HR Forum Minutes 10/1/12

- Questions from the members
  - Question: Flu shots are available at the Health Fair, but where else can we go and get them for free?
    - Your own PCP
    - $31 to $25 at a pharmacy.
  - Question: Will flu shots be available at JCK?
    - This question will be addressed in Rose’s presentation.

Benefits (Michelle)

- Work Life Program Updates (Rose)
  - Employee Wellness Fair – October 30th
    - Will be held at the LBJ Student Center Ballroom from 10:00-2:00.
    - Health Select members can get a free flu shot on campus – must have Driver’s License and Health Insurance ID card.
    - Non-Health Select members can obtain a flu shot for $25.99 – cash or check only.
    - Minimum requirement of 25 participants.
    - Student Health Center will also provide flu shots on Oct.17th for $15 – they will not administer flu shots at the fair.
  - Oct. is National Work and Family Month – Remind employees about the resources that we have for them on our website.
    - Bobcat Balance
      - New contract year.
      - There are 5 free counseling sessions per person, per year, available to all staff, faculty, graduate students in a benefits eligible position, and members of their households.
  - Wellness Programs
    - On-campus wellness opportunities
    - Student Recreation Center memberships available
    - Walking trails
    - Fitness club discounts – Staff Council Perks Program
    - Weight management
    - Safety programs
    - Support to quit smoking
    - Support for nursing moms returning to work
  - New resource for caregivers
    - The Texas Department of Aging and Disability Services created the website Take Time Texas.
      - A list of resources for caregivers of disabled elderly and children. It is divided by county and age group.
• Workshops
  o Oct. 25th – Neurobics: The Science of Mental Engagement, presented by Alz Care Assistance Living
  o Oct. 30th – Employee Wellness Fair
    ▪ Considered work time, because it is sponsored by professional development.
    ▪ Blood pressure, glucose testing, and other services will be available.

• Payroll Reminders (Michelle)
  o Pay day for the month of Sept.
    ▪ October 1 paycheck should reflect changes to salary and deductions.
    ▪ Call Benefits as soon as possible if you have a problem.
  o Sign up for your electronic W-2.
    ▪ There is an article in the bulletin with instructions on how to set up your electronic W-2.
    ▪ Do not forget the second step to suppress printing; otherwise you will get a second copy mailed to you.
    ▪ If employees need more assistance they can come into the office for help, but they have to register with APP first.
  o Time entry cutoff dates
    ▪ All time entries should be entered by the 15th of every month.
    ▪ The posted date’s help managers know when the Payroll cutoff is for that month, mostly in regard to leave without pay.
    ▪ If you know that one of your employees will be on leave without pay through the end of the month enter it into the future. If you don’t they may get overpaid, and the excess amount will have to be collected. Same thing with overtime payments.
    ▪ If you get to the lock date nothing can be changed to their paycheck for that month. If it is the first lock date call, and it might have a chance of being corrected.

• HR Website – new category of “Separation Forms”
  o Separation forms are now in a category by themselves under HRs Forms, not under Misc. Forms. If you see that something is missing please notify HR.
    ▪ Salaried Employee Separation checklist
    ▪ Hourly Employee Separation checklist
    ▪ Transfer to another department checklist
    ▪ Request for Payment of leave
    ▪ TRS
    ▪ ORP
**Benefits FAQs**

- If somebody missed the annual enrollment window, but wants to change their contribution to their 403D tax deferred account, when can they make that change?
  - Retirement accounts can be changed at any time.
- I was out for several days, and my supervisor asked me to use my FLSA overtime instead of my sick leave. Can he do that?
  - No, they cannot, however the employee, may ask to use their FLSA instead of their sick leave, if they choose to.
  - If the employee is not sick and requests time off, then the manager can ask them to use their FLSA instead of vacation time.
- Can we hire a non-student, non-regular and pay them $10/hr?
  - Only if it is within the appropriate range of pay for that job title.
  - We use the same Pay Plan for every job title whether for temps, NSNRs, or regular workers, thus the pay range is the same for all of them.

**Compensation (Jeff)**

- **Six-Month Performance Appraisals**
  - Only need 6 month appraisals for:
    - New hire
    - Promotion
    - Transfer
    - Reclassification
    - Do not send performance, or probation appraisals, unless they fall into the categories listed above, until Oct.-Dec., or they'll be filed and set aside until then.
  - If an employee transfers in the middle of the fiscal year, an appraisal must be completed by both supervisors, former and current.
    - This also applies if the supervisor moves to another department, or gets promoted, and will no longer be in charge of that employee.
    - If the former supervisor leaves the university, then the next higher up will write the appraisal.
    - The former supervisor must submit their appraisal within 15 days of the change.
      - This is a new mandate that was implemented in February.
      - Once the employee’s new supervisor turns in their appraisal at the end of the year the scores will be combined and calculated.
  - Send appraisals to HR – Jeff or Julie

- **Changes to 04.04.11 – effective audit results date**
  - Reclassified positions need criminal background checks before the reclassification can become effective.
  - Background check release forms should be submitted along with additional documents attached to the requisition.
Compensation FAQs
  o Do I need to allow vacation time off if my employee requests it, or is it time off on demand?
    ▪ No, the employee may take a vacation only if it is mutually agreed upon.
  o If an employee does not show up for two working days in a row, and doesn’t call in sick at all, is that job abandonment?
    ▪ No, the rule is three days. Supervisors should attempt to contact the employee before labeling it as job abandonment.
  o Are there generic GOJAs for Administrative Assistant or Custodial Positions?
    ▪ No, each employee’s performance is evaluated based on their individual GOJA. There are similarities, but each employee has their own unique GOJA. Generic job descriptions can be found as part of the University Pay Plan.

