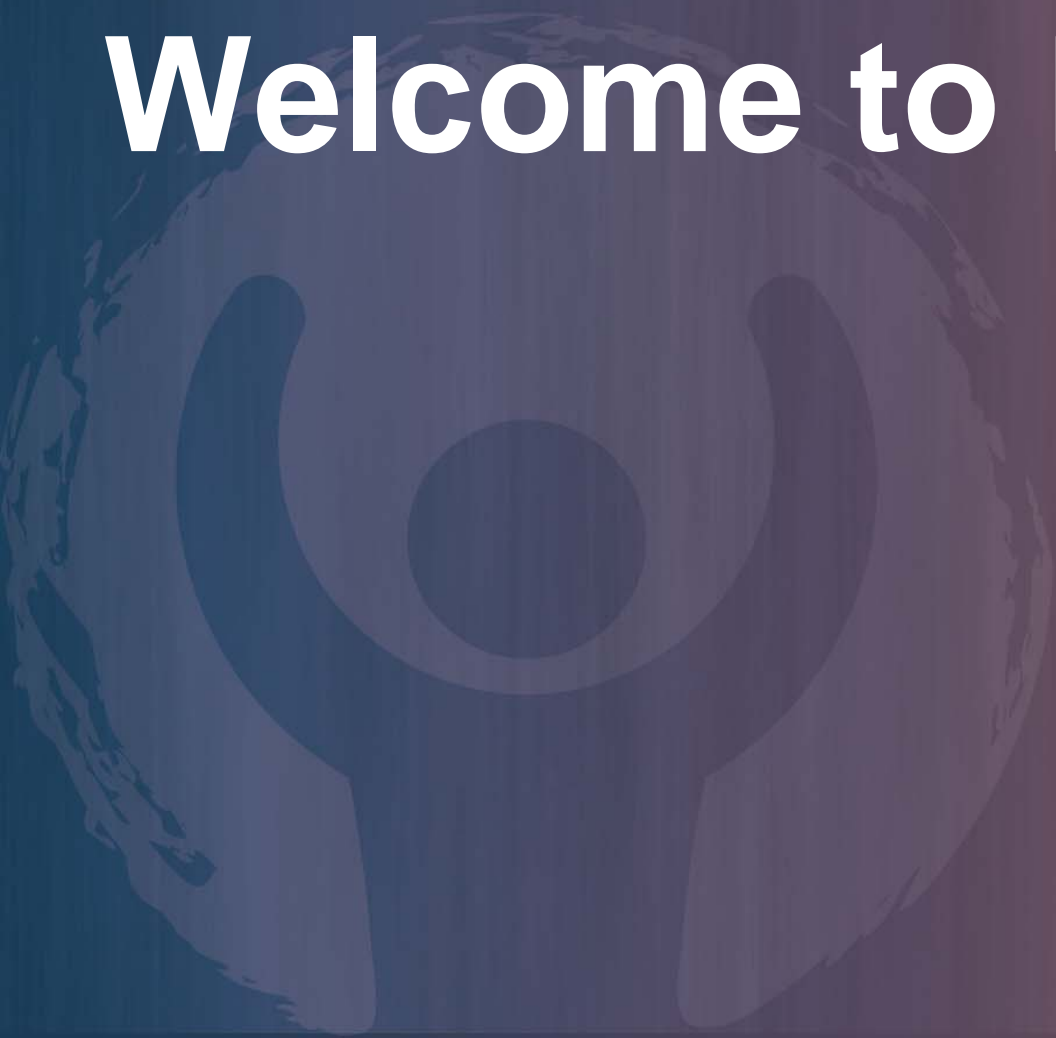


Welcome to HR Forum

June 10, 2009



Staff Salary Policy for FY 09-10

Mary E. Knight

Associate Vice President & Budget Director

Budget Office

Telecommuting



Julien Carter

Associate Vice President

Human Resource Services

Telecommuting

- **Telecommuting** is routinely working one or more days per week at a location other than an employee's regularly assigned place of employment under an agreement approved pursuant to this policy.
- **Scope:** This policy applies to all benefits eligible Code 1000 (administrative and professional) and classified employees of the university. It does not apply to faculty employees or those positions that require student status as a condition of employment.

Telecommuting and the Employment Relationship

- Telecommuting is a management option, not an employee right or benefit. Participation in telecommuting is voluntary in nature and no employee is required to participate as a condition of employment.

Telecommuting Agreement

- All telecommuting must be performed pursuant to a Telecommuting Agreement ("agreement") between the employee and supervisor.
- The agreement shall comply with the requirements of this policy, be completed and signed by the employee and the employee's supervisor and must have the approval of the employee's unit head, the Dean, Director or Vice President, and Human Resource Services before it can be implemented.

Positions That May be Considered for Telecommuting

- Positions with job functions that can be performed at a remote site without diminishing the quality of the work or disrupting the productivity of a unit.
- Positions that do not require an employee's presence at the regularly assigned place of employment on a daily or routine basis.
- Positions that allow for an employee to be as effectively supervised as he or she would be if the job functions were performed at the assigned place of employment.
- Positions that have an emphasis on the electronic production and/or exchange of information by means of computers, modems, fax machines or phones.

