

HR Liaison Meeting

Human Resources Management
Department
Friday, January 18, 2019



Agenda

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- ▶ Director's Update
- ▶ Clinic Reminders
- ▶ Compensation
- ▶ HR Services
- ▶ Talent Services
- ▶ Benefits



Director's Update

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- ▶ United Way Campaign
- ▶ HR SuccessFactors
 - ▶ Learning (Nov. 2018)
 - ▶ Performance & Goals (Jan. 2018 – pilot)
- ▶ Policy Changes/Updates
 - ▶ Tuition Reimbursement Changes
 - ▶ Shift Differential
 - ▶ Code of Ethics
- ▶ Upcoming to Court
 - ▶ Employee Engagement Survey on the 1/29
 - ▶ Market for our Salary Survey 1/29
 - ▶ Update on 4th Quarter for Share-It 1/29
 - ▶ Business Review – 2/28



Employee Health Clinic

Shawn Musarra



*Travis County
Human Resources Management Department*

Updates & Useful Information

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New Medical Assistant onboard the week of January 28th.

Clinics remain FREE for all plans except the High Deductible Health Plan (HDHP) which is \$50.

All major credit cards are accepted to include the HSA credit card.



Clinic Locations, Days, & Hours of Operation

Mon-Thu 7:30 AM – 5:30 PM

Fridays 7:30 AM – 11:30 AM

Closed 12:00-1:00 PM for lunch

Main Clinic – (Open Monday-Friday) 700 Lavaca St., Suite 980

Airport Clinic – (Open Monday & Tuesday) 5501 Airport Blvd, Suite 201

Del Valle Clinic – (Open Wednesday- Friday) 3518 FM 973 South, Del Valle

For an appointment call: **512-854-5509**

Don't forget to bring your insurance card with you to each appointment for verification purposes.



Compensation

Bri Caldara – Gloria Villarreal – Vivian Butler



Compensation Topics

- Shift Differential Discussion
- MSS – PAQ Reminder
- E-Verify Update
- Compensation Committee Update
- Compensation Question of the Quarter



Shift Differential Update

- ▶ Commissioners Court approved changes to shift differential on 1/15/19.
- ▶ Changes to shift differential were funded in FY 2019 budget. Expected annual fiscal impact expected to be around \$1.4 million.
- ▶ Changes to shift differential were designed to make Travis County's policy and practices more consistent with market.
 - ▶ Increased the number of employees receiving shift differential by approximately 750 employees.
 - ▶ Shift from a percentage of salary basis to flat rate basis.

Shift Differential Specifics Newly Impacted Employees

- ▶ Rates
 - ▶ CNAs - \$2.00 per hour
 - ▶ LVNs - \$3.00 per hour
 - ▶ RNs - \$4.40 per hour
 - ▶ All others - .65 per hour
- ▶ Effective Date – 1/1/19. Appears in paycheck received on 1/31/19.
- ▶ For the pay period of 1/1/19 – 1/15/19, time must be entered accurately by 1/24/19.

Shift Differential Specifics

"Grandfathered" Employees

- ▶ Rates – Whatever was effective on 12/31/18.
 - ▶ Will appear as two separate lines - .65 per hour and the difference between the effective rate and .65 per hour.
 - ▶ Example – old rate was \$1.50 per hour. First line will show # of hours at .65 per hour and second line will show # at .85 per hour.
- Effective Date of changes is 1/1/19 with change in appearance showing on 1/31/19 check.

Shift Differential - Criteria

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- ▶ Shift differential is only paid for regular, non-exempt positions
- ▶ Shift differential is paid for all hours worked in shifts in which the majority of the scheduled hours on weekdays and weekends are between 5 p.m. and 8 a.m. Exception: All weekend hours worked by medical personnel in correctional and detention facilities are eligible for shift differential.
- ▶ Shift differential is only paid for hours actually worked. Shift differential is not paid for leave hours.

