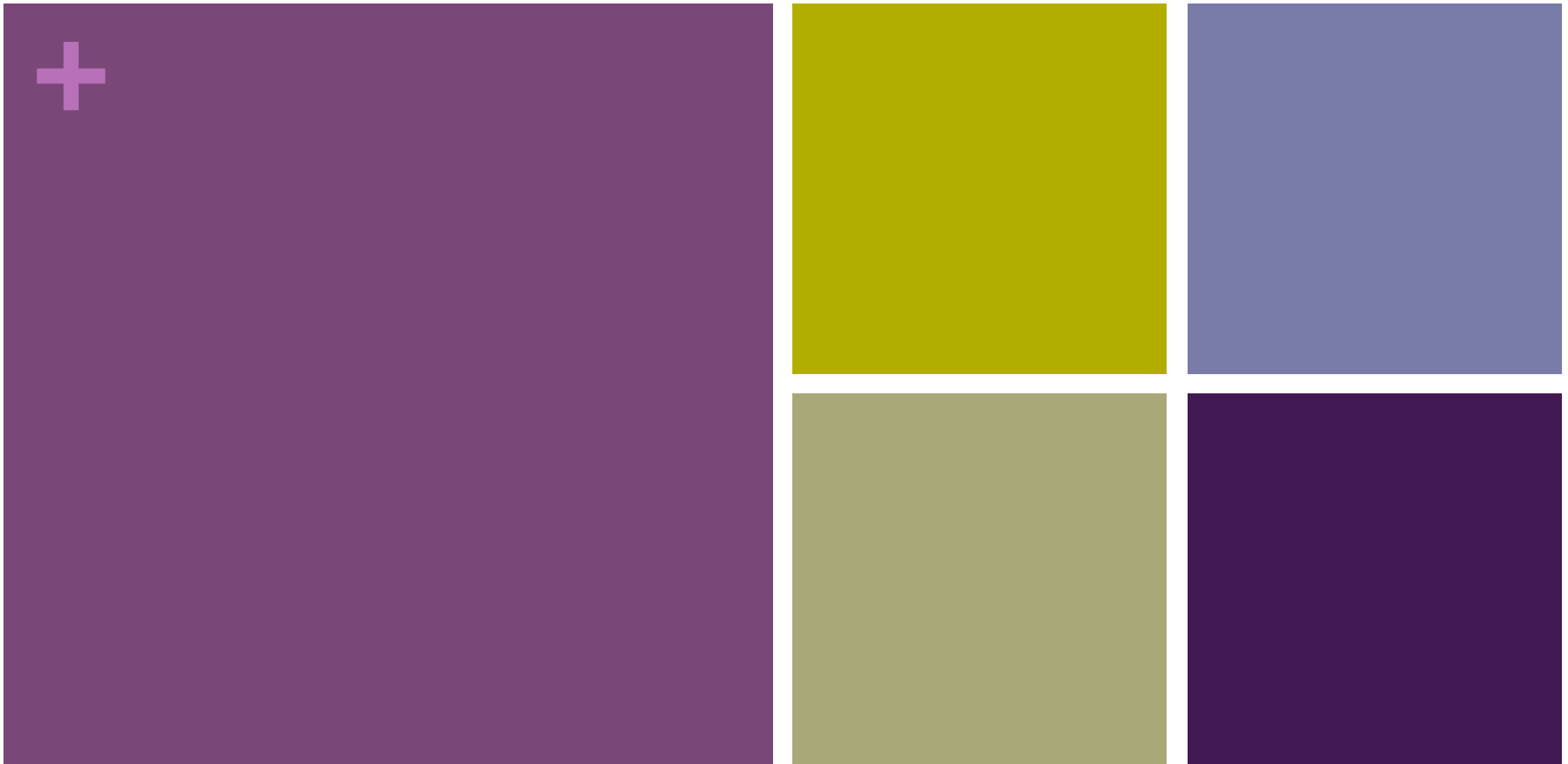


Welcome to HR Forum!

Wednesday, August 10th, 2011.

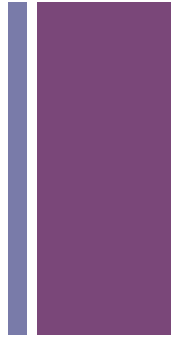


HRS Reorganization

Lisa Milne

+ Goals

- Streamline business process
- Generalized services = better service to the campus
- Internal staff development



+ Strategic Workforce Solutions

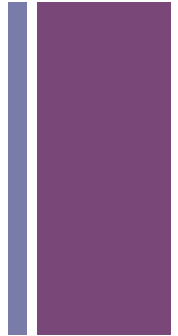
- New client service delivery model
- Merge employee relations, classification, compensation, and recruiting
- Employee relations and staffing compensation/classification reps trained for one year
- New rep title is HR Partner
- Karen Chawner will supervise group as Lead Partner



New Model What's New?

■ **Organization Effectiveness Group**

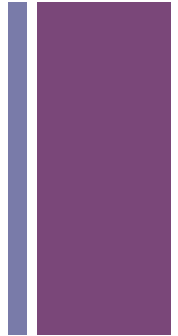
- Manage CareerSmart, competency integration, and comprehensive Organization Effectiveness consulting.
- Elida Lee, Principal Consultant for Organization Effectiveness
- Beth Egbert, HR Consultant for Organization Effectiveness





New Model

What is Retained?



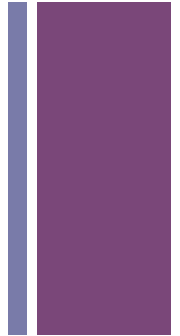
- **Senior content specialists for complex issues, setting direction, establishing new best practices and managing projects:**
 - Lisa Milne, Principal Consultant, Employee and Management Relations
 - Kirsha Del Pino, Principal Consultant, Staffing and Compensation Management

- **Specialized programs and services as Lead Advisors:**
 - Amy Greenspan (Student Employment program)
 - Tracy Tarver (Conflict Management and Dispute Resolution)
 - Luther Johnson (Unemployment and Compliance)
 - Emil Kresl (HR business processes)

+ New Model What is Retained?

