HR Monthly Meeting

April 30, 2019
AGENDA

- eRecruit Updates
- Position Classification Questionnaire (PCQ)
- myPerformance
- Total Rewards/Benefits (New Retirement Plan)
- TRAC
- Staff Council
Effective immediately, please insert Jessica Hays instead of Lisa Cerney as the approver for the Budget Office. This applies to all staff job postings and job offers.
Hiring Exception Request Form

- Upload approved forms under *Activity and Attachments in eRecruit*
- Position number
  - Should be included on all forms
- New Positions
  - Must have an approved PCQ and HER form
- Routing
  - Only routing jobs with approved form uploaded
- Denied forms
  - Send to: hrs@mst.edu
Position Classification Questionnaire (PCQ)

> Review Process
  > PCQs are reviewed in the order received
  > Must be submitted on updated form
    https://hr.mst.edu/positionmanagement/
> Org Chart
  > Should be included for all PCQs
> Send all PCQs to: msthrsupport@mst.edu
2019 myPerformance Schedule

Process Opens: March 15, 2019

1) **Due March 31**: Employee writes their self-appraisal
2) **Due April 30**: Evaluator drafts their appraisal of the employee's performance
3) **Due May 31**: Evaluator's supervisor reviews and approves the appraisal
4) **Due July 7**: Employee completes the electronic sign-off, acknowledging receipt (option to make comments)
5) **Due July 15**: Evaluator reviews comments (if applicable) and finalizes them

Questions
S&T Human Resources or HR Service Center
hrs@mst.edu or myperformance@umsystem.edu
573-341-4241 or 573-884-6996
Employee & University Contributions

The following applies to employees hired or rehired on or after October 1, 2019:

- **University Contribution Amount**
  - 100% employer match up to 8% of employee eligible compensation

- **Employee Automatic Enrollment Rate**
  - Employees are automatically enrolled to defer 8% of compensation at the time of hire (can be adjusted anytime)

- **Employer Contribution Flexibility**
  - Additional language regarding the University’s ability to alter the amount, design and provision of the new matching contribution in the future
Vesting

The following applies to employees hired or rehired on or after October 1, 2019:

- 3 year cliff vesting for employer contributions

- Previously vested rehired employees will automatically be vested in the defined contribution plan upon rehire

- Leaves will be creditable towards vesting

- Prior periods of service within the last 5 years of the most recent date of hire will be considered for vesting
  - If a non-vested prior participant is rehired more than five years after his or her date of termination, then service credit earned before such participant's termination date will be disregarded
Additional Plan Enhancements

- Forfeiture Language
  - Enhance language to further outline acceptable usage of forfeiture dollars

- Loan provision - 403(b)
  - Add language to limit the number of active loans allowed
  - Mirrors current language in the 401(a) plan

- Hardship provision - 403(b)
  - Remove 6 month suspension of elective deferrals language (IRS Rule change, required for compliance)

- Final Payment to Deceased Qualified Member
  - Allow for final pay for deceased retirees to no longer be recalled, prorated to the date of passing and reissued, but instead to extend to the end of the month in which the retiree passes.
Total Rewards Advisory Committee (TRAC)

> System-wide advisory committee for matters related to benefits, compensation and policy

> Consists of representatives from all constituent groups with one staff and one faculty member from each institution and retiree association

> Representatives are appointed for a 3-year term

> Representatives also serve as liaisons to the Intercampus Staff Advisory Council and Intercampus Faculty Council
Total Rewards Advisory Committee (TRAC)

- Meet monthly via telepresence with 4 in-person meetings a year
- Review information before sessions and work within subcommittees on specific topics
- Serve as a conduit for information between campus constituent groups and committee
- Report annually to Board of Curators
Staff Council Update

- Staff Day – May 29
  - T-shirts coming out soon
  - Food auction donations
  - Volunteer Opportunities
- Department Appreciation: Nuclear and Mining Engineering
- Staff Spotlight: Joann Stiritz
- Staff Get-Together
Thank you for attending.

We appreciate all you do in support of our campus!