

Healthcare Human Resources Association of Minnesota - An Affiliated Chapter of ASHHRA - American Society for Healthcare Human Resources Administration & American Hospital Association



Letter from the President

By Lois Slick, MBA

President's Report

Happy Holidays! I hope you are all able to take some time away from work and enjoy spending time with loved ones. As I sit here and begin this newsletter I can't help but reflect on the past year with HHRAM and the many accomplishments we have made together. We had set six goals for the year and I am pleased to report that we were able to achieve them all. We had a very busy year to say the least!

It has been a pleasure serving you over the past year. I hope that you were able to utilize our website, attend a conference, or network with other members. HHRAM is here to help you and is meant to be a resource for you! If you have any questions, or are interested in getting more involved with HHRAM, please contact me at lslick@lifecaremc.com.

As always, I want to thank you for your continued support in HHRAM!

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2017 HHRAM Chapter Goal Update:

1. Restructure Board to involve Business Partners. **Completed.** Requests for Proposals (RFP) were sent out to Business Partners. Applications were received from several Business Partners and the board voted on two.
2. Capitalize on the capabilities of the new Wild Apricot system by December 2017. **Completed.** Education was provided to board members. The system was utilized for conference planning by board members as well.
3. Decide on conference direction – 1 or 2 conferences for 2018. **Completed.** After reviewing membership surveys and financials, the board decided to continue with 2 conferences at this time.
4. Salary Survey Participation – Maintain within 5% of 2016 participation. **Completed.** The new salary survey process went well. The participation remained stable from 2016.
5. Membership Goal: Board members reach out to active members to attempt to solicit engagement. **Completed.** Board members called all active members to answer questions and solicit feedback.
6. Independent audit of financials completed by July 2017. **Completed.** There was an independent audit completed and no compliance issues were noted.



2017 HHRAM YTD FINANCIALS

Account #	Income	2017 Actual YTD Thru Nov	2017 Yearly Budget
45030	Investments – Interest Savings-CD'S	8.04	\$120.00
46435	Other Income (ASHHRA Award)	\$2,000.00	\$1,000.00
47245	Program Income (Salary Survey)	\$6,739.23	\$7,000.00
47230	Membership Dues Income	\$9,775.00	\$15,000.00
49000	Conference Income		
49010	Spring Conference Registrations	15,250.00	12,000.00
49011	Spring Conference Business Partners	24,720.00	19,000.00
49015	Fall Conference Registrations	10,910.00	12,000.00
49016	Fall Conference Business Partners	24,000.00	20,000.00
	Total 49000 – Conference Income	\$74,880.00	\$63,000.00
	Total Income	\$93,402.27	\$86,120.00
Account #	Expense	2017 Actual YTD Thru Nov	2017 Budget
60100	ASHHRA National Conference	\$5,789.91	\$7,500.00
61000	Conference Expense		
61002	Spring Conference Expense	33,174.61	27,000.00
61003	Fall Conference Expense	27,623.31	30,000.00
	Total 61000 – Conference Expense	\$60,797.92	\$57,000.00
62100	Contract Services		
62110	Accounting & Management Fees	4,875.00	9,000.00
62150	Outside Contract Services (tax return)	0.00	1,200.00
	Total 62100 – Contract Services	\$4,875.00	\$10,200.00
62190	Education	\$0.00	\$300.00
64000	Membership Expense	\$503.00	\$600.00
65000	Operations		
65015	Monthly Headquarter Fees	1,009.00	480.00
65020	Postage Mailing Service	1.46	300.00
65030	Printing and Copying	9.26	60.00
65040	Supplies, Mileage, and Sales Tax	2,511.66	2,700.00
65060	Scholarships	2,500.00	3,500.00
65070	Website Maintenance	1,045.00	720.00
	Total 65000 – Operations	\$7,076.78	\$7,760.00
65100	Other Expenses (inc D & O ins)	\$2931.00	\$525.00
68300	Travel and Meetings		
68310	Board and Committee Meetings	88.83	1,200.00
68320	Regional Meetings	0.00	900.00
	Total 68300 – Travel and Meetings	\$88.83	\$2,100.00
	Total Expense	\$82,062.44	\$85,985.00
	NET INCOME	\$11,339.83	\$135.00

Welcome to our New Members!

