HR Forum Meeting Minutes
7/6/05


Agenda:

1. Topics of Interest from the Membership
2. 9/1/05 Pay Increase Update
3. Biennial Salary Survey Process Set to Begin
4. Job Audit Process Change
5. Posting and GOJA Requirements Must Match Effective 9/1/05
6. University Pay Plan Changes
7. Summer Enrollment Schedule and Activities
8. FY06 Holiday Schedule (Draft)
9. Legislative Update (state longevity, hazardous duty, BRP, TRS)
10. ORP/TDA Vendor Update
11. Total Compensation Package
12. On The Horizon – The HR Crystal Ball
   a. Validation Process
   b. Pay Plan Title Consolidation
   c. Background Checks
   d. Online Audit Process
   e. Online Exit Survey
   f. HR Supervisor’s Course
   g. “Incomplete” Applications
   h. UPPS’s

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

Topics of Interest from the Membership - None

9/1/05 Pay Increase Update – Floyd Quinn

The 9/1/05 pay raise was discussed. The attached draft memo covers the elements of the raise at this date. Mr. McBride noted that the memo had been sent to Academic Affairs for review and comments.

Q. Will there be salary letters distributed?
A. No, we used to issue the salary letters but there were many complications getting the letters to accurately reflect the pay increases due to the many differences in employee situations. It is up to the account manager now to notify employees of the pay increases.
Biennial Salary Survey Process Set to Begin

Compensation staff will begin the salary survey process in September. This process involves gathering the data and putting the survey through to the divisions along with the pay plan relationships and the wording used to get a match. The process starts in September and goes through mid November. The information is then forwarded to the VPs in December. There is a possibility that this information may be used by the President for adjustments in January, 2006.

Job Audit Process Change

If an account manager wants to add another position that has the same duties, title, and job specifications as an existing position, HR has proposed that a copy of the GOJA, organization chart, job specifications and a memo stating that this new position is a duplicate of an existing one, be forwarded through the appropriate VP for approval. This memo will trigger an immediate desktop audit and should speed up the audit process considerably for duplicate positions.

Postings and GOJA Requirements

Reminder – effective 9/1/05 all postings and GOJA job requirements (KSA’s) must match or postings may be delayed. Several reminders are being sent out regarding this requirement which was first announced in a February 28, 2005 email to all account managers from Bill Nance, VPFSS.

University Pay Plan Changes

Most format changes implemented by SAP are being made to the University Pay Plan. HR staff are currently working to make sure that all job titles have current job specifications with an active link from the title in the Pay Plan to the description.

Summer Enrollment Schedule and Activities – Emily Ando

Prior to 2004 summer enrollment required employees to fill out several hard copy forms, but last year a “paperless” enrollment process was initiated with great success. Once again, administrative assistants/time administrators are being asked to be Summer Enrollment (SEN) “liaisons”. The HR Benefits office intern Misty Bolf will be setting up meetings with the “liaisons” to exchange information and to provide them with an informational SEN folder. An email will be released soon with further information. Remember - If you have no changes to make, you do not need to go online with ERS.

FY06 Holiday Schedule (draft) – Michelle Massey
The proposed FY06 holiday schedule follows the same pattern as last year with 13 holidays and 8 energy conservation days. The holiday schedule will be submitted for approval to the BOR (Board of Regents) for their August meeting.

**Legislative Update (state longevity, hazardous duty, BRP, TRS)**

Effective 9/1/05, full time staff employees will receive $20.00 for every 2 years (was every 3 years) of employment with a maximum of $420.00 received. The hazardous duty pay has increased from $7.00 to $10.00 for each year of service. Effective 9/1/05, if an employee leaves state employment for 30 consecutive days, they lose their BRP. Retirees who retire on or after 6/1/05 are not eligible for state longevity pay or BRP.

Changes to TRS rules can be seen by going to the TRS website via the Benefits link at the HR website. These changes will be published in the HR Bulletin.