Positions NOT Suited to Telecommuting

- Positions that require regular, face-to-face contact with a supervisor, other employees, members of the university community or the public, or
- Positions that require access to information or materials that are available only at the regularly assigned place of employment.

Duration of Telecommuting Agreements

- May remain in effect for a maximum of twelve months, unless terminated in accordance with the procedures elsewhere in this policy.
- A new agreement must be completed at the beginning of each new fiscal year.
- Agreements do not constitute an employment contract and they do not create a property interest in employment.

Annual Enrollment

July 1-31, 2009

Vilma L. Santos

Interim Human Resources Manager

Human Resource Service Center

My UT Benefits (formerly UT TOUCH)

- Online enrollment system
- Name changed to better describe the application
- New Evidence of Insurability (EOI) page will display status
 - **EOI reminders will appear on every page**
- Can still make changes to dependent information
 - **Update SSNs**

HRS Communication

- Postcard will arrive mid-June
 - Campus mail for employees and certain working retirees
 - U.S. mail for retirees
- Will include:
 - **Benefit fairs and information sessions schedule**
 - **Annual Enrollment Web site**
 - **Updated wallet card to cut-out and carry**
- Several e-mail reminders throughout July

OEB Communication

- UT System Office of Employee Benefits (OEB)
- E-mail newsletter with plan changes and premium rates around June 15
- Your UT Benefits Enrollment Options e-mail by July 1

Important Reminders

- EOI is **not** needed for short-term and long-term disability plans for this Annual Enrollment *only*
- EOI is needed for new participants on medical plan, to increase term life, and long term care plan in some instances
- Evidence of Insurability (EOI) will be completely electronic this year
 - No need to print, sign and mail
 - **Still need to complete by August 15, 2009**

Important Reminders (cont.)

- UT Flex plans – must re-enroll
- UT Flex medical debit card – must re-elect

HRS Service Center & Annual Enrollment

Ray Scott

HR Manager

Human Resource Service Center

HRS Service Center & Annual Enrollment

- The Service Center will be here to assist the campus with Annual Enrollment
- We will be on point to answer phone calls and e-mail and to help walk-in customers
- Employees may access “My UT Benefits” online (formerly “UT Touch”) using the Service Center computer lab, where there will be HRS employees available to assist

Just a Reminder....

Don't wait...sooner is better!

During Annual Enrollment 2006 – 2008:

- We averaged **335** calls per day in the last week of Annual Enrollment
- An average of **207** customers came to our lobby on the last 2 days of the month

HRS Service Center & Annual Enrollment

Contact us:

Phone

471-4772 or 1-800-687-4178

E-mail

hrsc@austin.utexas.edu

Walk-in

NOA Building 2nd Floor

New Employee Welcome & Orientation (NEWO)

Jim McElroy

Director

Human Resource Service Center

New Employee Welcome & Orientation (NEWO)

- Newly Redesigned as of April 22
 - *Welcome Video*
 - Morning Presentations
 - Basic Employee Information
 - Insurance & Retirement
 - Leave Management
 - “One Stop” Approach
 - ID Card/EID Upgrade/Proximity Access
 - Keys
 - Employment Eligibility Verification Form (I-9)
 - New Employee Processing

New Employee Welcome & Orientation (NEWO)

- New Features

- Pre-Registration Orientation Form

- ***Important*** - Appointment Needs To Be Final Approved

- Lunch Option

- Boxed Lunch (\$8.00 or \$10.00)
 - Bring Your Own
 - Vending Machines Available – Snacks and Drinks

- NEWO Web site:

<http://www.utexas.edu/hr/current/new/>

Eligibility for Non-Academic Student Titles

JoAnn Haley

Sr. HR Representative

Staffing & Career Management Services

Eligibility

- Student Assistants, Student Associates, Senior Student Associates and Student Technicians must be admitted to the university with the following additional requirements:
 - Enrolled in at least six semester credit hours for fall or spring semester appointments
 - For Summer Appointments, they must:
 - Have been enrolled during the previous spring semester in at least six semester credit hours, or
 - **Be enrolled in at least three semester credit hours during any term of the summer**
 - For Appointment After Graduation they must:
 - **Hold a position in one of these titles during the spring semester**
 - **Graduate in May (can remain in title until August 31 of same year)**


Eligibility

- Non-Affiliated Student Workers must be admitted to a university level institution with the following additional requirements:
 - Enrolled in at least six semester credit hours for fall or spring semester at a university level institution other than the UT Austin. For Example: St. Edwards, Texas State University, Huston-Tillotson or Austin Community College student.
 - For Summer Appointments, they must:
 - Have been enrolled in their institution during the previous spring semester in at least six semester credit hours, or
 - **Be enrolled in their institution at least three semester credit hours during any term of the summer**
 - For Appointments After Graduation they must:
 - **Hold a position in that title during the spring semester**
 - **Graduate in May (can remain in title until August 31 of same year)**

