AGENDA

- Staff Council
- Total Rewards Advisor Committee (TRAC)
- Benefits
- ePerformance Drop-In Sessions and Trainings
- Abbreviated ePCQ Process
- Policy Changes – Telework
- Job Posting Updates/Information
- Temporary Job Titles
Staff Council
Total Rewards Advisory Committee (TRAC)

John Cook
jacook@mst.edu
Benefits Update
Important Dates

> Employee Self-Evaluations are due by **May 31**

> Supervisor’s rated evaluations are due by **June 30**, must have all employee’s rated evaluations completed to be eligible for a merit increase

> New Rating Scale

### Proficiencies

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Needs Development: Does not consistently meet all expectations. Additional direction and support is required/needed.</td>
</tr>
<tr>
<td>1.5</td>
<td>Reliably Delivers: Sometimes needs additional direction and support.</td>
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<tr>
<td>2.0</td>
<td>Reliably Delivers: Consistently meets expectations. Might exceed some expectations. Requires little to no additional direction to achieve established responsibilities.</td>
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<tr>
<td>2.5</td>
<td>Reliably Delivers +: Frequently exceeds expectations.</td>
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<tr>
<td>3.0</td>
<td>Consistently Exceeds: Consistently exceeds or delivers beyond expectations. Influences others to perform better.</td>
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</table>

[Select Proficiency]
Support for Employees
> Scheduled ePerformance trainings for employees to complete their self-evaluations. Managers/Supervisors can request a training specifically for their staff.
> Drop-In sessions during the month of May and early June.

Support for Supervisors
> Scheduled ePerformance trainings for Supervisors
> Drop-In work sessions available beginning late May and throughout June.
Schedule of dates and times will be sent to Supervisors and included in eConnection.

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</table>

**Shading**

**Purple** – Training/Drop-In assistance for Employees

**Blue** – Training/Drop-In assistance for Supervisors
Current Required Questions
1. Explain why filling the position is essential.
2. What are the core functions of this position?
3. Funding source (chartfield string).
4. Salary information (salary range).
5. Position number of person being replaced?
6. How long does the department want the job posted?

Responses to these questions are entered into the Comments box of the Approval Screen for a Job Posting.
Revised Required Questions
1. **Explain why filling the position is essential.**
2. **What are the core functions of this position?**
3. **Funding source (chartfield string)**
4. **Salary information (salary range)**
5. **Position number of person being replaced?**
6. **How long does the department want the job posted?**

**EFFECTIVE IMMEDIATELY**
Job Postings

Recruitment Locations
When you post a position in PeopleSoft
HR posts it to:
  Careers portal
  HigherEdJobs

The position is “scraped” from our website to:
  Diversity Jobs
  LinkedIn
  MOJobs.gov
  Indeed
  Glassdoor
  Circa
Abbreviated ePCQ Process

Based on campus feedback, we are creating a shortened process for the reclassification of certain positions. We are currently in beta test, if you would like to volunteer to test our new form and process, let us know!

Our Goal:

> Simplify the process for Specific types of request for position reclassification.

> Certain criteria must be met.

> In certain cases, the full PCQ process will be more appropriate.

> HR Partners will assist in managing the oversight of this process to ensure use is fair, equitable, and follows both UM System and S&T policies, procedures and approval guidelines.
Abbreviated ePCQ Process

Abbreviated PCQ Criteria

1. Abbreviated PCQ Criteria (If all criteria are not met, complete an ePCQ which can be accessed via the AskHR portal)

- Position is either vacant OR has had the same incumbent for 6 months or longer
- No change in the job family (requested title is in the same job family as the existing title)
- One grade change maximum (requested title is no more than a one grade increase)
- Non-exempt job to a non-exempt job only
- Current organizational chart is attached

2. Attach organizational chart (Non-anonymous question)
### Abbreviated ePCQ Process

#### Example

<table>
<thead>
<tr>
<th>JOB FAMILY</th>
<th>JOB CODE</th>
<th>JOB TITLE</th>
<th>FLSA</th>
<th>GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>RS - Research</td>
<td>4487</td>
<td>Research Specialist I</td>
<td>N</td>
<td>7</td>
</tr>
<tr>
<td>RS - Research</td>
<td>4488</td>
<td>Research Specialist II</td>
<td>N</td>
<td>8</td>
</tr>
<tr>
<td>RS - Research</td>
<td>4489</td>
<td>Senior Research Specialist</td>
<td>P</td>
<td>9E</td>
</tr>
</tbody>
</table>

#### Appropriate to use Abbreviated PCQ Process?

- **4487 to 4488:** Yes!
- **4488 to 4489:** No, does not meet all criteria

- Position is either vacant OR has had the same incumbent for 6 months or longer
- No change in job family (requested title is in the same job family as the existing title)
- One grade change maximum (requested title is no more than a one grade increase)
- Non-exempt job to a non-exempt job
## Abbreviated ePCQ Process

