



HR Liaison Meeting

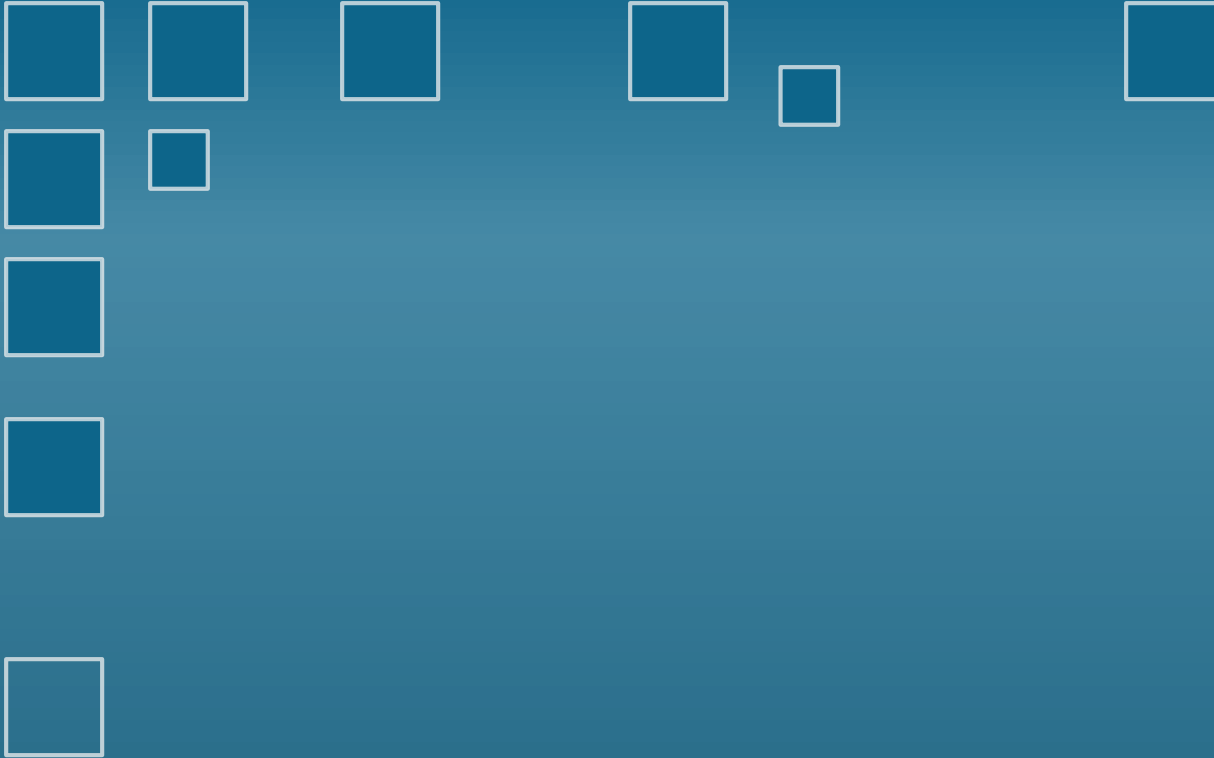


Human Resources Management Department
Friday, January 19, 2018



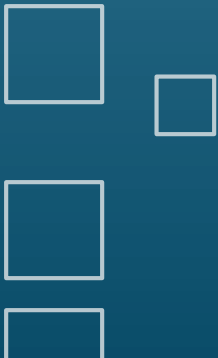
Agenda

- Introduction
- HR Director Update
- Compensation
 - Compression
 - Upcoming Initiatives
- Staffing
 - Employee Referral Program
 - Upcoming Initiatives
- HRMD Updates
 - Benefits
 - HR Services
 - Risk Management
 - Health Clinic
- Door Prize Drawings



