HR Forum Minutes

November 5, 2012, 2:00pm-3:30pm, JCK 1100

1. Questions from Members
   • There were no questions.

Benefits

2. Compensation for Additional Work – Guidelines, Restrictions, Methods of Payment (Roxie)
   • Exempt employees can accept lump sums of pay for extra tasks only if the duties are also exempt.
     o Stipend payment – special payment PCR
   • Non-exempt employees cannot receive a lump sum payment for additional duties. Instead, they will receive payment at an hourly rate for “event work.”
     o Event work must also be non-exempt.
     o Employee will be paid time and a half of their normal pay calculated as an hourly rate for any hours over 40/week.
       ▪ Hourly rate = Annual Salary/2080
     o Hours should be recorded on a time sheet as “Event Work Hours” and approved by the time administrator.
   • Any employee that is considering accepting or offering extra work should contact HR first to
     o Determine how the employee will be paid for the extra hours
     o Make sure that the laws, regulations, and university policy regarding compensation are followed.
       ▪ FLSA
       ▪ UPPS 04.04.12 – Compensation and Access
       ▪ Employee cannot accept any additional work unless it is in the classification of your job title.
       ▪ Any compensation for additional duties cannot exceed 25% of an employee’s annual salary.
       ▪ Do not offer any money to employees until after speaking with the chair of the department/department admin.

3. Hourly Employee PCR – Common Errors (Lisa)
   • Use Correct Acknowledgement Form for student workers
     o Environmental, Health, Risk and Safety Management Acknowledgement Form should be submitted to the Safety Management office, not HR.
     o The form that has HR at the top should be attached to the PCR.
   • Submit Separation PCR after time entry is complete
Separation and End Additional Assignment student worker PCRs that are submitted before all time entries have been entered and approved by the student and supervisor will be held in HR until the discrepancy has been corrected.

- Question from member:
  - If a student worker is over 25, does the Selective Service Registration Confirmation have to be submitted to HR?
    - No, Selective Service Confirmation is not required by HR, if the employee is over 25.
    - Texas State Law says that you cannot be a State of Texas employee if you are a male between 18 and 25, unless registered with Selective Service.

4. **Work Life Program Updates (Rose)**
   - Wellness Fair Participation
     - Last year there were 350 participants, and 67 flu shots were administered.
     - This year there were almost 500 participants, and 296 flu shots were administered.
   - Work Life and Advisory Council Priorities for FY13
       - TxState pays $56,000 per year for all the components of Bobcat Balance.
     - Increase awareness of the components of Bobcat Balance
       - Childcare, eldercare, wellness
       - Convenience services, such as legal or financial assistance, vacation planning, recreation, etc.
       - Representatives will research services for you and provide referrals and resources
       - Five free counseling sessions per person, per year
     - Conduct a campus wide survey to assess needs
       - The last survey was in 2004
       - The survey should be conducted in early spring
   - Question from member:
     - Can student workers use Bobcat Balance?
       - No, they are not included. Maybe in the near future.
   - Upcoming Events
     - Charting Your Course: A Financial Guide for Women Workshop
       - This workshop is a part of an ongoing financial education series, and will be held on November 15th.
     - Communication at the End of Life
       - Presented by Dr. Keeley, from her book on final communication.
       - This workshop will be held on November 28th.
     - UPPS 04.04.61
       - New mother-friendly worksite policy
- Includes details about break time, private space etc.

5. **Holiday Timekeeping Reminders and Deadlines (Michelle)**
   - Payroll deadlines sooner in November and December, because of the holidays.
   - Holiday pay and leave accrual
     - Holidays are defaulted into the work schedule, and everyone gets the same number of hours of holiday pay based on their FTE.
     - If you work Monday thru Friday the same number of hours per day, you will get Thursday and Friday off for Thanksgiving.
     - Employees with irregular schedules such as Police Officers and part-time employees may be eligible to earn comp time (exempt) or overtime (non-exempt), which would be paid out of the department’s budget.
     - Supervisors should be aware of this possibility and inform their employees if they need to modify their hours that week.
     - Call Selma or Teresa for help with specifics.
   - During December there are three energy conservation days.
     - Dec. 19, 20, 21
     - For essential offices, skeleton crews will still work these days.
   - The holiday rule starts Monday, December 24th.
     - Employees have to be working, or be on some type of paid leave, at least part of the day before the holiday.
     - For most employees this means Friday December 21st.
     - If they are on leave without pay on Friday, they will not receive pay for any of the holidays that follow that month.
       - New hires that have worked fewer than 6 months and can’t use compensation or vacation time.
   - If an employee will be on LWOP on the energy conservation days or late in the month, make sure that they enter their time early before the payroll cutoff date
     - The cutoff in December is around the 12th.
     - The dates are published on Payroll’s website.