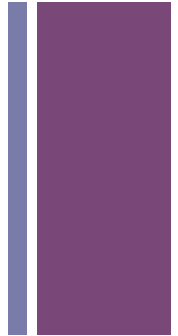
- Leave

- If you need leave assistance, please continue to contact Debbie Dillingham or Didi Almendares at 475-7200.



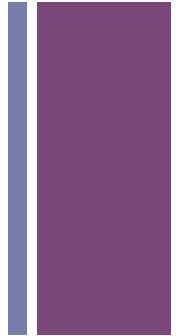
+ August Transition Activity

- Shifting client assignments
- Updated client assignment list posted to Web , September 1
- Two new HR Partners will be hired soon
- Due to short staffing until November 2011, Lisa and Kirsha will also help with workload



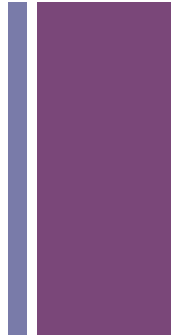
+ Good- Byes

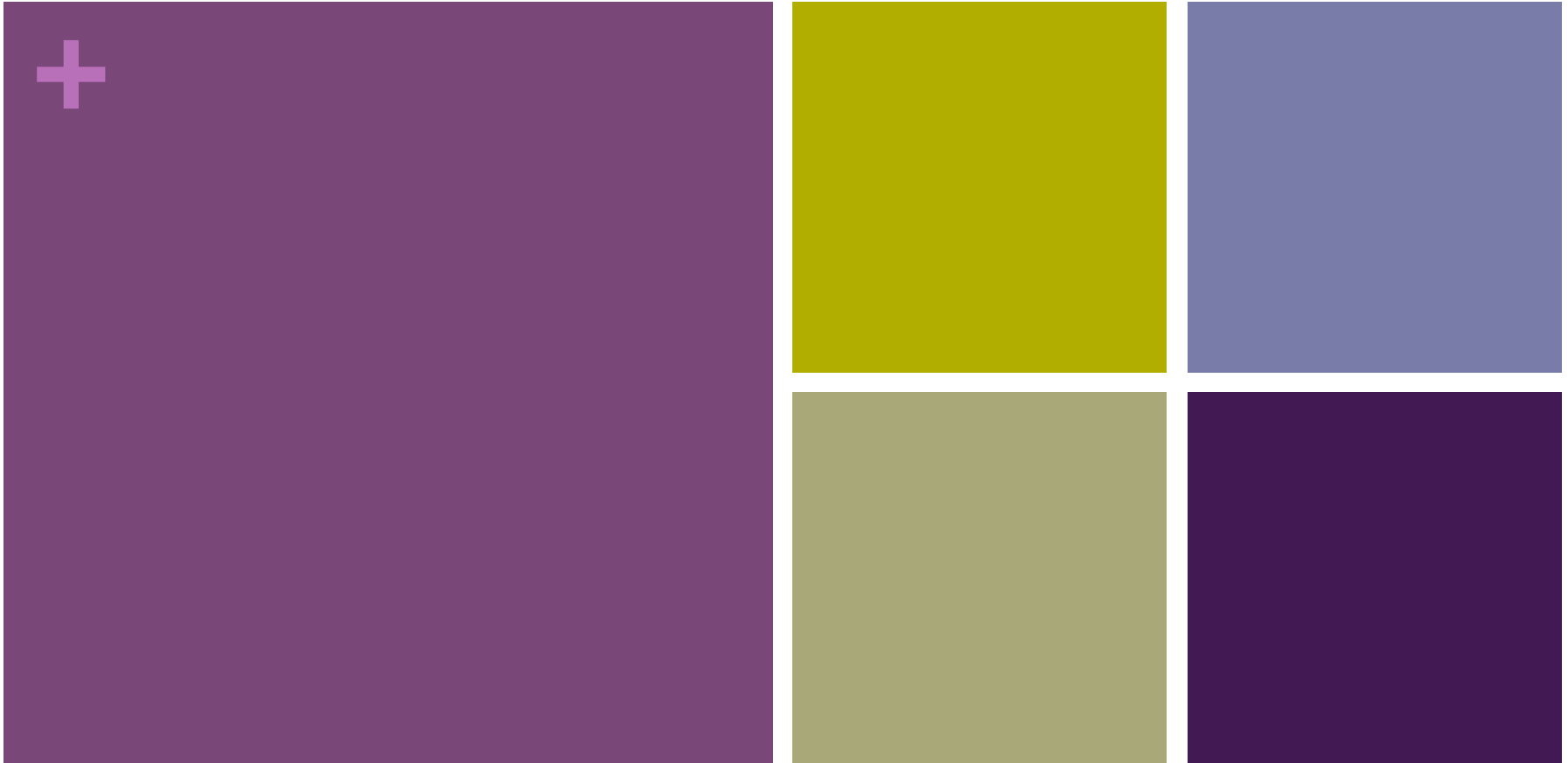
- Jessica Chamberlain has moved to Engineering
- JoAnn Haley will retire as of August 31st



+ Thank you

- Thank you for your help and flexibility during this transition.
- Questions? Our Main Line is 475-7200.



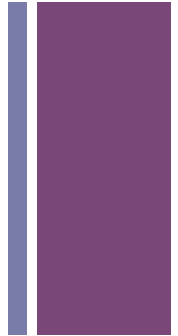


OIE and ER

Lisa Milne

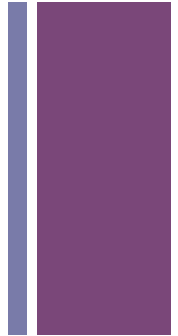
+ Intent Stage

- If an employee raises discrimination or harassment or retaliation in their response to the intent letter, your department should request the assistance of OIE to investigate.
- However, OIE's involvement does not stop the action.
- Please review all responses with ER prior to moving forward with termination in case there are other issues that may need to be addressed prior to taking the action.