Travis County Human Resources Management Department

COMPENSATION




Compression Adjustment January 2018

Pay Actions Approved for FY18

 **2%/\$1200 meeting minimum standards**
Effective Oct. 1; Reflective on October 31 paycheck

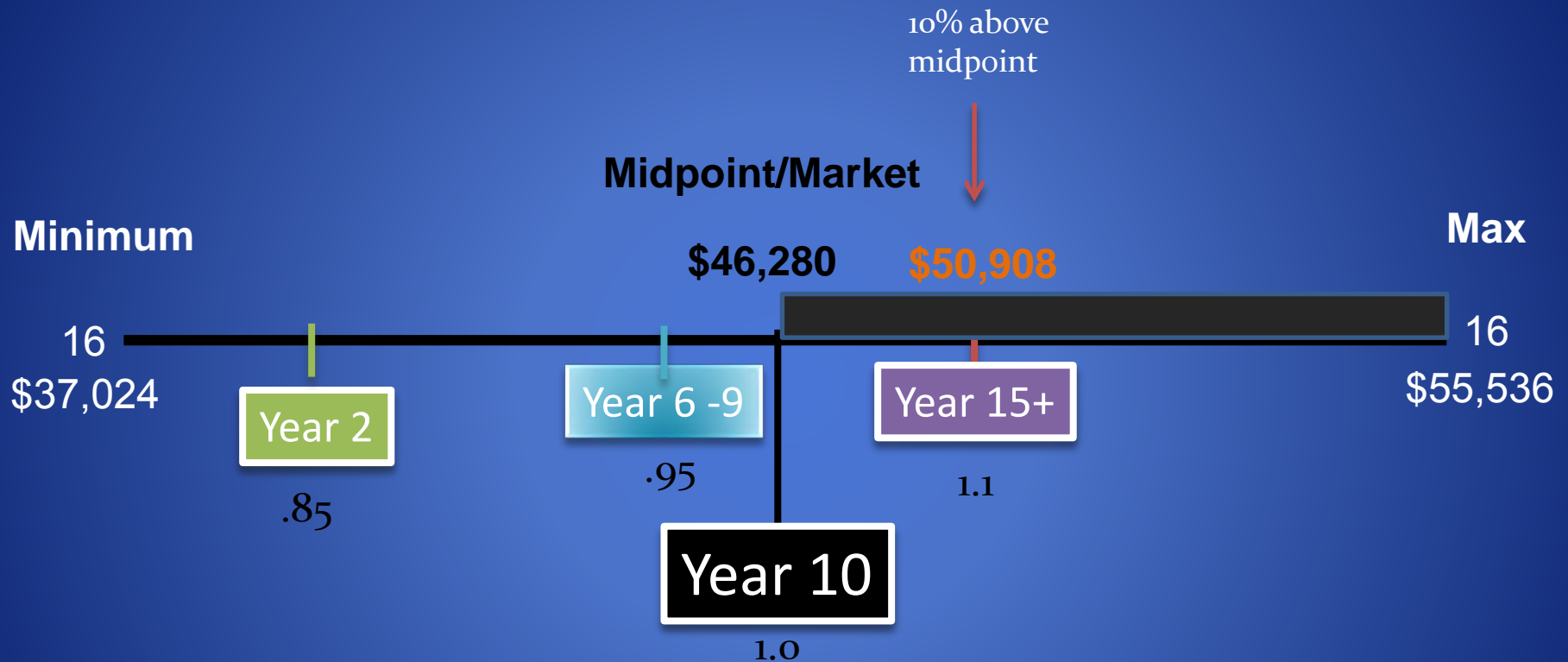
 **POPs Step Increase**
Effective Oct. 1, On-going through FY18 for anniversary date

 **Benchmark Studies**
Effective November 1 ; November 30 paycheck

 **Vacation Buyback**
Open Oct. 15 – Nov. 17; Reflective on Dec. 15 paycheck

 **Compression Adjustments**
Action Effective January 1 for January 31 paycheck

Compression Adjustment - Methodology



Method:

- 1) Identify amount of years in role
- 2) Ensure employee is at appropriate compa-ratio spot on paygrade
- 3) If not, calculate adjustment with appropriate parameters.

