Human Resources Overview

Jim McElroy
Director, Human Resources

Alisa Hagan
HR Partner, Human Resources
Human Resources Overview

Presented by
Jim McElroy, Director, HRSC
Alisa Hagan, HR Partner, SWS

Contact Us
Contact your HRS Partners:
http://www.utexas.edu/hr/hrpro/lookups/
Or
Email HRSC@austin.utexas.edu
Or
Call 471-HRSC (4772)

HR Communication Channels
• HR Spectrum - Second Wednesday of Each Month
• HR Consortium - Last Tuesday of Each Month
• Informational E-mails (Benefits)
• Direct Mail to Your Home
• HR Website: http://www.utexas.edu/hr/
On-Boarding/Compliance

• Acceptance of an Offer of Employment (Prior to First Work Day)
  • Complete Personnel Actions in HRMS
  • Criminal Conviction Background Check (Online)
    • Including all Youth Camp Workers
  • Sign Up for New Employee Welcome and Orientation (NEWO)
    • Every Monday at 8:00 a.m. at NOA
    • Issue UT ID Card and High Assurance

On-Boarding/Compliance

• Acceptance of an Offer of Employment (Prior to First Work Day)
  • Employment Eligibility Verification Form (I-9)
    • MUST BE COMPLETED within first 3 business days
    • Online
      • Email to new employee to complete Section 1

On-Boarding/Compliance

• First Day of Employment
  • Employment Eligibility Verification Form (I-9)
    • Employee – Completed Section 1
      • Provides Original and Acceptable Documents
    • Hiring Manager – Verifies Documents and Completes Section 2

NOTE: Non-adherence could result in loss of funding and personal liabilities which include civil and criminal fines (minimum $100 - $1000 per offense).
On-Boarding/Compliance

• First Day of Employment
  • Attend New Employee Welcome and Orientation (NEWO)
  • Employee Basics, Benefits, and Leave Management
  • Paycheck Profile
  • Mandatory Compliance Trainings
    (Completed Every Two Years)

Benefits

• Full-time employee is eligible for free basic medical coverage (health, pharmacy, life)
  • Selection made within first 31 days of employment

• Retirement Options for Staff
  • Teachers Retirement System (TRS)
  • The exception is Administrative Officers and A&P titles of Director and above
    • Option of being in TRS or ORP retirement plans
      • One time, irrevocable decision that must be made within 90 days

Reward Programs

• President’s Staff Service Awards
  Acknowledges the contributions of eligible non-teaching employees by recognizing their length of service (10, 15, 20, 25, 30, 35, 40+).

• Outstanding Staff & Supervisor Awards
  Honors and recognizes the invaluable contributions of eligible non-teaching staff and supervisors who have had a significant impact on the university.

  30 staff members and 2 supervisors are selected annually to receive $1,500 awards.
Reward Programs

- **Exemplary Service Award**
  Allows managers and supervisors to nominate eligible non-teaching employees for up to 32 hours of administrative leave per fiscal year based on their performance of specific services or activities that demonstrate truly exemplary performance.

- **Customized**
  HR can assist with the creation of customized award and recognition programs. Contact SWS HR Partner at 475-7200 for more information.

Human Resource Management System (HRMS)

- **Staff Employee Types**
  - **Classified**
  - **Administrative & Professional (A&P)**
    - Assignments are renewed each fiscal year
  - **Administrative Officers**
    - Serve at the pleasure of the President
    - Example: Vice Presidents, Associate Vice Presidents, Deans, and most Directors

Filling a Vacancy

- **Recruitment Types for Staff Hires**
  - Internal
  - University-Wide
  - Open

- **Job posting through HRMS**
- **Posted for a minimum of 5 workdays**
Filling a Vacancy

* For questions about filling vacancies or relocation services, please contact the representative assigned to you in the Strategic Workforce Solutions unit:
  - Phone Number: 475-7200
  - Service E-mail Account: hrs-sws@austin.utexas.edu

Compensation

* Merit Increases
  - No sooner than every six months
* Equity Increases
  - Based on internal and external market considerations
* Reclassification
* Additional Duties Pay (Temporary/Permanent)

