Human Resources Monthly Meeting

June 21, 2023
Agenda

- Staff Success Center
- Safety Protocols with Chief of University Police, Doug Roberts (May Poll Topic Winner)
- Human Resources staffing changes
- Merit process timeline with Lucretia Eaton
- Employee Assistance Program updates
- HR-303 Educational Assistance and Tuition Reduction Benefits Policy with Katlin Kelley
- Shared Leave Program
- Employment law posters
- Student pay reminder
- Student employment reminder
- Nonemployee appointments
- Discussion Rooms:
  - Merit process with Cindi Nelson
Staff Success Center
Simone Waldon
waldons@mst.edu
New Human Resources Member

Felena Budnik has been hired to the new recruit team as a Human Resources Specialist.

We are still recruiting for two specialists for that team.
Merit Process Timeline

- Rated Evaluations are due by Managers/Supervisors on June 16th
- Merit Spreadsheets will be sent to divisions by June 30th
- Recommendations due to Provost or Vice Chancellor by July 24th
- Recommendations to Chancellor and Vice Chancellor F&O by August 1st
- Raise effective dates: August 27th or September 1st.

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Reclassification Hold
Employee Assistance Plan (EAP) Update

As part of Total Rewards, the EAP Program provides employees and their immediate family members access to free, confidential help for personal or professional stressors.

- **ComPsych** is our current EAP vendor
  1.800.697.0353

- **Optum** will be an ADDITIONAL vendor available for use July 1st
  Website available June 29th at [https://www.umsystem.edu/totalrewards/benefits/eap](https://www.umsystem.edu/totalrewards/benefits/eap)

- **Both** vendors offer phone, virtual and in-person options. You have 4 sessions available per incident/issue.
HR-303 Educational Assistance and Tuition Reduction Benefits Policy

The Board of Curators approved the new tuition model effective Fall 2023 at the May 18, 2023 Board Of Curators special meeting. As a result, the application of HR-303 Educational Assistance and Tuition Reduction benefits will be applied as follows, effective Fall 2023:

- The 75% educational assistance benefit for employees is applied to the tuition assessed for credit-courses at each campus, based on whether enrollment is in an undergraduate, graduate, or professional course, and if applicable, supplemental fees.

- The 50% tuition reduction for spouses and dependents is applied to the in-state tuition rate assessed at each campus for undergraduate coursework. For graduate and professional courses, the benefit is applied to the in-state lowest graduate rate at each campus.

- The 100% educational assistance for employees is applied if the employee audits a course, provided there is space available.

To review the full policy and specific updates made please visit Benefits (HR-300) | University of Missouri System (umsystem.edu) and Recent Updates | University of Missouri System (umsystem.edu).
Employee Tuition Assistance

The UM System supports employees and their families who choose to continue their education. Faculty and staff who choose to pursue or continue their college education—as well as eligible spouses and dependents—can receive assistance at any of the universities within the UM System. Please refer to the UM HR Total Rewards web page for additional information.

How to Enroll

1. Complete an application for admission and get accepted to the classes you want to take.
2. Complete the Educational Assistance and Tuition Reduction Form, available in the HR Request Portal (you will need to log in with your University ID and password).
3. You have to submit a new form for each student enrolling—and you have to complete the form each and every semester that you want assistance.
   - You must request assistance by the following deadlines, depending on the semester or session for which you’re requesting assistance. You can’t get assistance after the semester/session ends.
     - Fall semester- October 1
     - Spring semester- March 1
     - Summer semester- July 1
   - Follow the instructions on the form itself for submitting it and getting approval.
4. If you are seeking tuition assistance for a spouse/dependent for the first time, please be aware that proof of relationship will be required. Visit the forms and guides list for educational/tuition assistance to access the proof of relationship requirements for children, spouses, and Sponsored Adult Dependents, as well as the Sponsored Adult Dependent form should you need it. Or contact your Campus Benefits Representative or the HR Service Center to find out if proof of relationship is already on file with the Office of Human Resources.
5. The employee will receive an email notification from UM HR Requests referencing “Tuition Assistance Request Received” in the subject line.
The shared leave program enables eligible employees to donate accrued vacation leave benefits to a pool. This pool will be used to provide additional paid leave benefits to eligible employees who have experienced certain catastrophic events personally or within their family and have exhausted other sources of paid leave.

To donate, access myHR and select the navigation icon (top-right corner). Then, choose Navigator > Self Service > Time Reporting > Report Time > Timesheet. Enter leave time as you normally would in your timesheet using the code DSL. Note, you must donate a minimum of eight hours of time. If you choose to donate more, donations must be made in one-hour increments.

Learn more at: https://www.umsystem.edu/ums/hr/information_on_shared_leave#donate
Employment Law Posters

Updated posters were ordered for 2023 and they already require an update after the passing of the Pump Act. Most recent posters dated January 2023.

| PUMP AT WORK | The FLSA requires employers to provide reasonable break time for a nursing employee to express breast milk for their nursing child for one year after the child's birth each time the employee needs to express breast milk. Employers must provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk. |

Poster exchange ambassadors = goody bag
Student Employees:

- Student employees should be paid no less than $10.30 per hour effective July 1, 2023. **Currently 301 appointments under $10.30/hour.**
- 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.

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 Hiring

- ePAFs will need to be submitted to bring all students up to the new minimum wage
- Please send questions to hrs@mst.edu if we are unable to assist, we will forward it on to the appropriate party
- Start submitting ePAFs for fall hires
- Action reason codes
- Effective dates
- Comments
Nonemployee Appointments

► All appointments should be reappointed by July 1. Any remaining appointments will be terminated automatically after that date. **130 appointments still need action taken.**

► Nonemployee appointments with an email address will incur a $200 yearly fee. IT and HR will be reaching out for MoCodes. The sponsoring department of the appointment is responsible for the cost.

► Nonemployee appointments should only be used when there is a business reason.
Additional Updates

- Next month's meeting will be held in person.
- Strategic Diversity Initiatives: food pantry and closet is available for the entire campus community.
- PeopleSoft working title vs Outlook working title.
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 July 19 in person.

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

- Merit process with Cindi Nelson