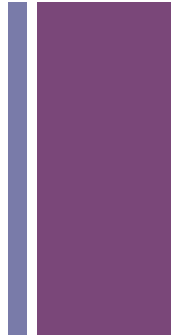
+ Termination Stage

- If an employee raises discrimination, harassment, or retaliation after the termination letter has been provided, please check with ER before moving forward.
- ER will check with OIE and determine if any additional steps are necessary, such as referring the former employee to OIE.



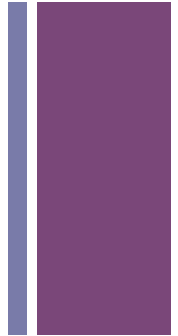
+ First Stage Appeal

- If an employee raises discrimination, harassment, or retaliation at the Dean or Director level appeal, we encourage you to work with ER to draft a letter to OIE to request an investigation.
- This will pause the Appeal.
- The department will be required to notify the employee of the delay and work with OIE and ER to reach a conclusion.
- Employees will not be able to bring up OIE related issues in the appeal if this step is followed appropriately.



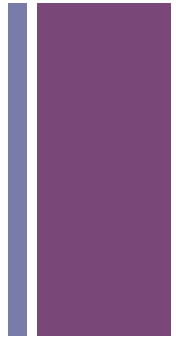
+ Second Stage Appeal

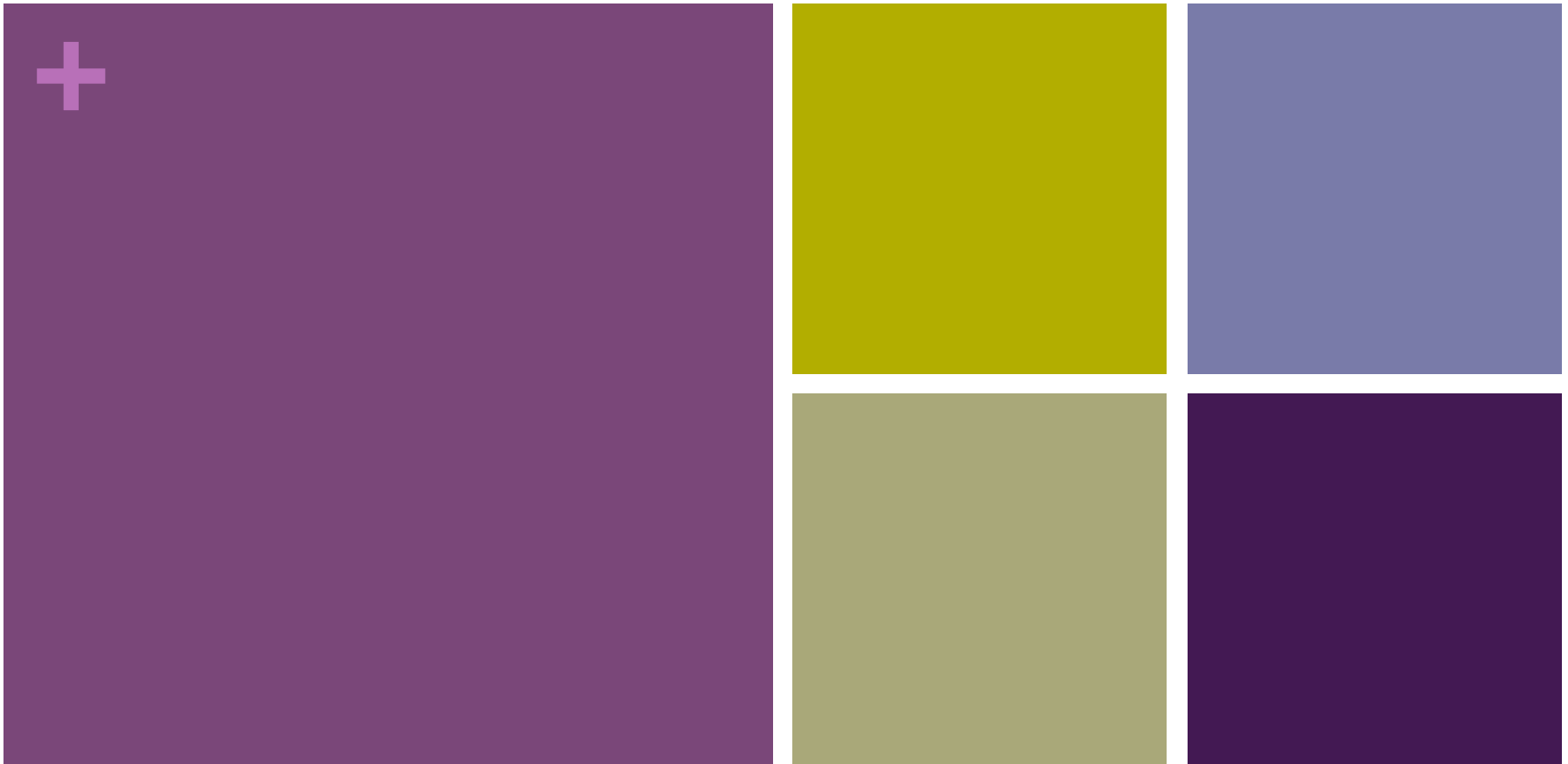
- If an employee raises discrimination, harassment, or retaliation at the VP or Provost level appeal for the first time, we will work with the VP/Provost's Office to draft a letter to OIE to request an investigation and the appeal will be on hold until it is resolved.
- Once resolved, the employee may not raise these issues in the appeal. The HC is responsible for determining relevancy in the hearing.