Employment (LynnAnn)

  • Temporary Service Vendors on Bobcatalog
    o Temporary Services is estimated to go live on Oct. 15th, but for right now it’s still in the testing phase to make sure that it’s working properly.
    o Only three vendors are approved.
      ▪ Vendors are available from three locations – San Marcos, San Antonio, and Austin.
      ▪ If you currently employ a temporary worker from a different service, you will be able to finish out your term, but will have to switch when it is complete.

  • Physical Skill Assessment Testing
    o Currently a pilot program
    o Physical testing will be required for various labor intensive positions.
      ▪ All departments with affected job titles are listed on Tracs.
      ▪ Anyone with access to the site can see the entire list. If they feel that a job title is missing, they can notify Russell Clark in EHS.

  • Required statements on all staff recruitment advertising
    o The following statements must be listed on all job advertising, if the ad does not go through HR, the department is responsible for including them.
      ▪ “Employment through Texas State is contingent upon a criminal history background check…”
      ▪ “Texas State is a tobacco free campus”
      ▪ “Texas State is an Equal Opportunity Employer”
      ▪ “Texas State University is a member of the Texas State University System”
    o Email Bobbie for the full statements if you need them.

Follow-up (John)

  • Worksteps Program
    o Started out in three phases
- Phase 1 – a pilot program, only for labor intensive jobs based on GOJA
- Phase two – More groups added
- Phase three – All employees would have to go through physical assessment.
  - President’s Cabinet only wants to do phase one for now.
  - Should go into effect in the next 30-60 days.
- Change in Background Check Procedure
  - In May of 2012 – EEO released new guidelines on background checks.
  - We no longer have a Relevancy Chart.
    - A conviction does not immediately disqualify an applicant.
    - The hiring official must determine if the conviction is relevant to the job.
    - The hire must be approved by the appropriate Dean or Vice President.
  - The official procedure will be outlined in UPPS 04.04.17.
- Pen and ink changes to UPPS.
  - You will see these more often – Heads up!
  - Things are moving fast!
- Certification Requirements for Specific Job Titles
  - UPPS 05.02.05 – Defines designated titles of employees at Texas State entitled to purchase supplies.
  - Persons employed in qualifying job titles must pass a certification test.
    - Current employees have 18 months to become certified.
    - New hires have 12 months.
  - The deadline is near and some employees have not passed the test. A meeting with the university attorney has been scheduled in order to determine a course of action.
  - This is an issue with many other job titles on campus as well.
    - Ex: nurses, doctors, people handling pesticides
    - Jeff tracks delinquent certifications and reports these employees to the VPs quarterly
  - Possible outcomes: suspension, demotion, termination
- Vacation Policy
  - Employees can use vacation time for sick leave if it is mutually agreed upon by the employee and supervisor.
    - If the supervisor denies use of vacation time and the employee has no sick leave available, they must go on leave without pay.
    - The supervisor’s decision must be consistent.
    - Before making a decision supervisors should consider:
      - How long the employee has been there.
      - Are they in good standing?
      - What did they score on their performance evaluation?
    - State that, “from this day forward it will be like this” to leave out past inconsistency.
- Payroll Update
• There is a proposal to eliminate paper paychecks – may switch to debit cards.

• No-cost Reallocation of the Pay Plan
  o 70% of the titles in our Pay Plan, at their minimum, are below the market.
  o We can move titles up to their market prices, without increasing current employee salaries. It will make the Pay Plan look better.
  o The percent of titles below market should go down to somewhere between 35-40%.

• Grant Positions
  o There are seven grant titles in the Pay Plan.
    ▪ Exempt
      o Grant for Director – most often Faculty members
      o Grant Coordinator – supervises individual performers
      o Grant Specialist – assessed on individual performance
    ▪ Non-exempt
      o Grant Secretary
      o Grant Senior Secretary
      o Grant Clerk
      o Grant Technician
  o HR does not regulate the salaries of grant funded positions. There is no minimum or maximum.
  o If you would like to hire someone specific for a position, you can write their name into your grant, but you must receive waiver approval from Equity and Access.
  o There is a generic job description available and HR allows 30 days to get a GOJA.
    o A GOJA must be completed because grant employees will be subject to an evaluation if they stay long enough.
  o It is not fun when a researcher has gone through a lot of work to get a grant, and then finds out that there are more expenses than expected, and overtime issues. Call Human Resources at any time for help.

• Any questions?
  o None