

## Welcome to HR Forum!

Wednesday, August 10<sup>th</sup>, 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.  
Elda 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 31<sup>st</sup>

## 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 10<sup>th</sup>**, St. David's North Austin Medical Center

**September 17<sup>th</sup>**, St. David's Round Rock and St. David's South Austin Medical Center

**September 24<sup>th</sup>**, 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](mailto: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

Wilma 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](mailto: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 14<sup>th</sup>, 2011.