HR Forum Minutes
December 3, 2012, 2:00pm-3:30pm,

1. Questions from Members
   • There were no questions

Benefits

2. Important Dates and Year End Reminders (Michelle)
   • Payroll calendar deadlines
     o Your time must be entered and approved by December 11th in order to get your
       January 2nd paycheck. Especially for employees on leave without pay, because all
       work as of December 11th will be paid on January 2nd.
   • Rule for termination date with holidays at end of month
     o Consider if you have an employee who wants to terminate their employment. They
       plan to work through Dec. 18, but the three days following that are Energy
       Conservation dates, so what is their separation date? If that employee has paid
       leave to fill those Energy Conservation days then they will have filled their obligation
       to work all possible work days in December, and their termination date will be
       December 31st. If the employee does not have enough paid leave to fill the Energy
       Conservation days they’re done once their paid leaves runs out. If they have
       vacation time it will be paid in one lump sum in January. Call Selma if you have
       questions
   • Energy conservation days – essential offices
     o Several essential offices are open on Energy Conservation days with skeleton crews -
       just enough people to conduct business. They are on the holiday schedule posted on
       the website to know which ones will be open or not. HR listed which offices are
       essential, but if you have a question about whom individually has to work those
       days that is a question for your management not HR.
   • Separate student workers not returning in Spring
     o Student Workers – MDC wants separation PCRs done if students are not coming
       back after the break – termination date is the last date they worked.
   • Texflex claims filing deadline
     o For the plan year of 2011-2012 you had until November 15th to spend the money
       out of your account. The last day that you can file a claim is December 31st. Texas
       State has a lot of employees that save all of their receipts and send them in at the
       last minute to get their money back, but if they’re missing something, or something
       is wrong they miss the deadline.
• New Employee Orientation in January
  o For staff employees it is every Monday, but really the policy states that it is the first work day of each week. The first workday of January is Wednesday the 3rd. The second NEO of January will be on Monday the 7th. MLK day will also push NEO back to the Tuesday the 22nd. Faculty is welcome to attend.
  o Question from member:
    ▪ We’re hiring two people in our area, and there supervisor would really like them to attend a workshop that happens to fall on a first Monday, that conflicts with NEO is there any flexibility with that?
      ▪ Call HR to work something out. Getting their 1-9’s worked out is the biggest issue.

3. Retirement Eligibility Calculation – 90 work days is key
• TRS looks at 90 work days for retirement eligibility. So, starting from September 1st an employee would only need to work up to January 5th. In previous years they would have to work until January 15th. If you work any part of a day, it counts as a whole day. Leave without pay does not count. HR sends a lit to TRS every month of all the possible work days, and how many of those days each employee worked. Working on non-work days count as well, so it is possible to complete 90 days before January 5th.

4. UPPS 01.04.02 Ethics Policy revised (Jeff)
• Revised ethics policy on the website
  ▪ Updated language to coincide with Board of Regents rules, and added references to other policies: IT resources, appropriate use of information.
  ▪ There will be a new policy stating that all new Super Attendants should attend a Management at Texas State seminar.

5. Frequently Asked Questions
• I still have not received my new HealthSelect card from United Healthcare and now I need to go to the doctor. How can I get a replacement card?
  ▪ You should call HealthSelect Customer Service at (866) 336-9371. After confirming your address is correct, you can request a new card be sent.
  ▪ In the meantime, you can create an account at www.myuhc.com/hs and print a temporary ID card. You will need to know the plan number (744260) and your ID number (same as on your Blue Cross Blue Shield card, but subtract the first 3 letters).
  ▪ Can I use sick leave to take care of my mother-in-law?
    ▪ Yes, but only if she lives in your household.
    ▪ Sick leave to care for a family member that does not live with you only applies to your spouse, child or own parent (not in-law).
• If I need to get an eye exam do I need a referral? If I need to get an eye exam do I need a referral?
• For an eye exam, no. You are allowed one routine eye exam per calendar year and do not need a referral from your primary care physician.

• I have a student worker that has two different assignments within my department. Each assignment is paid at a different hourly rate. How does the student worker know which assignment is applicable when they’re ready to enter their work hours for payroll?
  o The majority of the hourly jobs are titled Student Worker. In SAP time entry, the job title and department is displayed. But in the case where both assignments are in the same department, the applicable supervisor will need to specify which assignment number goes with their job.

