




# Welcome to HR Forum

Julien Carter  
Associate Vice President  
Human Resource Services



# New Employee Welcome and Orientation (NEWO) Redesign

James McElroy  
Director

Human Resource Service Center

# New Employee Welcome and Orientation

## Concept

- Add a more WELCOMING feel
- Reduce information overload
- Introduce “one-stop shop” approach (tentative)
- New Web site for registration and resource links

## Phased in late March/early April

- Video
- Pre-registration process



# Work/Life Services & EAP Update

Connie Deutsch  
Director

# Creating Solutions for Management Challenges

Co Presenters:

Susan Harnden, LCSW & Tracy Tarver, Dispute Resolution Officer

**For Managers & Supervisors**

Fridays, February 27-April 24

11:30 a.m. to 1:00 p.m.

NOA 4.106A

Registration required

Contact: [eap@austin.utexas.edu](mailto:eap@austin.utexas.edu)

# Tools for Responding to Distress & Disruption in the Workplace

Presenter: Rita Handrich, Ph.D., Psychologist

For Managers & Supervisors

Tuesday, March 3, 2009

9:00 a.m. to Noon

NOA 4.106A

Registration required

Contact: [eap@austin.utexas.edu](mailto:eap@austin.utexas.edu)



# Workplace Rudeness & Incivility

Presenter: Rita Handrich, Ph.D., Psychologist



**For Non-Supervisors**

Thursday, March 5, 2009

8:30 a.m. to Noon

NOA 4.106A

Registration required

Contact: [eap@austin.utexas.edu](mailto:eap@austin.utexas.edu)

# Are You Prepared?

## Organizing Your Personal Records for Peace of Mind

**Amy Praskac, Founder of “On the Record”**

**Thursday, March 26, 2009**

**Noon to 1 p.m.**

**Texas Union, Chicano Culture Room, UNB 4.206**

**Contact: [eap@austin.utexas.edu](mailto:eap@austin.utexas.edu)**

A close-up photograph of a vibrant red rose, with its petals layered and slightly blurred, creating a soft, textured background. The lighting highlights the edges of the petals, giving them a three-dimensional appearance.

# Retirement Updates

Vilma L. Santos  
Interim Human Resource Manager  
Human Resource Service Center

# Retirewise

- MetLife has committed to presenting a four part seminar series where you can learn about key retirement issues and assess your personal situation
- It's another way to help you make the "ifs" in life a little more manageable

# Retirewise

- Four weekly sessions will include topics such as:
  - Building the Foundation
  - Creating and Protecting Wealth
  - Establishing Your Retirement Income Stream
  - Making the Most of What You Have

# Retirewise

- Communication will be going out to campus very soon
- The current plan is to offer the seminar on a quarterly basis beginning in March
- Registration is through TXClass - PN 700

# Financial & Retirement Planning Fairs

- **Save the Dates!**
  - **Tuesday, March 24** - Teacher Retirement System, Medicare and Retiring From UT Austin, Social Security, and Estate Planning
  - **Thursday, March 26** - Retirement provider booths and presentations
- **Events will take place in the Texas Union**



# HRSC Records

Robin Jarman  
HR Manager

Human Resource Service Center

# Updates

- Form I-9
- I-9 Resources
- E-Verify
- Selective Service Registration

# Form I-9

- New version expected April, 2009
- Do not fax I-9s
  - Payroll timing issue?
    - Call HRSC Records 1-5127
    - Hand Carry
- Late I-9 must have explanation attached

# I-9 Resources

- I-9 Training for Department Reps
  - Narrated PowerPoint
- I-9 Checklist
  - Printer-friendly PDF version
- I-9 Handbook for Employers

# E-Verify

- Delayed until May 21, 2009

# Selective Service Verification

- Self-help form in [Employee Information System](#) next week
- [New Employee Checklist](#)



# FML Changes

Lisa Milne

HR Manager

Employee and Management Services

# FML Changes

- New poster required
- Policy Update; until completed each new hire should receive the poster from DOL (<http://www.dol.gov/esa/whd/regs/compliance/posters/fmlaen.pdf>)
- No more provisional designations; however, employees still have 15 calendar days to apply for FML coverage

# More Changes

- New forms for Eligibility and Designation to be used by Leave Management
- Use of paid leave may be used to supplement STD/LTD benefits during FML if employer agrees - currently under review
- Fitness for duty requires list of essential job functions with Designation Notice - notify EMS if situation arises

# More Changes

- Employee responsibility to comply with call-in procedure absent extenuating circumstances
- Mandatory, not optional, overtime may be counted towards FML entitlement
- 12 months of state service have to be within prior 7 year period, except for National Guard or Reserve service
- Federal compensatory time (overtime) may be used concurrently with FML entitlement

# More Changes

- For clarification of form content
  - The employee has the responsibility to correct deficiencies
  - The employee will be notified in writing and given 7 days to correct
  - After 7 days, with employee's permission, Leave Management (not the supervisor) may contact doctor's office

# More Changes

- CHP has changed: there are now four forms available depending on the type of leave requested
  - Employee's own health condition
  - Family member's health condition
  - Military caregiver
  - Qualifying exigency

# More Changes

- Attendance awards
  - Employer may deny bonuses for perfect attendance or performance based on employee not meeting requirements even if due to FML absences so long as it is done in a non-discriminatory manner
- Holidays
  - A holiday that falls in a full week of FML is counted towards FML entitlement
  - A holiday that falls in a week in which there are partial absences does not count towards FML entitlement

# Qualifying Exigency Defined

- Only for Reserves and National Guard called to active duty by Federal Government
  1. Short notice deployment (7 calendar days or less)
  2. Military events and scheduled activities
  3. Childcare and school activities
  4. Financial and legal arrangements
  5. Non-medical counseling
  6. Rest and recuperation (5 days each)
  7. Post-deployment activities
  8. Additional activities agreed to by employer and employee
- Requires copy of orders and forms
- Child does not have to be under age 18

# Military Caregiver Leave

- Members of armed forces, National Guard, or Reserves injured or ill in line of active duty
- Does not apply to those on permanent disability list
- Child does not have to be under 18
- Next of Kin defined:
  - Closest blood relative service member designated as next of kin
  - If not designated then: spouse, parent, son, daughter, blood relative granted legal custody, brothers and sisters, grandparents, aunts and uncles, and first cousins
  - May take leave consecutively or concurrently

# Military Caregiver Leave

- If all 26 weeks are not taken, balance is forfeited
- Per covered service member per injury: can take additional 26 weeks next year if new injury or new service member
- If qualified for both military caregiver and regular, military comes first
- Spouses employed by same employer get 26 weeks combined
- Must accept ITA and ITOs as sufficient certification for leave



# Introduction

Amy L. Greenspan  
Student Employment Coordinator  
Employee Management Services



See you next time...

March 11, 10 a.m.