1. Total Rewards – Kelli Holland
   During annual enrollment employees will have the opportunity to choose from three medical benefit plans including the traditional PPO plan, the high deductible Healthy Savings Plan and a new Select Network Plan. The Custom Network Plan will be a middle-range plan that offers employees a lower premium rate, no deductible for medical services and reduced co-payments if they utilize only UMHC physicians.

   One of the biggest changes this year is active enrollment. All faculty and staff must actively choose to enroll in a medical plan or chose to waive coverage. If employees do not make a selection they will be automatically enrolled in the high deductible health plan on an after tax basis.

   Also, the Wellness Incentive Program will return next year with the ability to reward employees up to $450 based on their participation.

   Communication of changes:
   The Total Rewards team wants to ensure all employees have the opportunity to learn about these opportunities. They will begin by sending post cards in the mail within the week, utilize social media and MyHR, deliver targeted emails to employees, host town-hall meetings and departmental meetings, conduct recorded phone calls and provide individual one-on-one informational opportunities.

   The communication strategy will be sent to the HRDC email list for reference.

2. FY15 Salary & Wage Guidelines – Jatha Sadowski
   Departmental ASIA approval authority:
   Each year Jatha sends a letter to Deans and Division Heads (i.e., Chancellor’s direct reports) to confirm the person(s) authorized as the Division Administrator for the Annual Salary Increase Application (ASIA). By signing the letter the Dean or Division Head verifies the person(s) who are authorized to approve increases on their behalf. These letters should be sent by the end of August. Fiscal officers will be copied on the communication.

   Lump Sum Awards:
   Jatha answered questions about this year’s S&W guidelines. She clarified that lump sum awards for Exceptional performers are available for faculty and staff. A minimum of a 2% base building increase is required for an employee to be eligible for the lump sum award for exceptional performance. Jatha sent a spreadsheet to be used for submitting this information to the Vice Chancellor of Finance, Rhonda Gibler, who is coordinating the review process for campus. As part of the spreadsheet divisions/departments need to confirm that they have documentation of exceptional performance on file.

   This year employees at or above the max of their salary range are not eligible for a base building increase but are eligible for a non base building lump sum award. The criteria for these awards are outlined in the S&W guidelines.

   There is also a pool of funds to reward exceptional performance of ranked faculty. This is a base building increase. The process for approving these increases is being managed by Ken Dean, Interim Provost. Ken Dean communicated this information to the Deans on July 2, 2014 along with a form to complete for all requests.
3.  HR Fall Training Conference – Susan Groshong
   The Fall Training Conference will take place November 5th and 6th. The four tracks usually presented are Wellness, Personal Development, Professional Development and Compliance. If there are any ideas on what one would like to see in the future please contact Susan (groshongs@missouri.edu).

4.  HR Function Effectiveness Assessment – Jatha Sadowski
   At the request of the Chancellor, Towers Watson, a global HR consulting firm, will be conducting a review of the campus HR operations. Some of the key questions to be considered are:
   - Can HR service delivery be more efficient and what is the most effective reporting structure?
   - Should we consolidate more HR services wherever it makes sense?
   - How do we structure the HR function so HR work gets done in HR, allowing for better risk management?
   - What HR services do campus leaders value and can HR provide more strategic services to them?
   - Should HR services for the faculty be more integrated with HR services for the rest of the organization?

   The review will include an online survey as well as interviews and focus groups with HR and leaders from Columbia campus, System and Hospital. In 2007 Towers Watson performed an assessment of the HR function and prepared recommendations for optimization. The survey used this year will be compared to 2007 results.

5.  “Reports to” clean up – Amy Mackenzie
   Amy is distributing reports of the “Reports To” field and asking departments to clean up the information to accurately reflect the actual supervisor of each employee. Many departments have used this field to indicate a person who approves an employee’s time but who may not be the actual supervisor. The information in this field is used to identify the supervisor for purposes of the on-line performance evaluation application and for sending important communications to supervisors. It is critical that this field reflect the actual supervisor.

