



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





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!

Personal Health Assistants



Ready to help you every step of the way!

Personal Health Assistants are available by phone Monday-Friday, 7 a.m.-7 p.m. central time (CT), Saturday 7 a.m. - 3 p.m. CT. Call a Personal Health Assistant toll-free **(800) 252-8039**.



Contact

Heather Houston | [hh19](#) | 5.2557

A photograph of a field of pumpkins. The pumpkins are various sizes and shades of orange, with dark green stems. They are arranged in rows, and the background is a field of dry, golden-brown grass. The lighting is bright, suggesting a sunny day.

Announcements

10th ANNUAL

EMPLOYEE



WELLNESS

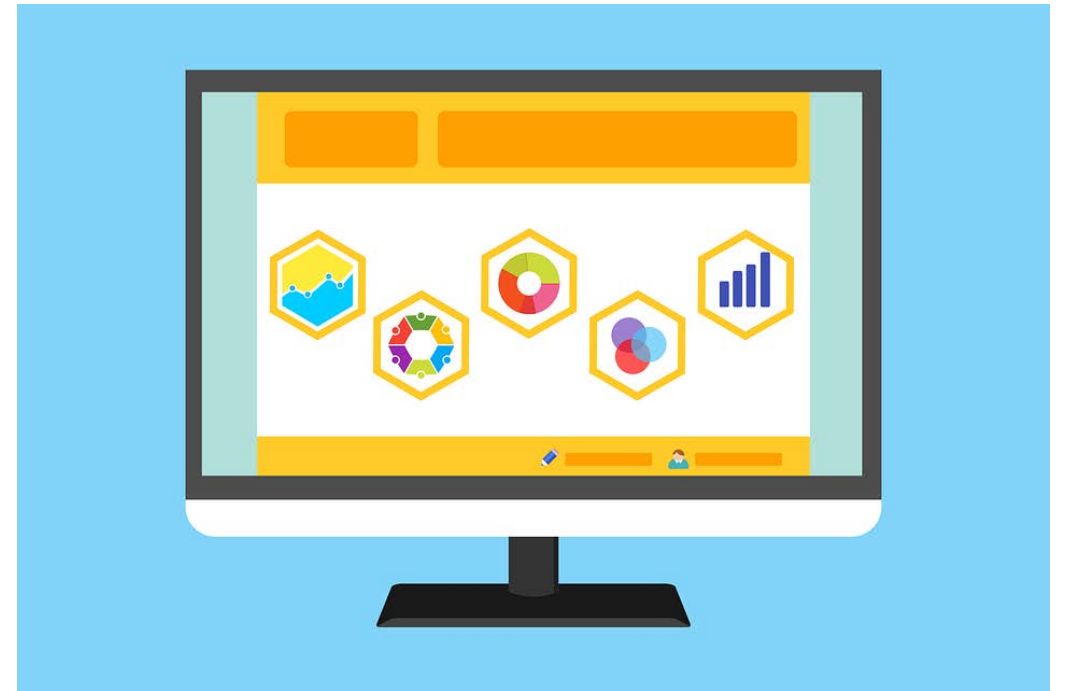
FAIR

WEDNESDAY, OCTOBER 11 | LBJSC | 10 a.m. - 2:30 p.m.

TEXAS STATE RESOURCES FAIR

OCTOBER 25th

11 a.m. - 1:30 p.m. | JCK 1100



A photograph of a field of pumpkins, with several large pumpkins in the foreground and many smaller ones in the background, all resting on a bed of straw. The pumpkins are a vibrant orange color with dark green stems.

Open Floor Discussion

A photograph of a field of pumpkins, with several large pumpkins in the foreground and many smaller ones in the background. The pumpkins are bright orange with dark green stems. The background is a field of dry, golden-brown grass.

Save the Dates
January 9, 2018

A photograph of a field of pumpkins, with several large pumpkins in the foreground and many smaller ones in the background, all resting on a bed of straw. The pumpkins are bright orange with dark green stems.

Contact Us

hrforum@txstate.edu

5.2557



Thank you!
HR FORUM

