

HR Personnel Specialists Fall 2009 Update

October 26, 2009

Today's Agenda

- H1N1 Update
- New Leave Advancement Policy
- FMLA
- Workers' Compensation
- Health Insurance Required Enrollment
- E-Verify
- Organizational Management System
- Classified Recruitment
- Unclassified Recruitment

Leave Advancement Policy

- Provides for advancement of up to one pay period of leave for employees with the H1N1 flu or with flu-like symptoms to encourage them to stay away from the workplace

Leave Advancement

- For All Employees who accrue leave
- All personal leave must be exhausted (sick, vacation, compensatory time, discretionary day)
- No history of leave abuse
- Not currently using shared leave
- Maximum of one pay period (80 hours for full time employee)

Leave Advancement

- New form PER-60 for Leave Advancement Agreement
- Report Leave:
 - AVD – Leave Advancement Non-Exempt
 - AVE – Leave Advancement Exempt
- Leave “paid back” subsequent pay periods by HR manual adjustment of ALL leave balances
- Deducted from final paycheck

Leave Advancement

Memo:

<http://www.k-state.edu/hr/news/mem101509.pdf>

Form:

<http://www.k-state.edu/hr/forms/per60.pdf>

Contact:

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Family Medical Leave Act

- Eligibility
 - 1,250 hours of employment within 12-month period immediately preceding start of leave taken under FMLA
- Paid Leave Used Concurrently
- Department Tracks and Records
- 12-month period starts at first use of FMLA

Family Medical Leave Act (FMLA)

- 12 workweeks of unpaid leave during any 12-month period for
 - Birth/Care of Employee's child
 - Placement of child with Employee for foster care/adoption
 - Employee's serious health condition
 - Care of Employee's immediate family member with serious health condition
 - Military Leave provision – NEW!

Military Leave under FMLA

- 12 workweeks of unpaid leave during any 12-month period for “qualifying exigency” related to military service. This is a new qualifying event.
- 26 workweeks of unpaid leave during any 12-month period to care for service member with service-connected injury

Workers' Compensation

- 700± accident reports each year
- Mandatory reporting within 3 days to HR
- Life-threatening injury
 - Emergency Room, Mercy Regional Health Center (or other Local Hospital)
- Non-life threatening injury
 - Any approved contractor
 - Website: <http://www.khpa.ks.gov/ssif/>

Health Insurance Open Enrollment

- Eligible State Employees *Must* Enroll on-line by October 31
- Must declare Tobacco User Status annually
- Action required during October regardless of whether changes are desired
- Minor changes this year to plans

Elimination of Mailing of Pay Advices

- 1st Quarter of 2010, date to be announced
- Concerns, issues to be considered, contact

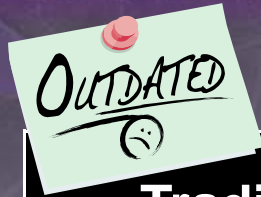
Julie Henton, jkhenton@ksu.edu

E-Verify

- E-Verify is a federal government program for employment verification
- As a federal contractor, KSU is required to use E-Verify as of Sept 8, 2009.
- KSU has very few federal contracts that require us to E-Verify employees
- SPA will notify the Principle Investigator
- Verify only new and existing employees assigned to the federal contract.

Organizational Management System (OMS)





Comparisons Old to New

Traditional State Systems	Organizational Management System
Narrowly defined classes with many class levels	Broadly defined classes with fewer class levels
Emphasis on classification and pay assignment	Emphasis on identification of position role, needed contributor level and competencies
Pay based on longevity	Align pay with market and award based on position and employee contribution
Career growth through promotion	Career growth through contribution in current position and through promotion
HR focused mainly on procedures	HR focuses mainly on solutions to address issues
Hiring decisions focused primarily on past achievements	Hiring decisions focuses on past achievements and future development potential
Performance management focused primarily on tasks and evaluation	Performance management focuses on position role and contribution needs and employee development

CLASSIFICATION GOALS SET OUT IN 2004

- Reduce reliance on the classification system to compensate employees
- Reduce the number of classes
- Establish broad-based classes
 - Allow flexibility in organizational structures
 - De-emphasize hierarchy and foster a flatter organization
 - Emphasize employee's contribution
- Support a new pay structure and HR functions



CLASSIFICATION

Class Specification Redesign

Include Three Main Contribution Levels

- Recent Contributor
- Independent Contributor
- Experienced Contributor



Purpose

To Identify why position exists (**role**) and the complexity level needs of the work being performed (**contribution level**) to make the link to other HR Processes (Performance Management, Compensation and Staffing)

Note: The Position Description is in the process of being re-designed to incorporate the classification/role/contributor level

