John opened the meeting and asked if anyone had anything they wanted to discuss.

John discussed the problems with reviewing the UPPSs and keeping the updates current. Human Resources has about 30 to review. They change so rapidly many employees are not aware of the most recent changes. HR is now going to include in the HR bulletin, send out memos and posting on the HR website every time we have a new or revised UPPS. This will enable the campus to be alerted to the most recent changes within the university policies.

John also reported now when a UPPS is posted on the web the senior reviewer will receive an email from Liza Garza. Several updates/new UPPSs have been posted and the campus was not aware of the changes. This was made evident when the updated UPPS concerning Tuition/Fee Waivers was posted and the campus was unaware. One of the major changes in this UPPSs was the previously required 3 year waiting period no longer is required.

Michelle reported on the changes on UPPS 04.04.01 Miscellaneous HR Policies and Procedures. One of the major changes is that academic development related to an employee’s job can be paid for by the department, if the department head approves. Another change is that there is no waiting period any longer. Full-time employees are eligible for up to 3 hours per week of class release time. The university pays most of the fees for full-time staff and faculty. There is a new form on the Human Resources website to be submitted for approval. If an employee is granted the release time or fee payment, and leave employment at the university they must pay back the fees/tuition to the university.

Floyd distributed a handout and discussed UPPS 04.04.17 on background checks. The checks are conducted by a third party vendor. We are now utilizing HireRight and the response time has improved. We are also continuing to utilize checks through DPS for temporary employees. Criminal History checks will be conducted for applicants who are considered to fill security sensitive positions. All positions at the university are considered security sensitive. If a position is posted or should have been posted (reclassification/promotion) a check will be run. The provost will establish a policy for faculty and faculty records is working on the policy. University Police department will conduct their own checks for officers. Applicants must authorize the checks to be run. The release form is on our website and must be submitted to HR prior to employment. If an applicant does not provide the signed release form they are not eligible for employment.

The cost of the checks is charged back to the department. Kay Yaklin asked the question was asked if we are now running background checks on current employees changing positions. Yes if they are changing department and account managers. If not, then no we
do not run a check. The cost of the checks is $40.00. The UPPS authorizing the checks was posted on the web August 2007.

UPPS 04.04.20 – Staff Performance Appraisal requires an annual certification of employees GOJA. At the time of the appraisal the employee and the supervisor must certify that the GOJA is current on the GOJA document and the appraisal document. When a GOJA is revised/updated a copy of the new one needs to be sent to Human Resources. An expanded scoring sliding scale has been incorporated. (an example is located in the UPPS). The performance plan has been expanded to include identification of professional development activities. The supervisor is required to include any professional development required for the employees to more effectively perform the duties of their position. If there are issues with an employee’s performance and a performance improvement plan is processed on the individual, part of the process is identifying the date on which the employee will be re-evaluated. Alternate appraisal cycles are used only under extraordinary circumstances and a copy of the President’s approval must be on file in Human Resources. At this time only Athletics is using an alternate appraisal cycle. Mandatory appraisal training is now required for supervisors new to their positions. This must be done within six months of the employees starting the position. Gwen O’Neil asked if this applied only to employees after September 1, 2007. Floyd answered yes. Human Resources will run a monthly report to identify the supervisors who need the training and notify the employee. The effective date will be the effective date on the UPPS. Human Resources will be tracking the training process.

Curt Schafer asked if it will be possible to submit GOJAs electronically in the future. Human Resources is working on this possibility and also creating a GOJA library on line. It is possible to submit the GOJA electronically for job audits at the present time.

Implementation of the University Market Salary Survey Results – The local market study was completed earlier in the year and HR is ready to complete the university market. It is understood that there is $500,000 set aside for the university market. We are in the process of generating new numbers using the new salaries, which include employee’s merit increases. At this time it appears the adjustments approved by President’s Cabinet will be effective November 1 and be included in the employees December 1 paycheck. The data being used at this time is 2006. However we do not know if 2006 or 2007 will be used in the final run. The President’s Cabinet will make the decision which data to use.

Question was asked how the departments will be notified which employees received the increase. The best approach is to have memos prepared for the employee and supervisor and allow the department head to distribute to the affected employee.

Floyd reported we had conducted 28 background checks utilizing HireRight. The average turn-around time is 1.4 days. It is not uncommon to have the report back the same day it is submitted.
Human Resources is required to distribute information on the University Smoking policy every six months. Details of the policy were distributed via handout. The policy states the correct process for reporting any violations.

Progress is being made on the Master Data Center. The employees have been identified and Human Resources is now working with Facilities to determine the renovation schedule. The center will be located in JCK 314. The center will process all PCRs for staff and student employment as well as all org management. There is also a Finance Master Data Center and we need to make sure we refer to the correct center. The FI Master Data Center if located in JCK 524.

Retro-time entry for fiscal year 2007 is permitted in the system. If you still have time to enter for RY07 please enter as soon as possible. The system will automatically adjust employee’s balances if any vacation time for past months is entered. If an employee is over the maximum for vacation hours to be carried over the time will go to sick leave. Anything older than a year must be sent to Benefits for processing. It will be deducted out of 2008 funding.

The legislature passed changes which affect members of TRS and are effective 9/1/07. If you are a member of TRS, to be eligible to retire you must meet the rule of 80. An employee’s age, plus years of service must equal 80, and now they must be at least 60 years of age. This only effect new hires, anyone hired before 9/1/07 is grandfathered under the old rule which is age plus years of service must equal 80. There is a 5% per year penalty if an employee retires before 60.

Summer Enrollment ended August 17th. Employees who need to make qualifying life event changes can still do so. Now dependents will need to apply with evidence of insurability. There will possibly be a gap of 1 month or more of insurance coverage. During next summer enrollment dependents can be added without proof of insurability.

Michelle reviewed information of new turn-over report thru SAP. Anyone who would like to have the report notify Michelle. The data includes positions, departments, employee, job title, termination date, reason for leaving (on PCR), type of employee (full-time/part-time). At the present time the report is only available through HR.

**Upcoming Training:**

Time Administrator training – Part 1 & 2 (to register email ss24@txstate.edu)
Managing @ TXSTATE for Deans & Chairs
Managing @ TXSTATE
Performance Appraisal Training