Tanya Dessner
Olmsted Medical Center
Employment Specialist

Joy Eckerdt
Partners Obstetrics & Gynecology, PA
Clinic Administrator

Ronald Hoppe
WorldWide HealthStaff Solutions, LTD
Chief Operating Officer

Amy Scheid
John A. Haugen Associates, PA
Human Resources Manager

Paula Wegman
Olmsted Medical Center
Education and Onboarding
Coordinator



2018 HHRAM Election

There were two vacancies for positions on the HHRAM Board of Directors which required election by the membership. These two individuals were elected to their respective roles and start their terms effective January 1, 2018.

President Elect: Chad Engstrom

Treasurer: Mandy Dobosenski

HHRAM Healthcare Wage & Salary Survey

The 2018 HHRAM Healthcare Wage & Salary Survey is now open! We would like to invite you to participate in this year's survey. Use the results to assess your compensation competitiveness within your local market.

Get Started Today!

Download the [Participation Form here](#) and save it to your computer.

Complete the form and return it to Lockton at HHRAMSurvey@lockton.com by February 9, 2018.

Participation Deadline: February 9, 2018

Report Distribution: April 16, 2018

Win an iPad

Refer a friend! For each new organization you refer that participates in the survey, you'll receive on entry into a drawing for a FREE iPad!

Questions? Contact Lockton at 844-863-1029 or HHRAMSurvey@lockton.com.

HHRAM Spring Conference Scholarship

The 2018 Spring HHRAM Conference scholarship program is now open! All current and soon-to-be members are invited to apply. HHRAM will provide one attendee with a scholarship to attend the 2018 Spring HHRAM Conference at Doubletree by Hilton – St Paul East in St. Paul, MN on May 3rd and 4th. The total package will include one (individual) conference registration and 1 night hotel stay, if needed.

The purpose is to provide financial assistance to those interested in attending the 2018 Spring HHRAM conference. The objective is to provide healthcare HR practitioners with a venue to receive educational tools and resources, in addition to networking opportunities that will allow them to become successful healthcare HR leaders.

The application deadline is **Monday, April 2, 2018**. Please visit the HHRAM website for more information.

DOL Overtime Rules – Four Part Series

HHRAM has partnered with the Department of Labor to provide educational information on federal wage and hour rules. We will have a four part series in the 2018 quarterly HHRAM newsletters. The series begins with overtime and what we should know about overtime requirements under the Fair Labor Standards Act.

Don't Overlook Overtime

What employers should know about overtime requirements under the Fair Labor Standards Act

As an employer, few expenses impact your weekly bottom line more directly than your staffing budget. You draft your schedule with care, assign the hours you expect your staff to work, and forecast what that will mean to your weekly payroll. Of all the factors that can impact your total expenditures, overtime is among those that can make the biggest difference in the shortest amount of time. Understanding and complying with federal labor regulations regarding overtime under the Fair Labor Standards Act (FLSA) is a critical piece of your payroll puzzle.

The DOL's Wage and Hour Division has found violations of the FLSA among employers nationwide. Many of these violations have resulted from employers failing to pay employees proper overtime when they work over 40 hours in a workweek. When such violations are disclosed, employers pay back wages to employees and risk exposure to additional damages and penalties.

The Wage and Hour Division enforces the FLSA, the federal law that provides minimum wage, overtime, child labor, and recordkeeping requirements for covered employers in the U.S. Determining which employees are due overtime, when they are due overtime, and how much overtime they are due requires a clear understanding of the law. Unless a specific exemption applies, employees must be paid at least the federal minimum wage of \$7.25 per hour and ***overtime at time-and-one-half their regular rate of pay for any hours worked in excess of 40 hours in a workweek***. Employees who do not qualify for an exemption and are therefore entitled to overtime pay are commonly referred to as "non-exempt" employees, while those who do qualify for an exemption from overtime pay are referred to as "exempt" employees.

