

Welcome to HR Partners!
January 9, 2018



Agenda

- **Welcome back!**
- **University Benefits Update**
- **Merit Pay/Performance Appraisal Update**
- **HR Customer Service Improvements**
- **Announcements and Deadlines**
- **Spin the Wheel!**

University Benefits Update

**Suprena Grear,
Benefits Administration**

University Benefits Update

- **Flexible Spending Account (FSA)**
 - Carryover feature
- **Health Savings Account (HSA)**
 - Seed money
- **Insurance Cards**
 - Caremark Pharmacy Card
 - Cigna ID Card

Parental Leave Policy Update

Eligibility

- Leave available to biological or adoptive parents
- Staff and Faculty (includes Post-docs) must be employed at the University in a regular position for 12 continuous months prior to the birth or adoption of a child to be eligible
- Six weeks of PPL to be used over a 12 month period
- If the 6 weeks of leave end during a semester, faculty may request modified duties until the end of the semester
- Up to 3 PPL during an employee's career at the University

Parental Leave Policy Update

Salary Replacement Cost

- Salary replacements cost will be covered by the University, however, it is expected that salary replacements for auxiliary, restricted, or revenue generating units be funded from within the unit.

Parental Leave Policy Update

Repayment

- If employee fails to return to work after the PPL for a minimum of 90 days, they will have to reimburse the University for the salary received while on PPL. The following exception to reimbursing the university applies:
 - If the employee is employed by the university for a minimum of 5 years, or
 - If the employee cannot return to work after the leave due to a medical condition of the employee or the child.

Paid Parental Leave Update

- Paid Parental Leave forms are now online
 - [Request for Paid Parental Leave](#)
(completed by employee)
 - [Request for Replacement Funds](#)
(completed by department)
 - [Request for Faculty Modified Duties](#)
(completed by faculty member)

Merit Pay/Performance Appraisal Update

Employee Relations and Engagement

Merit Pay/Performance Appraisal Update

- Revisions being made to performance appraisal
 - New proposed evaluation period will likely begin after April
- Focus group update on merit/appraisal process
- Developing policy based on exemplary service
- Target date/next steps

HR Customer Service Improvements

Toya Batson

Assistant Director, Records Management

HR Customer Service Improvements

- Look forward to changes in the next 60 days
 - Ticketing system
- What we want to accomplish
 - Consistency
 - Improved turnaround time
 - More effective communication
 - Increased customer satisfaction
- Service Level Agreement
- New I-9 Coordinator

Announcements & Deadlines

Announcements & Deadlines

- **New HR Employees**
- **New HR Partners**

Announcements & Deadlines



- **Current Job Openings**

Announcements & Deadlines

- **Career Milestone Awards**
Thursday, January 18, 2018
University Center Ballroom
10 a.m.
- **Celebrating employees with 5, 10, 15, 20, 25, 30, 35, and even 40 years of service!**

Announcements & Deadlines

- **HR On the Road**
- **All employees should plan to attend a session**
- **Contact Human Resources to schedule your department**
- **Upcoming Sessions:**
 - **January 25th, private tour for Engineering & University Library**
 - **Private tour for Athletics**

Announcements & Deadlines

- **MPLOY 2018**
 - HR will begin recruiting supervisors in March for the summer program
 - Sessions run for six weeks through June and July
 - Youth are paid by the City of Memphis and considered UofM volunteers

Announcements & Deadlines

- **2017-18 Total Compensation Statements coming in January 2018**
- **Online W-2 signup deadline approaching**
- **IT Security Training Reminder**
 - **Check E-Mails for Link**

Announcements & Deadlines

- **Customer Service Excellence Training**
January 23, 2018
2 p.m. AD177B
- **Civility in the Workplace**
January 25, 2018
3 p.m. AD177B

Announcements & Deadlines

- **Faculty Evaluations in WorkforUM Training Throughout January 2018**
AD178 – Check Learning Curve for times
- **WorkforUM Training**
January 24, 2018
1:30 p.m. AD178

Thank you for attending!
memphis.edu/hrpartners

