

# Recap: Human Resources Liaisons Quarterly Meeting

## May 4, 2010

Next meeting: Thursday, August 5, 2010 – 10:00a to 11:30a

1. Meeting opened at 10:00am
2. Director's Message – Dick Gartrell
  - **Please share the information from this meeting with your departments.**
  - **Upcoming changes to HR staff** in early summer 2010:
    - Sasha Robeson is leaving Denver to pursue studies in opera at the University of Memphis.
    - Annabelle Allen is leaving the HR department to become a full-time student here at DU.
3. Open Enrollment – Jane Bucher-McCoy
  - **Open enrollment** is now taking place on MyWeb (*click on Employee, then Open Enrollment*). Plans are to open a link in the WebCentral Employee tab, but it's not yet available. If no changes to your health, dental or Flexible Spending Account are being made, you don't have to do anything – your current elections will roll into the next year. Included on MyWeb are instructions on how to enroll or make changes to benefits – if you have questions call HR.
    - Negotiations have reduced a 13% premium increase down to 8% by increasing co-pays.
    - Effective 7/1/2010, we will no longer be accepting new enrollments in the Traditional PPO plan or the HSA-Qualified High Deductible PPO plan.
  - **Additional life insurance** is part of open-enrollment but is not available online – call Human Resources at any time to change your coverage and request forms.
  - Negotiations are also underway to offer a **buy-up option** (up to 75% of your gross salary) on our **Long Term Disability** coverage. Current Core LTD coverage pays out at 60% of gross salary. Call HR if you are interested and they will send information as it becomes available.
  - Beginning 7/1/2010, bi-weekly employees will have their health care **premium costs spread over two paychecks** each month, rather than have it all come out of the first paycheck of each month. This will be for health insurance premiums only; other deductions may follow in future plan years.
  - **Health Care Reform Legislation** will have no direct impact to the University's health care plans for the 2010-2011 plan year with one possible exception:
    - Effective 1/1/2011, over-the-counter drugs will no longer be eligible for reimbursement under any FSAs or HSAs. Watch for upcoming communication.
    - Also, as an FYI, effective 7/1/2011 (not this plan year but following) dependents will be eligible to stay on their parent's health plan until they reach the age of 26 rather than 25.
  - If employees don't want Health Insurance coverage with DU, they should go online and waive the option. They are strongly encouraged to do this now, but it will be mandatory when health care reform begins in 2014.

4. Benefits Fair – Jane Bucher-McCoy

- **Benefits Fair** is on Thursday, 5/6/2010, from 9am – 3pm on the concourse of the Ritchie Center. This year’s theme is “Shades of Green” to continue the campus-wide effort of a greener lifestyle.
- In addition to other Eco-friendly vendors, *Shred It* will have a **shredder available** for personal shredding. There is a limit of 2 boxes per person and a time limit – documents will be accepted for shredding until 2pm only.
- **Recycling** of cell phones, cameras, lap tops, video games, DVDs, and ink cartridges will also be available.

5. Organizational Effectiveness Update – Sharon Gabel

- As hiring usually spikes during the summer, additional **New Employee Orientation** sessions are scheduled in August and September. If an employee is not entered into Banner, have them call HR to register – do not register them under the HR Liaison DU ID.
- **Workplace Law for New DU Managers** is scheduled for Friday, June 18, 2010. HR Liaisons will be notified of those individuals who are required to attend, but are not yet registered. We appreciate your help to get them to the session!
- OE is introducing a new feature: **Manager Learning Tracks in Skillport**.
  - Log in through the HR website at [www.du.edu](http://www.du.edu), select the links for *Training & Development*, then *Online Learning*.
  - Sign in to Skillsoft, select links for *Catalog*, then *Management Tracks*.
- The Crosswalk of **PEDS Competencies to Skillsoft Courses** is also available from the HR website.

6. PeopleAdmin Upgrade – Sean Lipsey

- **PeopleAdmin** has upgraded to make it easier for the hiring managers (new functionality and an intuitive layout), and for the administrator (Sean). See page 5 of the handout packet for details.

7. Record Retention – Robin Dean

- The mission of the **University Records Management Program** is to serve as consultants to units as they develop their record retention criteria. In collaboration with Human Resources and other administrative units on campus, retention schedules have been developed to define how long employment and other University records should be kept, and their disposition after that time (usually, it is recommended that records are destroyed at the end of the retention period).
- **Departments** should use this schedule to ensure that original records – both hardcopy and electronic – are kept with the Office of Primary Responsibility (HR, in the case of employment records), and **not in the departments**. If copies are kept in the departments, they should also follow the retention schedule disposition.

[<https://recordsmanagement.du.edu/liaison/index.php/du/retentionSchedules>]

8. Risk Management – Jen Kogovsek

- **Motor Vehicle Record Check:** Risk Management is updating the list of employees who drive for the University. Lists will be sent to HR Liaisons to add or delete employees as needed. *See pages 9 and 10 of the handout packet for information about the new text messaging law, seatbelts, Defensive Driving Training, and the DU Driving Policy.*

- **Workers' Compensation.** Incidents have recently been reported late. Risk Management should receive the paperwork within 48 hours of the incident if the employee is seeking medical attention.
- **Risk and Liability in Events Training** will soon be available on the *Eventplanner* website online at: <http://www.du.edu/eventplanner/>. The online training will provide basic information about planning for potential risks and liability related to events: insurance, risk mitigation, and more.

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9. Emergency Preparedness – Stephen Banet

- The Chancellor has directed the establishment of the *Office of Emergency Management* within Campus Safety, as well as mandatory training for faculty and staff in **Emergency Preparedness**. This training is currently being developed, and will be implemented starting in Fall 2010. Documents in packet pages 11 and 12 depict the Critical Incident Management Cycle and the Critical Incident Management Process.
- **Crime Prevention:** there has recently been an increase in thefts on campus. Keep doors locked when not in your room and report any suspicious individuals.

10. Student Employment Update – Linda Blakely

- See page 11 of the handout packet for **upcoming work-study dates**.

11. Open Forum: Q and A

- **Question:** The Sustainability Council requested feedback from the HR Liaisons on a suggestion to have one contact in each department to disseminate flyers, rather than sending them campus-wide. It was suggested that the HR Liaisons provide that point of contact.
- **Answer:** Pros and cons of the suggestion were discussed, including concerns about addition to HR Liaisons' responsibilities. Suggestions to eliminate the paperwork and provide information electronically were also discussed. To provide additional feedback, contact Brittany Wilhelm at [Brittany.Wilhelm@du.edu](mailto:Brittany.Wilhelm@du.edu).

12. Announcements

- Thank you to Sasha for providing the parting gift of a song.

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

- Thursday, Aug 5, 2010
- Thursday, Nov. 4, 2010