HR Forum Meeting Minutes
8/2/06


Guest: LaTonya Croskey, Assistant Director, Student Employment/Employer Outreach, Career Services

Agenda:

1. Topics of Interest from the Membership
2. Student Employment – LaTonya Croskey
3. Merit Increases in Conjunction with Other Increases
4. UPPS 04.04.20 Performance Appraisal Policy
5. Annual Insurance Enrollment Process
6. Conversion of BRP Into Base Pay
7. New Faculty Orientation
8. Staff Handbook
9. Other

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

Topics of Interest from the Membership – None

Student Employment – LaTonya Croskey, Assistant Director for Student Employment & Employer Outreach

Undergraduate Student Worker Stipends
- Stipends cannot be processed with a Special Payment PCR.
- Special Payments are processed as awards.
- Best practice: verify before approving a “hire” of a student for a special project or awards ceremony. You may need to create an hourly position or task worker position for your grant program, professor project or award ceremony.
- Contract payments can be processed if the student is not nor has not been a student worker. (I will verify and document the details of this policy.)
- Trainings, conferences and competition payment policies are also being documented.

Q. In the past in IT we have had students come in and test some programs for us and we were able to pay them. How is that done now?
A. It seems to me that this may be a task payment and if it is then the students are tied to a task position. I will check on this.

Q. Is it true that you cannot pay a lump sum award to work study students?
A. Correct, you cannot pay a lump sum payment from work study awards. However, an award can be paid from another account.

Work Study
- Eligibility letters are needed to pay the students properly.
- Departments are responsible for tracking work study expenditures.
- A spreadsheet template is available to track work study expenditures. Call me at 5-2645 or email me at latonya@txstate.edu.

Student Worker Pay Scales
- UPPS 07.07.03, Student Employment Procedures”, has been updated.
- Please consult the University Pay Plan via the Human Resources website until the new UPPS is approved and posted.

Q. Don’t you have to get approval to pay a student worker over a certain amount?
A. Yes. Your VP must approve all requests to pay students over $8.00.

Q. Are we still required to process the selective service form every time we hire?
A. New student workers are required to fill out the form. If a student has previously completed it in the recent past and it is on file, it may not be necessary to process the form again.

If you have questions, please call or email me. Please provide as much information as possible about the student or situation, as this will expedite our ability to assist you.

**Merit Increases in Conjunction with Other Increases – Floyd Quinn**

September 1, 2006 salaries have been calculated for all employees. PCRs have been submitted for additional increases. These requests have been processed manually. Merit increases have been added to any additional increases. Account managers need to notify HR if an employee is not eligible for a merit increase because of a promotion or transfer to another department. If there is a change in department, we are contacting the receiving department to find out if they wish to honor the merit increase provided by the former department. If you wish to provide any additional increases for your employees the PCR must be submitted to HR by September 8th for the increase to go into effect September 1, 2006.

If account managers have issued award notices to employees notifying them of a merit increase based on a percentage basis (3%) and the employees are later promoted or reclassified, the percentage amount will appear less. It is better to notify employees of merit increases in terms of dollar amounts to avoid this type of confusion.
The performance appraisal policy has been revised and is currently under review. The following changes have been made:

- Employees must be given the current approved GOJAs. The GOJAs must be in possession of the employee and on file in HR. The employee and supervisor will certify that the GOJA is correct by signing the cover sheet of the GOJA and by signing the performance appraisal form.
- Supervisors will also need to identify training or other developmental needs of the employee as well as training opportunities that were provided to the employee during the appraisal period.
- On the performance improvement form, supervisors will also be required to indicate the dates that the employee will be reevaluated on those tasks that contributed to the employee’s substandard score below 300 and submit to HR. HR will contact these departments for the status of the reevaluation of these employees.
- Alternate appraisal cycles will only be used under extraordinary circumstances and must be approved by the President and vice president.
- The appraisal form title has been changed to Performance Appraisal/Plan.

Q. Have there been any changes to the Performance Appraisal Checklist?
A. No.

Our Annual Insurance Enrollment process is underway. We are in the second week of the four week enrollment process.

The Summer Enrollment Fair is scheduled for Wednesday, August 9, 2006 from 10-1 on the 11th floor of JCK. Representatives from ERS and other vendors will be in attendance.

On-line enrollment changes can be made in the lobby of the Benefits section. Employees can request assistance from Benefits staff with on-line enrollment changes.

Q. Sometimes people are going to the labs and have their user names but not their password on hand. Can you help them get their password?
A. When employees receive their user name they should receive their password from Computing Services. Employees need that net ID to log on. If their net ID is inactive, they need to go to Computing Services to reactivate their password. The net ID is needed to log on to the University email system. Employees can log on to the ERS system to obtain their ERS password. The ERS password is then emailed to them instantly.
- Labs have been scheduled for group help and we will be holding more lab sessions for August 3, 2006. August 18th is the deadline for summer enrollment.

- Benefit Replacement Pay (BRP) conversion will be completed by the end of this month with an effective date of September 1, 2006. For those employees receiving BRP, this amount is shown as a separate item on their earnings statement. Effective September 1, 2006 the BRP amount will be rolled into their base pay. Email will be sent to department heads and administrative support staff announcing this change. Employees affected by this change will be notified by email before the October 2nd payday.

- New Faculty Orientation is scheduled for August 18th. Tenure track faculty orientation is scheduled for August 21st. A sample welcome letter is on our website for you to use when hiring new faculty. This letter reminds new faculty what to bring to new orientation and it also reminds you to contact the Benefits section with the names of the hires so that we can get the proper paperwork ahead of time.

**Staff Handbook – Paola Campesi**

In the past, the Staff Handbook had been published in hard copy form and updated every two years. The Staff Handbook has been available on-line for several years. This allows us to update more frequently. In mid July, individuals who have responsibility for handbook information published in the handbook were notified of the due date for revision. August 14, 2006 is the deadline to submit changes. Reminders of the due date will be sent.

**Other – John McBride**

- The August issue of the Human Resources Bulletin contained a great amount of information regarding insurance plans. Please read this issue carefully to review your options.

- We recently received a question for the “Ask the Director” section of the bulletin regarding bringing children to work. In UPPS 04.04.01, Miscellaneous Human Resources Policies and Procedures, section 5.01 states the following:

  “Supervisors may deny or restrict workplace access to non-business visitors and employee family members during both work and non-work periods. Supervisors may also limit or restrict non-business telephone usage. Supervisors are encouraged to adopt reasonable provisions for their particular work situations. However, supervisors have full discretion in determining appropriate policies for these matters.”

  Please keep in mind that it is important to remember when extending privileges that you remain equitable.

- The background check policy is currently being reviewed. The criminal background history check will begin September 1, 2006. This mandatory change
will impact the language in your job postings as applicants must be notified of the background check. Our office may be contacting you about this change.

- Academic Affairs is currently writing their own Policy and Procedure Statement (PPS) concerning criminal history background checks and will be using the same vendor to run the background checks but their policy will be for faculty only.

- From time to time we receive questions about what constitutes work time and travel time and whether a person is compensated for that time. If you have questions about what is considered work time when traveling, contact Jeff Lund in our office. He can provide assistance in determining “work time” while traveling on official university business.