6. **Retirement Plan Limits Increase for 2013 (Michelle)**
   - The current limit for 403b and TexaSaver Plans is $17,000 per tax year.
   - This will increase to $17,500 next year.
   - FICA tax maximum will increase from $110,000 per tax year to $113,700.
   - There is no maximum on Medicare tax.
   - If an employee wants to voluntarily change their contribution then they need to do that by December 3rd for the next paycheck.
   - Employees can change their contribution amount at any point during the year.

7. **Benefits FAQs (Michelle)**
Can a student worker have a regular wage job and a work-study job at the same time?
  - Yes. It is possible for a student to have two appointments, one funded from work-study and the other funded from a regular wage account.
  - Please refer to UPPS 07.07.03 Student Employment Procedures for additional guidance regarding work hour compliance.

The Payroll Office is scheduled to run hourly student worker payroll today, but the PCR for my department’s student worker was not received in Human Resources until today. Will I be able to access the student’s appointment information to enter hours worked immediately to make payroll?
  - No. Even if the HR Master Data Center staff were able to immediately enter the appointment on the same day it was delivered, it would not be possible to access the appointment for time entry.
  - An overnight run is required in SAP prior to the employee’s ability to record hours worked.
  - To ensure adequate time for PCR entry prior to payroll cutoff periods, please refer to the published Student PCR Deadlines schedule at [http://www.hr.txstate.edu/hrmasterdatacenter.html](http://www.hr.txstate.edu/hrmasterdatacenter.html) under the selection STUDENT PCR PROCESSING.

Do I have to use sick leave for my doctor appointments? I have comp time that is going to expire and I would like to use comp time instead.
  - Maybe. You have a justifiable reason to use your sick leave for your doctor appointment; however, if your supervisor agrees, you can use your comp time instead.

I went to the workshop on Estate Planning and would like to set up a will. Does HR have a list of local attorneys?
  - No. However, Bobcat Balance can assist you with a simple will or they can also help you locate an attorney in your area.

Compensation

8. Review of Our Newly Updated ER Web Page (Jeff)
  - Added a link to the ER homepage.
  - Summary of Performance Appraisal Guidelines
    - Information about supervisor changes and how they affect the appraisal process.
  - Best Practices in Employee Relations
    - General guidelines for approaching and handling employee issues.
      - Be consistent.
      - Document incidents.
      - Attempt to correct the issue sooner rather than later.
Contact Tammy Coyle or Jeff Lund for further information or guidance.

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### Recommendations
- Supervisors should meet with employees more than once a year.
- Address performance issues as they arise.

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### Mediation Program
- Confidential sessions are held by a third-party vendor.
- HR will contact the vendor to schedule the mediation, but will receive no record of what occurs during the session.
- Submit Mediation Intake form to HR
  - Turnaround time to process form and schedule mediation is about a week.
- Voluntary program

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### Employee Relations Forms Page
- Performance Appraisal Forms
- Disciplinary Forms
  - Checklist for Supervisors
- Grievance and Complaint Forms

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### Employee Relations Policies

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### Additional Resources
- Mediation Program
- Office of Equity and Access
  - Discrimination and Harassment Complaints

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### 9. Compensation FAQs (Jeff)
- Can an employee be required to mediate?
  - No, mediation is voluntary. Employees can be invited to mediate an office issue, but cannot be required to mediate.
- How does an employee code their timesheet if they are subpoenaed for a court trial?
  - If an employee is subpoenaed to appear in a court of law in an official capacity for the university or as an expert witness, the employee would use the code "3020 Subpoena Order" in SAP.
  - If the subpoena is to appear in court for other purposes, the employee must use vacation, FLSA overtime, State Comp time or leave without pay.
- Do we need to complete a performance appraisal for an employee that was terminated during the year?
  - No, if the employee has separated from the university, then we do not need an appraisal for their file.
  - The manner of separation is sufficient information for their employee record.

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### 10. Other (McBride)
- Office of Federal Contract Compliance Audit
  - Equality in pay and hiring
    - Employment and Compensation records for faculty and staff
  - Good news! Found no deficiencies.