• I hired a student worker that doesn’t have their social security card. They went to the Social Security Administration office to apply for a new card. The administration office gave them a letter of receipt saying they applied for a new card and will be in the mail within two weeks from the date of application. Can I use that letter to satisfy LIST B on the I-9 form and then start their employment?
  o Yes, you can employ a student worker with a letter of receipt for a new Social Security card.
  o You are required to view and copy the new Social Security card within 90 days of the application to complete the I-9. Failure to do so could result in the termination of the student worker.
  o A copy of the new Social Security card should be sent to Human Resources for our file.

6. UPPS Updates (Jeff)
   • 04.04.11 – University Classification and Compensation Policy
     o Now if we reclassify a position you will get a notification that the audit effective date will be after the criminal background check is completed. When you put in a requisition for an audit request go ahead and have the employee attached the criminal history background form to it.
   • 04.04.12 – Compensation in Excess and Base Annual Salary For Staff
     o There is a 25% of your salary limit on all additional compensations that can earn. If they exceed the limit for an additional compensation through teaching assignments however it will be ok.
   • 04.04.20 – Performance Appraisals
     o If you have an employee that is performing below standards they can be put on an Employee Improvement plan any time any year. Employee Improvement plans are used when an employee scores lower than a 300 on their most recent appraisal, but what we’re finding it can be beneficial to an apartment any time of the year. To go over the plans contact Tammy Coyle or Jeff Lund.
   • 04.04.40 – Discipline and Termination of Staff Employees - Rearrange and revise
     o The goal is to get it connected better under more related topics - voluntary section, involuntary section, and include a resignation section.
• Question from member:
  o What happens if someone voluntarily resigns, and then changes their mind? They give you a letter of resignation, and a date, but then they change their mind before that date. Do you have to accept it? Can they complain if you don’t? If you didn’t accept the resignation does it turn into an involuntary termination?
    ▪ It’s very complicated, so HR is busy revising it.

7. Frequently Asked Questions
• There were no questions

8. Other (John)
• Physical Skills Assessment testing – Work Steps
  o People will be tested to do physical tasks that are directly job related before their approval to go to work is confirmed. This will hopefully reduce injury risk to current employees, and reduce the university’s high workers compensation price. The pilot program is on TRACS with a list of the job titles that are affected by Work Steps. These labor intensive job titles were not selected by HR, they were selected by Environmental Health and Safety. Environmental Health and Safety has the final say on which jobs are affected. The reason why Work Steps has taken so long to be activated is because the person in charge (LynnAnn) is out on Maternity Leave, and that the university is waiting on its attorney and for Equity and Access to approve Work Steps’ final form. Sherry (??) is the only one left to comment on it. It should go into effect next year.

• Individual assessment
  o The EEOC on April 25th issued enforcement guidelines for consideration of arrest and conviction records of employment decisions under Title 7 of The Civil Rights Act of 1964.

  o This means that there is no longer a relevancy chart attached to the UPPS on background checks. HR will continue to run background checks, but when a criminal history appears, it will be given to the hiring official, and then they will have to make a decision as to whether or not any of that conviction record is relevant to the job. Whether they want to keep that employee or disqualify them they have to get concurrence. Because of the risk factor to the university concurrence must come from the VP level.
    ▪ Notify the employee that their past criminal history may affect their initial or continued employment.
    ▪ Provide the employee with the opportunity to give more insight on their criminal past
    ▪ Provide the results of the assessment to the appropriate hiring official, and the concurrence officer (VP)
    ▪ Things to consider
- Nature of the offence
- Number of offences
- Age at the time of conviction, or release from prison
- Length of time that has passed since the event
- Conduct, or completion of sentence

- Employment history to include
  - Evidence that the individual has performed the same type of work after the conviction with the same or different employer with no known incident of criminal conduct.
  - Length and consistency of employment history before and after the offence
  - Employment or character references
  - Whether or not the individual is bonded with their history (?)
  - Any other information that regards to the fitness of the position

