GHI Quarterly Meeting

March 27, 2014

Areas of Effort

- **Open Source Platforms** (Burke)

- **Health Information Architecture** (Paul)
  - Shaun is at Johns Hopkins in Baltimore

- **Implementation Science** (Paul)
  - Martin is in Kenya

Administrative

- **Career Development**
  - Mentoring (Paul)
  - Training Funds (Lorinne)
- **Time Tracking**
  - Toggl (Jamie/Jeremy)
  - ADP Workforce Now (Lorinne)

ADP Implementation Timeline

- Data loading this week into the system.

- Supervisors will have access by Wed, March 26

- Go live entering time effective April 1, 2014

- Excel time sheets for April1-15, 2014 plus test period for supervisors and users to get comfortable.

- Reconcile Vacation and Sick accruals by May 1, 2014

Accessing Workforce Now

Login

- Go to https://workforcenow.adp.com

- Use existing ADP iPay login (if applicable)

- First Time Users will need Registration Code to get set up: RI-1111

- Once you are in the system, use instructions to get to the various "Learning Bytes" available. There are several.

- App. ADP Mobile Solutions

Accounting for Time

Accounting for Time worked <u>is still </u>required for all staff, HOWEVER

Effective April 16, 2014, exempt employees will no longer enter time in and time out.

EXEMPT WORKERS WILL ENTER TOTAL HOURS WORKED EACH DAY.

Supervisors will be responsible for expecting a normal full time (40+ hour) workweek.

Accounting for Time

- Supervisors have the authority to require a set schedule but this is not recorded in the time and attendance system any longer as time in and time out.

- Supervisors have the flexibility to approve variable schedules including less than 8 hours in any given day. Time sheets will not be rejected for hours posted less than 8 hours in a day or 40 hours in a week.

Accounting for Time

- The Institute will flag full time employees hours worked and paid time off combined of less than 40 hours.

- Regular practice of working less than 40 hours will be addressed as:
  - approved FMLA leave,
  - a performance problem,
  - or a potential need to reduce the position and it's benefits from full time to part time.

Requests for Vacation Time

- Requests for Vacation time will be in 4 hour increments for exempt workers

- Accrued time will in the Workforce Now system

- Supervisor has authority to approve time off within the boundaries of Institute Policy

- Supervisor can decide the request process appropriate for their group. Centers may have set Policy such as advance notice required to ensure adequate coverage.

- The system will not allow employees to request time off that is not available.

Attendance – Vacation Time

- 2 Hour Rule – Employees are permitted to occasionally adjust work schedule to accommodate two hours away from work in a given week (Monday through Sunday). It is supervisors discretion to enforce this policy.

Requests for Sick time

- Supervisor is responsible for taking the call and handling the impact of the unplanned absence in the best interest of employee, investigator, program, Institute.

- Sick time can be used only for sick time which includes doctor's appointments in 4 hour increments.

- Employees are permitted to occasionally adjust work schedule to accommodate two hours away from work during any given week (Monday through Sunday) with supervisor approval.

Family and Medical Leave

- Retain job for up to 12 weeks in a 12 month period of time for a "serious health condition".

- Employee notification required to go out when supervisor becomes aware of potential serious health condition.

- Contact HR ASAP if need for FMLA is suspected.

- FMLA time will be noted as such and reporting available in the Workforce Now system.

Bereavement Pay Policy

- Request for Bereavement Pay will be an option within the automated system.

- PREAPPROVED BY SUPERVISOR AND DIRECTOR OF ORGANIZATIONAL DEVELOPMENT

- Policy on intranet under Human Resources tab – up to 3 days approved based on relationship to deceased.

Institute's Philosophy on Unpaid Time

- The Institute offers very generous paid time off benefits and are very flexible with allowing employees to take this time as they choose with YOUR approval. Supervisors can deny requests that cause significant negative impact performance goals and objectives.

- UNPAID TIME THAT IS NOT DUE TO A SERIOUS HEALTH CONDITION, IS STILL CONSIDERED A PERFORMANCE PROBLEM AND MAY RESULT IN DISCIPLINARY ACTION.

Flex Time Policy

- Compressed Work Week and Telecommute are options that must be approved by supervisor, Program Manager, and Administration

- No change to work from home policy- one day per week: The supervisor is responsible for ensuring that employee is actually "working" when they're working from home.

Communications

- HIPPA Requirements (Lorinne)

- OpenMRS Talk (Michael)

- Lync (Lorinne)

- Email (Lorinne)

GHI Mailing Lists

GHI Operations

- ghiops-l@list.regenstrief.org
  - https://list.regenstrief.org/sympa/subscribe/ghi-l

GHI Announcements

- GHI-l@list.regenstrief.org
  - https://list.regenstrief.org/sympa/subscribe/ghiops-l

OpenHIE Mailing Lists

- **Announcements, Sandbox, Architecture, Leadership, IHE SDO, RHEA, Facility Registry, Client Registry, Health Worker Registry, Terminology Services, Shared Health Record, Interoperability Layer, HMIS**

  - https://wiki.ohie.org/display/resources/Mailing+Lists

Others Mailing Lists

- indy@openmrs.org