Happy New Year! As the Chief Human Resources Officer (CHRO), I welcome you to the first Office of Human Resources newsletter for 2012. This quarterly newsletter will cover general HR-related information as well as information specific to Howard University.

A goal of this newsletter is to help you get to know the Office of Human Resources better.

Inside this issue, you will find important answers regarding the recent changes to the use of annual leave. Additionally, information is provided on the Family Medical Leave Act (FMLA), the Faculty Phased Retirement Program, the Howard University Child Development Center, mid-year performance reviews, and the extension of the federal payroll tax cut. Also, each issue will offer “Inside OHR,” to give you a closer look at the staff who bring human resources services to the Howard community.

I hope you find the information in the following pages to be useful and educational! If there are any topics that you are interested in learning more about, please e-mail Cherise Rhyns, Manager of HR Communications, at crhyns@howard.edu.

**OHR VISION**

To foster an exceptional, dynamic environment that is creative and educational by working together optimally to deliver excellent service to our customers.

**OHR MISSION**

The Office of Human Resources attracts, recruits, inspires and retains a superior work force dedicated to performance excellence, mutual respect, diversity, and the overall well-being of every member of the University community. We establish policies and practices that are competitive, fair, and clear, aimed both at meeting the evolving needs of the University while also facilitating its historic reputation for excellence. We cultivate programs that strengthen enterprise effectiveness and deliver best in class services in support of the University’s educational, research, and health care mission to perpetuate the University’s position of global preeminence.
The following table lists dates time needs to be entered in Employee Self Service and approved in Manager Self Service in order to be paid on the scheduled date.

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Don’t Miss Out — Update Your Information!

This is a reminder that it is imperative that Howard University maintains correct contact information for each employee. Please review and update both your home and business contact information by accessing EMPLOYEE SELF-SERVICE (ESS) online at peoplesoft.howard.edu. Also, please review your pay advice periodically to ensure that the correct taxes are being withheld.

If you need assistance with or access to ESS, please call (202) 806-2020.

Payroll Tax Cut Extended Through February

The Temporary Payroll Tax Cut Continuation Act of 2011 extends the reduction of Social Security through February 29, 2012. The tax cut reduces the tax rate for employees from 6.2 percent to 4.2 percent of taxable wages paid.

Employers have been instructed to implement the new payroll tax rate no later than Jan. 31, 2012. If any Social Security tax is over-withheld during January, employer adjustments should be made by March 31, 2012. The Howard University Department of Payroll is responsible for adjusting the withholding; therefore, Howard University employees do not need to take further action to benefit from the tax reduction.

Also notable is the new “recapture” provision, applicable only to those employees who receive more than $18,350 in wages during the two-month period (comparable to a $110,100 annual salary). Under the provision, an additional income tax is imposed on these higher-income employees in an amount equal to 2 percent of the amount of wages they receive during the two-month period in excess of $18,350 (and not greater than $110,100). The additional tax under this provision falls under tax liability for 2012, is not subject to reduction by credits or deductions, and will be payable when filing 2012 income tax returns in 2013.

It is yet to be determined if the tax reduction will be extended beyond February 29, 2012. It should be noted that the reduction does not impact future Social Security benefits. Please visit www.irs.gov for additional information.

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Kym Wilson

Design and Layout
Cherise Rhyns
What is FMLA?

The District of Columbia Family and Medical Leave Act (FMLA) of 1990 requires all employers of 20 or more employees to provide up to 16 weeks of unpaid leave to employees in a 24-month period for a serious health condition and 16 weeks of unpaid leave to employees to take care of a qualifying family member with a serious health condition. Family leave includes the following qualifying events:

- The care of the employee’s family member who has a serious health condition;
- The birth of a child;
- The placement of a child with the employee for adoption or foster care; or
- The placement of a child with the employee for whom the employee permanently assumes and discharges parental responsibility.

For the child-related events above, family leave is only applicable within the 12 months after the birth, adoption or placement of the child with the employee.

Recently added to the law are Qualifying Exigency Leave and Military Caregiver Leave. Qualifying Exigency Leave permits eligible employees of active duty members to take up to 12 weeks of job-protected leave in a 12-month period for a “qualifying exigency” arising out of the active duty or call to active duty status of a spouse, son, daughter or parent. Military Caregiver Leave permits eligible employees to take up to six months (26 work weeks) of leave in a 12-month period to care for a covered service member or veteran with a serious service-related injury or illness. Veterans are covered for up to five years after the service member leaves the military.

To be eligible for FMLA, an employee must have worked for the employer for 1 year without a break of service, except for regular holidays, sick or personal leave granted by the employer, and must have worked at least 1,000 hours during that year to be eligible for family and medical leave. Routine and common illnesses, such as a cold or headache, are not qualifying serious health conditions under this law.

FMLA provides job protection during the covered period of absence, provides for the continuation of benefits with certain requirements and restoration to the same or an equivalent position upon return to work. Unless there are extenuating circumstances, reasonable prior notice is required. Also, initial medical certification followed by periodic medical updates is required.

