

# Recap: Human Resources Liaisons Quarterly Meeting

## February 4, 2010

Next meeting: Tuesday, May 4, 2010 – 10:00a to 11:30a

1) Meeting opened at 10:00am

2) Director's Message – Dick Gartrell

- Welcome to Grace Fiskus, the new Human Resources Administrative Assistant.
- The employee handbook will be updated to be made consistent with various laws and policy changes and to be made more user-friendly. The official employee handbook is online at [http://www.du.edu/hr/forms/employee\\_handbook.html](http://www.du.edu/hr/forms/employee_handbook.html). The final form should be available online in a few weeks and an announcement will be sent to all employees notifying them that they are responsible to be familiar with the updated handbook. Changes include policy title changes and adding the no smoking policy.

3) Student Employment Update – Joslyn Robich

- See important deadlines regarding the work-study program on page 3 of the handout.
- There are currently no additional funds for increase awards or students on the waitlist.
- If you would like to give work study employees a raise, a performance evaluation must be completed and the student must work a minimum of 400 hours or six months.

4) Employee Services Update – Amy King

- Thank you to all PEDS Division Leads for helping to complete 2008-2009 Performance Evaluations. The new performance review year has started and we highly encourage managers to utilize the system capabilities and conducting quarterly discussions. Questions regarding PEDS content and employee relation matters can be directed to Amy King or Sharon Gabel. System administration questions should be directed to Donna Dible or Rachel Grafton.
- Unemployment claims are increasing and Ashley Gross in managing the responses to these claims. Ashley often needs to contact HR Liaisons and/or supervisors to adequately respond to these claims. Due to the short turnaround time allowed by Unemployment, please respond to Ashley quickly and encourage supervisors to respond as well. We really appreciate your time and help with these matters as they have an overall financial impact to the University, particularly when we are unable to respond appropriately.

5) Benefits Update – Shannon Winckel

- The benefits fair is scheduled for May 6 from 9am-3pm and the theme is “Going Green.” If you have ideas for the fair, please contact the benefits office.
- **Open enrollment is scheduled for May 1-15**
- Benefit costs continue to increase and the University is exploring plan changes to keep premium costs down. Below are some additional changes for the upcoming year.
  - ✓ PPO dental rates will increase
  - ✓ Long-term disability will add a 75% buy-up option
  - ✓ The vendor for flexible spending accounts is changing
  - ✓ A wellness committee is being formed in conjunction with the Ritchie Center and Kaiser. Volunteers are welcome to participate.

6) Organizational Effectiveness Update – Sharon Gabel

- Upcoming Training Events – See page 6 of the handout for upcoming trainings.

*Workplace Law for New DU Managers* – Session is scheduled for February 19. An email was sent to new managers that need to attend the training. The training is required based on a position's classification in Banner; therefore, employees may be required to attend even if they do not supervise employees.

- Time to Attendance – *New Employee Orientation* – See page 6 of the handout

*New Employee Orientation* is being offered once a month. Improving online information and sending automated emails to new employees is being explored. Send any suggestions to Sharon Gabel at [sharon.gabel@du.edu](mailto:sharon.gabel@du.edu) or x13103.

- *2009 Legal and Policy Update Status*

There are two required trainings for these identified individuals, *Workplace Law for New DU Managers* and the *Annual Legal and Policy Update*, which is required annually. Page 7 of the handout includes the communication plan for the *2009 Annual Legal and Policy Update*. Human Resources is working to hold improve accountability and timeliness in completing this training. **A list of individuals who have not completed the training as of February 15 will be sent to the Provost and Vice Chancellors.** Completion statistics are included on page 8-10 of the handout. Thank you for all your efforts to ensure completion of this mandatory training for individuals in your area.

- PEDS Competency to Skillsoft Course Crosswalk Matrix – See page 11 of the handout for a summary

A crosswalk between competencies in PEDS and Skillsoft online courses has been created and is available at <http://www.du.edu/hr/training/online.html>. The matrix shows courses in Skillsoft that support the PEDS competencies. While essential duties and job goals are the “what” of a job, competencies are used in to articulate “how” work is (or should be) done. Examples are “with a Customer Focus” or “with a commitment to Business Results.” We recommend that 5-7 competencies related to a person's essential duties or job goals are added to the online form in PEDS.

7) Rape Aggression Defense (R.A.D.) Classes – Kelly Raeburn

R.A.D. is a basic physical self defense program open to women in the DU and local community. The program is a 12 hour program, but hours are flexible. The program fee of \$25 includes the class and free practice at any R.A.D. class nationwide. Divisions can choose to fund the program for their employees to encourage participation. See page 12-13 of the handout for more information and the website at <http://www.du.edu/campussafety/rad.htm>. Contact Kelly Raeburn with any questions.

8) Hiring Out of State Employees: Pay – Chris Bennett

- The number of out of state employees is increasing, creating an administrative burden for paying these employees due to having to set up payroll in multiple states. Payroll is relying on the department to inform them of out of state employee and asks for more advanced notice to ensure compliance.

- Payroll continues to issue manual checks because department time entry is not completed on time. Multiple notices regarding deadlines are given. Please contact payroll if you are having difficulty to prevent missing deadlines.

9) Faculty Portfolio – page 14 of the handout

Consult the faculty hiring guide on the DU Portfolio when conducting faculty searches. Contact Linda Kosten at x17922 with any questions.

10) Announcements

- Kelly Raeburn is raising money for the American Cancer Society by selling daffodils for the Daffodil Days fundraiser. This an ACS grant assisting women without medical coverage with emergency mammograms to detect breast cancer. They also connect women with coverage for mastectomies and cancer treatment. If you are interested in contributing, please visit <http://main.acsevents.org/goto/kellyraeburn>.

11) Open Forum: Q and A

1. **Question:** If a work study quits, can a new work study be hired pass the deadlines?
  - **Answer:** Managers can still post positions and hire work studies throughout the year; however, the number of students available is limited to those that leave another work study job
2. **Question:** Who can address questions regarding W-2s?
  - **Answer:** Contact Pat Kavanagh at [Pat.Kavanagh@du.edu](mailto:Pat.Kavanagh@du.edu) or x13744
3. **Question:** What is the HR Liaison's responsibility regarding out of state employees?
  - **Answer:** Inform payroll when job duties are being performed in another state for an employee and indicate this on the hiring forms. Benefits should also be informed if an appointed person is out of state because eligibility may be different.
4. **Question:** Will *Work Options* benefits be the same in the upcoming plan year?
  - **Answer:** Benefits will remain the same for the upcoming plan year, but the vendor agreement will expire for the following year and is substantially increasing the cost. HR is working to negotiate with the vendor and/or find an alternative vendor for 2011-2012.
5. **Question:** What does *Work Options* provide?
  - **Answer:** Back up care for children and elder care for minimum co-pay. See <http://backup.bright Horizons.com/> for more information.

**Upcoming 2010 Human Resources Liaison meetings (10:00a – 11:30a):**

- Tuesday, May 4, 2010
- Thursday, Aug 5, 2010