

Recap: Human Resources Liaisons Quarterly Meeting February 7, 2008

Next meeting: Thursday, 1 May at 10:00am – Renaissance South

- 1) Meeting opened at 10:00am
- 2) Director's Message – Dick Gartrell
 - a) **HR staffing changes:**
 - Welcome to Annabelle Allen, the new Human Resources receptionist and office assistant!!
 - Shaunda Norman is moving from Benefits to Employee Services as Employee Services Specialist
 - Traci Landon take Shaunda's place in Benefits
 - Ritu Martinez is taking a position in the Office of Research and Sponsored Programs (ORSP)
 - b) **CUPA HR webinars** are available to HR Liaisons. Today's webinar (2/7/08) is on changes to FMLA – 1:00 to 2:00pm in the MRB Dupont Room. The next webinar will be Thursday, February 21, from 1:00-2:00 in the DuPont Room (Mary Reed). The topic is "Health Care Cost Containment."
 - c) We anticipate no substantive changes to DU's **Health Care Plan Offerings** for 2008-2009. Costs have again increased, and more information will follow.
- 3) Human Resources Service Survey follow-up – Mary Metros
 - a) The **2007 HR Service Survey** resulted in positive trends when compared to 2006 results. Detail is on page 4 of the packet. Packet page 5 lists what we are doing as a result of your feedback. The **2008 HR Service Survey** will go out this spring. Questions? Call email mary.metros@du.edu.
- 4) Job Classification – Amy King

Employee Services will continue working on the new job family structure. We will set up focus groups with employees representing each family and may also need HR Liaisons for help and input. We appreciate your efforts with giving detail in job descriptions. We continue to look at each item on the job descriptions to ensure that the job is appropriately classified and placed in the appropriate compensation range.
- 5) 2008 legislative and DU process update – Amy King
 - a) The new **I-9 form links** are up-to-date on both the Student Financial Aid and HR web sites. The new form was effective December 27, 2007. About 60% of all I-9s received in HR are incorrect and returned to the hiring department for corrections, so please use the sample I-9 form that was distributed at the December HR Liaison meeting (and is attached with these notes). Also, please share the sample form with hiring managers and other people in your department who complete I-9's on new hires. HR is available to help new hires complete the form, and if you do not feel comfortable completing the form, please send the new hire to HR within the first 3 days of hire to complete the I-9.
 - b) The new **Colorado minimum wage** of \$7.02 was effective 1/1/2008. Please make sure that all employee wages are adjusted if below the minimum. HR reports identify benefited employees that require changes.
 - c) **Background checks** represent a significant cost to departments. In May, a discussion regarding a central University fund to alleviate the burden on departmental budgets will be brought to the Board of Trustees. Also, HR may be changing the background check procedure to a service provider that would coordinate with DU's PeopleAdmin online recruiting system in order to automate the process.
- 6) Family Medical Leave Act update, military leave – Jane Bucher-McCoy

One January 28th, new **FMLA provisions** were signed into law changing FMLA funding to the military in 2008. An overview of the changes is in the handout packet on page 7. Questions? Contact Meaghan Burns at x13501 or meaghan.burns@du.edu.

7) Open Enrollment and Benefits Fair – Jane Bucher-McCoy

- a) **Open Enrollment** will begin Monday, April 28 and run through Friday, May 16. The Benefits Choices Guide will be on CD-ROM this year, and also available in paper format.
- b) The Annual **Benefits Fair** will be held on Wednesday, May 7 from 9:00am to 3:00pm in the Ritchie Center main concourse.

8) PEDS update – Sharon Gabel and Amy King

- a) Summary results of the **PEDS survey** are on pages 8 – 11 in the handout packet. Some highlights:
 - More than 50% of those who replied took the instructor-led training.
 - Logging onto the system seemed to be fairly easy, but there was some confusion over when to move the form from one step to another.
- b) **PEDS training** will continue monthly for new and current employees – the next sessions are Friday, February 15th from 10:00 to 11:30am, then March 28, April 18, and May 16. Online registration is available. Questions or suggestions? Contact Sharon Gabel at x13103 or sharon.gabel@du.edu.
- c) Ownership of the PEDS process is passing to Amy King and Donna Dible, and **HR support roles** will change:
 - For management performance or grievance issues, contact Amy, Shannon, Dick, or Sharon.
 - Amy will email information on how to run reports to PEDS Division Project Leads.
 - Donna Dible is the system administrator and technical support person.
 - Sharon and Donna will co-train the monthly instructor-led sessions.

9) Training and Development Update – Sharon Gabel

- a) As a part of the HR Information Project, we are working on an **online FAQ** (frequently asked questions). Please let us know of any routinely asked questions on PEDS or any other HR process.
- b) Sharon will contact unit directors about a new series, **Communication Tools for Supervisors**, that includes two modules delivered by an outside firm. Detailed information is on page 13 of the handout packet. Those interested should plan to attend both modules of the series. There will be a small recharge.
 - Module One: Interpersonal Skills – Friday, 3/14, 8:00am to 12 noon
 - Module Two: Group Skills – Friday, 3/21, 8:00am to 12 noon
- c) There is a **Professional Skills Inventory** on pages 14-15 of the packet for those who would like to assess their skills. HR Liaisons are encouraged to take the quiz and distribute it within their units. Questions? Contact Sharon Gabel at x13103 or sharon.gabel@du.edu.

10) Open Quorum (Q and A)

- a) Clarify **FMLA and Parental Leave**

Questions were raised as to how vacation and sick leave are used with parental leaves, if faculty is handled differently from staff, and when discretionary leave may be used.

Leaves are complicated and involve specifics such as length of service and role (faculty vs. staff) at DU. HR Liaisons should not calculate leaves. Ask Meaghan Burns if you have questions; she will answer them based on the individual's unique situation.

- b) Q: Is specific information available on the **diversity of the department's applicant pool**?

A: Specific information is kept confidential. Susan Lee can provide a general sense of your department's applicant diversity pool.

11) Announcements

- a) HR is hosting **CUPA-HR 1-day seminar** on 3/14 on health topics including the current state and the future of Health Care. A panel of experts will include Presidents and CEOs of various hospitals, pharmaceutical companies and insurance companies. Amy will send out more information.