



Welcome!

HR FORUM

*April 9, 2019*

# TEXAS STATE UNIVERSITY

POLICE DEPARTMENT



# 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

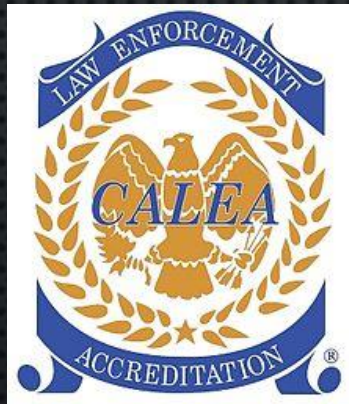
- THE **JEANNE CLERY** DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS **ACT** IS A FEDERAL STATUTE REQUIRING COLLEGES AND UNIVERSITIES PARTICIPATING IN FEDERAL FINANCIAL AID PROGRAMS TO MAINTAIN AND DISCLOSE CAMPUS CRIME STATISTICS AND SECURITY INFORMATION.
- **CLERY ACT VIOLATION** 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

**Sherrri 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

Sherrri Benn | [ADACoordinator@txstate.edu](mailto: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.

[Expand](#) or [Collapse](#) all.

What is happening?
Why is this happening?
How is this happening?
When is this happening?
FAQs
<ul style="list-style-type: none"><li>▶ Will this change my job title?</li><li>▶ How will this affect the hierarchical structure of my department?</li><li>▶ Will this project affect my pay?</li></ul>





# 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 REVIEW UPDATE

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# 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.

Ongoing Feedback

Performance Planning

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



Performance Review

Ongoing Feedback

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

# Dates to Remember

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Review document Launches **April 1<sup>st</sup>**

Review must be completed by **May 31<sup>st</sup>**

2019-2020 Plans Launches **June 1<sup>st</sup>**

2019-2020 Plans completed by **July 31<sup>st</sup>**

# Other Important Dates to Remember

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- ❑ 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 !

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If 2018-2019 performance plans have not been completed in SuccessFactors, the 2018-2019 reviews can not go through the workflow with out a goal or job duty.



# Merit Eligibility

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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

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Tammy Coyle | [tc23](#) | 5.2557

Cindy Keilers | [ck24](#) | 5.2557

Website | [www.hr.txstate.edu/performance-management.html](http://www.hr.txstate.edu/performance-management.html)

E-mail | [performancemgmt@txstate.edu](mailto: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

## Employee Services



### My Personnel Action Requests

In this area, you can display the status of current Personnel Action Requests and view prior Personnel Action Requests.



### Time/Leave Information

In this area, you can record working time and view your leave balances and time statement.

Quick Links

[Record Working Time](#)



### Benefits

In this area, you can display the plans in which you are currently enrolled and view benefits related links.



### Payroll

In this area, you can view your earning statement and change your federal tax withholding status.

Quick Links

[2019 W-2 Online Election Instructions](#)



### Personal Information

In this area, you can view, change, enter or delete your personal data, address, privacy election, bank information, office phone, office suite and personal room number.



### TRAVELTracks

In this area, you can handle and process travel requests, travel plans, and expense reports.

Quick Links

[My Trips and Expenses](#)

### Personal Data

Name: Ms Heather M Houston

Date of Birth:

Marital status: Single



Form-of-address: Ms

First name: Heather

Middle Name:

Last name: Houston

Suffix:

Nickname:

- 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 Dates*

*July 9, 2019*



# Contact Us

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Thank you!  
HR FORUM