For more detailed information, please contact the Department of Employee Relations at 202-806-5054.

“No matter what you’ve done for yourself or for humanity, if you can’t look back on having given love and attention to your own family, what have you really accomplished?”

- Lee Iacocca
Hidden Treasure:

The Howard University Child Development Center

Driving south down 5th Street in northwest Washington, DC, the building that stands out is Howard University Hospital on the right. However, just a block away on the left, behind three red doors, lives are being changed as the staff of the Howard University Child Development Center (HUCDC) works daily to enrich the lives of students ranging from 6 months to five years old.

Under the direction of Connie Daniel-Siler, the HUCDC’s mission is “to provide a quality early learning and development program to the children of Howard University Hospital staff, Howard University staff, Howard University graduate students, and the LeDroit Park community.” Many would be surprised to know that this hidden jewel of the campus community has been in operation for more than thirty years. Accredited by the National Academy of Early Childhood Programs, the HUCDC is open from 7 a.m. - 6 p.m., Monday through Friday.

The HUCDC offers instruction based on The Creative Curriculum®, which uses the concept of creative play to allow children to learn concepts from their environment and express themselves through various means. The Creative Curriculum® is scientifically based and promotes social-emotional development while simultaneously teaching core subjects such as math, reading and science. Extending the learning environment beyond the classroom, the HUCDC also hosts a number of field trips throughout the year. Past trips include apple picking at Butler’s Orchard, ice skating at the National Gallery of Art Sculpture Garden and a 2009 tour of the White House.

Howard University and Howard University Hospital employees have a convenient option for child care with the HUCDC. Cancer Center employee Kimberly Higginbotham currently has a 17-month-old child attending the HUCDC; her second child to enroll there. K. Higginbotham was first introduced to the Center in 2009 when she applied for her then 10-month-old son to be placed on the waiting list. “Lots of the doctors had their kids there and loved it,” says K. Higginbotham. After two and a half years at the Center, her oldest son has transitioned to another school and the impact of his education at the HUCDC is resonating with his new instructors.

“His teachers said they can tell that he came from a nurturing, caring center,” says K. Higginbotham. “His teachers tell me that he’s well adjusted, listens to instructions and communicates well.” Daniel-Siler has received positive feedback on other students who have matriculated as well. “Most of our children

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**Important Announcement: Annual Leave Year Change**

Effective November 22, 2011, the leave year for Howard University employees will end on June 30 each year, as opposed to December 31. This means that annual leave in excess of the maximum accruals for your service year range must be used by June 30, 2012. The accrual year will start over on July 1, 2012. Please see pages 4-5 for answers to frequently asked questions regarding the change.

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**Leave Accrual (per pay period)**

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<td>3 - less than 15 years</td>
<td>6 hours accrued</td>
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<td>15 or more years</td>
<td>8 hours accrued</td>
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**Maximum Carryover**

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<th>104 hours (equal to 13 days)</th>
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<td>15 or more years</td>
<td>208 hours (equal to 26 days)</td>
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Photo by Cherise Rhyns
Office of Human Resources
score two levels higher than expected for their age level on the Denver II developmental screening test, showing they are developing at an excellent rate,” says Daniel-Siler.

When her second child came along, Higginbotham had no doubts as to where she wanted him to spend his days. “The staff is very caring,” says K. Higginbotham. “Everyone tries to go above and beyond to take care of the children.”

Office of Human Resources employee Crystal Duncan is a first-year parent with the HUCDC having enrolled her 4-year old son, Marcel, in September. “I’m pleased that the Center uses a different effective way of teaching,” says Duncan of The Creative Curriculum®. “In the time that Marcel has started, he has identified and used the skills with adapting to learning the letter A by the sound of A and also by identifying objects that start with A. I’m very impressed and pleased.”

What is K. Higginbotham’s advice for employees interested in their children attending the Center? “When you first find out you’re pregnant, sign up!”

Imigration and Visa Services

Under the leadership of Dr. Wilma Hosten, the Department of Immigration and Visa Services (IVS) is responsible for assisting faculty and staff of the University and Hospital, with labor law compliance relative to international employees. Types of issues addressed by IVS include United States immigration and visa matters for employees who are either currently on O, H, or L visas, seeking permanent residency, or international students.

IVS facilitates the process for both internal foreign nationals and foreign national employment candidates to obtain appropriate documentation such as work authorizations and travel visas. Additionally, IVS strives to provide immigration counseling and orientation to academic and professional life in the United States and offers guidance on the establishment of permanent residency. “Our department plays a key role in contributing to and maintaining diversity at Howard,” says Dr. Hosten. “Diversity is a very important factor for growth.”

