

## **HR FORUM**

### **April 7, 2008**

Present: JaNelle Barnes, Debra Boughton, Arlette Campos, James Dorsey, Kathy Galle, JoAnn Gardner, Janelle Laca, Eva Lura, Deborah McDaniel, Janet Moseley, Pat Naylor, Gwen O'Neill, Joyce Phillips, Sarah Pivonka, Pat Prado, Letitia Tunnell, John, White, Kay Yaklin, Josie Garrott, Lori Hughes, Melissa Amaya, Betty Boyd, Paula Slocombe, Brenda Hendricks, Mary Ann Mendoza, John McBride, Floyd Quinn, Michelle Moritz, Deborah Mathews

#### Topics From Membership

Mr. McBride welcomed everyone to the meeting and asked if members had any questions or concerns. There were none.

#### New Master Data Center

Master Data Center opened February 25<sup>th</sup> and is housed in JCK 314. The center is staffed by Roxie Weaver, Rosie Olivo, and Lisa Vallejo. All staff and student PCR's are processed by the Master Data Center as well as organizational management. Staff members will be cross training so all three will be able to assist in all areas. Additional individual training classes for campus members will also be offered thru the Master Data Center.

#### Employment Manager

Floyd Quinn introduced Tammy Coyle as the new Employment Manager within Human Resources. She comes from the Resort Industry where she was a recruiter.

#### Minimum Wage Increase

Jeff Lund reported the next minimum wage increase will be July 22<sup>nd</sup>. The new rate will be \$6.55 ph and the University Pay Plan will be updated. Processing will begin July 7<sup>th</sup> and notification will be sent out July 20<sup>th</sup>. Employees affected will see increase on August 15<sup>th</sup> paycheck.

#### Reclassification

Jeff Lund briefly outlined the process for reclassification.

**When do you ask for one?** If there is a substantial change in duties and responsibilities a job audit needs to be requested.

**What documents do you need?** When audit is requested the documents that need to be submitted are an updated GOJA, requisition, justification for reclassification and updated organizational chart.

**How much money do you get for a reclassification?** Policy recommends a 15% increase for reclassification. This is not automatic. If the employee's salary is currently above the salary with 15% an increase is optional.

**What is the difference between reclassification and promotion?** A promotion is based on performance and is merit based. Reclassification is not based on performance it is due to change of duties and responsibility. A promotion does not require an audit. A reclassification is an existing position in the budget.

### Exempt vs. Non-exempt status – How is status determined.

Status is determined by 5 exemptions. The federal government has told employers that all positions are non-exempt (must be paid overtime) unless they meet the following:

1. Executive: one who runs an organization or a sizable portion of the organization.
2. Administrative: duties or responsibilities that involve budget, discretion and independent judgment
3. Professional: relative to science or learning
4. Highly compensated (makes \$100,000 per year and performs one executive, administrative or professional duty).
5. Computer programmers

The number one reason the request is made to change an employee's status is payment of overtime. If the money is not in the budget, don't schedule the employee for overtime. The federal limit payout for overtime is 240 hours. SAP limits the payout at 100 hours, which is automatic. If an exempt employee terminates and has comp time on the book, they will not be paid for the hours. Non-exempt employees receive a check for any comp time on the books when they terminate.

### Group Insurance Program

Michelle Moritz introduced Cindy Keilers. She comes to Texas State from Community Action in San Marcos. She has been with HR for two months.

Reminder: The process for 9 month employees has begun. This affects mostly academic departments. The memo and spread sheet was distributed to departments to locate employees coming back in the fall. Memos will be sent to employee to outline the process for making their insurance payments. Employees not returning in fall are not covered thru the summer unless they are going to another agency in the state. Retro terminations are not possible with TRS.

Annual Enrollment 2008 will be July 28 thru August 22. More information will be sent out to campus at later date. ERS will be on campus on August 15<sup>th</sup>. Employees can make changes any time during the enrollment period. HR will not know until after the board meeting in May if insurance premiums are being changed. If they do, a notice will be sent out to the campus.

Evidence of Insurability may be required for plan changes. If employee is applying for coverage of family member because of a change in situation (loss of job) evidence of insurability may be required. This can be submitted 30 days prior to date change is needed. This will prevent the family member from having a gap in coverage. If an employee has a new baby or has gotten married, evidence of insurability is not required if done within 30 days.

### Spring Break Timekeeping – Did your employees get it right?

Common timekeeping problems encountered during spring break. If employee took time off they must show it on the time-sheet as comp time taken or vacation time taken. Sick leave can be used if employee was actually sick. Many employees who worked spring break entered 8 hours on timesheet. This is not correct. Every year Mr. Nance sends out a memo explaining time keeping procedures for Spring Break.

### Wellness Program

During the SACS review our Wellness Program is being reviewed. Participation is encouraged for many reasons. Employees are allowed 30 minutes per day and the time needs to be entered in the system. Employee must have approval from supervisor before participating. Many employees participate in a wellness program but not during the 8 to 5 workday. At the time the program was established the university chose to provide the time off during working hours to participants. The university has the ability to track participants if they record the time correctly. Another feature of the program is employee must stay on campus for participation. It is possible to participate off campus if the Vice President approves.

### New Organization Chart Tool

Mr. McBride reported since we went live with SAP we have not been able to produce organizational charts. HR is now able to produce updated organizational charts for the divisions. HR will be producing the official organizational charts for the university and for each division. HR will be providing training for departments who want to produce their own charts. Within the next six months the training will be offered. Visio software is already available for the campus and departments will need to request a copy be installed on their computers.

### Volunteer Employees

Mr. McBride asked members if volunteer employees are covered by worker's compensation. The answer is no. Many areas have volunteers sign a release before working. Is community service work the same as volunteers? HR will contact Bill Fly to find out.

Having no further business the meeting was adjourned.