McBride asks if anyone has any questions

- No questions.

**Full Time vs. Part Time Health Insurance**

- Full-time employees receive 100 percent coverage for health insurance.
- Part-time employees only receive half of the contribution from the university, so the out of pocket cost is $250 dollars a month.
- Anyone under 75 percent FTE is paying the part-time employee rate.
- Part-time employees, less than 75 percent, have a 90 day waiting period before enrolling into health insurance.
- Full-time employees are enrolled on first day, including families.
- The reason for that is, the university is paying for employer contribution out of local money.
- Part-time employees and graduate students have a waiting period.
- Starting this fall, the waiting period will be reduced down to 60 days.

**Life Insurance and Disability Coverage:**

- Benefits reports salary September 1 to ERS every year, and it stays that way for the whole year. Example, if you are part-time September 1 and you are making $1000 a month, that is what your life insurance is based on. If you go full-time in January, you are still based at the $1000 a month salary for life insurance until the next fiscal year.
- Going to part-time before retirement, rates are based on your status for the last 3 months of employment.

**Optional Retirement Plan:**

- Offered only to full-time faculty and certain administrative level positions.
- Once you are in the Optional Retirement Plan (ORP) and you decided to drop to part-time, you are permitted stay in ORP.
- If you are being hired in a part-time position at Texas State, but you were in ORP in another university, you may choose to stay in ORP at Texas State.

**Staff State Longevity Pay:**

- You have to be in a full-time position to receive longevity pay on the first work day of the month. Service credit counts, but not until you become full-time, you will not receive State Longevity Pay.
- Sick and vacation accruals are based on your FTE.
- If you are full-time, you will receive full the amount. Part-time gets a percentage based on FTE.
Vacation carryover is the same way; it is based on vacation balance at the first of the month to see how much carries over. What does not carry over will go to sick leave balance.

Nonexempt Staff:

- Anytime a non-exempt staff is working more than 40 hours a week, they will be paid automatically on the next payroll.

Academic Course Policies:

- Staff must be full-time to be eligible for paid time off and fee payments. Forms go to the Benefit Office to be verified, then to Business Services for tuition adjustment. Eligibility is based on status of first day of class for each semester.

Staff Service Award:

- Staff must be full-time to receive credit for service award per policy.

Insurance Updates

- Nine month appointed staff employees summer interest payments:
  - A list was sent to all departments to confirm if an employee will be returning back to work next year.
  - Letters are being sent to all faculty who will not be receiving a paycheck over the summer for one month. This letter will help them understand how to prepay premiums over the summer. If the faculty is a full-time, the university is still paying 100 percent towards employee only coverage.
  - The only out of pocket cost, will be for the covering their spouse, part-time, or if they have any other insurance such as dental and life insurance.
  - If an employees is on salary spread will be receiving a check over the summer.
  - Due date to return forms to Benefits is May 2, 2014.

Qualifying Life Events (QLE) Can Be Made on ERS Online:

- Employees can call ERS directly to make any QLE changes.
  - The only information they will need is their social security number and birthdate of whomever they are adding on insurance coverage.
  - The employee can also log on to their ERS account and just complete a Family Status Change.
Dependent Eligibility Audit:

- This will be for any employee who has added dependents since the last 2011 audit.
- If you certified your dependents in 2011, you will not need to do that again.
- Employees who will be affected by this audit will be receiving letters around April 24 advising what they need to do to comply with audit.
- Going forward, Aon Hewitt will be conducting all audits when an employee has a QLE.

Insurance Updates:

- Window for annual enrollment for this year will be June 30 – August 1.
- The university will be in the third phase. This means, as an employee, you can call as ask open enrollment questions from July 14- 25.
- The next ERS Annual Enrollment Fair will June 27, 2014 in JCK 1100 from 9-12.
- ERS will present, as other vendors like HealthSelect, Humana Dental, Texflex.