Shift Differential - Implementation

- ▶ Employees will enter hours with the appropriate code for shift differential hours on time sheets. Managers will need to approve time and are responsible to ensure the hours are recorded correctly.

MSS 2019

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- ▶ PAQs are due to HRMD today!
 - ▶ Reminder – Supervisors are not supposed to change what the employee wrote. If they disagree with something on the PAQ, they should comment on page 8 in the supervisor comment section.
 - ▶ If for some reason you need more time, please contact us and tell us when you think you will be finished.

E-Verify Update

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- ▶ Due to the federal government shutdown, E-Verify has not been operational.
- ▶ This does not absolve the County from the responsibility of properly collecting the necessary documents to demonstrate someone is eligible to work.

Compensation Committee Update

- ▶ The newly constituted Compensation Committee has convened and is meeting the first Thursday of each month.
- ▶ The Committee has recommended adding the following counties to the market peer list.
 - ▶ Collin, Denton, Ft Bend, Montgomery.
- The Committee has recommended not including El Paso and Hidalgo counties.

Compensation Reminder of the Quarter

- ▶ Please make sure that everything is complete in NeoGov prior to submitting new hire and re-hire PAFs.

HR Services

Kim Austin-Smith



HR Services

KIM....Add something regarding SHARE-IT here!

HR Services

Employee Engagement Survey –Coming end of Feb. Great Place to Work®

- ✓ Gain Key Insight to Maximize Retention & Recruitment
- ✓ ALL Travis County Employees Rate Experiences –
- ✓ Dimensions of the Great Place to Work® Trust Index©:
- ✓ ♦Credibility ♦Respect ♦Fairness ♦Pride ♦Camaraderie
- ✓ Identify “Strengths” and “Opportunities”
- ✓ Culture of “Trust”
- ✓ Previous Survey Conducted/Results

NEO Updates

- ▶ NEO Online Version- Starting April 2019
 - ▶ Employment Policies will be available and acknowledged online
 - ▶ Benefits Portion will continue to be covered in person with employees
- ▶ NEO Agenda Update
 - ▶ Employment Policies are now covered in the morning
 - ▶ Benefits are covered in the afternoon
 - ▶ Employees that are not eligible for benefits may attend the first half of NEO
- ▶ Reminder Airport Location:
 - ▶ 502 E. Highland Mall Blvd., Bldg. 106 B Austin, TX 78752



Employment Recognition Day- Updates

- ▶ Public Employee Recognition Week Proclamation- April 30, 2019
- ▶ Employee Recognition Day- Tuesday, May 7, 2019
 - ▶ Honorees will receive an email invite
 - ▶ Employees 20+ years of service will be recognized
 - ▶ May 1st 2018- April 30, 2019





TC Share-It!

A screenshot of the Travis Central website. The browser address bar shows 'traviscentral/'. The navigation menu includes 'TRAVIS CENTRAL', 'FORMS', 'DEPARTMENTS', 'PROC...', 'RESOURCES', and 'SAP'. The 'RESOURCES' menu is open, listing items like 'CATAA-Lyst', 'County Code', 'Employee Directory', 'Employee Health Clinic', 'HIPAA Compliance', 'Jobs', 'TC Share-It!', 'Travel', and 'Vision, Mission, and Goals'. A yellow arrow labeled '1' points to the 'RESOURCES' menu, and another yellow arrow labeled '2' points to the 'TC Share-It!' link. Below the main banner, there is a contact number: 'or.. Via Phone 1- 844-784-9585 24/7/365'. At the bottom, it says 'Quick Links' and 'News'. The footer includes 'traviscentral/#', 'CATAA-Lyst', 'County Org Chart', and 'Published January 16, 2019'.



Talent Services

Tina Salazar



Talent Services

Learning is LIVE!

- ✓ Access through ESS
- ✓ Browse all courses

Talent Services

Performance & Goals for Beta Departments! is LIVE!