   For situations where someone other than the supervisor needs to approve time, the person should be added as a delegate. People who have been assigned the role of Time keepers also have the ability to approve time in Time & Labor and can do so if that is their department or division procedure.

   Amy needs these reports returned by August 11 so we can update the information in time for distribution of benefits communications. This year Total Rewards will be sending information to supervisors to assist in communication related to benefits.

6.  OARS end of life – Peggy Spiers
   OARS, the old system used for recording academic recruiting, is currently maintained as a read only database. Division of IT has informed us that in July 2015 the format used to maintain the database will no longer be supported by the manufacturer. So the OARS database will no longer be available departmental users. The data will be stored but only accessible through a request from the department to the Division of IT. Departments were asked if they had any concerns with this timeline. Peggy encouraged departments to contact her if they thought of any information they need to be able to retrieve on a regular basis. No one at the meeting expressed any concerns with OARS information not being readily available.

7.  MU High School Pilot Program – Mackenzie Moorefield
   UM System, MU Healthcare, MU, and Extension were approved for a two year pilot to expand coverage of HR-303 Educational Assistance to include the MU High School, a branch of the College of Educations K-12 Online program. Employees receive 75% off of tuition when taking classes at MU. During this pilot, the College of Education has agreed to cover the remaining 25% and MBS Direct will assist students with the cost of their textbooks. The purpose is to provide employees who may not have had the chance to complete high school with an opportunity to do so. For more information, please visit:
8. Extension of Probation – Amy McKenzie
Per HR Policy 109 the six month probation period can be extended for a maximum of 3 months, for a total probationary period of 9 months, if a department feels additional time is necessary to evaluate an employee.

It is important to note that the employee must be counseled and notified in writing regarding the extension of the probationary period prior to the completion of initial six months of service. The written notice is then provided to your CAPS representative for review and date adjustment in PeopleSoft. No ePAF is required.

9. Sponsored Adult Dependents – Sick Leave - Jatha Sadowski
Since January 2014 Sponsored Adult Dependents have been added to a number of policies as covered family members (e.g., funeral leave, sick leave, tuition reduction). A question was raised whether an employee could use family sick leave for the child of a Sponsored Adult Dependent. The employee can use sick leave in this situation. The relationship of the child of the sponsored adult dependent is similar to that of a step child. HR will interpret policies using the same logic that would be applied to a spouse. The System policy committee is working on Q&As for the related policies.

10. Change to the EEO statement – Jatha Sadowski
The Board of Curators recently expanded the University EEO statement to include gender identity and gender expression.

11. Staff Offer Letters – Employment at will - Jatha Sadowski
The following language has been added to the staff offer letters to address the issue of employment at will.

[For Exempt-Salaried employees] Your employment with the University is at will, which means either you or the University may end your employment at any time, with or without cause.

[For Non-Exempt-Hourly employees] Your employment with the University is at will, which means either you or the University may end your employment at any time, with or without cause. However, non-exempt, hourly employees are subject to progressive discipline as outlined in HR 601 of the HR Policy Manual.

The offer letter template has been updated and is available on the web. Jatha encouraged departments to go to the HRS web page for the template rather than rely on templates saved to the desktop which may not reflect the most up-to-date information.

12. Rehire of Retirees - Jatha Sadowski
Jatha reminded HRDC of recent communication from UM System that delineated limitations and guidelines related to the rehire of retirees. The guidelines indicate that rehired retirees cannot exceed 74% FTE at any time. A number of people have asked whether the FTE can be averaged over a period of time. The direction we have received from the Total Rewards office is that the FTE cannot be exceeded at any time and cannot be averaged. In addition Total Rewards highly recommend that the total of all active appointments remain below 70% as a way to ensure the limit is not exceeded.