CLASSIFICATION

ROLES: Identifies the primary purpose of positions within its reporting structure in an organization

■ Examples of Roles

- Helper/Aide
- Support Assistant
- Technician
- Professional
- Supervisor
- Manager



CLASSIFICATION

THREE CONTRIBUTOR LEVELS

- **Recent:** knowledge, skills and abilities minimally necessary to perform work in a class ; expected output is limited towards learning the job or performing routine tasks and supervisor's span of control is normally – “under immediate direction...”
- **Independent:** fully applied body of knowledge, skills and abilities required in a class; expected output is that the employee knows what is expected of them but have not been exposed to all job situations and supervisor's span of control is normally – “ under general direction...”
- **Experienced:** the highest and broadest of scope of knowledge, skills and abilities required; expected output is that the employee can handled all job situations and supervisor's span of control is normally – “under limited direction...”

Scenario

Department identifies the need for a new position & develops a new Position Description

Position Description Form

MAXINE

POSITION

POSITION TITLE and Number

DUTIES

1st - The position's **Role** in the organization needs to be at a Professional Role.

2nd –The assigned duties fit a **Librarian classification.**

3rd – The complexity of the duties and supervision received will be at an **Independent Contributor.**

Scenario



Maxine is hired. Maxine has a Master's degree in Library Science and two years of experience.

At Maxine's initial **Performance Planning Discussion**, she and her supervisor review her **Position Description**.

The supervisor informs Maxine that her position has a **Professional Role** in the agency and her duties are at the **Independent Contributor Level**.

PERFORMANCE MANAGEMENT

Structure Changes

Four Components

- Performance Planning
- Coaching and Feedback
- Reviewing and Appraising
- Recognizing and Rewarding



Purpose

- To set clear expectations for the employee
- Improve communications
- Develop the employee's competencies, and
- Reward for performance
- To identify an employee's performance levels to make the link to other HR Processes (Classification, Compensation, and Staffing)



PERFORMANCE MANAGEMENT PROCESS


Focal Points

- Performance Planning (**OCT 1st thru JAN 31st**)
- Mid-Year Discussion (**APRIL 1st thru JUNE 30th**)
- Annual Review Discussion (**OCT 1st thru DEC 31st**)

Website for more information:
www.k-state.edu/hr/ped/pmp.htm

PERFORMANCE MANAGEMENT

Actions Taken So Far

- Developed the Performance Management Process 
- Developed implementation plan
- Updated K.A.R.s
- K-State Supervisors have been trained
- Supervisor Follow up and Ongoing Training
- Employee Training

Actions Yet To Be Taken

- Evaluate the Performance Management Process 
- Formalize link to other HR processes 

PERFORMANCE MANAGEMENT PROCESS
Employee Training Sessions

Kansas State University

WHR049 Employee Performance Review System

Session	Date	Location	Time
#48	10/06/09	213 K-State Student Union	9:00 a.m.-10:00 a.m.
#49	10/28/09	212 K-State Student Union	8:00 a.m.-9:30 a.m.
#50	11/03/09	212 K-State Student Union	9:00 a.m.-10:30 a.m.
#51	11/04/09	212 K-State Student Union	3:30 p.m.-5:00 p.m.
#52	11/05/09	212 K-State Student Union	3:30 p.m.-5:00 p.m.

PERFORMANCE MANAGEMENT PROCESS
Supervisor Training Sessions

Kansas State University

WHR090 Performance Management Process – New Supervisors and First Time Attendees

Session	Date	Location	Time
#30	11/18/09	213 K-State Student Union	8:30 a.m.-11:30 a.m.
#31	02/23/10	213 K-State Student Union	8:30 a.m.-11:30 a.m.

WHR094 Performance Management Process Review
Follow-up to Supervisor's Training

Session	Date	Location	Time
#001	11/19/09	Edwards Hall Commons	2:00 p.m.-4:00 p.m.
#002	11/24/09	213 K-State Student Union	9:00 a.m.-11:00 a.m.
#003	12/01/09	Edwards Hall Commons	1:30 p.m.-3:30 p.m.
#004	12/03/09	Edwards Hall Commons	9:00 a.m.-11:00 a.m.