- ✓ Auditor's Office
- ✓ County Clerk
- ✓ HRMD
- ✓ ITS
- ✓ TNR

Talent Services

October 1, 2019 – Go-Live Performance & Goals
for All Commissioners' Court Departments!

- ✓ *Preparation and training begins in April*
- ✓ *Evaluation period July 1 through June 30*

Background Checks

BETA IN PROGRESS! – TNR & FMD

INTEGRATED BACKGROUND CHECKS IN **NEOGOV**

Partner Vendor



- Ironing Out Processes
- Other Requesting Departments to be Phased In

NEOGOV








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- ▶ Setting up steps in Exam Plan – IMPORTANT FOR BACKGROUND INTEGRATION PIECE
- ▶ Processing applications through steps
- ▶ Notices in NEOGOV
- ▶ Closing Requisitions
- ▶ Analytics feature – need good data

EMPLOYMENT OFFER LETTER TEMPLATES


- ▶ Templates by employee group and subgroup
- ▶ Located on [Travis Central HRMD Hiring Process](#)

Employment Offer Letter Templates

- [Full-Time + Exempt + At-Will Offer Letter](#) 
- [Full-Time + Exempt + Just-Cause Offer Letter](#) 
- [Full-Time + Non-Exempt + Just-Cause Offer Letter](#) 
- [Temporary Hourly-No Benefits](#) 
- [Temporary Hourly-Retirement](#) 
- [Temporary Hourly-Retirement and Benefits](#) 
- [Temporary Seasonal-No Benefits](#) 

EMPLOYMENT OFFER LETTER TEMPLATES

The letters can be personalized and changed to meet your departmental needs.



Travis County
[DEPARTMENT/OFFICE EXECUTIVE/HEAD]
[Street Address]
Austin, Texas 787###
(512) 854-####
FAX (512) 854-####

Date

Mr./Ms.
Address 1
Address 2

Dear [Candidate Name]:

Congratulations! I am pleased to confirm our offer of employment to you as a/an [Position title] with the Travis County [DEPT/OFFICE]. Your first day of employment is scheduled for **Day, Month Date, Year**. This offer is conditional upon [LIST ANY SPECIFIC CONDITIONS - i.e. medical exam, pre-employment substance screening] and your ability to provide proof of your eligibility to work in the United States. Failure to [SUCCESSFULLY MEET THESE CONDITIONS] and provide all required supporting documents for I-9 purposes by the third day of employment may result in termination of your employment with Travis County.

IMPORTANT - New Hire Processing & New Hire Orientation
REQUIRED PRE-EMPLOYMENT PROCESS/DOCUMENTATION:
Follow all instructions in the email you received [with this letter/or another method-describe here]. These steps are required to properly onboard you with Travis County for New Employee Orientation, payroll and I-9 purposes. All information and documents uploaded into Travis County's New Employee Onboarding system – Neogov – are secure. You may contact [LIST CONTACT(S)] if you have questions regarding these instructions.

[DEPT/OFFICE] New Hire Orientation: [IF APPLICABLE]
On your first day of employment **Day, Month Date, Year**, please report promptly at #:00 a.m. to [ADDRESS, FLOOR, ROOM] for your specific department/office's New Hire Orientation. During this orientation session you will receive important information specific to your role in the organization, as well as briefings regarding various policy and safety expectations. Immediately following this orientation session, you will be given instructions on your reporting location.

Travis County New Employee Orientation (NEO):
You are scheduled to attend County NEO on **Day, Month Date, Year**. Please report promptly by **8:00 AM** for NEO to **502 E. Highland Mall Blvd., Building 106B, Austin, TX 78752**. During NEO you will receive information regarding Travis County government, policies, and procedures. You will also be given the opportunity to enroll in your selected County benefits. After NEO is complete, you must contact your supervisor to receive instructions regarding your reporting assignment and location.

Fill in or edit the yellow highlighted areas.