Some of the most frequent problem areas identified that lead to violations of the overtime requirements include:

- 1) Paying "straight time" rates for hours worked beyond 40 per workweek;
- 2) Failing to combine hours worked at two or more locations owned by the same enterprise for overtime calculation purposes (for example, paying an employee for 25 hours worked at Store A at straight time in one check, and for another 25 hours worked at Store B at straight time in another check);
- 3) Averaging workweeks (for example, paying overtime after 80 hours in two weeks, instead of after 40 hours in one week);
- 4) Failing to include bonus and other payments in employees' regular rates when calculating overtime compensation; and
- 5) Failing to record all hours worked, improperly decreasing employees' total hours below 40 when they really worked more than 40 hours and are due overtime.

OVERTIME PRINCIPLES:

If a non-exempt employee works more than 40 hours in a workweek, the employer has to pay 1.5 times that employee's ***regular rate*** of pay for every hour worked past 40.

EXAMPLE:

An employee makes \$10.00 per hour. The employee works 41 hours in a workweek.

The employee is due:

41 hours x \$10.00 per hour =	\$410.00
1 hour overtime premium @ (\$10.00) x (0.5) =	\$5.00
Total compensation due =	\$415.00

Employers with more than one location should be aware that for an employee working at multiple sites, the employer needs to total all hours worked by the employee in the workweek, at all locations, to determine if overtime is due.

EXAMPLE:

An employer owns and operates 5 restaurants. During the workweek, an employee worked the following schedule:

Store A:	20 hours
Store B:	15 hours
<u>Store C:</u>	<u>10 hours</u>
Total:	45 hours

The employee is due 5 hours of overtime for the workweek. Even if the stores have their payrolls set up separately, all hours worked during the workweek must be combined to determine if overtime is due.

The FLSA and its overtime requirements apply *on a workweek basis*. An employee's workweek is a fixed and regularly-recurring period of seven consecutive 24-hour periods. The workweek may begin on any day and at any hour of the day. If more than 40 hours are worked during this 7-day period by a non-exempt employee, overtime is due.

Averaging of hours over two or more weeks is not permitted. This means that employers cannot choose to pay overtime only when an employee exceeds 80 hours in two weeks, instead of when they work beyond 40 hours in one week. Even if payroll is run every two weeks, hours worked must be totaled separately for each workweek, and overtime must be paid when an employee's workweek goes over 40 hours.

EXAMPLE:

An employer pays employees every two weeks. An employee works the following numbers of hours:

Week 1:	45 hours
<u>Week 2:</u>	<u>20 hours</u>
Total:	65 hours

The employee is due 5 hours of overtime for Week 1.

An employee's **regular rate**, upon which overtime must be computed, includes all wages for employment, except certain payments excluded by the FLSA - such as gifts, holiday bonuses, and reimbursements for expenses. Production bonuses and food allowances, which are non-discretionary, are payments for employment, and *must be included in the employee's regular hourly rate for overtime computation purposes*.

EXAMPLE:

An employee earns \$10.00 per hour
 The employee works 50 hours in a workweek
 The employee earns a \$50.00 production bonus during that workweek

The employee's "regular rate" is computed as follows:

50 hours at the employee's hourly rate:	50 hours x \$10.00 =	\$500.00
+ The production bonus:		<u>\$50.00</u>
TOTAL STRAIGHT TIME EARNINGS due, before overtime:		\$550.00

Divide total straight time earnings by number of hours worked:

$$\$550.00 / 50 \text{ hours} = \mathbf{\$11.00/hr \text{ regular rate}}$$

(The bonus has the effect of increasing the employee's actual hourly rate by \$1.00/hour)

\$550 earned at straight time / 50 total hours =	\$11.00/hour regular rate
\$11.00/hour x 0.5 overtime differential	\$5.50/hour
\$5.50/hour x 10 overtime hours =	\$55.00 overtime due
Total compensation: \$550.00 + \$55.00 =	\$605.00 for the week

All hours worked must be recorded and totaled to determine whether overtime is due. This means that all compensable pre-shift, post-shift, and training time must be included when totaling hours worked and determining whether overtime is due. Paying overtime according to scheduled hours only may not reflect hours actually worked.