COMPENSATION GOALS SET OUT IN 2004

- **Competitive hiring rates**
- **Allow flexibility to meet changing workforce needs**
- **Balance –flexibility, accountability, equity, ease of administration**
- **Move from hiring rate to “Market Rate” more quickly**
- **Evolve to ‘position/employee based pay’**

COMPENSATION

Still in the Planning Stage

Structure

- Pay Philosophy
- Five Pay Plans
- Market Analysis

Actions Taken So Far

- Market –Based Adjustments to Group 1; some Group 2-3

Actions Yet To Be Taken

- Continue market studies and provide market adjustments
- Develop the new pay plans
- Develop links between pay and employee “value”
- Develop compensation training
- Develop compensation tracking & reporting system



Implementation Schedule

Group	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
1	Preparation & Market Adjustments	Dry Run & Market Adjustments	Implement & Market Adjustments	Maintain	Maintain
2	Market Adjustments	Preparation & Market Adjustments	Dry Run & Market Adjustments	Implement & Market Adjustments	Maintain
3	Market Adjustments	Market Adjustments	Preparation & Market Adjustments	Dry Run & Market Adjustments	Implement & Market Adjustments

Kansas Employee Preference Program

Individuals who have been or will be laid off from their current classified position within a State agency will be provided the opportunity to apply for and be offered a position at or below their current pay grade as long as the individual meets the minimum qualifications for the position.

<http://www.da.ks.gov/ps/subject/employpreffaq.htm>

Veterans' Preference Verified includes:

- Disabled veterans
- Spouse of a veteran who has a 100% service-connected disability
- Unremarried spouse of a service member, who died while, and as a result of, serving in armed forces.
- Spouse of a prisoner of war,

UPDATE!

Veterans' Preference Verified

Applicants who receive a rating greater than zero in each of the preferred selection criteria must be offered an interview and considered for the position, regardless of their total score or their average score.

Veterans' Preference Verified

If a veteran is the most competent candidate or is equally competent as one or more other candidates, the position must be offered to the veteran.

Veterans' Preference Verified

Within 30 days of filling a position, eligible veterans who applied for the position and were not selected must be notified in writing, by **certified mail** or **personal service**, that they were not selected for the position.

<http://www.da.ks.gov/ps/aaa/recruitment/veterans.htm>

Classified Temporary Appointments

- Approval is **REQUIRED** from Human Resources prior to hiring candidate
- Candidate must meet Minimum Qualifications for the Classification
- Candidate must complete on-line K-State Application

Classified Temporary Appointments

- **REQUIRED** - Letter or email verifying approval
- **Background check REQUIRED** if employment will exceed six months.

Pre-Search Procedures Unclassified Professional Positions

Purposes

EEO Compliance

- EO 11246 41 CFR 60-1.12 - Record Retention

http://www.dol.gov/DOL/allcfr/ESA/Title_41/Part_60-1/41CFR60-1.12.htm

- Americans with Disabilities Act – Essential Functions

<http://www.eeoc.gov/facts/ada17.html>

- K-State Search Procedures for Regular and Term Positions

<http://www.k-state.edu/affact/procedures/tenure.htm#external>

<http://www.k-state.edu/affact/procedures/term.htm>

Pre-Search Procedures for Unclassified Professional Positions

Position Descriptions

- Reflect the Essential Functions
- State the Required and Preferred Qualifications
- Guide the Screening in the Search Process
- Create an Opportunity to Recruit Diverse, Well-Qualified Applicants
- Preview Expectations for Job Performance
- Identify Criteria for Goals and Performance Appraisal
- Identify Training Needs

Pre-Search Procedures Unclassified Professional Positions

http://www.k-state.edu/affact/WhatsNew_000.htm

NEW Position

Submit PER-36 to Budget
Office



Creates New Position



Assigns HRIS#

Pre-Search Procedures Unclassified Professional Positions

http://www.k-state.edu/affact/WhatsNew_000.htm

NEW Position

Submit PER-23
with HRIS # to
Office of
Affirmative Action

- Determines Fit in Unclassified Service
- Determines Appropriate title

Submit PER-23
with HRIS # to
Division of
Human
Resources

- Determines Fit in Unclassified Service
- Determines FLSA Status

Pre-Search Procedures Unclassified Professional Positions

http://www.k-state.edu/affact/WhatsNew_000.htm

NEW Position

Position Determined
to be Unclassified –
Follow unclassified
recruitment
procedures

The diagram consists of two blue arrows pointing in opposite directions, connected at their bases. The left arrow points left and contains text about unclassified procedures. The right arrow points right and contains text about classified procedures. The background is a purple-tinted image of leaves.

Position Determined to be
Classified – submit DA-
281-2 and follow
classified recruitment
procedures

Pre-Search Procedures

Unclassified Professional Positions

http://www.k-state.edu/affact/WhatsNew_000.htm

EXISTING Position

No Change in Duties

- Follow Unclassified Recruitment Procedures

Change in Duties

- Submit PER-23 and Org Chart to Office of Affirmative Action and Division of Human Resources to confirm job title and re-evaluate FLSA status
- IF change in job title or FLSA status is required, submit PER-36 to Division of Human Resources

Presentation Posted on HR Home page Hot Topics

<http://www.k-state.edu/hr/>