**ORP/TDA Vendor Update**

There are now 12 vendors that have applied to continue to do business with the University. The reduction of vendors has allowed better service and products to employees. The vendors (ORP/TDA) are updated and can be seen by going to the Benefits link at the HR website.

**On The Horizon – The HR Crystal Ball – John McBride**

- **Validation Process**
  An account manager can require a degree for a position as long as it can be validated and meet federal requirements. HR will be working with Biddle and Associates to be trained in how to properly conduct the validation process.

- **Pay Plan Title Consolidation**
  Changes will soon be made to shorten the pay plan. Presently, there are many titles that are within the same general category such as Directors, Managers, etc. It is proposed that links be set up to describe the individual titles with no changes to the titles.

- **Background Checks**
  Presently, HR performs background checks with the DPS for security sensitive positions, but the breadth of the process is limited. HR is looking into expanding this process for all staff and faculty selected for hire. This is the process followed at the University of Texas at Austin.

- **Online Audit Process**
  HR is looking at implementing an online audit procedure. The audit process would permit employees to request an audit of their position. The employee could then track the status of the audit from the beginning to the end. It is anticipated that this new process would shorten the audit timeline.

- **Online Exit Survey**
  When an employee leaves Texas State employment, they are required to complete a separation form which includes questions regarding the reason for leaving Texas State.
The University is currently investigating the possibility of using the State Of Texas instrument and system.

- HR Supervisor’s Course
The development of a course for supervisors has been a desire for HR for several years. In their role as supervisors, knowledge of HR processes is essential. Once the course is developed, a supervisor could then be “certified” for completion of the course. This certification could assist in further career development. It is anticipated that the course development be completed by CY06.

- “Incomplete” Applications
There appears to be some confusion when account managers receive applications through the EASY system that lack the work history portion being filled out and/or contain a notation to “see attached resume”. By policy, can these applications be disqualified as being “incomplete”? A meeting will be set with staff from HR and Equity and Access to discuss these issues and to make recommendations.

- UPPSs
When UPPSs are updated and released to the web, they are announced in the HR Bulletin. Several HR UPPSs are currently going through the review process.

- New Faculty Orientation and Graduate Students
NFO will be different this year. The Provost is holding one session for tenure track faculty. Professional Development and HR will coordinate on a separate session on 8/22 for all faculty.

HR will meet with Graduate College to identify a process for graduate student employees.

**Closing Remarks:**

John McBride reminded the Forum Members that the next HR Forum meeting will be on August 3, 2005, Alkek 105/106 from 10-11:30 a.m. If Forum members have any questions or suggestion, they are encouraged to email John McBride.
TO: All Faculty and Staff

FROM: Dr. Denise M. Trauth, President

DATE: July xx, 2005

SUBJECT: Pay Increase

Effective September 1, 2005, the university will fund a one percent performance and two percent merit increase. Any increase received by eligible employees will be reflected in their October 1 paycheck and October remuneration statement.

All regular classified and unclassified staff and faculty members with a start date on or before February 1, 2005 will receive the one percent performance increase. Staff employees will need to have received a performance score of at least 300 on their most recent performance appraisal in order to be qualified for the performance increase as well as any merit increase. Account managers and department heads will determine the exact criteria for determining the amount of merit increase for each of their employees.

The University Pay Plan will not be adjusted as a result of this pay increase. However, as an exception to normal policy, performance and merit increases may be awarded to regular classified employees (1) whose current salary is above the maximum of their title’s pay range or (2) if the increases will put the employee’s salary above the maximum rate for their title’s pay range.

The pay raise is not required for non-regular staff and student employees, but account managers may award increases to such employees at their discretion within normal policy guidelines. However, budgets will not be adjusted to fund any such increases.

Merit and performance increases for grant employees are also not required but are strongly encouraged. Any increases awarded must be within normal policy guidelines and come from the grant budget.

Individual salary notices will not be sent out by the University administration. It is the account manager’s responsibility to notify their employees of any increase awarded and the amount of the increase. Employees are encouraged to contact their account manager to find out this information.

Denise M. Trauth
President