Welcome to HR Partners!
March 21, 2017
Agenda

• Parking & NCUR Conference
• Institutional Equity or Employee Relations & Engagement?
• Responses to Suggestion Box Comments
• Announcements & Deadlines
• Spin the Wheel!
Tommy Miller
Assistant Director, Parking & Transportation Services
Parking & NCUR Conference

• Current confirmations are right at 4,000 attendees.

• Central Avenue will be the staging point for 25 coach buses coming and going from area hotels bringing participants to campus. Shuttle Hours are 6:30am-10:30am & 2:30pm-6:30pm on Thursday, April 6 and Friday, April 7.

• A music event & dinner will take place on the Plaza on Friday, April 7 from 5-7pm. Limited shuttles will operate to return these attendees to their hotels.
Parking & NCUR Conference

- Regular Campus Parking will not be affected by NCUR per se. Private coaches, buses, vans, cars will all be directed to open seldom full lots.

- Buses, coaches, vans go to Park Ave Lot 63 with shuttle by The Blue Line. Individual cars go to South Lot 15 with shuttle by The Blue Line.

- Vendors will be parking in the Zach Curlin Garage but there is plenty of extra room for them.
Parking & NCUR Conference

• There will be NO SERVICE on the regular Blue Line Routes April 6 & 7.

• All Aramark Food Service locations will be open to NCUR participants as well as a dining tent on the Plaza and dining in the Fieldhouse exclusively for NCUR.

• If you can stay away from Campus April 6-7, then please consider doing so. There is no way to predict the impact of 4,000 visitors to our campus!
Questions?
Employee Relations or Institutional Equity?

Michael Washington
Director, Institutional Equity

Tracy Horton
Assistant Director, Employee Relations & Engagement
Employee Relations

- Employee Relations refers to maintaining a rapport between employees and the employer. This may include settling disputes between an employee, manager, workgroup, department, or other employees.

- The Employee Relations representative may act as a mediator in the dispute and try to resolve the dispute to the satisfaction of both parties. Employee Relations also deals with disciplinary issues, terminations, conflict and dispute resolution, policies, health issues, and workplace safety issues.
Employee Relations

- Employee Engagement refers to the activities which develop a sense of connection between the employee and the employer, in turn reducing turnover and assisting in the retention and development of talent. It basically refers to all events or celebration, training, recognition programs, internal social networking, surveys, suggestions, etc. All activities that enable the employer to engage with the employee and vice versa.
Institutional Equity

- Our office monitors the University's policy on equal opportunity and affirmative action in employment and education in that it will not discriminate based on race, color, national origin, religion, age, sex, disability, where the person is a qualified disabled person, or because of their status as a qualified disabled veteran or veteran of the Vietnam era.
Institutional Equity

• Policies we administer:

• Equal Employment Opportunity & Affirmative Action
• Non-Discrimination and Anti-Harassment
• Sexual Misconduct & Domestic Violence
• Discrimination, Harassment – Complaint & Investigation Procedure
Institutional Equity

- Types of complaints we handle:
  - Sexual Assault
  - Sexual Harassment
  - Domestic Violence
  - Dating Violence
  - Stalking
  - Discrimination
  - Retaliation
  - Harassment
Institutional Equity

• Other matters that we handle:
  • Reviewing Applicant Pools
  • Reviewing Hiring Proposals
  • Promotions/Demotions/Reclassifications
  • Complaint and Investigation Processes for Discrimination, Harassment, Sexual Misconduct, etc.
  • ADA (we do not provide accommodations, we handle complaints regarding accommodations)
Questions?
Suggestion Box Comments

Danny Linton
Assistant Director, Human Resources
Suggestion Box Comments

• “Since we are no longer a part of TBR, is the UofM the only institution at which we can receive tuition assistance?”

• No. All institutions that previously offered discounted tuition are expected to continue unchanged.
Suggestion Box Comments

• “I’ve had a director in the past tell us they’ve encouraged supervisors to never give a perfect score on performance appraisals, and that this request came from HR.”

• This is not the case. HR encourages feedback throughout the year, and the annual performance appraisal should be an accurate reflection of the entire year’s performance. It is true that a perfect score means improvement is not at all possible, but HR does not restrict perfect scores, nor encourage unduly low scores.
Suggestion Box Comments

• “What is the process for posting faculty positions, and what is the process for handling GA e-contracts?”

• The general WorkforUM hiring process is linked on the front page of the internal WorkforUM site. Specific instructions for faculty hiring are also online at http://memphis.edu/aa/resources/adminres/facultyhiring/index.php.

