Minutes
Human Resources Development Committee
Thursday, October 16, 1:30-3:30 p.m.
Leadership Auditorium, Student Center

1. MU IT Coordination Effort – Gary Allen, VP Information Systems
   Dr. Allen met with HRDC to discuss central coordination of information technology services. Dr. Allen indicated that they are exploring a matrixed reporting structure where the personnel stay embedded in their current operating unit and report to Division of IT.

   The most immediate change involves Division of IT review of position classification actions and salary recommendations. Human Resource Services is coordinating those processes and making sure that Division of IT is looped into reclassifications and salary offers for IT positions. Dr. Allen welcomes questions from departments and is willing to meet with groups individually to discuss the changes.

2. PeopleSoft New Feature-Related Content – Amy McKenzie
   When you access PeopleSoft you will now see red triangles at various locations. These red triangles indicate that there is additional information related to that field. Access to the related content is based on the user’s security access. When selecting one of the Related Information options the information or form will open in a split-screen view. Users no longer need to navigate using the Main Menu to reach the Related Information screens.

3. HRS Training Conference – Susan Groshong
   November 5 and 6 at Memorial Union
   Registration is now open for the HRS Training Conference. Flyers were provided to HRDC attendees. The full brochure should be sent inner-office mail within the next week.

4. Termination-Last Day Worked – Jatha Sadowski
   Jatha reminded departmental processors that by policy vacation should be paid out lump sum and should not be paid out over time. This practice extends an employee’s benefit eligibility contrary to policy. Jatha asked for ideas on how this policy can be better communicated and reinforced within the departments. HRDC attendees recommended communication with department chairs and directors when a situation occurs.

5. Time & Labor Survey – Jatha Sadowski
   Recently questions were sent to time keepers regarding time reporting processes. Several people reported to HRS that the questions were confusing. Jatha gathered information from those in attendance regarding any issues with the current timekeeping system that she could share with the group that is exploring our timekeeping systems. Most people at the meeting indicated that Time & Labor meets their basic needs. People expressed the desire for better ways to track FMLA and also the need for reports.

   Human Resource Services has not received any official word on an increase to minimum wage. When such changes become official you will receive notification and increases will be administered programmatically by HR/Payroll.

7. Leadership Administrative Guidelines & Salary Adjustment Matrix – Jatha Sadowski
   Emails have been sent by Karen to emphasize the use of these guidelines in salary determinations. Jatha reminded HRDC that all offers of employment for staff positions much be coordinated with the HRS Recruiters.

8. Rehire of Retiree-Concurrent Jobs/Extra Comp – Jatha Sadowski
   Jatha reminded HRDC that there are very specific guidelines for the rehire of an individual who is less than age 62 and who has elected to receive a retirement benefit. There can be no discussion about working post-retirement prior to the separation. In addition there must be at least a 90 day break in employment. If a
retiree in this category has an existing concurrent job (including one handled as extra comp), the job will have to be terminated prior to the effective date of retirement.

If an employee is eligible for retirement but chooses not to draw a retirement benefit, the restrictions do not apply.

An email from Betsy Rodriguez describing these guidelines is available on the HRS website with the Deans, Directors, and Department Chair and the HRDC and Fiscal Officer materials. [http://hrs.missouri.edu/docs/defined-benefit-guidelines.pdf](http://hrs.missouri.edu/docs/defined-benefit-guidelines.pdf)

   The notification that is sent to recently hired variable hour employees reminding them of the requirement to track hours has been updated to exclude graduate student titles. Please let us know if you hear of any graduate students receiving this email.

    Previously at HRDC we announced that individuals in courtesy appointments had to be given access to harassment training manually. This process has been updated and now individuals in courtesy appointments can access the Harassment training module without manual intervention.

    Individuals in courtesy appointments will be expected to take the harassment training. More information will be coming out when we roll out the training campus wide.

11. Layoff-ID Card – Jatha Sadowski
    Individuals in layoff status are still considered an employee. These individuals should be allowed to keep their Mizzou ID badges but departments should ensure that access to buildings or data is removed.

    hrs.missouri.edu > Policies & Procedures > Pay and Compensation > Compensation & Classification > Teaching and Research Titles
    HRS worked with departments in the last year to ensure that anyone in an adjunct title is non-benefit eligible. Jatha announced that the list of Teaching and Research titles on the HRS web page has been updated to reflect that Adjunct titles are to be used only for non-benefit eligible employees.

13. Flu Shot Communications – Peggy Spiers
    Wellness has conducted a record number of flu shots. Clinic time and locations are available on the Wellness website [http://www.umsystem.edu/curators/wellness/2014_flu_shots](http://www.umsystem.edu/curators/wellness/2014_flu_shots). Printable flyers showing the upcoming clinics available in your area, as well as annual enrollment flyers, will be sent to the HRDC distribution email list.

14. EEO Statement/Tag Line – Peggy Spiers
    Effective immediately the university has adopted a new tagline. This is the statement used by the University for recruitment advertising. If you use a tag line on any resources (i.e. letterhead or other communication resources) you will need to incorporate these changes. Your tag line should now read:

    **An Equal Opportunity/Access/Affirmative Action/Pro Disabled & Veteran Employer**

    Peggy is working with Web Communications on website updates.