Howard attracts international students and professionals who have excelled in their disciplines, and the services provided by IVS are key to retaining them. Dr. Hosten believes that through the employment of foreign nationals, the Howard University family has become a “melting pot,” which is important for the personal and professional growth of Howard University students, faculty and staff.
Mid-Year Performance Evaluations

Mid-year reviews are currently being completed. Effective managers are able to give constructive feedback to all employees, inclusive of both positive reinforcement for a job well-done and suggestions for development in areas that need improvement. During the mid-year performance reviews, the discussions should include the following:

- **Verbal and written feedback** regarding the employee’s progress towards specified performance goals;
- **Identification of areas that require improved performance and direction towards development in areas needing improvement**, as well as in other areas that may have surfaced since the last formal assessment;
- **Baseline assessment standards for the remainder of the review period**; and
- **A performance improvement plan (PIP)** recommended for any employee whose current performance trends could potentially result in an end-of-year PEP rating below a 2.5 and required for employees currently performing at a level potentially yielding a PEP rating below 1.5.

Mid-year evaluations should be completed by February 10, 2012. Please complete as soon as possible if you have yet to do so. Mid-year forms and PIP forms, along with other performance management resources, are available online at [www.hr.howard.edu/compensation](http://www.hr.howard.edu/compensation).

Faculty Phased Retirement Program (PRP)

This winter, a number of faculty members are planning for the future by finalizing their Agreements to Participate in the Phased Retirement Program (PRP). Launched in October 2011, the PRP was created to honor Howard University faculty for years of dedicated service to the University by providing retirement incentives either as early as June 30, 2012, or over a multi-year period. Participants who choose the multi-year option will have progressively reduced workloads over the next five years.

“The PRP provides a structured and efficient transition plan for both faculty who are ready to retire and for new faculty who will need to be hired,” said Dr. Donald Bell, Vice President for Presidential Initiatives.

An additional benefit of the program is that departments will know the amount and availability date of budgeted salaries in advance, offering an opportunity for more efficient recruitment of future faculty members. Over one third of the University’s faculty members are retirement eligible. To date, forty percent of those eligible to retire have applied to the program. The tiered structure of the PRP only accommodates a certain number of participants to agree to retire each year between 2012 and 2017, allowing for manageable turnover.

“Howard University will continue to successfully operate its academic and research programs during this transitional period,” said Dr. Bell. “The PRP was designed so that students wouldn’t be disadvantaged by a mass exodus of faculty without appropriate time and resources to hire new faculty.”

To learn more about the PRP, visit: [http://www.hr.howard.edu/PRP/info.html](http://www.hr.howard.edu/PRP/info.html).
EMPLOYEE SPOTLIGHT: Demetrius Patillo

This issue’s employee spotlight is about Demetrius Patillo! Demetrius (or “Mr. P” as some of his colleagues like to call him) is one of the senior members of the OHR Benefits team at the Hospital. He originally began working at the Hospital in December 1976. Since then, he has worked several stints between both the Hospital and University before settling into his current position as the Benefits Manager at the Hospital.

Originally born in Detroit, Michigan, Demetrius grew up in what he and most others refer to as the “Motown Era.” Some of his favorite moments revolve around well-known historical events of that time period. He recalls going to the famous Detroit Fox Theater to see the Motown Christmas Revue where he personally witnessed performances from some of the biggest names in entertainment history such as The Supremes, Gladys Knight and the Pips, Smokey Robinson, The Temptations, and DC’s own Marvin Gaye. He also had the chance to see many stage plays. His first experience at the theatre was seeing the play ‘Annie Get Your Gun’ with Ethel Merman at the Ford Theatre. “I can still visualize this experience,” he reflected.

Of his favorite moments, he remembers summer visits to his grandparents’ farm in Dartmouth, AR. However, to draw reference from the famous Langston Hughes poem, life was not a crystal stair for Demetrius.

“I can also remember the Detroit Riots of 1967,” he said. “I remember sleeping on the floor to avoid sniper gunfire.”

In spite of living through tumultuous times, Demetrius made it through. After graduating with an undergraduate degree in Business Administration from the University of Detroit—where he also pledged membership to the Alpha Phi Alpha Fraternity, Eta Xi chapter—he came to Howard University where he earned his Masters in Educational Administration/Supervision. Demetrius has been a part of the Howard University family ever since.

Photo by Nathan Marshall
Office of Human Resources
## OHR Core Values

- **S** (Service)
  - Dedicated to service excellence

- **T** (Teamwork)
  - Committed to achieving common goals through collaboration

- **R** (Respect)
  - Promoting equity and fairness while honoring everyone’s dignity and worth

- **I** (Integrity)
  - Adherence to moral and ethical principles that promotes accountability, honesty, confidentiality and reliability

- **V** (Value Diversity)
  - Encourage the exchange of diverse efforts, ideas, policies and procedures to maintain a workplace free of discrimination and harassment

- **E** (Excellence)
  - Invest in professional development to ensure a talented, motivated and empowered workforce

## Important Contact Information

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<th>Department</th>
<th>Address</th>
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<th>Fax</th>
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<td>Chief Human Resources Officer</td>
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<td>Benefits and Pension Administration</td>
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