

HR Forum Minutes February 6, 2012

- Questions from Members
 - A written question concerning the use of Facebook at work.
 - While there is no official policy that allows for Facebook to be used at work, the supervisor can discipline the employee in whatever way deemed appropriate for using it during work hours. Employees are entitled to a break and the supervisor can allow employee to use Facebook, but on their own devices and out of the office.
- Work Life Program Updates
 - Mother-Friendly Worksite Policy Initiative
 - Mother-Friendly Rooms are ready for use. The rooms can be identified by the international symbol of a mother nursing a child.
 - There are seven rooms across campus. The buildings included are the J.C. Kellam Administration Building, Evans Liberal Arts Building, Joann Cole Mitte Art Building, Alkek Library, LBJ Student Center and the St. David's School of Nursing.
 - Texas Health and Safety Code allows 15 minutes for mothers to pump for babies. Mothers should however utilize their normal break time first.
 - UPPS 04.04.01 has a new section "Guidelines for Break Time for Nursing Mothers" and supplements that need to provide space for nursing mothers.
 - The room guidelines include how to request a room and how to use them. Priority for rooms is given to faculty and staff however students can use the room if no faculty or staff member has requested a room.
 - Because some funds were left after the creation of Mother Friendly rooms, new moms receive a gift of an insulated storage kit that includes bottles and a book on breast feeding.
 - Scheduled Events
 - Feb. 29th is the Men's Basketball teams Staff and Faculty Appreciation Dinner.
 - Bobcat Balance is a travel assistant not a travel agency. It is to help research for you on where to go.
- The Retirement Fair
 - Fair will be held March 1. TRS, SS, ERS will hold presentations.
 - Social Security (SS) will be presenting in the morning.
 - Employee Retirement (ERS) will be presenting in the morning.
 - Teacher Retirement (TRS) will be presenting in the afternoon.
 - Registration can be completed through Professional Development.
 - The fair will be held from 9AM-3PM in the Student Center.
- Retiree Insurance
 - To qualify for insurance, the "rule of 80" must be met. Years of service plus age must equal 80 or you must be 65 years old with ten years of service but no insurance.

- To forfeit insurance you must write into insurance if you move your money from TRS or ORP (Optional Retirement Plan).
 - TRS will make you sign a plan if you are almost eligible to retire.
- Voluntary Tax Deferred Account
 - A new regulation requires that everyone be informed that if they work 1000 hours or more in a calendar year they are eligible for a VTDA which is an Optional plan where you can put money aside towards your retirement.
 - There is no employee matching for this account.
- Tobacco User Surcharge Implementation
 - Began January 1st, 2012.
 - Will need to pay surcharge if you smoke.
 - This surcharge will be noted as TOBC on earning statement.
 - Charges can be \$30, \$60 or \$ 90.
- Long Term Care Insurance Plan
 - Plan from John Hancock no longer offered as of January 1st, 2012.
 - Service was through a bank draft.
 - No private plans are allowed.
- Staff Service Award Eligibility Report
 - Offices will send a list of employees who have worked for 10 or more years to Special Projects.
 - The automated system is up and working to expectations.
- Faculty Orientation
 - Will be Monday, August 20 in the morning.
- Questions from Members
 - Can the W2 be acquired electronically?
 - a. Yes. However, suppress printing it if you get both the electronic and paper form.
 - Can you change your beneficiaries on life insurance?
 - a. Yes. Online with ERS.
- Interview Process
 - When interviewing candidates let them know if they are not hired.
- Social Media
 - Google searching an applicant or looking at their Facebook is a violation of their 1st Amendment Rights.
- I-9 must have section 1 completed on the first day of employment.
 - A. Put in business, title and address.
 - B. University is subject to audit and we can get fined for each violation.
 - C. There are books and forms available.
- While the website does not have links to materials the HR office does have books available.
- Training for Electronic PCRs

- Notification concerning training for electronic PCR's has been sent out.
 - If you are an approver, training will be held
 - Feb 13 VPSA – 2-5
 - Feb 15 VPIT, UPSA, UPAA (non-academic department), UPFSS
 - There are 128 people to train.
 - Benefit training representative will be at the classes.
 - VPIT has been using electronic PCRs since July.
 - Departments now will be responsible to create PLID and Net ID.
- CY2011 Appraisals
 - Employee evaluated in fractions and whole numbers.
 - Below 3 or above 5 will require additional documentation.
 - Employee supervised by more than one supervisor needs input from both supervisors.
 - Employee needs to have a Professional Development Plan.
 - If employee is promoted or re-classed into a department position, the need to train on professional appraisals.
 - Below 300 put on performance improvement plan. Let employee know a date where they will need to be re-evaluated again.
 - Signature needed on appraisal and GOJA.
 - Probation appraisal for staff we is not needed. Only the end of year appraisal is needed.
 - Appraisal plan for next year includes appraisals being completed in March.
 - 300 is not meritorious. Must have a 301 or above.
- Job Postings
 - We signed another contract with Monster.
 - Increase in cost from \$75 to \$125 to post a job vacancy.
- Secretarial Classification System
 - These Refer to members of Presidential Cabinet
 - Removed testing of Pay Plan on the HR Plan.
 - Changed to Administrative Officer.
 - Additional assistants and associate VP's.
- Senate Bill 1414
 - Was signed into law by Governor.
 - It is a state law that requires those who interact with minors in camp. These employees must undergo additional training. Training must begin prior to employee beginning work by law and five days after working.
 - Development of content for training must occur.
 - Mandatory 5 year review.
 - Health and Human Services will charge for a training plan.
 - Employee must take for certifying their training to HHS.
 - Does not include students.
 - Training and bookkeeping costs go to the department.
- Frequently Asked Questions

- I would like to compensate one of my employees for outstanding work performance while compensating a special project. I need to complete a Special Payment PCR but I do not know if this qualifies as a stipend payment or as an award. What is the correct pay type?
 - There are specific definitions for each type of payment. If the payment is in recognition of an additional task that was performed by an exempt, salaried employee during other than normal work hours, and if the work performed is also exempt and not associated with their day-to-day job duties, additional compensation could qualify as a stipend payment. If you are acknowledging outstanding work performance associated with their daily work, an award payment would be appropriate. Please remember that staff employees are limited to an award amount that cannot exceed \$2,000 per fiscal year.
- What is the difference between hiring a Non-Student, Non-Regular (NSNR) hourly employee as a task worker who receives a one-time payment versus hiring them as an hourly wage employee?
 - There is a specific definition of a task worker who receives a one-time payment. The individual must not have a current FTWE appointment and the duties performed are exempt from the overtime provisions of the Fair Labor Standards Act.
- I would like to hire an hourly NSNR temporary employee but the University Pay Plan does not indicate hourly rates of pay, only monthly amounts. How do I calculate the hourly rate?
 - Based on the correct classification for the job duties performed, Human Resources will assist you with selecting the appropriate job title. By accessing the University Pay Plan and locating the job title, the designated monthly range is indicated. You can also use the following formula to determine the hourly rate:
 - 1.) Multiply the monthly salary by 12 to determine an annual amount.
 - 2.) Divide the annual amount by 2080 hours to determine the hourly rate.
- My department recently posted a position and now wishes to hire an individual who has previous salaried employee at Texas State. What type of PCR do I need to complete?
 - Based on the fact that 1) you know the individual was a previous salaried employee, and 2) you are now
 - A VP can now staff their office any way they want.
 - Dean is the senior administrator.
 - Director Administrative Assistant III.
 - Who were Administrative Officers – President Assistant and Associate VPs, University Attorneys.