Welcome!

HR FORUM

April 9, 2019
VISION

BE A HIGH-PERFORMING TEAM THAT DEMONSTRATES BEST PRACTICES IN UNIVERSITY LAW ENFORCEMENT WHILE PROVIDING A SAFE AND INCLUSIVE LEARNING AND WORKING ENVIRONMENT FOR STUDENTS, FACULTY AND STAFF.
MISSION

- We employ highly trained personnel who pursue excellence through training, education, and professional development.
- We facilitate a safe & inclusive working and learning environment by providing a high level of safety, protection and professionalism.
- We serve through the values of: integrity, respect, transparency and innovation.
CLERY ACT RESPONSIBILITIES

• The **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act** is a federal statute requiring colleges and universities participating in federal financial aid programs to maintain and disclose campus crime statistics and security information.

• **Clery Act violation** are now $55,907

• Requires institutions of higher education to provide descriptions of safety and security policies and programs, as well as maintain an open crime log.

• **ASR – Annual Security Report**

• **Institutional Responsibility**
ACCREDITATION

International Association of Campus Law Enforcement Administrators – 215 Standards

Commission on the Accreditation for Law Enforcement Agencies – 459 Standards
CONTACT

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Work Place Accommodations

Sherri Benn, PhD
ADA Coordinator
Assistant Vice President for Student Affairs/Director of SDI
Three Pillars of Commitment to ADA

1. Human Right
2. Adds to the Diversity of our Community
   • A diversity of people and ideas, a spirit of inclusiveness, a global perspective, and a sense of community as essential conditions for campus life
   • Disability support is an opportunity for accessibility, inclusivity, diversity, and a commitment to civil rights.
3. It’s the Law
   • Sec. 504 of the Rehabilitation Act of 1973
   • The ADA of 1990, amended in 2008, followed
Prohibition of Employment Discrimination

The Law

- Title I of the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) prohibits discrimination in employment practices against qualified individuals with disabilities.
- For purposes of employment, qualified means with or without reasonable accommodations can perform the essential functions of a job.

Definition In Accordance with the Law

- Individuals who have a physical or mental impairment that substantially limits one or more major life activities.
- Individuals who have a record of a physical or mental impairment that substantially limits one or more of the individual's major life activities.
- Regarded as having an impairment (not entitled to accommodations)
Accommodations in the Workplace

Reasonable Accommodation

Any change or adjustment to a job or work environment that permits a qualified applicant or employee with a disability to:

- participate in the job application process,
- to perform the **essential functions** of a job,
- to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities.

Requests for Accommodations

- May initiate accommodation request either verbally or in writing with supervisor and supervisor can then contact a member of the Workplace Accommodation Interactive Team.

  or

- May initiate accommodation request either verbally or in writing to the ADA Coordinator.

- If a request for accommodation is made verbally it must be followed by written documentation.
Supervisors are part of our institution’s risk management calculus

**Risk & Liability**
- Recruitment
- Hiring
- Promotion
- Demotion
- Layoff and return from layoff
- Compensation

**Risk & Liability**
- Job assignments
- Job classifications
- Paid or unpaid leave
- Fringe benefits
- Training
- Employer-sponsored activities, including recreational or social programs
Contact

Sherri Benn | ADACoordinator@txstate.edu | 245.2278
Job Consolidation Project Website & More

Blake Bissing
Compensation Manager
Website Outline

- Project Overview
- What is happening?
- Why is this happening?
- FAQ’s
- Submit Your Questions
Staff Job Title Consolidation Project

**Project Overview**

This project will reduce the number of pay plan job titles making it easier to manage administratively. It will expand pay grade ranges, and create more generalized job descriptions (not specific position-focused).

This project will allow Texas State University to benchmark your position. Benchmarking a position allows us to utilize a direct market match to more accurately determine trends in pay and make appropriate compensation recommendations.

This project will also allow us to utilize more accurate job market and salary information in order to drive the University’s compensation plan.