INTERNS

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▶ Deadline to request **SPRING INTERNS** -

January 25th

Benefits

Bridgett Kovar



Benefit Reminders/ Updates


- EMPLOYEES ENROLLED IN THE NEW HIGH DEDUCTIBLE HEALTH PLAN WILL PAY A \$50 FEE FOR NON PREVENTIVE SERVICES AT THE TRAVIS COUNTY CLINIC
 - If the employee is referred out for lab or x-ray, the employee will pay up to their deductible
 - After the deductible is met, services are covered at 100%
- Working on a RFP for dental with an expected award date of June 1st

Benefit Reminders/ Updates


- 2019 Retirement seminars are loaded into the new Learning system
 - January 18th from 1- 4pm at 700 Lavaca St
 - February 7th from 1- 4pm at Granger Bldg
 - March 15th from 9- 12pm at 700 Lavaca St
 - April 11th from 9-12pm at TCSO Ruiz Building
 - May 20th from 1- 4pm at 700 Lavaca St

Health Coaching Benefit

- ▶ New Year reminder! 😊
- ▶ Benefit provided to all TC staff, and spouses or dependents (18+) who are on the TC health plan.
- ▶ Announcement & flyer will be emailed to HR liaisons next week. Please share with your departments!
- ▶ Questions?
Frances Diep RD, LD, CDE
UHC Onsite Health Coach
frances.diep@traviscountytexas.gov
ext. 45860



Meet Your Health Coach!



Frances Diep, RD, LD, CDE
Onsite Health Coach

Who is Frances?
Frances is a Registered/Licensed Dietitian and Certified Diabetes Educator. Through individualized health coaching and worksite wellness activities, her goal is to provide you with a nonjudgmental space to work together and achieve your best health.

How can a health coach help me?
Frances is available to meet with you to discuss health behaviors that you may want to address such as physical activity, eating behaviors, prevention/treatment of chronic conditions and behavioral health. In particular, she is passionate about prevention/management of pre-diabetes/diabetes, and helping individuals develop healthy relationships with food and their bodies. She takes a holistic approach to health/well-being and recognizes the importance of not just physical health, but also mental, emotional, and spiritual health. Frances can help you create and work towards your personal health goals.

Will my personal information that I share with my health coach be protected?
Yes, all of your personal health information will be protected in accordance with HIPAA. None of your personal information will be shared with your employer.


What services does my health coach offer?


- Health coaching sessions and follow-up visits for individuals
- Health education seminars and programs for groups
- Referrals to appropriate health & wellness programs and services
- Promotion of onsite events such as health fairs and health screenings
- Guidance in navigating UnitedHealthcare tools and resources

Health coaching services are available at no cost to all Travis County employees, as well as spouses and dependents (age 18+) who are on the UHC health plan.

How can I reach my health coach?
For more information, or to schedule an appointment at a time and location that's convenient for you:

- Phone: 512-854-5860 (office) or 512-539-6374 (cell)
- Email: frances.diep@traviscountytexas.gov
- Office Location: 700 Lavaca St., Suite 980, Austin, TX 78701

 TRAVIS COUNTY
CARE Program
SMALL STEPS TO BIG CHANGES

 UnitedHealthcare®

CARE Program Updates

- ❑ 2019 BIGGEST LOSER WEIGHT LOSS CHALLENGE
 - ❑ NEW - Online Team Registration Process
 - ❑ Everyone Wins & Cash Prizes!
 - ❑ BL Poster & Challenge Info (<http://traviscentral/hr/care>)
- ❑ ONSITE FITNESS CLASSES - COMING SPRING 2019
- ❑ 2019 CARE SEMINAR SCHEDULE
 - ❑ NEW Classes
- ❑ NATIONAL WEAR RED DAY – FIRST FRIDAY IN FEBRUARY
 - ❑ American Heart Association – Women's Heart Health Month



AN INCENTIVE CHALLENGE FOCUSED
ON EATING RIGHT AND LIVING WELL

ARCH



Questions?



Next Meeting

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April 12th



*Travis County
Human Resources Management Department*

DOOR PRIZES

