HR Forum Meeting Minutes  
10/2/06  


Agenda:

1. Topics of Interest from the Membership
2. Project Staff
3. Organization Changes
4. Employment Process
5. Workers’ Comp/Student Health Center Update
6. Work Life Program Website Feedback
7. Other

John McBride welcomed everyone to the meeting. The following information was presented to the membership.

Topics of Interest from the Membership – None

Project Staff – Floyd Quinn

The term “Project Staff” is a type of employment that does not relate to a specific title but is used to employ a person to complete a project on a temporary basis. The position is reviewed every 12 months and can be extended up to three years if the department deems necessary. However, these positions cannot be made permanent without going through the job audit, posting, and hiring procedures. Information regarding “Project Staff” employment is contained in UPPS 04.04.03, Staff Employment, which is currently under review.

Q. As a point of clarification, Project Staff and Program Staff are different?  
A. Correct. They are two different categories of employees.

Organization Changes

In order for HR to ensure that all of the required steps are taken when there is an organizational change, a checklist has been created. HR Forum members received a copy of a “Checklist for new/reassign all or part of an organization within SAP HR” to review
and provide feedback. The checklist outlined three areas where information is required (General Accounting Office, Human Resources, and SAP).

HR Forum members were encouraged to review the form and provide comments.

Q. Is there a way for the PCR to indicate whether the funding for a position change is permanent? We currently use a PCR and an email to Rosie Olivo. Is there a way this can all be done on a PCR?
A. We will check on this and see what can be done. If you have any questions on reorganization, the primary contact for HR is Rosie Olivo; for time administrator changes due to reorganization, Selma Selvera is the primary contact.

Comment: I have a suggestion. You might want to consider adding a checklist for Telecom Services to this form. There are a number of steps that need to be taken so that a new hire has access to their campus phone.
Reply: Thank you. That is a good suggestion to investigate.

**Employment Process**

Floyd Quinn reviewed the September 26, 2006 memorandum distributed to Department Heads/Department Administrative Support staff which outlined the Staff Hiring Process Change. A brief recap is as follows:

- Mandatory criminal history background checks for all staff positions became effective September 1, 2006. Other checks are also available such as credit history, educational verification, workers’ compensation and professional licensing verification. Background checks provided by Axcion are processed online and any additional checks which must be approved by the VP can be processed at a minimal cost. The background checks usually require 2-3 business days to process.

- Background checks are conducted for the selected applicant and no employment offers can be made unless the applicant passes the criminal history background check.

- The selected applicant must complete the release form before a background check can be conducted. The release form is available at [http://www.humanresources.txstate.edu/pdf/CrimHisRelease.pdf](http://www.humanresources.txstate.edu/pdf/CrimHisRelease.pdf)

- Two options are available for sending the background check release form to HR:
  1. You may submit the release form after notification by HR that the applicant log has been approved for HR to request the background check.
  2. Submit the release form on the recommended candidate before receiving approval of the applicant log so that the background check can be requested.
• Information regarding the hiring process flow is available through the EASY employment system at [http://jobs.hr.txstate.edu/hr](http://jobs.hr.txstate.edu/hr). Account managers should contact the individual office in the hiring flow if EASY shows the requisition in that office.

Q. If there is a position open for University employees only, will there be a background check required for them even if they are already employed at Texas State?
A. Yes.

Q. If there was a position posted prior to September 1st, will they have to sign the criminal background release form?
A. If the position was posted prior to September 1st and it was designated as a security sensitive position, the standard DPS check will be conducted.

Q. If I have applicants to be interviewed, I know they need to fill out the release form. But once the hiring decision is made and approved, do we send the form to Equity & Access?
A. The release forms go to HR so that a background check can be performed.

Q. Do you have to have a date of birth on the release form?
A. There is no date of birth requirement on the form. What we do need is a correct contact telephone number so that HR can contact the applicant to obtain a date of birth so that the background check can be processed.

Q. What happens with the report? Does it go to the hiring manager for their decision?
A. There are no reports generated by HR. The Axiom website is accessed through HR to obtain information about the background checks. The reports are not printed out but if a hiring manager wants to view the checks then HR can comply. The release form from the applicant is retained by HR. There are “hard stops” in the background check process that will alert the hiring manager if an applicant fails the background check. Axiom will also provide the applicant with a registered letter that contains a hard copy of the background check along with the contact information should the applicant believe that there is a problem with the background check information.

**Worker’s Comp/Student Health Center Updates – Michelle Massey**

A joint memo from HR and the Student Health Center (SHC) is being drafted which will state that workers’ compensation related injuries or illnesses will no longer be treated at the SHC. Certain cases that have been previously treated by the SHC will be transitioned. A student worker that receives an injury on the job will need to go to a different worker’s compensation provider and not to the SHC. The memorandum is expected to go out within the next two weeks and will provide information on a preferred doctor listing for workers’ comp related injuries. This information is also available on the HR website at [http://www.humanresources.txstate.edu/benefits.htm](http://www.humanresources.txstate.edu/benefits.htm)

Q. What about emergencies?
A. In these cases, they should be referred to the emergency room which is the current process. Risk Management is attempting to train the Additional Duty Safety Officers (ADSO) with emergency first aid training which will enable them to provide first aid to some of the on-site cases.

**Work Life Program Website Feedback**

The Work Life Program website has now been linked to the HR website. Suggestions and comments were received from the HR Forum membership. If you have any further suggestions or changes, please contact Rose Trevino at rt24@txstate.edu.

Q. Are you considering offering this information at NEO?
A. We do point out where the *Staff Handbook* is located on the HR website in New Employee Orientation (NEO) but we can include this information in NEO Part I.

**Other - John McBride**

HR Forum members were thanked for their contributions and input to the HR Forum meetings.

Reminder: Future HR Forum meetings will be held on the first Monday of every month from 2-3:30 in JCK 460.

January 2007 HR Forum meeting will be held on Wednesday, January 3rd in JCK 460 from 10-11:30.