Missouri University of Science and Technology

Human Resources Monthly Meeting

February 15, 2023
Agenda

- Staff Success Center
- Amy McKenzie, Director HR/Payroll Operations with University Shared Services, on PeopleSoft eForm upgrade
- Benefits
- Office Communication Techniques (January Poll Topic Winner)
- Amendment III policy updates
- W-4 updates for out of state employees
- PTO plan update
- ePerformance evaluation period
- Discussion Rooms:
  - Shared Leave with Rhonda Byers
  - Courtesy Hires with Rachel Norris

Missouri University of Science and Technology
Staff Success Center

Simone Waldon
waldons@mst.edu
PeopleSoft eForm Upgrade
Amy McKenzie
Director HR/Payroll Operations with University Shared Services
Benefits

February is National Heart Health and National Dental Health month:
Benefits

▶ Sign up at: umsystem.edu/totalrewards/wellness/stay-connected
▶ Blood Pressure Screening:
  • Tuesday, February 28
  • 10:30am – 12:30pm
  • Havener Center: Meramec Room 208C
▶ February Lunch and Learn:
  • Heart Health
  • Wednesday, February 15 12:30 – 1:00p
  • Access meeting via Teams
▶ Opt in to receive wellness emails

Missouri University of Science and Technology
Benefits

Delta Dental plans: umsystem.edu/totalrewards/benefits/dental_plan

- Covers 100% of reasonable and customary fees for:
  - 2 Preventive exams a year (cleaning, x-rays, fluoride treatment, sealants, etc.)
- Covers 80% after deductible:
  - Fillings
  - Extractions
  - Oral surgery
- Covers 50% after deductible:
  - Crowns
  - Bridgework
  - Dentures
Office Communication Techniques

Know Your Audience

• Summary
• Details/Data
• Action Items
Office Communication Techniques

- Clarify Your Purpose
  - Gathering Feedback
  - Informational
  - Expectation of Action
  - Deadline
Office Communication Techniques

Choose Your Channel

- Email
- Phone
- Teams/Messenger
- In-Person
Amendment III Policy Updates

- Legalizes use of recreational marijuana for those 21 and older under certain conditions
- Possession and use of marijuana remains subject to many limitations under both the constitutional amendment and under federal law
- Does not legalize public consumption of marijuana
- Operation of a motor vehicle while under the influence of marijuana remains unlawful

Federal Law
- Marijuana is a Schedule 1 controlled substance
- Illegal for any employee, student, or visitor to possess, use, distribute, dispense, sell or manufacture marijuana on any university-owned or controlled property.

Federal Drug-Free Schools and Communities Act and the federal Drug Free Workplace Act
- Requires policies for disciplining employees and students who possess or use illegal drugs on university property, university-leased property, or as part of university-sponsored or university-supervised activities.
Amendment III Policy Updates

▶ University Policy:
  • HR-508 (Drug/Alcohol Abuse in the Workplace): Possession or use could result in discipline up to and including termination for employees
  • CRR 200.010 (Standard of Conduct). Students could face disciplinary hearings and face discipline up to and including expulsion.
  ▶ Prohibition applies to both recreational and medical use.
    • Medical marijuana identification card holders may not use or possess marijuana on university property, university-leased property, or as part of any university-sponsored or university-supervised activity.
    • Discrimination based on medical conditions is prohibited.
  ▶ Visitors
    • Subject to same restrictions, including visitors to athletic events, concerts and any other event or meeting held on campus.

More information: Email 12/7/22 From HR Service Center (Will be included in recap email)
W-4 Updates for Out of State Employees

- Project led by UM System HRIS and UM Payroll to start withholding state taxes for other states in addition to Missouri, Kansas and Illinois
- New withholding is not in place yet
- Contact Payroll if there are any questions
- More information to come
Staff Leave Plan Update

- Request for Proposals
- Conversion Options
- Feedback

### Approved Leave Program

**Fixed Leave**
- Holidays: 9 per year
- Winter Break (campus only): 4 days per year

**Flexible Leave**

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Non-Exempt (Hourly)</th>
<th>Exempt (Salaried)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 5 years</td>
<td>18 days</td>
<td>23 days</td>
</tr>
<tr>
<td>5 – 15 years</td>
<td>23 days</td>
<td>28 days</td>
</tr>
<tr>
<td>15 or more years</td>
<td>28 days</td>
<td>28 days</td>
</tr>
</tbody>
</table>

**Qualifying Leave**

- Short-Term Disability: Covers 60% of employees’ pay for up to 20 weeks
- Parental Leave: Covers 100% of employees’ pay for up to 4 weeks
- Caregiver Leave: Covers 100% of employees’ pay for up to 2 weeks
ePerformance Check-in

- To encourage employees’ continuous growth, the university’s ePerformance process includes two Performance Check-Ins per year.
- End-of-year self evaluation should be completed by April 2023 and rated manager evaluation is due June 2023.
- Employees and managers should meet to discuss the completed evaluation forms. The conversation should focus on successes and accomplishments, concerns and growth opportunities, and next steps.
- Training dates and information will be included in the recap email and will be accessible through Percipio.

April 2023
4/10-Process Opens
4/28-Self Evaluations Due

May/June 2023
6/1-Manager Evaluations Saved
6/16-Manager Evaluation Submitted
7/1-Merit Process Begins
Additional Updates

- W-2s are now available for everyone in myHR. Please reach out to the HR Service Center (hrservicecenter@umsystem.edu) with questions.
- 1095-C Employer-Provided Health Insurance Offer and Coverage
  - If eConsented, the 1095-C form will be available in MyHR to review and print. An email will be sent to those who eConsented by mid-February.
  - If no eConsent, forms will be mailed.
  - Will be available for everyone in myHR for reprint.
Additional Updates

▶ Staff Excellence Awards: Six staff members will be awarded this year. Any staff member, faculty member or student at the university may submit nominations, except for current members of the Staff Excellence Awards Committee. Nominations will be opening soon, learn more at: https://staffcouncil.mst.edu/staff-excellence-award/

▶ Employee Scholarship Program: The Employee Scholarship Program is intended to assist Missouri S&T staff seeking to start or further their higher education. Goal is to award $250 to three recipients in the fall and spring semesters. Deadline for the application for the fall semester is June 15. Learn more at: https://staffcouncil.mst.edu/scholarship-program/
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/.
- 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/.
Questions?

Please join us again on March 15 or 16

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

- Shared Leave Program with Rhonda Byers
- Courtesy Hires with Rachel Norris