

HR FORUM MINUTES

May 5, 2008

Present: Julie Henry, James Dorsey, Lillian Garcia, Melissa Amaya, Eva Luera, Sylvia Mobley, Pat Naylor, Sharon Nusbaum, Gwen O'Neill, Joyce Phillips, Sarah Pivonka, Brenda Henderson, Paula Slocombe, Janell Laca, Arlette Campos, JoAnn Gardner, Maria Sanchez, Curt Schafer, Letitia Tunnell, John White, Kay Yaklin, Evette Hernandez, Tamara Alejandro, John McBride, Floyd Quinn, Heather Phillips, D. Mathews

CY 07 Performance Appraisals Status – No Appraisal Means No Merit Increase!

As of May 1st overall compliance rate of 71%. A report was sent to Vice Presidents identifying employees who had not received performance appraisals. Without a performance score on record employees are not eligible for a merit increase. Everyone was reminded to be diligent with submitting appraisals for their areas. If an employee changed departments during review period both departments must perform an appraisal.

Notice to Campus – Termination of Hourly and NSNR Staff

Recently a notice was sent out to campus reminding departments to terminate student/hourly and who are not working during the summer. NSNR employees are only allowed to work 4 ½ months and hours should be tracked carefully. They need to be terminated at the end of their appointment.

Texas State Restricted Hiring List

Texas State has a restricted hiring list. Mr. Quinn reviewed how the process works. When a disciplinary action is received in HR, that action and the employees information are entered into a disciplinary log. If the person is discharged for cause that is also entered on the disciplinary list. At that time employment section checks the EASY system to see if that person has an active application. If they do their status will be changed to restricted user. If they don't have an active application at the time, each Monday the list of people on the restricted list will be checked against the EASY system to see if they have applied for a position. If they have, HR will contact the hiring manager and inform them the person was discharged for cause. The hiring manager will make the choice of whether to consider the applicant for the position.

On 9/26/2005 a memo from Mr. Nance was sent to campus regarding the restricted hiring list.

FY08 Market Adjustments Study

Human Resources will again be using CUPA data for the University Market study. The source of data for local market has changed. We will be utilizing data from Texas Compensation.com which is a web-based market study organization. This will cover the Austin-San Antonio corridor. The plan is to have information ready for PC by June 1st. Human Resources has a strategic initiative to provide the market data to PC annually.

Majority of money for salary increases comes from tuition increases. We only receive 32% funding from the State of Texas.

All data to be considered for next year's budget is not available yet. Normally a memo is sent out from the President relative to the 3% merit pool. Then a memo from Human Resources will go out telling who is eligible and when employee had to be employed to be eligible for merit increase. To receive a merit increase an employee must score 301 or higher on evaluations.

Benefits -Prepaid Summer Insurance

Reminder that April time statements are due tomorrow (May 6, 2008)
Time keeping classes are available and if anyone is interested contact Selma Selvera.

Summer insurance payments and forms are due.

Summer enrollment will be July 28 thru August 22nd. Heather demonstrated how to use the ERS Website to make changes. If employee has not used the system they need to request a new password. ERS will send employee the password. The user ID is always employee's social security number, without dashes. More information will be sent out in June and July.

Work Life Update

Rose Trevino reported Work Life position is now full time effective April 1, 2008. Workers Compensation is moving to Environmental Health, Safety and Risk Management. This transition will take place during the fall semester. After this happens Rose will be focusing on Work Life and will be increasing educational workshops relative to child care, elder care, etc.

On the Horizon

Hiring Manager Employment Checklist – An individual hired claimed she was not informed that BRP was included in her salary. The hiring manager said they forgot to tell her. Mr. Nance has instructed HR to create an Employment Checklist for hiring managers. It is a complicated process to hire and put an employee on payroll, and everything will be covered on the checklist.

Reduction in Advertising Rates-Human Resources is in the process of negotiating a reduction of advertising rates with the Austin American Statesman. This will be possible because of the volume of advertisements we post.

Administrative Assistant Professional Development Courses-Professional Development Advisory Council is working on implementing this course. The target date is fall 2009. A focus group is working on creating the course and it will have a very positive effect on the campus.

PDAC Wellness Fair-Professional Development Advisory Council is sponsoring a wellness fair in the future. Several departments on campus are working with the council to organize. Notices will go out to campus with details.

Exempt Employee Comp Time Report (revised) - Human Resources runs a report of comp time usage of exempt employees. It shows which divisions are using comp time of exempt employees. New report will make sure everyone gets an allowance of EC days. This will then show usage outside of normal EC days. Some departments are liberal for using comp time and each vice president determines what the

policy will be for their division. The law does not require exempt employee's ability to use comp time. Account managers need to manage the usage of comp hours.

Employee Headcount and FTE Report- Human Resources is continuing to work on identifying how many people are actually employed at Texas State. The committee is defining the parameters of what people actually need to know. Report should be available in the near future.

Employee Turnover Report

Human Resources has been trying to improve the employee turnover report. There is a limitation on reasons for employee's leaving. At the present time there are only 10-15 reasons. Human Resources is expanding the categories to include more information. Then the report will show a more accurate picture for turnover at the University.

Other

Kay Yaklin asked how to account for time when traveling to a conference. Staff should contact Sergio Rey for detailed information.

Curt Schafer asked where Human Resources is on creating a temporary pool. The proposal is still being analyzed.

Having no additional business the meeting was adjourned.