



# 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

# Employee Relations & Engagement

Senior Director, Margie Williamson



## 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](mailto: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?



# Workforce Management

Senior Director, Iliana Ricelli



## Department of Labor (DOL)

New Rules/Regulations

Changes to Exempt Positions

**Workforce Management**  
**Senior Director, Iliana Ricelli**



# **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](https://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 received 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](http://www.memphis.edu/hrpartners)