

HR Forum Meeting Minutes

July 7, 2008

Present: J. Henry, A. Campos, J. Gardner, E. Hernandez, J. Laca, E. Luera, D. McDaniel, J. Moseley, P. Naylor, S. Nusbaum, G. O'Neill, S. Pivonka, J. Garrott, L. Tunnell, K. Yaklin, B. Boyd, Br. Henderson, J. McBride, F. Quinn, M. Moritz, D. Mathews

1. Questions/Comments from Membership

Meeting was opened by Mr. McBride and asked members if they had any questions or topics to be discussed. He mentioned Human Resources had received an "Ask the Director" question regarding supervisors not reporting hours taken off. Everyone was reminded all time taken off had to be accounted for.

Question was asked how to pay a student who terminated without entering hours worked. Supervisors are responsible for monitoring hours worked and entered by all employees.

2. Minimum Wage Adjustment – July 20th.

The next minimum wage adjustment will be effective at Texas State July 20th and implemented a few days earlier. This increase will impact the university's pay grade four (4). The minimum will now be \$13, 632 annually.

3. Annual Market Salary Survey Status

HR has 2008 data from CUPA for university market. For the local market we are now using Texas Compensation – an online survey source. We have the 2008 Texas Compensation data. The problem is there aren't enough titles to match to yet so we are going to be using last year's data and age it by 4%. It will take approximately 1.1 to 1.2 million dollars to make the needed adjustments.

The Texas Compensation data can be viewed quarterly, which is better for our use.

4. Employees with no Performance Appraisal

A performance appraisal for each employee for 2007 must be on file in Human Resources for the employee to be eligible for a merit increase. As of this date there are 17 employees who are not eligible under this guideline.

If an employee changes divisions an appraisal needs to be completed by the previous supervisor. If an employee makes a change in the middle of an appraisal cycle, both departments need to provide an evaluation.

5. Annual Insurance Enrollment

Summer Enrollment is scheduled for July 28th – August 22nd. As of July 1st an employee who wants to increase their life insurance or add disability insurance can do so. Evidence of Insurability forms are on line. Application/sign-up for SKIP Program can also be done at any time. More information will be forthcoming.

TexFlex had added a \$24 administrative fee this year. This is a onetime fee in addition to the PayFlex card fee of \$15.

6. CareMark – New Pharmacy Provider

As mentioned last month, the new pharmacy provider will be CareMark. This only affects people on HealthSelect. The change will be effective September 1st and be fairly smooth. MedCo will transfer 6 months prescription records to CareMark. Any financial obligations must be settled with MedCo. A new prescription will be needed on compound medications and controlled substances. The copayments and the network of pharmacies will stay the same. Employees will receive 2 cards: HealthSelect & new Prescription card.

The CareMark website for Texas State will be active July 14th. The information will be in the August HR Bulletin.

7. TexaSaver Program and Retirement Savings Survey Ends July 10

A survey from the Legislative Budget Board was sent to faculty and staff regarding the TexaSaver Program and Retirement Savings plan. The deadline to submit the information is July 10th.

8. Salary Spread Re-enrollment in Process

Texas State employees (mainly faculty) who work 9 months, but have their salary spread over 12 months must re-enroll. An email was sent out to let them know the deadline for the process is August 26. Previously, employees only enrolled one time. Starting this year, everyone wanting to participate must re-enroll.

9. New Faculty Orientation Process FY09

Faculty orientation, coordinated by Benefits and Professional Development, is scheduled for August 22nd. All departments need to submit a spreadsheet with all new hires to HR-Benefits. Departments are responsible for sending the welcome letter to all non tenure track hires. The letter contains details about when and where orientation will be held and what new faculty needs to bring.

10. Separation PCR's for 9-month Employees

Members were reminded to process separation PCR's for all 9-month employees. Even though they may not be getting paid salary while on leave without pay, the employer contribution for health insurance continues to be charged to the university and we cannot process a retroactive termination of coverage with the State. Coverage should not continue through the summer unless they are transferring to another state agency or university in Texas.

SAP Training Scheduled:

July 8 Managing Positions and PCR's

July 9 Time Management

July 24 & 29 Student Employment

11. Other

Mr. McBride reported the Hiring Manager Checklist has been finalized. It will be sent out to a focus group for review shortly. The checklist was mandated by Mr. Nance after an incident where a hiring manager did not realize all the steps he needed to complete to hire a new employee.

The termination codes on employee separation paperwork are being expanded. Very generic terms are being removed to enable better tracking reasons employees leave Texas State.

The proposed relocation service has been approved by the Contracts Administrator and is now under review by the University Attorney.

Media Contracts for advertising are still being considered.

Human Resources is in the process of updating and improving the staff handbook for employees.

Human Resources has created a new website and it is almost ready to go live.

Mr. McBride reported the Headcount Report is progressing. The last official report was done in 2004.

An Administrative Assistants Training course has been approved. Professional Development Advisory Council is working with Human Resources to create the curriculum. Administrative Assistants across campus will be asked to participate in focus groups to aid in the creation of the course.

Having no further business the meeting was adjourned. The next meeting will be August 4th.