Welcome to HR Partners!
October 20, 2015
Agenda

- Online Separation/Clearance System Demo
- Staff Service Awards Reminder
- Behavioral Intervention Team
- Department of Labor Changes
- Temporary Employee Update
- Resume Writing Workshop
- Benefits Update
- Spin the Wheel!
Online Separation & Clearance System
Online Separation & Clearance System

• Online system was upgraded Fall 2015
• Complete upon learning an employee is voluntarily leaving (Don’t wait!)
• Paper forms are no longer required or accepted
• System for use for all regular employees, plus temps and student workers
• Separation notices are certified by the departing employee’s supervisor
• E-mail notifications sent by the online system
Online Separation & Clearance System

Demonstration
Staff Service Awards Reminder

November 3, 2015
10:30 a.m.    UC Ballroom
Behavioral Intervention Team
Mental Health Concerns

Darren Wibberding,
Assistant Director, Student Conduct
B Behavioral
I Intervention
T Team

HR Partners
Overview

- Who are the members of the BIT?
- What does BIT do?
- What does BIT not do?
- Why does BIT exist?
- Who to refer to BIT?
- How do you make referrals to BIT?
- How do you get help for immediate or emergent situations?
BIT Members

Multidisciplinary Team

• Dean of Students (Chair)
• Counseling Center
• U of M Police Department
• Residence Life
• Human Resources
• Office of the Provost
• University Legal Counsel
• Office for Institutional Equity
• Office of Student Conduct
What does BIT do?

- Addresses Critical Student Behavior or Mental Health Concerns
- Reviews Situations/Incidents
- Information Gathering & Sharing
- Providing Recommendations
- Promoting Student Success
What does BIT NOT do?

- Replace classroom management
- Replace disciplinary processes
- Address student behaviors that require immediate health, police, or mental health attention
Why do BITs exist?

- CARE Teams and BITs existed before Virginia Tech
- Dramatic shift after VT
  - Nature, Composition, and Function
  - Informal vs. Formal
  - Narrow vs. Broad
  - Longitudinal vs. Ad Hoc
- Mandates, Assessments, Risk, Integration, Training
- Outside-the-box
  - what LEO, Counseling, Conduct, etc. can’t do alone
Who to refer to the BIT?

- Distressed Students
  - Emotionally troubled (depressed, manic)
  - Situational Stressor or Traumatic Event
  - Symptomatic if not coping or adapting
  - Behavior may subside when stressor is removed
Who to refer to the BIT?

- Disruptive Students
  - Unusual &/or Bizarre acting
  - Substance abuse/misuse; self-medication
  - May be destructive, harmful, or threatening
  - *May also result in referral to Student Conduct*
Who to refer to the BIT?

- Dysregulated Students (refer to PD, Counseling)
  - Suicidal Thoughts, feelings, ideations, expressions
  - Para-Suicidal Behavior (self injury, eating disorder)
  - Risk taking Behavior (substance abuse)
  - Hostile, aggressive, abusive
  - Deficient in Self Regulation (emotion, cognition, self, behavior, relationships)
  - Unable to care for themselves (self care, protection, judgement)
  - Disturbed, detached view of reality
What to do:

• **Distressed Students**
  – Offer Resources, Be Supportive
  – Document & Report Behavior

• **Disruptive Students**
  – Allow Venting, Offer Resources, Be Firm
  – Document & Report Behavior

• **Dysregulated Students**
  – Contact Authority/Resource
How to make a referral:

- **BIT:**
  - Dean of Students Office
    - 901.678.2187
    - bit@Memphis.edu

- **EMERGENCY:**
  - U of M Police 901.678.4357
  - Memphis Emergency 9-1-1
  - Counseling Center 901.678.2068
Safety

• Positioning within the office
  - Can you get out quickly if you need to?
• What is on your desk and easily reached
  - Scissors? Hot cup of coffee? Heavy Object?
• Access to Phone & Panic Button
  - Can you call for help if you needed to
• Codephrase
  - How are you going to subtly notify others you need help?
• Backpacks, large bags, etc.
  - What could a distressed student bring in to the meeting?
• De-escalation techniques
  - How to manage meetings, calm down, and reduce tension?
Questions?
Department of Labor (DOL)
New Rules/Regulations
Changes to Exempt Positions
Temporary Employee Update
Workforce Management Presents
Workshops on Résumé Writing and Interview Tips
Brennan Reeves, Workforce Management

Where: HR Learning Center – Administration Building Room 178

When: TODAY 11:30 a.m. to 1 p.m. and 4:30 p.m. to 6 p.m.

Register in Learning Curve: learningcurve.memphis.edu
University Benefits Administration
Assistant Director, Patricia Polania

Benefits Update
What’s Next for 2016

• Health insurance premiums changes – Effective date of coverage January 1, 2016
  • Premium changes 12/2015 paycheck
    • 12/18/15 for BW Employees

• Participants should expect new insurance cards from health and dental vendors.

• Long Term Disability
  • Employees will receive letter approval/denial
  • Benefits office receives same information – premiums are updated

• Participants of the new healthcare option – the Health Savings CDHP (with or without Wellness option)
  • Will receive instructions on HSA
What’s Next for 2016

Health Savings Account
PayFlex – Welcome package and instructions will be mailed by the second week in December.

1. If you have an FSA and:

A. Your balance is zero on 12/31, you are **eligible** to open your HSA on January 1.

B. Your balance is not at zero on 12/31, you are **not eligible** to open your HSA until the first of the month following the grace period (4/1).
THANK YOU!

www.memphis.edu/hrpartners