

Recap: Human Resources Liaisons Quarterly Meeting May 8, 2008

Next meeting: Thursday, 7 August at 10:00am – Location TBD

1) Meeting opened at 10:00am

2) Director's Message – Dick Gartrell

a) **HR staffing changes:**

Please welcome the following new HR staff:

- Traci Landry (Benefits Coordinator)
- Sean Lipsey (Human Resources Coordinator)
- Sarah Childs (Billing Coordinator)

We are happy to have them join our team!

b) **Taxable gifts:** Gifts to employees paid with University funds must be taxed as ordinary income according to IRS rules. Complete the ***Taxable Gift Documentation Form*** if you give an employee a cash equivalent gift. Online links on the Human Resources website point to the policy, explanation, and relevant forms.

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

a) **Open Enrollment** began Monday, April 28 and runs through **Friday, May 16**. The Benefits Choices Guide is on CD-ROM this year. Limited numbers in paper format were printed; contact HR if needed.

b) The Annual **Benefits Fair** was held on Wednesday, May 7 from 9:00am to 3:00pm in the Ritchie Center main concourse. Your comments and suggestions for next year's fair are welcome (contact Jane at x14093).

4) New Equal Employment Opportunity (EEO) Data Categories and Collection Process – Susan Lee

The University is planning implementation of the new EEO data categories, and will need students and employees to self-identify through a survey process to be conducted in the upcoming year. Banner fields will be updated to reflect the new codes. EEO, the Provost's Office, the Registrar, and UTS are jointly planning this process.

5) Employee Services update – Amy King

a) It is time to implement **reclassifications** proposed during the budget development process and reviewed and approved by Human Resources and the Executive level. Paperwork (with signatures completed) and documentation must be submitted to HR **no later than Friday, June 6, 2008**. See the memo in the attached handouts for more information.

b) The new **Colorado Workplace Accommodations for Nursing Mothers Act** states that employers shall (1) provide reasonable unpaid break time or permit an employee to use paid break time, meal time, or both each day to allow the employee to express breast milk for her nursing child for up to two years after the child's birth, and (2) the employer shall make reasonable efforts to provide a room or other location in close proximity to the work area where the employee can express breast milk in privacy. The law will be effective August 5, 2008. Contact Amy King (x17511) regarding the new legislation, Susan Lee (x17436) with accommodation questions and requests, or Jane Bucher-McCoy (x14093) regarding utilization of rooms across campus for nursing mothers.

c) Thank you for your continued help in getting I-9 forms and Affirmation Statements in on time and done accurately! As you know, **I-9 forms** must be completed within the first 3 days of hire. HR is available to help new hires complete the form, and if you do not feel comfortable completing the form, please contact Human Resources to set up a time for the new hire to come to HR within the first 3 days of hire to

complete the form. Additionally, please note that whoever is verifying the documentation must be the individual completing the form.

- d) Faculty who work for no pay should be set up in Banner using the new **Volunteer Faculty Set-Up Form** which can be used for those faculty who are teaching but not being paid and for those faculty who must be set up in Banner prior to the July 1 available Human Resources data entry date. If the faculty member can wait until the July 1 set-up date, please do wait. This form identifies these individuals as having an official association with the University and provides for the activation of email. See the form in the attached handout packet for details.

6) Organizational Effectiveness update – Sharon Gabel

- a) There are 238 individuals who still need to complete the 2007 **DU Managers' Update** online training module and exam. Individuals required to take this annual training are identified by Banner position class code, so if they are on the list in error, it is likely that the job classification also needs to be reviewed. Sharon will provide current lists of non-participants to deans, division heads, and division level HR Liaisons next week.
- b) The **Communications Toolkit Series** in March was successful and we had to turn people away due to session capacity. We will offer this series again in summer, after July 1st.
- c) **Upcoming training sessions** are listed at the end of the handout packet. We remind you that there will not be an Orientation for new hires the first week in July, as is true each year. Monthly PEDS training sessions are being offered in addition to online training. (Next session: Wed, 5/21 1:00p; register online at <http://www.du.edu/hr/training>. [REMINDER: While in the quarterly check-in period, do not move to “Next Step” until the end of the performance year. Self-assessment is the next step after all quarterly check-ins are completed.]

7) Open Forum (Q and A)

There were no questions during the Open Forum.

8) Announcements

There were no announcements.