+ Questions

- Please contact us if you have questions.
 - Lou Scaruffi
 - Karen Chawner
 - Lisa Milne
- Appointments can be scheduled at 475-7200.



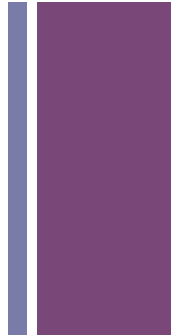


Military Leave Provisions

Lisa Milne

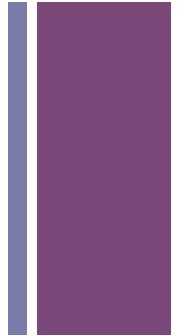
+ Changes to Military Leave

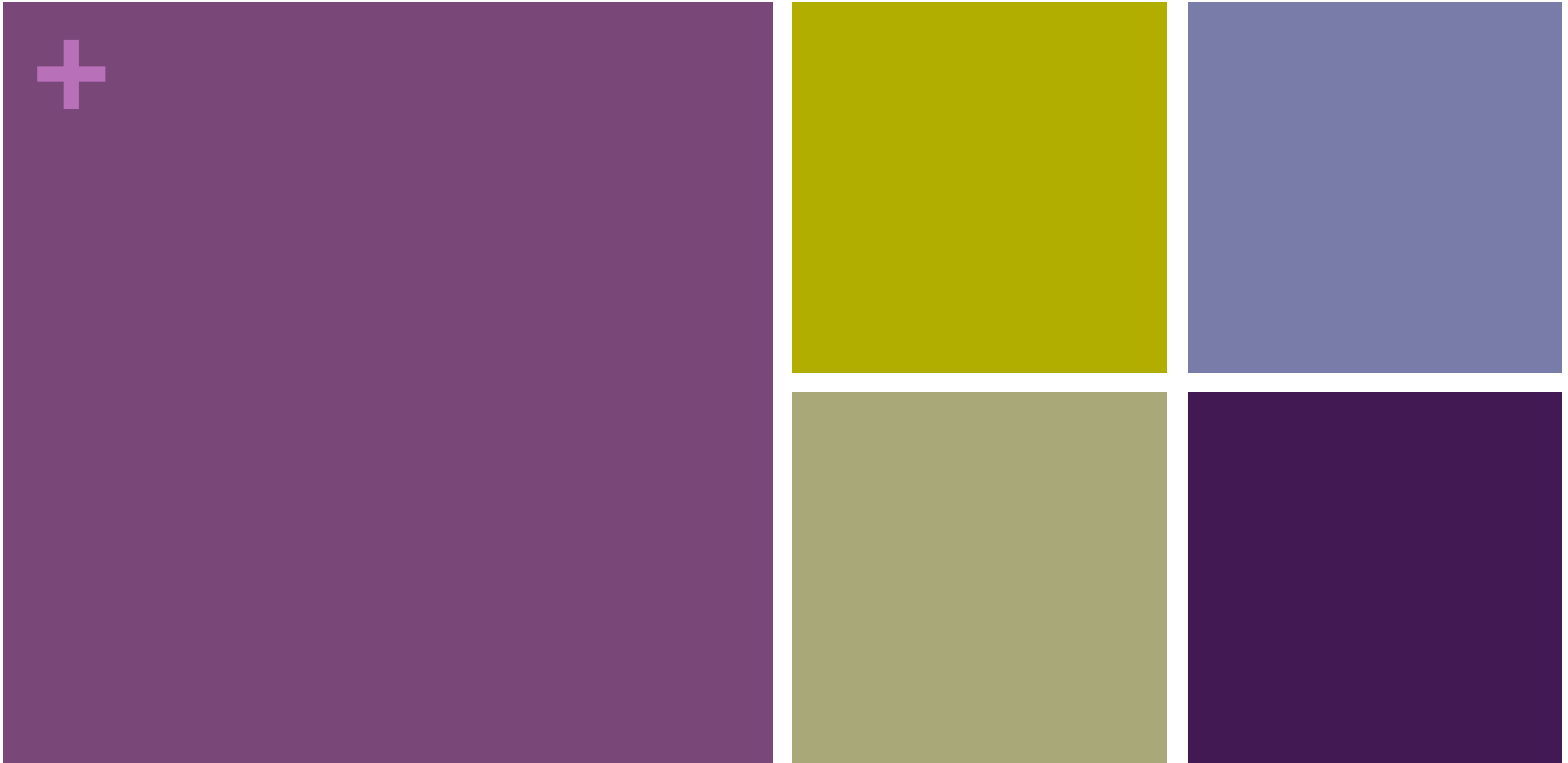
- New legislation passed this session about Military Leave
- An employee may receive up to 15 days of Military Leave when called for training in each federal fiscal year (Oct-Sept)
- NEW: The employee may carry forward up to 15 days each year until reaching 45 days.



+ Paid Military Leave

- An employee who is a member of the state militia or national guard called to duty by the Governor for a national emergency may use emergency leave for the time period that they are on active duty without limit
- NEW: A service member of the armed forces called to active duty by the federal government for a national emergency may also use emergency leave for the duration of the call to active duty for the emergency