- This will all be made into a check list for employment decisions

- Why would the EEOC do something so drastic? – the statistics
  - In the last 20 years there has been a significant increase of the number of Americans who have had contact with the criminal justice system. There has been a major increase of those with a criminal history in the working age population.
  - In 1991 only 1.8% of the adult population has served time in prison. In 2001 it rose to 2.7 adults. By the end of 2007 3.27% adults had acquired a criminal history. This equals one out of every 31 adults. The EEOC predicts that if incarceration rates continue, approximately 6.6% of all persons born in 2001 will serve prison time (one out of 15). The results were particularly high for African American & Hispanic men, because they are already arrested at a rate that is two to three times that of the general population. Assuming the rate stays unchanged about one in six Hispanic men, and one in three African American men are expected to serve prison during their lifetime. Only 1 in 17 white men are expected to serve prison time. This is why the EEOC is no longer allowing the automatic dismissal of potential employees with criminal backgrounds.

- 04.04.03 - Internal postings
  - Currently, if you have a position that you only want to open up internally to your department most people just send out an email, or just pick someone informally. The issues with this – HR tracks and reports to the president and VPs monthly all positions open for competitive posting. So if you send out an email for an internal job, but do not choose any of your employees that responded none of those people are counted in HR’s report, and all of the data is lost. However if one of the employees that responded is chosen then you have to do the Matrix and manually track it. Everyone interested in any position has to apply through People Admin regardless if it’s internal or not. This will keep data from being lost. Also, in the email
scenario, the person looking to promote an employee may look at the applicants with a bias, and not follow proper procedures.

- **04.04.18 Drug Testing**  
  - UPPS will be out in 2013  
    - If a supervisor believes that a subordinate is using drugs, or alcohol they don’t have to take the fall. The university will have 24 hour coverage with a company that will drive here within 30 minutes time to do the drug test when called. If they come out positive they get sent home in a cab. The police officer won’t necessarily be there to make an arrest, but to ensure safety.

- **Credentials**  
  - If you don’t have the required credentials for your job what happens when you make a mistake? – Nurse gives the wrong shot, groundskeeper sprays the wrong chemicals with adverse effects. 95% of credentials listed in job descriptions are state required, but when HR does the quarterly report, and sends it to the VPs sometimes 20 people or more are not up to date. They’re not even supposed to be employed. Right now it is only for the purchasers that it actually says in writing that if you don’t have the credentials you are fired. Update to come in 2013

- **Temp service agencies**  
  - Since November 1st you can only go through three approved temp service agencies. If you use a temp service as a vendor, you can only use one of the three unless you need a specialized person like Priority Personnel.

- **A separate UPPAS for retaliation**  
  - Protects persons who report in good faith an illegal activity on campus from being counterattacked. This will also come in 2013.

- **Savings Plan**  
  - The percentage of people who can retire is very low. Start a savings plan early so that the compound rate will exponentially grow. If a 21 year old puts in $25 it will eventually compound to more than a person who is much older whom only put thousands of dollars in for ten years. 403B, 457, Roth, etc are examples of the savings plans offered at the university.

- **Wellness in 2013**  
  - The university is in ERS’s region 7, and in this region high blood pressure, diabetes, and high cholesterol are all a problem. The university offers the Rec Center, employee wellness programs, and the Health Management Workshop to help fight these medical problems. Fortune 500 and Fortune 100 companies have found that the productivity that is lost to people being ill is astounding.

- **Demonstration of the SSR website (Mark)**
o From the main TX State website you go under “Faculty and Staff”, click “Support Staff Resources,” and there it is. The resources are broken down by division, and then further divided by departments and main topics. For example in FFS, I know that Human Resources is under there and I want to look at the holiday schedule it’s easy to find. The alpha list “Resources A to Z” on the top bar is useful too. You can look up information alphabetically.

o There was a fair last week based around the website to educate people. Resulting from that fair were two tabs – “Forms” and “Forms A to Z.” These are also broken down by division, into departments then finally alphabetically. Topics are reworded a bit in the alphabet for example “Request” in “Request Payment of Leave” is omitted, because it is nonessential. If you find something is wrong or out of place there is a feedback button. You will be contacted if you submit feedback. HR made a presentation of this list in THERA, and Boise State through the National Education Foundation found out about it, interviewed Mr. McBride, and published it in a national paper.

• Bobcat Balance

  o Many people at the Health Fair did not know what Bobcat Balance, or thought that it was only the EAP. HR needs help getting the word out about all of the benefits of Bobcat Balance.