

HR Forum Meeting Minutes

12/7/05

Present: A. Frisbie, P. Gulley, M. Herman, L. Hughes, E. Luera, J. Mosley, P. Naylor, S. Nusbaum, S. Pivonka, M. Randow, G. Robinson, T. Ryan, Curt Schafer, M. Sanchez, K. Whetstone

AGENDA

1. Topics of Interest from the Membership
2. 04.04.50 – Termination Checkout Process
3. Exit Survey
4. SAP Transactions
5. Holiday/EC days
6. Easy Position Requisitions
7. Holiday Correctness
8. Disciplinary Measures
9. Smoking Policy

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

Topics of Interest from the Membership – SAP Entry

Several questions were raised concerning the Calendar Year-End Deadlines for Time Entry/Approval and end user lock out. It is anticipated that some of these issues will be resolved by next year's calendar year-end deadline timeframe.

04.04.50 – Termination Checkout Process – Massey

This UPPS has been revised and is in the approval phase. This UPPS should be out on the web soon. Revisions include updated separation checklist and employee separation form. The reasons for separation match the reason codes in SAP.

Exit Survey - Phillips

An overview of the exit survey used by the State Auditor's Office was presented. Human Resources will begin using the survey in January. This exit survey would be voluntary, take a few minutes to complete, and the separating employee would be given a unique ID number that would be open for about 15 days for the survey to be completed. Please remember to encourage separating employees to visit HR to help them through the exit process.

SAP Transaction (CATS Appr Lite) – Massey

This transaction is used to approve or reject one or multiple employee's timesheet entries. In the help drop down tab under Texas State Help, work instructions have been updated to include the absence/attendance codes with text descriptions to help explain the time entries. The FAS team will be releasing more information soon to the campus.

Holiday/EC Days

Please remember that 12/19/05-12/21/05 are EC days. Employees must be on paid leave or work part of the day on 12/21 in order to qualify for all of the holidays. Note-if you work on a holiday you must enter the time as additional hours worked. Call Selma or Teresa in the Benefits section for questions on time entry during the holidays.

EASY Position Requisitions – Quinn

Due to the approaching Christmas holiday break and newspaper deadlines, Human Resources (HR) will only be able to post for recruiting the EASY Position Requisitions that are received in the HR office by 5:00 p.m., Tuesday, December 13, 2005. Any requisitions received after that date will be held for posting on Monday, January 2, 2006.

Holiday Correctness

Please insure that we are sensitive to the feelings of others at this time of year. There are many religious persuasions which observe holiday celebrations during the month of December. Buddhists celebrate Bodhi Day, Jews celebrate Hanukkah, Christians celebrate Christmas, Muslims celebrate Id Al-Fitr, African-Americans celebrate Kwanza, Wiccans and many American Indians celebrate the Winter Solstice.

Disciplinary Measures

UPPS 04.04.40 provides a detailed discussion of measures which should be considered by the account manager when trying to resolve issues related to employee discipline. These measures include oral reprimand, written reprimand, suspension, reduction, demotion, and discharge. Although we reserve the right, based on the magnitude of the infraction, to use any level at any time, generally this is a progressive process. It is assumed by HR that any recommendation of termination by an account manager will come only after use of oral AND written reprimands were attempted and failed. Good documentation of the problem is critical. Additionally, the disciplinary checklist in UPPS 04.04.40 is a good tool to guide account managers through this process.

UPPS 04.04.50 - Smoking Policy – McBride

The recent article in the September issue of the *Human Resources Bulletin* generated many emails. The policy established guidelines regulating smoking on campus. These guidelines apply to all faculty, staff, students, and visitors. Some of the guidelines were addressed as follows:

- Smoking is not permitted within 20 feet of a building entrance, open window or air intake.
- Smoking is permitted in outdoor areas provided that they have not been designated as smoke-free areas.
- The Quad and Alkek Library and Academic Services Building breezeways have been designated as smoke-free areas.

Some employees have expressed concerned as to what to do when they observe violations. Employees or students who observe violations of this policy should make the person aware of these restrictions. Refusal to comply or continued violations should be reported to the appropriate management officials who ensure enforcement.

Other – McBride

The HR Supervisor's Course Survey should be distributed in January, 2006.

UPPS 04.04.03, Staff Employment, has undergone substantial revisions. Some of the changes include:

1. Expansion of positions subject to criminal background checks,
2. Reference checks policy and procedures when departments receive a reference check call on a former employee,
3. Validation policy and procedures for validating job requirements,
4. Guidelines for use of Search Committees vs. Advisory Committees in employee selections, and
5. Policy and procedures for hiring staff for a defined period of time.

