

Human Resources

Federal Compliance Presentation for Board of Trustees

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Age Discrimination in Employment Act

- This act prohibits employment discrimination against persons 40 years of age or older
 - How are some of the ways the College complies with this requirement?
 - By including the College's [Equal Employment Opportunity statement](#) on our website, employment applications, and advertisements
 - By requiring employees to participate in [mandatory training](#) courses
 - By including in all hiring procedures the need for Search Committees to review compliance documents located on the [Screening/Committee Instructions](#) web page
 - By having a Human Resources representative present at interviews for all full-time and regular part-time positions

Consumer Credit Protection Act

- Title III of this act limits the amount of an employee's earnings that may be garnished and protects the employee from being fired if pay is garnished for only one debt and Kansas statute places further limitations on this requirement
 - How are some of the ways the College complies with this requirement?
 - By including protection language in the [Payroll procedure](#)
 - By stringently following the requirements set-out in the various types of wage garnishments that we process

Fair Labor Standards Act

- This act establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers
 - How are some of the ways the College complies with this requirement?
 - By including compliance language in the [Payroll procedure](#)
 - By ensuring
 - non-exempt employees are paid at least the federal minimum wage rate (or state rates if higher)
 - non-exempt employees are paid overtime at the rate of time and one-half for any hours worked over 40 in a work week
 - the appropriate exemption test is completed prior to finding a position exempt from the overtime provisions of this Act

Family and Medical Leave Act

- This act entitles employees to take unpaid, job-protected leave for specified family and medical reasons.
 - How are some of the ways the College complies with this requirement?
 - By following the [Family and Medical Leave procedure](#) as well as the [FMLA Leave for Military Service Members' Families procedure](#)
 - By using the appropriate Department of Labor FMLA forms
 - By sending out a quarterly e-mail to supervisors containing FMLA compliance information and reminders
 - By tracking FMLA usage

Immigration and Nationality Act

- [This act](#) requires employers to verify the identity and employment authorization of individuals hired for employment
 - How are some of the ways the College complies with this requirement?
 - By partnering with I-9 everywhere for our out-of-area and out-of-state employees
 - By monitoring changes in the regulation to ensure we are using the most up-to-date Form I-9
 - By ensuring our student employees working under a F-1 visa are following the appropriate visa work requirements

Patient Protection and Affordable Care Act

- [This act](#) mandates that individuals buy insurance and insurers cover a list of essential health benefits. It also requires employers to produce Form 1095-C for full-time, benefit eligible employees
 - How are some of the ways the College complies with this requirement?
 - By offering either Level 1 or Level II health coverage to employees and their dependents and documenting this coverage offer
 - By performing in-depth evaluations to determine which employees meet the Act's full-time definition
 - By producing Forms 1094 and 1095-C

Social Security Act

- This act requires employers to pay social security taxes on employees unless there is a FICA exception
 - How are some of the ways the College complies with this requirement?
 - By monitoring changes in the regulation to ensure we are in compliance with changes to FICA Medicare, FICA Old Age or FICA Additional Medicare withholding requirements
 - By monitoring employees for FICA exception eligibility
 - By submitting the appropriate reporting to the [Social Security Administration](#)

Title VII of the Civil Rights Act

- This act prohibits employers from discriminating against employees on the basis of sex, race, color, national origin, and religion
 - How are some of the ways the College complies with this requirement?
 - By including the College's [Equal Employment Opportunity statement](#) on our website, employment applications, and advertisements
 - By requiring employees to participate in [mandatory training](#) courses
 - By including in all hiring procedures the need for Search Committees to review compliance documents located on the [Screening/Committee Instructions web page](#)
 - By having a Human Resources representative present at interviews for all full-time and regular part-time positions
 - By thoroughly investigating any Title VII complaints