### What is happening?

### Why is this happening?

### How is this happening?

### When is this happening?

### FAQs

- Will this change my job title?
- How will this affect the hierarchical structure of my department?
- Will this project affect my pay?
Department of Labor Updates

- DoL Notice of Proposed Rulemaking on March 7, 2019 announced an increase in the annual salary threshold from $23,660 to $35,308
- Currently in 60-day comment period
- Expected implementation date of January 2020
- DoL previously attempted to raise the threshold to $46,476 in December 2016
Merit Announcement

- President’s Office sent a communication on March 29 announcing a 3% merit pool for FY 2020
- Reflected on October 2019 paychecks
- Eligibility Criteria:
  - Regular Staff – Employed on or before September 4, 2018 with a performance rating of “merit eligible”
  - Faculty – Employed on or before September 1, 2018
  - Exceptions may be granted to classified staff above pay grade max
Contact

Blake Bissing | bsb106 | 5.2557
THE PERFORMANCE MANAGEMENT PROCESS

June 1

Process of identifying what you want to accomplish and creating a plan on how to achieve your desired results within a specific time frame.

Performance Planning Tool is used to create SMART goals, set objectives, establish duties and responsibilities.

Performance Review

April - May 31

The formal assessment of employee performance for the year based on previously established goals and performance criteria.

Performance Planning Tool is used throughout the process, beginning with:
- self-assessment
- manager assessment
- one-on-one meeting
- acknowledgements

October - November

An informal one-on-one meeting between supervisors and employees to assess progress on previously established goals and objectives.

Performance Planning Tool is used to record and monitor progress.

Ongoing Feedback

Mid-Cycle Review
<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review document Launches</td>
<td>April 1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td>Review must be completed by</td>
<td>May 31&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td>2019-2020 Plans Launches</td>
<td>June 1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td>2019-2020 Plans completed by</td>
<td>July 31&lt;sup&gt;st&lt;/sup&gt;</td>
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</table>
Other Important Dates to Remember

- If a new employee is hired after February 1 of the performance cycle, no plan needs to be created or performance review needs to be completed.

- If existing employee is transferred into another department/division after April 1 of the performance cycle, the assessment will need to be completed by the receiving department in conjunction with the previous supervisor.
Reminder!

If 2018-2019 performance plans have not been completed in SuccessFactors, the 2018-2019 reviews cannot go through the workflow without a goal or job duty.
Merit Eligibility

It is important that all performance reviews be in “completed” status by May 31 for those employees to be included in the eligibility file.
CONTACT INFORMATION

Tammy Coyle | tc23 | 5.2557
Cindy Keilers | ck24 | 5.2557

Website | www.hr.txstate.edu/performance-management.html

E-mail | performancemgmt@txstate.edu
New N.E.W. Registration Process & Other Things You Need to Know

Heather Houston

Benefits Manager
NEW registration

- Updated to provide admins/hiring managers with a form to register their new employees (no more emails!)
- Better tracking and no missed information
- New employees are also registering to confirm date/time/location and also allow new employees to have an HR contact for questions or accommodation requests
Do you have a nickname?

• Did you know that you can have your preferred name in SAP so it can be used at workshops?
• You can update in SAP Employee Self-Service
• Update first name only
- Select Personal Information
- Select Personal Data
- Update Nickname
Coming soon... Retirees Website

- Information about
  - Retirement eligibility
  - Scheduling retirement meetings
  - Benefits in retirement
  - And much more!
Contact

Heather Houston | hh19 | 5-2577
WellCats Update

Rose Trevino

Work Life Coordinator
Keeping up with WellCats

Our Core Team

- Department of Health and Human Performance
- Department of Physical Therapy
- School of Family Consumer Sciences
- Department of Communication Studies
- Campus Recreation Department
- Human Resources Office

- New communication process for WellCats Champions group
- **Quarterly challenges** - Walking Challenge (April/May) - Walking Maps
- Fitness Center proposed for Round Rock Campus
Keeping up with WellCats

- Chair massages to pilot this summer
- Construction may relocate the Alkek Library & LBJ Student Center classes
- On-line Health Risk Assessment (HRA) form in development
- Participation growth and progress assessed through attendance tracking and surveys
- **Culture of Health survey results** - issues identified and potential solutions considered (i.e., training for supervisors, streamlining the website, review of UPPS 04.04.32)
Contact

Rose Trevino | rt24 | 5.2557
Announcements | Open Floor Discussions
Save the Date

July 9, 2019
Contact Us

hrforum@txstate.edu | 512.245.2557
Thank you!

HR FORUM