Human Resources Monthly Meeting

April 19, 2023
Agenda

- Staff Council
- Staff Success Center
- Total Rewards/Benefits Overview
- New Human Resources Specialist
- PCQs (March Poll Topic Winner)
- DS-2019 updates
- Student Employment
- Telework Policy
- ePerformance Rated Check-in
- Courtesy Appointments
- Discussion Rooms:
  - Telework
  - PCQs/Job Titles
  - Student Employment
Staff Council
Megan Fowler
https://staffcouncil.mst.edu/
Staff Success Center
Simone Waldon
waldons@mst.edu
Reminders

▶ UM System Staff Development Week
  • May 15-18
  • Semi-annual training conference that offers virtual and in-person sessions hosted by colleagues from across UM System. Have a topic or area of interest you would like to present? They are accepting session proposals through April 25!

▶ Third Thursdays Learning & Leadership
  • This month’s session is: Managing Your Energy During Change
  • Register: https://share.percipio.com/cd/rHMyHjY5b6

▶ Administrative Professionals Day is Wednesday, April 26!
Total Rewards/Benefits Overview
New Human Resources Member

Charli Conner
Human Resources Specialist
PCQs

What is a PCQ?

- Position Classification Questionnaire used to conduct a job analysis.
- Used to classify new positions or evaluate existing.
- The position will be to a job title, consistent with other similar positions across the University and UM System.
- Factors considered include primary duties and responsibilities, working conditions and physical requirements, whether individual contributor or management, role, and the knowledge, expertise, leadership, independence, influence, impact, and interpersonal and communication skills required to perform the work.
PCQs

When should a PCQ be used?

- A position classification review should take place when a **new position** is being created.
- A position classification review may also be necessary when there has been a **significant change in a current position**, such as the nature and/or level of work performed. Guidance is provided below.
- If there are changes in the duties and responsibilities of a position, contact your HR partner to discuss whether a PCQ is the right step or if there are other appropriate options.
Before submitting a reclassification request (PCQ), consider:

- **When was the position last reviewed?** Positions will not be reviewed if the employee has been in the position or if it was posted for less than 6 months.

- **How significant are the changes in the nature and/or level of work assigned to a position?**
  - Describe the position as it currently exists, not as it was in the past, or may be in the future.
  - Employees should not move into a new job opportunity without going through a fair and open competitive process or a direct promotion process, whichever is most appropriate for the situation. (If the changes are significant in functions such as supervision, for example, it may be that a reclassification is not appropriate).
  - Performing additional duties which are similar or the same as an employee’s primary responsibilities may be determined as not a significant change in the nature of the work. (An example would be a department choosing not to fill a position and another employee adds the work to their position because they are already performing those duties. There are other ways to address requests for additional compensation, if appropriate, other than a reclassification).

- **Has the supervisory responsibility changed?**
  - Most supervisor, manager, and director titles require the job to have at least 2 or more full-time, benefit-eligible direct reports.
  - Before assigning direct reports, the department may want to contact their HR Partner to discuss.
  - Changes in reporting needs to be updated in PS.
What is the difference between reclassification of a person versus a position?

Position classification is about **duties and responsibilities of the position**. It may be occupied or vacant. Regardless, the same analysis and evaluation of the duties, responsibilities and level of work occurs. The purpose of classification is to objectively define and evaluate job duties, responsibilities, and level of work performed to align the position within the university’s job structure including the salary structure grade and band, job title, minimum requirements and exemption status under the FLSA. A reclassification is not an indication of an individual’s performance.
PCQs

Are there ways to expedite the PCQ process?

- Submitting complete and accurate information on the PCQ can reduce the amount of time going through the approval and review process. This means:
  - Position duties and responsibilities statements are complete and well-written describing the work specific to that position (do not copy from the University job description)
  - Answering the questions with good examples and explanations
  - Providing the justification and funding source for any associated changes in compensation
  - Having a detailed current and proposed organizational chart
  - Submitting the request to the next approver (you may want to reach out and let them know they need to review and approve)

- Once the PCQ is approved and forwarded to HR, it can take 10-15 business days to be evaluated and a determination made
PCQs

Why are we not making more use of the abbreviated PCQ?

- If the outcome of the evaluation results in the position being assigned into a different title series (such as an office support changing to a business support title), then a full PCQ would have to be completed, which would result in delays.

- Common problems:
  - The abbreviated PCQ is still in PDF, which can delay approvals since it is routed via email instead of within the electronic system.
  - An electronic abbreviated PCQ is under development, which will allow for the routing within the system. It will be easier to covert to a full PCQ if needed when we move to that application.
PCQs

What are the most common issues and delays?

- The most common problems are incomplete duties and responsibilities statements that are not well written; or that do not align with the examples given in other sections of a form. For example, there may be references to primary duties in the examples that are not mentioned in the duty statements.