### Example

<table>
<thead>
<tr>
<th>JOB FAMILY</th>
<th>JOB CODE</th>
<th>JOB TITLE</th>
<th>FLSA</th>
<th>GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>FB - Finance</td>
<td>4254</td>
<td>Finance and Accounting Analyst</td>
<td>N</td>
<td>9</td>
</tr>
<tr>
<td>FB - Finance</td>
<td>4255</td>
<td>Senior Finance and Accounting Analyst</td>
<td>A</td>
<td>10</td>
</tr>
</tbody>
</table>

### Appropriate to use Abbreviated PCQ Process?

- Position is either vacant OR has had the same incumbent for 6 months or longer
- No change in job family (requested title is in the same job family as the existing title)
- One grade change maximum (requested title is no more than a one grade increase)
- Non-exempt job to a non-exempt job

**4254 to 4255:**
No, does not meet all criteria
Abbreviated ePCQ Process

Example

<table>
<thead>
<tr>
<th>JOB FAMILY</th>
<th>JOB CODE</th>
<th>JOB TITLE</th>
<th>FLSA</th>
<th>GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>FB-Finance</td>
<td>4253</td>
<td>Senior Finance &amp; Accounting Specialist</td>
<td>N</td>
<td>8</td>
</tr>
<tr>
<td>BSS-Business Support Services</td>
<td>4287</td>
<td>Business Operations Associate II</td>
<td>N</td>
<td>9</td>
</tr>
<tr>
<td>BSS-Business Support Services</td>
<td>4288</td>
<td>Senior Business Operations Associate</td>
<td>A</td>
<td>10</td>
</tr>
</tbody>
</table>

Appropriate to use Abbreviated PCQ Process?

- Position is either vacant OR has had the same incumbent for 6 months or longer
- No change in job family (requested title is in the same job family as the existing title)
- One grade change maximum (requested title is no more than a one grade increase)
- Non-exempt job to a non-exempt job

4253 to 4287: No, does not meet all criteria

4287 to 4288: No, does not meet all criteria
Abbreviated ePCQ Process

Questions?
Temporary titles may be used for limited duration appointments of no more than 12 months. Part-time, ongoing appointments which are expected to extend longer than 12 months should be assigned to an appropriate University title for the following reasons:

> Equitable and appropriate pay rates
> Accuracy in reporting (e.g., number of employees, FTE to types of work performed, etc.)
> Fairness to part-time employees
> Organizational/continuity planning
### Temporary Titles (University Description)

<table>
<thead>
<tr>
<th>Job Title(s) Grouping</th>
<th>Job Code</th>
<th>Nature of Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary Clerical</td>
<td>4076</td>
<td>Perform clerical or professional work for the university on a temporary basis which may include a wide range of office/clerical roles including administrative assistant, office support associate, receptionist, fiscal/payroll assistant, data entry operator, medical office staff and other related responsibilities.</td>
</tr>
<tr>
<td>Temporary Crafts and Service</td>
<td>4077</td>
<td>Perform manual labor for the university on a temporary basis in a variety of settings which may include food service, warehouse, facility operations, general labor or other related responsibilities.</td>
</tr>
<tr>
<td>Temporary Technical</td>
<td>4078</td>
<td>Perform technical work for the university, usually on a part-time basis, in a variety of settings which may include editing, photography and lab related work. (S&amp;T: Other types of work could be included such as in the areas of IT, events assistance, etc.).</td>
</tr>
<tr>
<td>Temporary Professional*</td>
<td>4079</td>
<td>Perform a wide range of office responsibilities at a mid-level for the university, usually on a part-time basis. (S&amp;T: Other types of work could be included such as temporary project coordinators, subject-specific consultants, medical professionals, etc.).</td>
</tr>
</tbody>
</table>

*This title may be used for part-time positions which have limited durations of more than 12 months; or, are not of a limited duration if there is no closely associated University title available. HR approval must be obtained for use of this title for appointments which exceed 12 months or are not of a limited duration.
Additional Updates
Future Meetings

Meetings will be held on the third Wednesday of each month. Specific dates can be found on the website: https://hr.mst.edu/updates/hr-meetings/.

1:00pm-2:30pm

Zoom invite, agenda, and recap emails will be sent to the contact group. Please email hrs@mst.edu to add someone to the group.

Past meeting presentations can also be found on the website: https://hr.mst.edu/updates/agendas/.
Questions?

Please join us again on May 11

Additional meeting dates are located on the website: https://hr.mst.edu/updates/hr-meetings/
Thank you for attending.

We appreciate all you do in support of our campus!