Project Updates:

- Report being developed to look at student workers and compare it against their class enrollment. Report in production.
- This report will be run month to show what students have withdrawn from university and can no longer be a student worker
- If they are no longer in attending classes, and can no longer be a student worker, this implications with FICA taxes, state service credit.
- Student eligibility UPPS requires certain minimum number of class credits, that is what the report will provide to us.

Outside Employment Activities:

- The Board or Regents changed outside employment rules last May.
- Employees have to report ALL employment.
- In the process of changing the policy trying to come up with an electronic method to do that.
- While policy is out for review, we are working on an online form for employees to enter their information. This information will flow to their supervisor, which in turn will flow to the VP to make sure there is no conflict of interest.
- Paper form is still required when an applicant does not yet have a job with Texas State University. They will have to get permission to work here if they have another state job at the time.

UPPS Updates

- **04.04.15 New Employee Orientation for Staff** - Effective January 29, 2014 and is now on the web.
- Steps added to departmental checklist.
- Department now initiating Texas State Net ID through that process when hiring someone.
- Merged Professional Development to Human Resources.
- All forms have been updated on website.
04.04.52 Retirement Program:
- Effective February 24 and is now on the web.
- Technical corrections were made for TRS rule changes that happened last year.
- Minimum age 62, for those who are not grandfathered, when you meet your Rule of 80, you also have to be the age of 62 to not have a reduced annuity.
  - Returned to work retirees for the pension surcharge to apply. Used to be just benefit eligible rehires, now it is all return to work retirees, if they exceed the equivalent of halftime employment during any month.
  - Starting August 31, 2014, if status of that date is over 20 years of service, then you still get 100 percent contribution. If not, over 20 years of service, it is going to be reduced for people that retire after August 31.

Holiday Calendar:
- President Trauth approved half day off for regular staff approved based on FTE on Friday, April 18, 2014. Time keeping memo to follow.
- FY15 holiday calendar has been drafted and sent to President’s Cabinet.
- Scheduled to go to the May Board of Regents Meeting.
- Planned Fifteen holidays and five energy conservation days during spring break. Same standard days off, but July 4th is on Saturday.

FAQ's:

**Question**: Does my time spent as a student worker count towards my Rule of 80 calculation for retirement purposes?

**Answer**: No. In order for your time worked to count towards your rule of 80, you must have been contributing to a retirement account. By law, student workers are not allowed to contribute to either the Teacher Retirement System or Optional Retirement Program.

**Question**: Are regular, part-time employees eligible for sick leave pool?

**Answer**: Yes. Anyone who is eligible for sick leave is eligible for sick leave pool, except the president who is excluded by law.

**Question**: We’ve recently had some reorganization in our department and the supervisor has changed for several employees. How do we get the reporting relationship corrected in SAP?

**Answer**: To request a change in the reporting relationship to a new supervisor’s position, please complete the Supervisor Change Request Form. This form is located under the Organizational Management header on the Human Resources Master Data Center; Rosie Olive is the contact person. The web page located at [http://www.hr.txstate.edu/hrmasterdatacenter.html](http://www.hr.txstate.edu/hrmasterdatacenter.html).

Pay Plan Updates
- Pay Plan titles have been reduced to 600. What this means, is every title has an employee’s name attached to it.
- If any title needs to be reinstated, just let us know and we will take a look at it.
Contractors vs. Employees:

- The Department of Labor (DOL) would like for Texas State to include more individuals that we would consider contractors as our employees.
- A 20 factor test to examine all contact, look, behavior, financial control and relationship with company. They have reduced that from 20 – 11 factors and have revised and added three factors. Coming out on HR Bulletin to explain all factors.

Minimum Wage Increase

- Federal funding positions minimum wage is not $10 an hour and working with Office of Sponsored Programs (OSP) to identify those positions. President is looking at expanding that to all employees.
- This will affect people on federal contracts, but not all. Currently we have a meeting set to find out what exactly is federal contract.
- The DOL has been asked to review the Administrative Exemptions to define overtime for employers.
- People, who are exempt, do not get overtime.