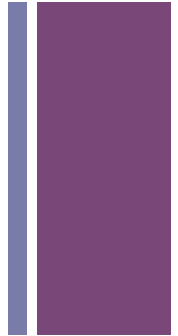


Performance Appraisals

Lisa Milne

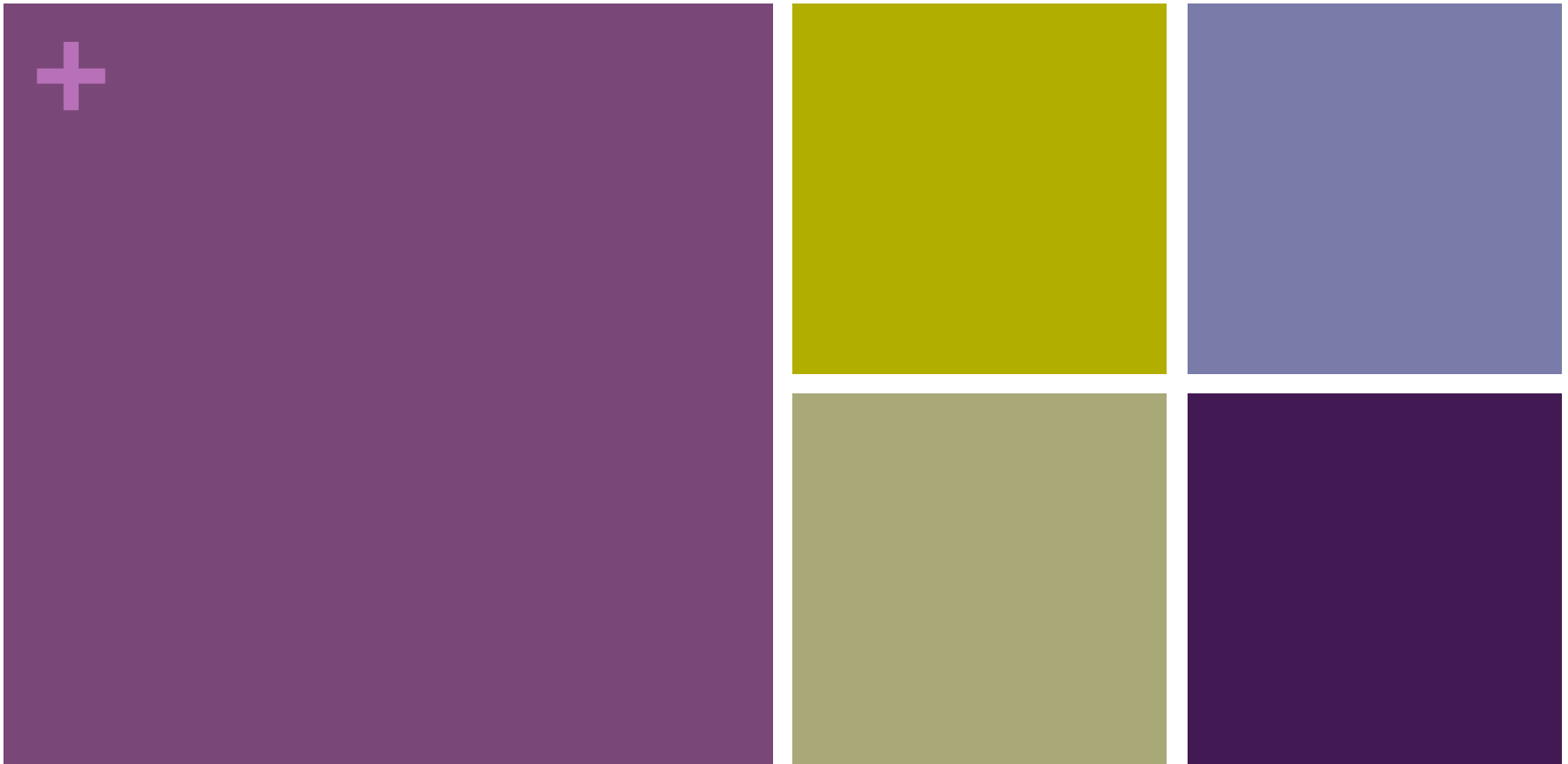
+ Entry into HRMS

- Departments are required to enter the performance appraisal ratings into HRMS this year
- Instructions:
 - Go to the Incumbent details page
 - Scroll down to Performance Appraisal section
 - Hit “Edit”
 - Enter information
 - Save



+ Performance Appraisals Cont.

- If your department has a five point scale approved, please remember that your scale should match the three point scale, i.e. it should be 1, 1.5, 2, 2.5, and 3, rather than 1-5.
- All departments should be using the approved university main form or another approved form from the web. If your department wants to use a form not yet approved, please submit it for approval by following the instructions on the web:
<http://www.utexas.edu/hr/manager/pm/certification.html>
- Any questions should be addressed to your ER representative at 475-7200



HealthPoint Updates

Adrienne Howarth-Moore

+ Kick Butt this Fall!

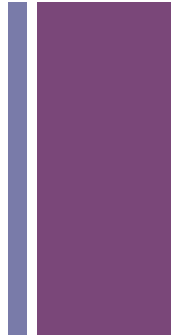
- To help support staff & faculty who want to quit smoking, **free** Nicotine Replacement Therapy (NRT) in conjunction with free telephonic *Quitline* counseling is available to State employees.
- **Only 4 months left.** Free NRT through December 2011 so don't delay, **QUIT TODAY!**
- Employees simply call the *Quitline* at **1-877-YES-QUIT** for access to telephonic counseling as well as up to eight weeks of NRT such as the patch, gum or lozenges.
 - Household family members are eligible; you do not need to have UT Select insurance for this state employee benefit.



+ Kick Butt this Fall!

More good reasons to kick the habit.

- According to the American Cancer Society, within 12 hours of quitting the carbon monoxide level in your blood drops to normal.
- Within nine months of quitting, shortness of breath and coughing decrease, and the lungs are repairing their ability to function.
- After just one year of not smoking, the risk of coronary heart disease decreases by half.
- A smoker who quits will personally save at least \$2,100 per year!