* For questions, contact the partner assigned to you in Strategic Workforce Solutions:
  - Phone Number: 475-7200
  - Service E-mail Account: hrs-sws@austin.utexas.edu

Student Employment

* When a student is hired, the HR representative within the department must be notified immediately so the assignment can be processed and the student can be paid on a timely basis.
* Major compliance risk
  * For questions, please contact:
    - Amy L. Greenspan
    - Student Employment Coordinator
    - E-mail: Amy.Greenspan@austin.utexas.edu
    - Phone Number: 475-8015
Organization Effectiveness

- Organizational design consulting
- Succession planning/leadership development
- Employee morale consulting
- Access to facilitators, coaches and other resources depending on your organizational needs
- Organization effectiveness consulting
- Management/_supervisor training

Performance Appraisal

- As a supervisor, your role is to set expectations, gather data, and provide ongoing feedback to your employees.
- The appraisal is done annually.
- Honesty is crucial to ensure employees know where they stand and poor performing employees are given opportunities to improve.
Performance Appraisals

- For questions regarding performance appraisals, please contact Strategic Workforce Solutions:
  Phone Number: 475-7200
  Service E-mail Account: hrs-sws@austin.utexas.edu

Corrective Action

- Poor performance or conduct should be addressed immediately to allow the employee time to improve his/her performance. Informal coaching should be documented in the supervisory file.
- If the employee is not improving with informal coaching, it may be time to pursue formal corrective action.
- The university has a practice of providing a progressive process for an employee to improve through formal notification before pursuing termination. Each case is assessed on its facts before a recommendation is made. Options other than formal corrective action are also considered such as expectations documents and Performance Improvement Plans.
- If you are facing these issues please contact your Partner at Strategic Workforce Solutions at 475-7200 for assistance with the process.

Performance Management Plus (PMP)

A performance management system that emphasizes accountability through an ongoing dialogue in the supervisory relationship. Disciplinary action, when required, focuses on correction over punishment in a way that reinforces accountability.

- Phone Number: 475-7200
- Service E-mail Account: hrs-sws@austin.utexas.edu
Grievance/Dispute Resolution

The university offers employees the opportunity to file a complaint for issues related to their employment. If an employee pursues this, the department will be notified.

Dispute Resolution Officer:
Tracy Tarver
Phone Number: 471-6638

Timekeeping

• Electronic Timesheets
  • Can access from UT Direct
• Important part of recordkeeping for FLSA or general public accountability
• Fiscal liability to university for leave and overtime balances upon separation or retirement
• Working “off the clock” should not happen as it is an overtime risk for the university.

Reductions In Force

• For funding issues or efficiency
• Must be approved by:
  • Dean
  • HRS
  • Provost
• No appeal process but could be subject to grievance process
• 60 days advance notice must be provided. The 60 days begins on the notification date after the Provost has approved the reorganization document.
Reductions In Force

- Your SWS Partner will assist you in reviewing the document prior to routing to ensure it is clear and consistent with university practice. Please contact SWS prior to signing the document.
- HR provides a variety of services to employees who have experienced a reduction in force:
  - Next Job
  - Special Consideration
- For questions regarding reductions in force, please contact Strategic Workforce Solutions:
  Main Unit Number: 475-7200
  Service E-mail Account: hrs-swv@austin.utexas.edu

Telecommuting & Flexible Work Schedules

- Telecommuting & Flexible Work Schedules are appropriate for employees who:
  - Have previously demonstrated their abilities to successfully organize, manage time, and can work independently with minimal supervision
- Telecommuting & Flexible Work Schedules is not an employee right or benefit.

Telecommuting & Flexible Work Schedules

- Employees must submit the appropriate Telecommuting or Flexible Scheduling request form through their leadership for review and approval.
- For questions regarding Telecommuting, please contact your HR Partner:
  Phone Number: 475-7200
  Service E-mail Account: hrs-swv@austin.utexas.edu
Thank You

Please contact us at:
HRSC@austin.utexas.edu
or
471-HRSC (4772)
We’re here for you!