

## **HR Forum Minutes February 4, 2008**

Present: J. Barnes, D. Boughton, A. Campos, J. Gardner, J. Laca, E. Lura, J. Mosely, P. Naylor, S. Nusbaum, S. Pivonka, C. Schafer, Letitia Tunnell, K. Whetstone, M. Aguilar, J. McBride, J. Lund, M. Moritz, D. Mathews

### 1. Questions/Comments from Members

Mr. McBride opened the meeting and asked if anyone had any questions. There were none. Mr. McBride asked how long an employee could be out due to injury on job. If the employee's doctor says they are ill, it is not questioned. After 90 days if there is no tentative date for employee to be able to return, they can be terminated. Detailed information and policy guidelines are in UPPS 05.05.54.

Group also discussed policy regarding light duty. An employee can be on light duty for 60 days.

### 2. Performance Appraisals

Jeff Lund reviewed policy for performance appraisals. All appraisals are due to Vice President's by April 1<sup>st</sup>; and due to Human Resources by April 15<sup>th</sup>. There have been changes on the Performance Appraisal forms and the new form is on the website. One change is the supervisor must certify that the GOJA is up to date and accurate. This gives the employee the assurance the employee is being evaluated against current duties. Mr. McBride reminded the members that UPPS 04.04.20 has all the details. Also, group was reminded that all increases are performance based and the performance appraisal must be on file in Human Resources. If it is not, the employee will not be eligible for a pay increase. A notice was sent out to the campus in Mid December that notified everyone an employee must have an appraisal on file and the score must be above 300 to qualify for the increase.

Remember: Valid performance appraisals eliminate employee relation issues.

Mr. McBride informed the group the HR has a template that each (HR) employee links each duty to university and division goals. It is a great tool for employee to realize how and why each duty they perform is important. Anyone wanting to use the template can let Deborah know. He also reminded the group that employee appraisals are also used for documenting all training the employee has attended, as well as the training needed.

### 3. Smoking Policy

Every year Human Resources sends out a reminder relative to the university smoking policy to the campus. The policy says you cannot smoke within 20 feet of a building, air intake or window. There are 4 designated stations on campus. If an employee observes someone breaking the policy they have the ability to ask them to stop. There is also the option to call UPD or report the violation of policy to an administrator. Human Resources is required to have an article in the Bulletin twice a year, as well as send a notice out to the campus twice a year.

#### 4. Hiring Salary and BRP

Mr. McBride reviewed policy regarding BRP. When an employee is hired the account manager must inform the new employee that BRP is included in the salary. The State of Texas will not allow retroactive payment for BRP.

September 18, 2006 Mr. Nance sent out a memo to department heads regarding BRP being combined with regular salary. In that memo it stated the employees should be notified that BRP is included in their salary offer. The only thing HR does when the PCR comes thru is check to see if the employee is BRP eligible and the salary amount is that amount above the minimum salary.

The only way the State of Texas will allow retroactive payment if there was an administrative error. This change was also announced in the HR Bulletin in July 06 and reviewed at the June 2006 HR Forum. When processing the paper work for a new hire check the persons application to see if they are BRP eligible.

#### 5. New EASY EEO Hiring Activity Statistics

Effective December a new EEO report is available to hiring managers. The report utilizes EASY system to pull hiring statistics in three categories: Gender, Race, EEO Category. This will assist departments in tracking how well they have done in supporting the goals of the university.

#### 6. Newly Revised Policy...UPPS 04.04.41

The old mediation UPPS has been rolled into the current grievance policy (04.04.41). All the forms needed are included in the policy. Mediation is now handled by a 3<sup>rd</sup> party vendor and the charges will be paid by the University.

#### 7. Work Life Coordinator Approved from 20% to 100% FTE

Michelle Moritz reported the position of Work Life Coordinator has officially been approved to increase from 20% to 100%. Rose Trevino will continue as the full-time Coordinator. Worker Compensation will be moving to Environmental Health, Safety and Risk Management, which will be a new position for them.

#### 8. Saver's Tax Credit for Tax Deferred Account/457 Texas aver Participation

This is a tax credit given to employees who contribute to a savings plan. If income is under a certain amount, but you contribute to a savings plan, IRS will match dollar for dollar. More information will be distributed in the future. This can also be utilized with IRAs. Students are not eligible.

#### 9. U. S. Savings Bonds – New Annual Purchase Limit of \$5,000.

US Savings bonds are now available with payroll deduction. There is a new limit of \$5,000 per year for each type of bond. Payroll department will make some adjustments in the system to track the amounts.

#### 10. New FMLA Provisions for Employees with Family Members in the Military

President Bush has signed a new defense bill which is effective immediately. As part of this defense bill FMLA can now be used up to 12 weeks a year. Another change is an employee can take up to 26 weeks of leave to care for a spouse, son or daughter injured in the line of duty. More details will be coming at later date.

The Financial Planning Fair will be held April 2, 2008.

#### 11. Administrative Assistant's Course

Human Resources will be creating an Administrative Assistant's Course for Texas State. This is entirely different from STEM. The HR course will cover basic information needed to succeed at your job at Texas State. Focus groups will be formed to provide input on what is needed in all areas of Administrative Assistant positions at Texas State. Others will also be able to provide input.

PC has already approved and is willing to support this project. More information will be distributed in future months thru Professional Development.

Curt Schafer asked what the timeline would be. That has not been decided at this point.

#### 12. Other

John asked if anyone had any questions or additional topics. There were none. Meeting was adjourned.