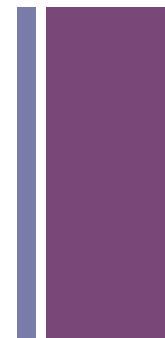


+ It's a Guy Thing

September is National Prostate Cancer

Awareness Month

- FREE prostate cancer screenings (PSA blood test and rectal exam) are available. You do not need insurance to participate.
 - **September 10th**, St. David's North Austin Medical Center
 - **September 17th**, St. David's Round Rock and St. David's South Austin Medical Center
 - **September 24th**, St. David's Central Location and St. David's Georgetown
- All screenings held from 9a-12:00p.
- **Call 888-868-2104 or 512-478-3627 to make an appointment.**

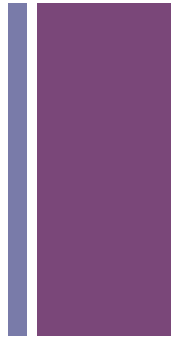


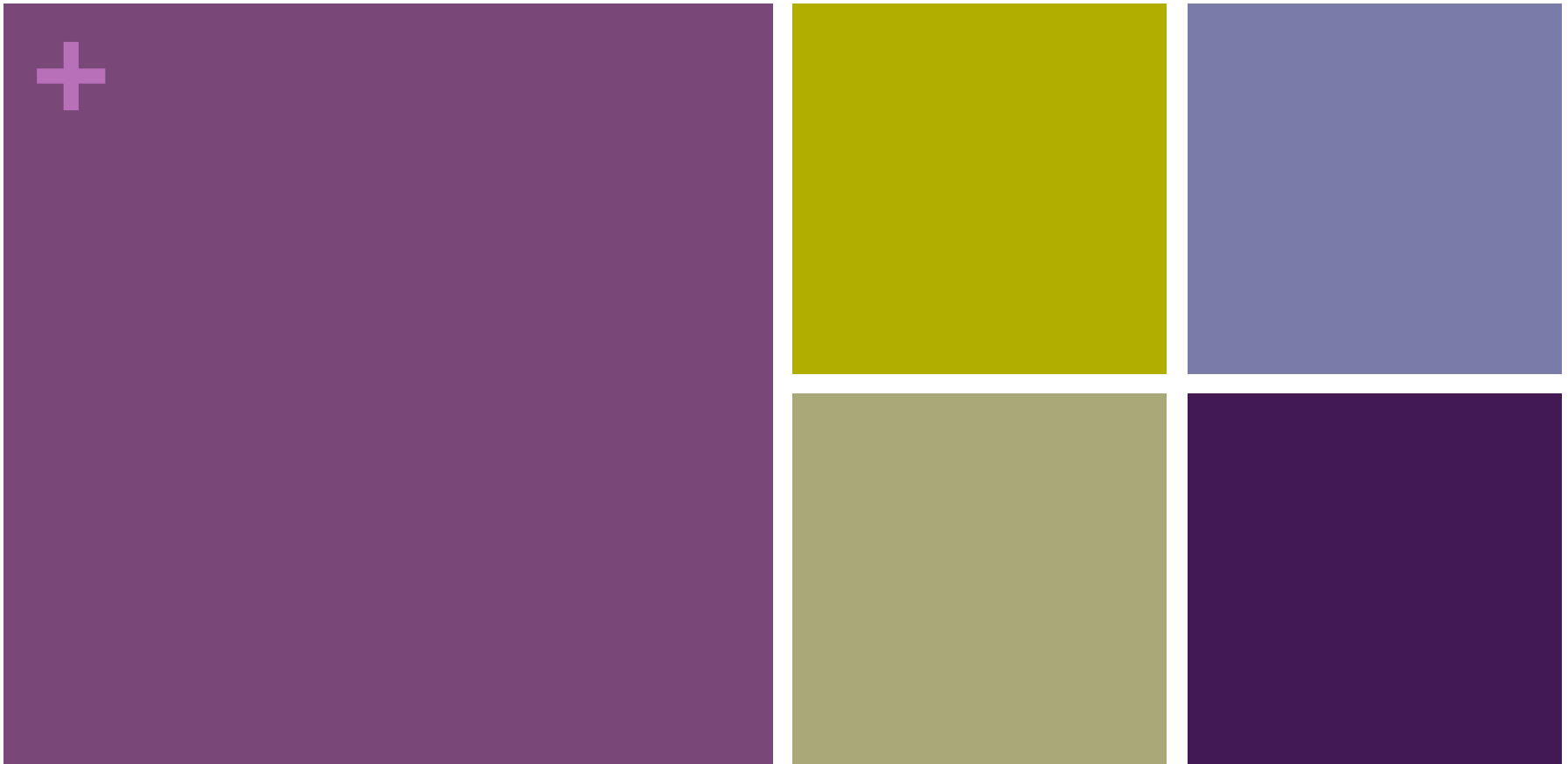
+ Welcome!

The *HealthPoint*, HRS, team would like to welcome **Claire Moore, MPH**, to UT Austin.

Claire is the new *Work-life Balance & Wellness Coordinator* dedicated to staff and faculty.

Contact Claire at claire.moore@austin.utexas.edu



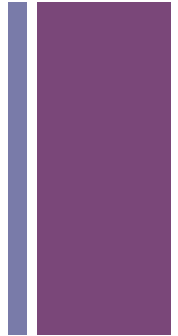


Records Services Update

Robin Jarman

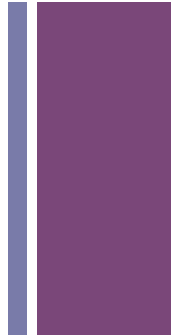
+ Today's Updates

- Background Check Rates effective 9/1/11
- On-boarding Best Practices
- On-boarding Common Reasons for Delay



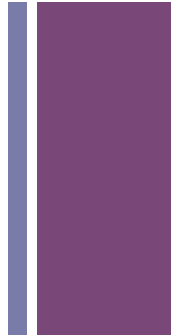
+ Background Check Rates effective 9/1/11

- DPS - \$6.50
- Vendor - \$42.50
- Education (highest degree) - \$20.00
- Employment - \$25.00
- Education & Employment - \$35.00