GA e-contract training is held every June and October, and the bookshelf at http://memphis.edu/econtract is available 24/7.
Suggestion Box Comments

• “Position descriptions should be accessible online by any employee. They were available in the past.”

• All employees still have access to all position descriptions. Go into the internal WorkforUM site, and change your user type to Position View. In the Position Management module, you may then search for any position description on campus.
Suggestion Box Comments

• “I would like more training on written and verbal communication...expand upon the “Write Right” class.”

• We plan to continue offering “Write Right” in the future and will certainly look into expanding this course and other Brown Bag sessions.
Suggestion Box Comments

• “There should be a way for any employee to recognize another employee for a job well done.”

• There is! The Tiger Spotlight Award was created for this very reason. Visit http://memphis.edu/emprelations/spotlight.php to nominate any employee and choose the certificate he/she will receive. It’s signed by Maria Alam and Margie Williamson and is instantly awarded!
Suggestion Box Comments

• “Graduate assistants should have access to Learning Curve, especially to be able to access eCourseware training.”

• ALL employees have access to Learning Curve. As long as a graduate assistant has an active job, he or she will be able to access Learning Curve.
Suggestion Box Comments

• “Steps for determining how to hire someone. Suppose you are given only a name...how do you decide between temporary vs. extra compensation vs. student worker vs. graduate assistant vs. contractor...too many options. Help!”

• This is a big one! We will work on this topic for presentation at a future HR Partners meeting.
Announcements & Deadlines
Announcements & Deadlines

• Greeting New Employees
Announcements & Deadlines

• Job Postings
Announcements & Deadlines

• Biometric screenings will be held on campus April 4-7, 2017 in 220 Brister Hall.

• Register online at https://my.onsitehd.com/restricted/signup/tn.

• Biometric screenings must be completed by July 15, 2017.

• Keep in mind the NCUR conference will be held on campus during this same period.
Announcements & Deadlines

• Effective July 1, 2017, new employees must present a valid Social Security card at New Employee Orientation.

• Names in Banner must match the exact name on the Social Security card.

• Later this year, all employees will receive an online statement to verify/change important types of vital information.
Announcements & Deadlines

• MPLOY is back for 2017!
• Sponsored by the City of Memphis’ Office of Youth Services, the program begins this summer.
• These students will participate in an orientation, weekly campus tours coordinated through HR, and a closing ceremony. In April, we will send out an e-mail inviting departments within each division to commit to employing a youth for the summer program. Compensation for this program is provided by the City of Memphis.
Announcements & Deadlines

• Each student must be supervised by an individual who has the capacity to provide additional support to him/her. The supervisors must attend an orientation session.

• How can you help?
  • Sign up to participate this summer.
  • Donate any items for their orientation bags (pens, cups, notepads, etc.).
  • Volunteer your department for a tour.
  • For more information, e-mail us at workforce@memphis.edu or call us at 678-3573.
Announcements & Deadlines

• Take Our Daughters and Sons to Work Day

• This year, the University will celebrate our 3rd annual Take Our Daughters and Sons to Work Day on Friday, June 2, 2017 in the University Center Ballroom.

• Identical to the program sponsored by the Take Our Daughters and Sons to Work Foundation, TODAS is intended to expose children between the ages of 10-18 to the importance of what a parent or mentor does during the work day, show them the value of education, and provide them an opportunity to envision and discover the power and possibilities available for a successful future.
Announcements & Deadlines

• The students participate in an interactive learning program where they have the opportunity to gain firsthand knowledge of the daily tasks performed at work by their parents or mentors.

• Registration and program information will be distributed as we approach the program date.
Announcements & Deadlines

• Continuing to complete paper timesheets & leave reports

• [http://www.memphis.edu/bf/forms/finance.php](http://www.memphis.edu/bf/forms/finance.php) (Payroll section)

• Injunction currently scheduled through May 1\textsuperscript{st} (at least)
Announcements & Deadlines

• HR Brown Bag Sessions: 2017
  • April 6: First South Financial Seminar
  • April 20: Effective Coaching

More to come!
Announcements & Deadlines

• Workforum Training
  Wednesday, April 26, 2017
  1:30-4pm
  178 Administration Building

• Please register in Learning Curve!
Announcements & Deadlines

• I-9 Certification Training
  (Presented by HR Records and Office of Legal Counsel)
  April 12, 2017
  2:00-3:00 p.m.
  177B Administration Building

• Please register in Learning Curve!
THANK YOU!

www.memphis.edu/hrpartners