FAQ

Question: Do I need to meet with my employee(s) to discuss their annual performance appraisal?

Answer: Yes. UPPS 04.04.20 requires that supervisors meet with each of their employees to review their performance and discuss their performance appraisal score.

Question: How is an employee who was hired, reclassified, or promoted during the last three months of the year appraised?

Answer: They would be appraised according to the current annual appraisal cycle and then again in 6 months.

Question: How do I apprise an employee who has a mid-year supervisor change?

Answer: You would submit an appraisal for the period of time that the employee reported to you. We would also expect an appraisal from the 2nd supervisor as well. Once we receive them both, we would calculate a final, proportionate performance appraisal score for the year.

PeopleAdmin Upgrade

- We have been with PeopleAdmin since 2004.
- 30 million hits to the job portal.
- In FY14, we have had 21,000 applications, 494 postings 5,300 users in the system.
- We are on PeopleAdmin 5.8
- PeopleAdmin has a project plan for Texas State that will include an engagement manager, project manager, and a trainer to train internal trainers at Texas State, business process consultant and a solution trainer.
They are going to have a business consultant to support us; 22 weeks to add modules. Trainer will begin with us for planning, business consultant to validate, and solution engineer to check website.

Service agreement was signed. We are waiting to get project documented, then we will have a key meeting to get essentials ready. Building HR webpage to describe all upgrades to push out information to departments.

We are doing majority of work April through July.

We are trying to roll this out by January 2015.

HR webpage will be built with all the communication about the upgrade.

FAQ

Question: Does a hiring manager have to interview three to five candidates?

Answer: Yes, if there are three or more candidates in the applicant pool that meet the required qualifications and preferred qualifications, the hiring manager must interview at least three candidates.

If there are less than three candidates in the applicant pool that meet the required qualifications and preferred qualifications, the hiring manager may request permission to interview less than three candidates from the Office of Equity and Access.

If there are no candidates that meet the required qualifications and preferred qualifications, then the hiring manager may also request from the Office of Equity and Access to close the position as a ‘no hire,’ and repost the position.

Questions: How does a hiring manager hire a temporary worker?

Answer: A hiring manager has two options to hire temporary workers. The first option is to use the internal hiring process for a Non-Student Non-Regular (NSNR), which requires the hiring manager to recruit and hire from the Secretarial/Clerical Temporary Pool.

The second option is to use BOBCATalog to request a temporary worker from the temporary staffing agencies contracted by the University.

If you have questions about either process, please contact LynnAnn Brewer, Employment Manager at lb64@txstate.edu or call 5-2557.

HR Forum Survey

- We had 50 percent return on the HR Forum Survey. Received good comments.
- Report will be out soon.

Presentation Workshop

- Done through Communications Department.
- Thirty minute presentation and 3 ½ hours of practice time.

Upcoming Workshops

- Financial Planning Fair.
- Managing Designing Surveys was scheduled on one of our ice days. You have to re-register.
- Managing Generation Differences in Culture, 4 hour workshop.
- Campus Training and Development website for future upcoming workshops.
- Creating report for managers on workshops their employees have taken.
- 04.04.35; Staff Development. Process was handled with Equity and Access, next cycle will be through HR/Professional Development.
Other

- Sibson People: Contract got approved and they are reviewing whole performance appraisal process.
- Camps: counselors and supervisors must all have a background check. HR processes the background checks. If you have any questions, contact vice president of student affairs. They are providing us with the names of people to check.
- Nepotism Issue: We have to report every year to board of regent any nepotism cases. We are producing a report annually to review who is related or have any employee relations. Working on supervising training designated for Texas State.
- Onboarding: Improving process.
- 04.04.03 out to the secondary reviewers. Offer letter, foster children, requirements, using interview guide, and skills assessment training is in the UPPS.
- Grad Students: Possibility cutting them back to 20 hours/week. Will be additional money to hire additional grad students. We cannot afford the penalties in the Affordable Care Act.