- Too many duties are lumped together in one statement. One duty statement that is over 35% to 40% of the time spent generally needs to be separated into a more detailed description of the work. Even a statement that is 35% to 40% or less but combines several work activities may need to be revised in order for the job analysis to take place.

- Vague organization charts that either do not contain the necessary detail to identify which employees or positions are in the work unit or do not show where the proposed change is being requested.

- Selecting a University job title and writing the position description to it instead of clearly defining the work that is needed from the position. Job title, pay grade, FLSA status, etc. are determined by the job analysis.

- Not providing the justification or funding source at the time the PCQ is being routed for approvals.
The questions seem repetitive, why is this?

While it may seem like the questions are repetitive, knowing what factors they cover can help in answering them.

The University uses the Global Grading System (GGS) compensation program. GGS uses a methodology to evaluate jobs to establish an internal level (global grade) based on the analysis of several factors.

- The **knowledge** required to perform the work
- The **expertise** in the job, the related areas affecting the job, and areas which the job affects
- The **leadership** required to perform job
- The **independence** with which the job operates
- The **influence of the job** on other entities within the department, division, campus and if applicable, the larger University system
- The **impact of the job** – both the type and scope of impact on the work team, department, division, campus, and if applicable, the larger University system
- The **interpersonal** and **communication** skills required for the job

Keeping those factors in mind when providing examples and explanations can be helpful.
PCQs

What is the best way to determine other individuals who are at the same or higher pay grade for the PCQ?

- This item on the ePCQ is asking who the initiator believes are the closest peers to the position being evaluated, including jobs in the same work area, in the same division and/or across campus.

- When another employee’s name is entered on the ePCQ, their University title automatically fills. You may then indicate whether you believe the position is at about the same level, or if the position being evaluated is at a higher or lower level (regardless of their University title)

- This information should be based on the initiator’s understanding of the peer’s role. Names of other employees should not be entered without an understanding of their roles. Contact your HR Partner if needed to complete this section.

- You do not have to submit a name on each line in this section of the PCQ.
Effective April 27, 2023 The Department of State has officially authorized that DS-2019s can be electronically and digitally signed and mailed to Exchange Visitors on a J-1 visa. This is great news for our incoming Scholars and Sponsored Students!

James Slone, International Advisor for International Enrollment slonej@mst.edu or 573-341-4791
Student Employment Reminders

- Student employees should be paid no less than $10.30 per hour effective July 1, 2023.
- Departments retain flexibility to raise student employee pay up to the 2023 Missouri minimum wage ($12.00 per hour) but are not required to (funding considerations).
- Human Resources will continue to approve any student pay increase requests in which the student is at or above the state minimum ($12.00) and which the request is equal to or exceeds $1.00 per hour. These requests need to be sent to msthrsupport@mst.edu for approval before initiating a job change ePAF. The pay change will be effective the date approved, pay increases should not be back dates as a retro pay increase.
- Before increasing student pay, departments need to consider:
  - Budgets
  - Work itself
  - Student’s status (first year, second year, etc.)
- Departments should also budget or schedule work accordingly where work study funding may exhaust earlier in the semester or the number or work hours covered by work study is reduced due to a change in base pay rate.
- Departments must work with their fiscal managers to anticipate any budgetary impacts.
Student Employment Reminders

- Summer Student FTE and Enrollment: It is important to remember the students’ primary reason for being at the university is academic. Employment, while necessary for many, is secondary to their academic purpose. Over the summer:
  - If a student is enrolled in 4 or more hours they are limited to working 20 hours per week. This can be increased to 28 hours per week with academic advisor approval.
  - If the student is enrolled in 3 or less hours for summer and/or pre-enrolled no less than part-time for fall, they can work up to 40 hours in the summer.
  - Students should be pre-enrolled for fall to qualify to work as a student during the summer.
FICA Exemption: In order to be exempt from FICA, a student employee must be enrolled no less than half-time at a UM institution (any combination of on-line or face-to-face courses count). Additionally, they cannot be regularly working 40 or more hours or have a license requirement to perform their job duties. ePAFs for student titles will be loaded into PeopleSoft as exempt from FICA, unless the FTE dictates FICA subject, and on-going FICA maintenance is handled by monthly reports.

Summer Semester Recommendations

- If it is known the employee will be working in the summer, but will not be enrolled in the summer, submit an ePAF to indicate FICA status update to Subject and indicate “not enrolled” in the comments.
- If the employee will not be working over the summer, no change in FICA status is required
- If a student starts work or returns to work, beginning as early as August 1, they can be considered FICA exempt if they meet the exemption requirements
Student Employment Reminders

- **Student Title Eligibility**
  - Undergraduate students may remain in their respective student job titles over the summer if they are pre-enrolled in the fall semester.
  - Graduate students must be enrolled in summer to continue work in their Graduate Appointment/Title during the summer.
  - Students that have graduated should be moved out of the student title or terminated once they’ve graduated.

