

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.