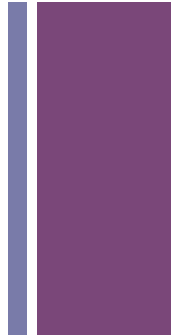
+ On-boarding Best Practices

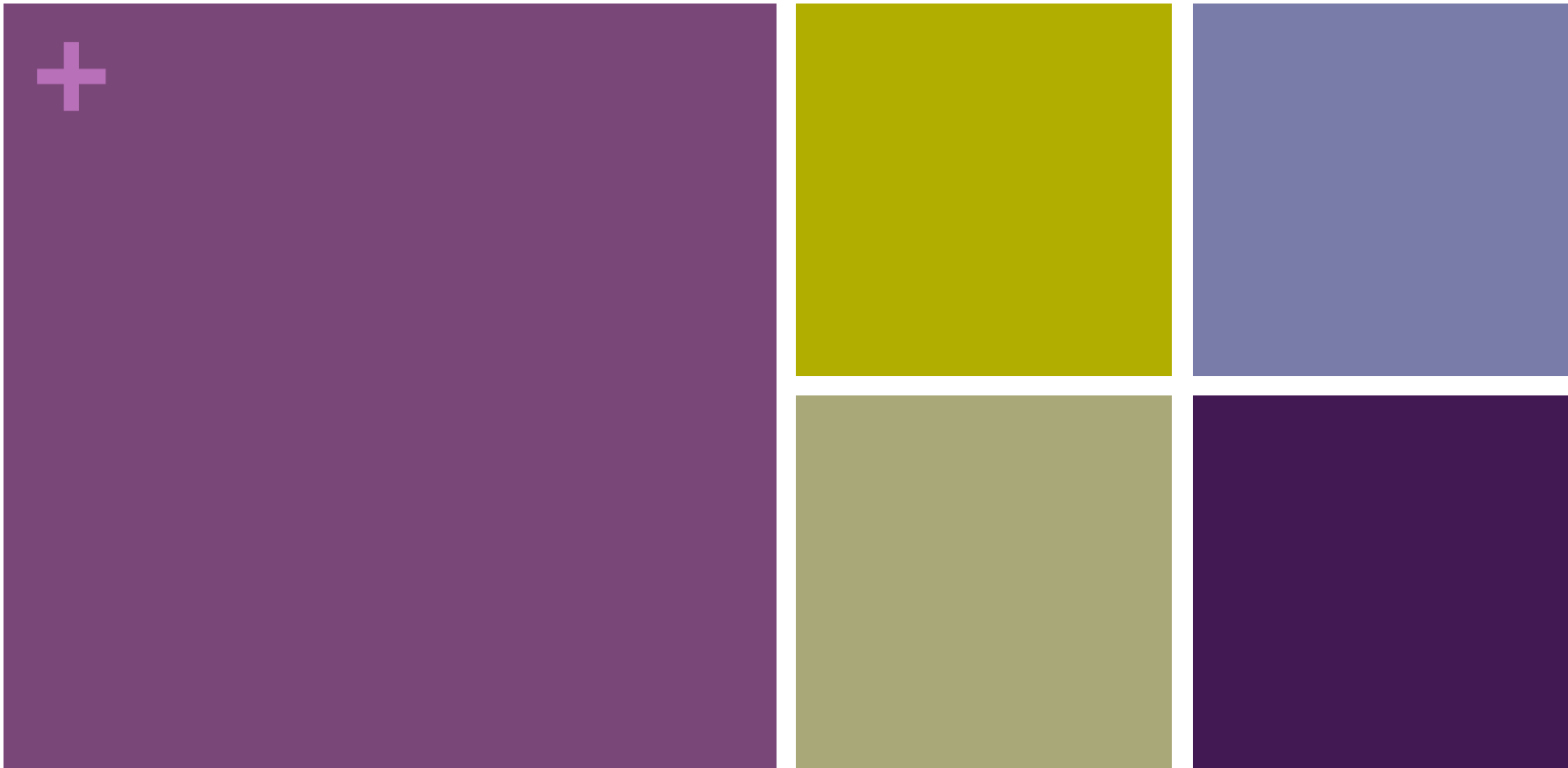
- When offer is made, before first day at work
 - Background Check Request Form
 - I-9 Form
 - Online New Employee Checklist
- Start on Monday
 - New Employee Welcome
- Create Employee Biographical Record in HRMS



+ Common Reasons for Delay

- Employee has no Biographical Record
- Illegible handwriting
- Incomplete or incorrect I-9
 - Use the [I-9 Checklist](#)
- Incomplete Background Check Request
 - Signatures missing
 - No account number
- HR forms sent to Payroll



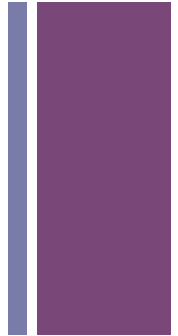


Benefits Updates

Vilma L. Santos
HRSC Coordinator

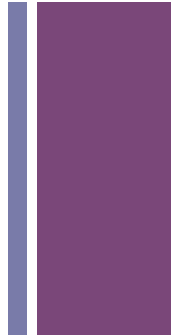
+ Annual Enrollment: Important Reminders

- Due by August 15
 - Evidence of Insurability
 - Proof of Relationship documents
 - CNA, Long Term Care
- Review October paycheck
 - New premiums deducted



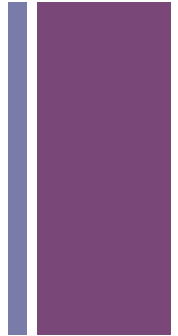
+ Insurance Enrollment

- To facilitate newly benefits eligible employees' insurance enrollment, please final approve assignments as soon as possible
- Employee must update their Paycheck Profile



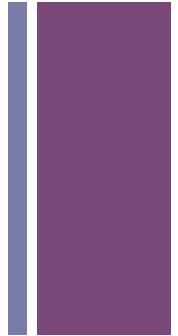
+ Insurance Enrollment, cont.