Eligibility

- For High School Student Workers to be appointed:
 - They must be enrolled in high school and be at least 15 years of age on first day of employment (**HOP 9.77: Child Labor** <http://www.utexas.edu/policies/hoppm/h0977.html>)
 - For Summer appointments, they must have been enrolled during the previous spring semester (no enrollment is required during the summer)
 - **If they graduate in May, they can be in this title until August 31st of same year**

Recruitment Advertising



Kirsha Del Pino
Interim Assistant Director
Staffing & Career
Management Services

Recruitment Advertising

- Through a partnership with Graystone Group, Human Resource Services offers recruitment advertising assistance to all UT departments. These tools include:
 - Display or line ads in local/national/international publications
 - A choice from three graphically enhanced display ads
 - Single point of coordination/payment for advertising in multiple publications
 - Vendor personnel available to discuss media, selection, timing, costs, etc. at any time

Recruitment Advertising

Step-by-Step Process

1. Department completes the Recruitment Advertising Request Form to initiate service.
2. Submitted form goes to Graystone Group and to SCMS Representative to ensure draft adheres to university advertising requirements.

Recruitment Advertising

Step-by-Step Process (cont.)

3. Vendor works directly with department to finalize ad:
 - Line ads are placed directly with the publication, and estimated costs are available prior to release.
 - Display ads are graphically enhanced and e-mailed back to the requestor, with costs for changes and/or additions. Unless otherwise indicated, display ads will not be released without prior approval.
4. Department works directly with Graystone Group to complete payment for advertising services.

Recruitment Advertising

- For questions about the recruitment advertising program, departments may contact their Staffing and Career Management Representative (SCMS) Representative.

<http://www.utexas.edu/hr/hrpro/lookup/>

- More information is available on our Web site:
<http://www.utexas.edu/hr/manager/hiring/post.html#advertise>

Managing Your Career at UT Austin

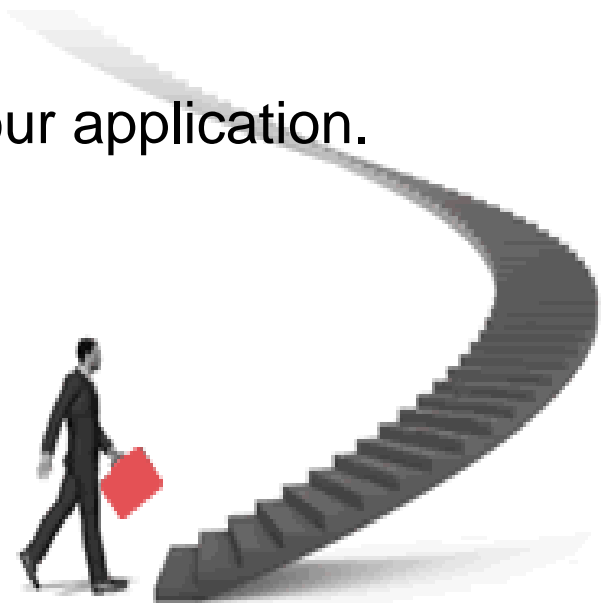
Shari Tadema

HR Representative

Staffing & Career
Management Services

Managing Your Career

- This brown-bag workshop will provide employees with an overview of strategies to manage their career at the university. Topics covered will include:
 - How to navigate the university organizational structure to find attractive job opportunities;
 - The benefits of long term employment;
 - Variety of opportunities;
 - And, how to market yourself to optimize your application.
- **Managing Your Career at UT Austin**
Thursday, June 25, 2009
Noon to 12:45 p.m.
NOA 3.214
- Registration required in TXClass, PN 590
Contact: hqs-staffing@austin.utexas.edu



Work/Life Services & EAP

Christopher Solis
Office Manager

Playful Parenting

Lunchbox Series

Presenter:

Kirsten Nottleson, Ph.D. Psychologist, private practice



Thursday, June 11, 2009

Noon to 1 p.m.

Texas Union

Sinclair Suite

UNB 3.128

Contact: eap@austin.utexas.edu

Tools for Responding to Distress & Disruption in the Workplace

Presenter: Rita Handrich, Ph.D., Psychologist

For Managers & Supervisors

Wednesday, June 17, 2009

9:00 a.m. to Noon

NOA 4.106A

Registration required

Contact: eap@austin.utexas.edu



Upcoming Classes

Tom Rapp

Senior Program Coordinator
Organizational Development

Upcoming Classes

- Conflict 101 for Mgrs (PN545) June 11, 2009
- Problem Solving Model for Mgrs (PN547) June 18, 2009
- Supervisory Leave Policy Overview (PN604) June 23, 2009
- The Inclusive Workplace (PN611) June 26, 2009
- Managing People and Performance (PN603) July 2, 2009
- Retaining and Recognizing Employees (PN608) July 13, 2009
- Managing Workers' Compensation for Supervisors (PN605) July 14, 2009

For more information click on this [link](#).

See you next time...

July 8, 2009

