employees should be assigned the number of school close hours to make whole their regularly scheduled hours.
- The standard operating hours of the College are 8:30 am - 4:30 pm, M - F.
- Scenario example for essential employees:
 - College opens late at 11:00 am
 - School Close = 2.5 hours (8:30 am - 11:00 am)
 - Employee 1 works from 7:00 am - 3:00 pm
 - Employee 2 works from 2:00 pm - 10:00 pm
 - Both employees get worked hours (8) + School Close hours (2.5)
- Eligible essential employees who work anytime within the 24 hour period of a closure day, get the closure hours.



Other Reminders

(Jackie)



Reminders

- Timecards for **ALL** employees (including all students) must be approved every two weeks (due Monday of the payroll week by noon).
- Managers/supervisors of hourly/non-exempt employees: do not send electronic messages to those employees *outside working hours*.
 - **Reason:** When hourly/non-exempt employees read or reply to messages, that counts as work for which they must be paid under the Fair Labor Standards Act (FLSA).
- Community Service hours for Federal Workstudy Student employees must be completed before the end of the semester (and before they run out of FWS funds)
- Please continue to check the [Manager Toolkit](#) web page for updated information and resources.