Other questions frequently asked about overtime include:

1) How many hours per day or per week can an employee work?

The FLSA does not limit the number of hours per day or per week that employees age 16 years and older can be required to work.

2) How many hours is full-time employment? How many hours is part-time employment?

The FLSA does not define full-time employment or part-time employment. This is a matter generally to be determined by the employer. Whether an employee is considered full-time or part-time does not change the application of the FLSA, or eligibility for overtime.

3) When is double time due?

The FLSA has no requirement for double time pay. That is a matter of agreement between an employer and employee.

4) Is extra pay required for night or weekend work?

The FLSA does not require extra pay for night or weekend work. Extra pay for working nights or weekends is a matter of agreement between the employer and the employee.

For additional information on the requirements of the FLSA, visit the U. S. Department of Labor Wage and Hour Division's website at www.dol.gov/whd , or call 866-4US-WAGE (866-487-9243). Your state may have additional requirements or different statutes or regulations. To find your state labor department's contact information, visit http://www.dol.gov/whd/contacts/state_of.htm .

Member Spotlight: Kellie Colberg



What's your current job? HR Director, Covenant Village of Golden Valley

How long have you been a member of the HHRAM? 2 years

What's your favorite moment of your career so far? My favorite moment, that's hard. I get a lot of joy out of helping people. I really like unemployment and work comp. I like investigating and gathering information. Documentation is one of my strong suits. Since I have been here, our work comp costs have gone down over \$150,000.

What was your childhood dream job? I wanted to be a teacher or a ballerina.

If Hollywood made a movie of your life, who would you like to see play the lead role as you? Charlize Theron

What is the best professional advice you've received?

1. When in a heated situation, just say, "The decision has been made".
2. If you don't know the answer, don't guess.
3. Do what you love and you'll love what you do.



Business Partner Spotlight: Aflac

Happy Holidays from myself (Jacob Sanken) and Aflac!

Over the past seven years of being a HHRAM Sponsor I built so many connections. HHRAM is a valuable networking group from business to business, business partner to business partner, and business partner to business.

In today's marketplace Voluntary Products are becoming a standard language anytime benefits are discussed. Aflac started in 1955, we insure more than 9,670 businesses in Minnesota, and more than 465,000 businesses nationwide. Aflac is the industry leader in the voluntary marketplace, so why not work with the leader?

I work with you to come up with the best, most robust benefit package. Where are the gaps in your coverage and how can will fill that void without replacing what you already have in place:

- Short Term Disability
- Accident
- Cancer
- Critical Illness
- Dental
- Vision
- Life
- Hospital
- Group Products
- Platform Enrollments
- Benefit Statements

Aflac is an extension of the HR Department. We are here to make your job easier, help you communicate the company's benefits, and offer the best possible benefit package to your employees.

I have been representing Aflac for 14 years and I thoroughly enjoy working for the leader in the voluntary marketplace. I look forward to connecting with you again at this spring's conference.

Happy Holiday,

Jacob Sanken – Benefit Consultant
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Jacob_Sanken@us.aflac.com



Save the Date!

May 3-4, 2018

DoubleTree by Hilton – St. Paul East
(formerly Hotel Metro 3M Area)



Featuring keynote speaker Jennifer McClure on:

“The Future of HR: 4 Keys for Creating Competitive Advantage Through Innovative People Strategies”

AND

“Re-Inventing Human Resources: A Roadmap To Meet The Challenges Of The Future And Achieve Success”