- **Other Things to Keep in Mind**
  - International students are limited to working 20 hours per week during the academic year, with no exception. Over summer break they may work up to 40 hours per week dependent upon enrollment conditions mentioned above.
  - EARNINGS CODE TST or TSR: If you have an academic student that needs to have their earnings code updated to TST or TSR for the summer, that update should be processed by the ePAF - Initiator using the Job Change eForm. This is no longer a two-step process as in prior years. At the end of summer, the reappointment for fall should be processed using a Job Change ePAF and the ePAF – Initiator will need to update the earnings code back to TRX.
Telework Policy

- S&T Policy Memorandum No. III-41 Flexible Work Policy
- Missouri S&T complies with University of Missouri System guidelines and policies.
  - HR-217 Emergency Closure and Transition to Remote Operations
  - HR-522 Telework Arrangements
Telework Policy

Provisions

- It is recognized that some positions do not lend themselves to remote work arrangements.
- Flexible work arrangements are to be considered a privilege and not a right and can be terminated at any time.
- Completion of a telework form is required to document agreed upon arrangements. There are some exceptions:
  - The form is not required for short-term remote arrangements or operations.
    - Example: The Chancellor directs administrative and academic functions to transition to short-term remote operations such as in the case of inclement weather
  - It is not required in certain circumstances such as when agreed upon in compliance with ADA.
- Departments should implement contingency plans to prepare for transitions to remote work including prearranged telework expectations for all employees to include staff, student workers, and faculty.
Telework Policy

Employee Responsibilities

▶ If an employee is unable to work effectively at their remote location for any reason (e.g., internet connection is down, cellular phone reception is unavailable or weak, construction, distractions, etc. impacting the employee’s ability to work effectively and efficiently) the employee shall notify their supervisor and make up the lost time (if approved), take vacation or personal leave, or temporarily relocate to another location.

▶ Employees must be able to work with the same efficiency, effectiveness, and responsiveness as if they were working onsite.
Telework Policy

Procedures

Staff and Student Workers

- In addition to HR-522 Telework Arrangements, the following is required for Missouri S&T flexible workplace and/or flexible work time arrangements:
  - All Missouri S&T flexible workplace and/or flexible work time arrangements must be approved by the employee’s supervisor and/or manager and the division leader or designated delegate over the requesting employee’s division before the flexible work arrangement can begin.
  - Approval of a flexible work arrangement should be determined based on organizational needs and the ability to serve internal and external customers of the University with the same efficiency and effectiveness of being on-site.
  - Missouri S&T supervisors are required to document approval of flexible work arrangements using the
  - Telework requests are to be renewed at 3-month intervals. Supervisors are responsible for ensuring their employees’ productivity and work performance, and that all approved telework schedules do not overlap with other primary, non-work-related activity.
  - The supervisor may terminate the telework agreement at any time.
  - Telework requests which need to go through an assessment or accommodation process will be reviewed by the Chief Human Resources Officer, the Chief Diversity Officer, or their designees, who may approve or deny telework requests before they are forwarded for division leader approval.

Faculty

- Faculty requests for teaching online (including office hours) rather than face to face must be approved in advance by Chairs and Deans.
ePerformance Rated Check-in

- Staff Self-Evaluations are open and due April 28th
- Rated Evaluations are due by Managers on June 16th

- Performance Management for Staff
  - Register in Percipio
  - Thursday, April 20th @ 9:00am

- Performance Management for Supervisors
  - Register in Percipio
  - Friday, April 28th @ 1:00pm
Changes are coming to the process and requirements around courtesy appointments.

Clean up project is underway:
- March 1: 706
- April 19: 472

Active appointments:
- 2002-2010: 19
- 2011-2020: 172
- 2021: 89
- 2022: 126
- 2023: 66

We will be reaching out to each department to clean up and renew appointments.
Additional Updates

- Volunteer for commencement!
  - Commencement ambassadors help guests to their seats, answer questions, guide graduates and maintain a positive atmosphere for families and friends of graduates.
  - On Thursday, May 11, commencement ambassadors are invited to a special luncheon and will receive an exclusive laser-etched travel mug. Volunteers will also have an opportunity to enter a drawing for other thank-you gifts.
  - Please register at https://registrar.mst.edu/commencement/. Commencement ambassadors will be contacted with more details. If you are an exempt employee and your supervisor allows, you can use flex time that week.

- Student Diversity Initiatives’ is now called Strategic Diversity Initiatives
Future Meetings

- Meetings will be held on the third Wednesday of each month. Specific dates for 2023 can be found on the website: [https://hr.mst.edu/updates/hr-meetings/](https://hr.mst.edu/updates/hr-meetings/).
- Regular meeting time: 1:00pm-2:00pm
- Discussion room/breakout sessions: 2:00pm-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/](https://hr.mst.edu/updates/agendas/).
Questions?

Please join us again on May 17

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!
Discussion Rooms

- Telework with Connie Hudgens
- PCQS/Job Titles with Rhonda Byers
- Student Employment with Rachel Norris