- Full time employees and graduate student academic employees will be automatically enrolled in the Basic Coverage
- Eligible part-time employees must complete paperwork to have any insurance
- All newly benefits eligible employees must submit forms within their 31-day enrollment period



+ BAS Administration System

- Once enrollment is completed it will take a few days for the insurance companies to update their information
- If a new employee has an urgent need to utilize their insurance, please refer them to the HR Service Center (HRSC)
 - HRSC@austin.utexas.edu

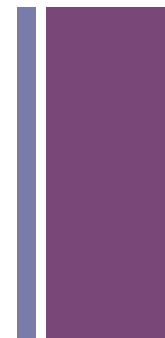


+ Insurance Orientations

- Graduate Student Insurance Orientation
 - TXClass listing: PN 200
- Please visit New Student Employee Checklist on HRS website
- New Employee Welcome & Orientation
 - Please visit New Employee Welcome & Orientation on HRS website
 - There is a separate page for Hiring Managers
 - TXClass listing: PN 1000
- Insurance Enrollment Forms
 - Please visit the Forms page on the HRS website

+ Retiring from UT Austin presentation

- Retiring from UT Austin, PN 400
 - Wednesday, August 10, 1 - 3PM
 - Wednesday, August 24, 10AM – Noon
- Employees with August 31 retirement date still have until September 30 to turn in forms
 - Insurance will terminate on 8/31/2011
 - Insurance will become active again when forms are turned in

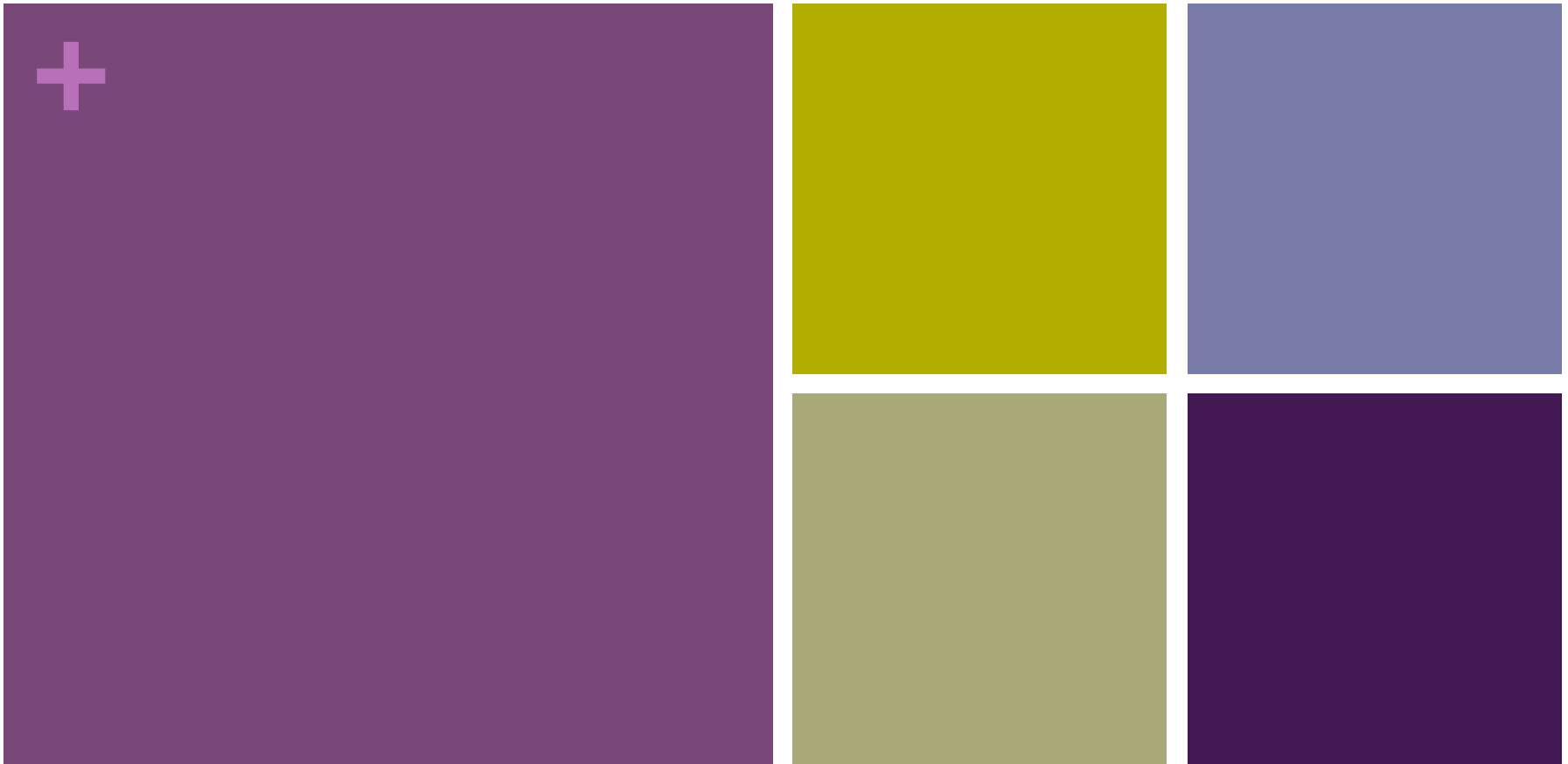


+ Expanded Young Adult Coverage

- Dependent children may be covered on medical plan through age 26 regardless of marital status
- Special Enrollment Opportunity through September 30
- No change for all other insurance plans; dependent children eligible for coverage until marriage or age 25
- Must provide Proof of Relationship documents

+ SB 29: Graduate Student Fellows

- Effective 9/1/11, Grad Student Fellows may be eligible for insurance
 - Must have fellowships of \$10,000 or more
 - Enrollment through HRSC
 - Grad Student Fellow web page for more information
- May participate in:
 - Medical
 - Dental
 - Vision
 - Eligible dependents



See You Next Time!

September 14th, 2011.