Welcome!

HR FORUM

October 10, 2017
Legal Review

Charmaine Mazzantini
Associate General Counsel
TSUS Office of General Counsel

- Where are we?
  - JCK 1040
What do we do?

- Employment
- Policy
- Records
- Contracts
Communications with HR

CAN YOU KEEP A SECRET?

DEPENDS
Communication may be “confidential” but not “privileged”
Communications may be confidential in certain circumstances.

- Managers’ communication with HR may have certain levels of confidentiality
- Managers’ communication with HR should always be professional
Important decisions you should *never* make without consulting HR:

- Never:
  - make a decision to terminate without first consulting HR
  - place an employee on a PIP without HR input
  - ask an employee for medical information
  - interfere with an employee’s leave of absence (consult HR if you aren’t sure you are interfering)
Questions?
Contact

Charmaine Mazzantini | TSUSGenCoun | 5.2530
Let’s Talk About Policies!
Separation and Timekeeping Policy and Procedure Changes

Michelle Moritz
Associate Director, Human Resources
SAP Controls Audit - Action Items

- Update separation checkout policy and procedures – UPPS 04.04.50
  - Use online form to notify ITAC in advance of employee’s termination
  - Use emergency form for involuntary termination
  - Divided department checklist and employee separation form
  - No need for employee to bring forms to HR or Payroll
  - Employee to turn in keys directly to Access Services

- Report for periodic review of security roles
General Timekeeping Audit - Action Items

- Notify employees with long periods of no time entry for review and certification
- Enter delinquent time records
- Train supervisors and departmental time admins to run reports
- HR run reports for central oversight
- Closely review time records and seek additional certification of balance prior to any lump sum payout
Faculty and Academic Resources - Action Items

- Increase and sustain awareness in Academic Affairs
- Annual reminders of policy and responsibility
- Notify faculty when they change to a vacation-earning position
- Include information in orientation and other administrative training
- Add more information to website
- Update Faculty Handbook to reflect options for reporting time – either SAP ESS or signed Leave Approval Form to departmental time admin
University Leave Policy Review (UPPS 04.04.30)

- Add time limit for reporting additional hours worked resulting in State Comp Time that must be used within 12 months
- Add new veteran health care leave benefit
- Add section on sick leave donation
- Modify funeral leave for more consistency
State Post-Payment Audit underway

Focusing on
• Personnel action forms (PCR) access and approval
• Equity adjustment policy
• Prior state service communication for state longevity pay and vacation
• Leave records
• Policy for reimbursement of tuition and fees
Contact

Michelle Moritz | mm10 | 5.2557
Selma Selvera | ss24 | 5.2557
Compensation Policy Updates 04.04.09 / 04.04.11
&
Proposed Reduction in Pay Plan Titles

Jeff Lund
Manager, Compensation
Proposed Class and Comp Policy Changes

- Clarifies and distinguishes promotion, reclassification and transfer terminology
- Replaces the GOJA with the Job Analysis Form (JAF)
- Explains effective dates for reclassifications
- Limits University Longevity Pay to 4 increases per career
Proposed Volunteer Policy Changes

• Earn Comp Time/Overtime Working Volunteer Events
  • Bobcat Days
  • New Student Orientation Parent and Family Dinners
  • Family Weekend
  • Move-In Weekend/Bobcat Preview; and
  • Commencement

• Prior approval is required to volunteer for these events
Proposed Reduction in Pay Plan Titles

- Director and Associate/Assistant/Director level titles
  - Title reduction needed
  - Market minimums process unchanged with targets to be developed

- Use of functional titles
Contacts

Jeff Lund | jl21 | 5.2557
Blake Bissing | bsb106 | 5.2557
04.04.03 Staff Employment Policy Update

LynnAnn Brewer

Employment Manager
Governor’s Executive Order
• Added new legislation for E-Verify requirements

Texas Government Code, Chapter 657
• Revised veterans definition
• Redefined veteran’s employment preference and interviewing requirements

Texas Workforce Commission
• Added statement that non-student non-regular employment requires an application in the University temporary pool job posting
President’s Cabinet
• Added new language to allow job posting salary to be above pay plan minimum up to the previous incumbent’s salary

Chief Diversity Officer and Director of Equity and Access
• Updated language for exceptions and added more details about the process to request one
• Added two recruitment options
  • expedited search
  • transfer and promotions
Contact

LynnAnn Brewer | lb64 | 5.6583
HealthSelect Transition Update

Heather Houston

Benefits Manager
Transition Issues

• Referrals transferred... but couldn’t be seen
• Network of providers is a work in progress...
• When in doubt – call a Personal Health Assistant!
Contact

Heather Houston| hh19 | 5.2557
Announcements
10th Annual Employee Wellness Fair

Wednesday, October 11 | LBJSC | 10 a.m. - 2:30 p.m.
Save the Date

Texas State Resources Fair

October 25th
11 a.m. - 1:30 p.m. | JCK 1100
Open Floor Discussion
Contact Us

hrforum@txstate.edu

5.2557
Thank you!

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