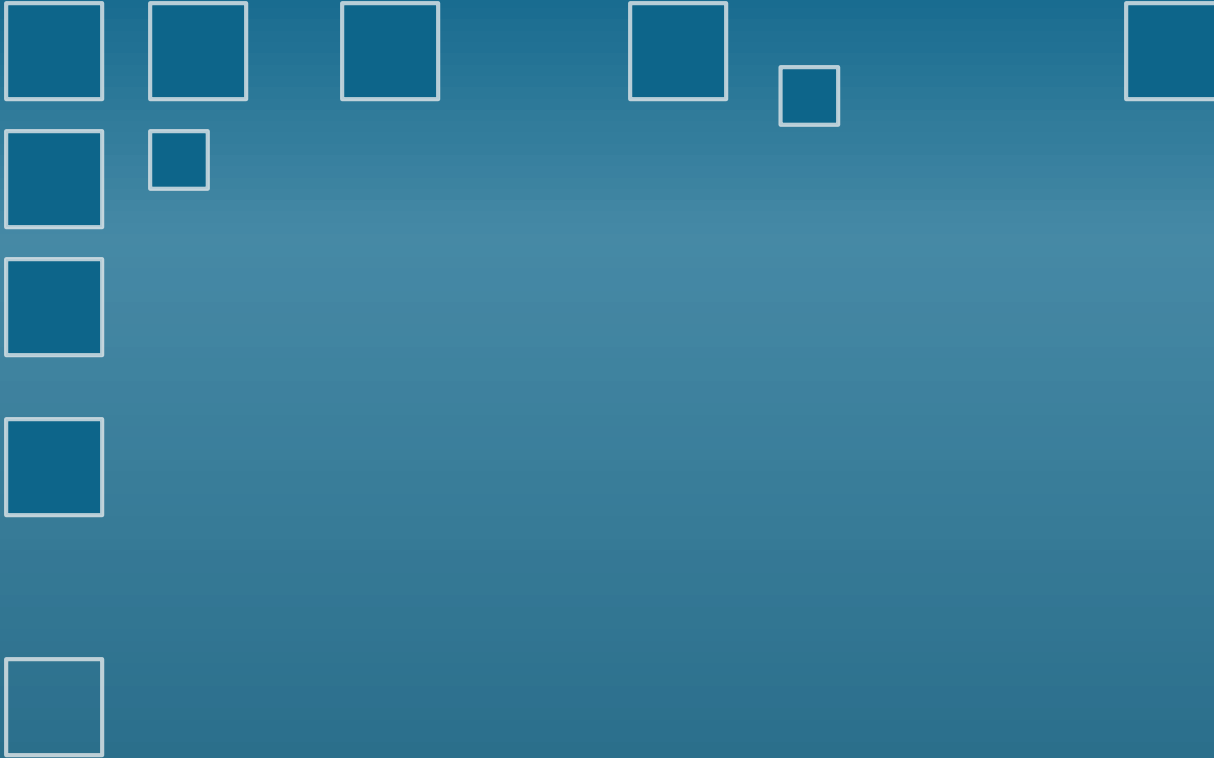
	Approved by Court 1/18
No Cap	PG 18 & below
Cap for Other PGs	6% PG19 -29; 5% PG30 – PG35
Cost to General Fund	Around \$2.5 Million

Target Compa-ratio Scores by Years in Classification

Years In Classification	Target Compa-Ratio Score
0	.80
1	.825
2-3	.850
4	.875
5	.9
6-8	.95
9	.975
10-11	1.0
12-13	1.05
14	1.08
15+	1.1

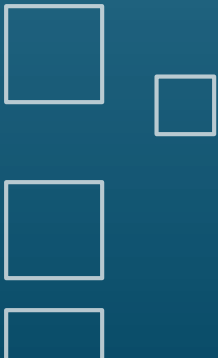
Next Steps

- 1/19 Departments to receive information
- 1/31 New amount reflective in pay from 1/1



Travis County Human Resources Management Department

STAFFING AND RECRUITING



Employee Referral Pilot Program FY 2018

TRAVIS COUNTY

HUMAN RESOURCES MANAGEMENT DEPARTMENT

NOVEMBER 28, 2017



Program Highlights

- Hard to Fill Positions only
 - Predefined and approved by HRMD
- Employees as “Recruiters”
 - #1 Source for Quality Hires
- Recruitment strategy to couple with Traditional Posting Methods
- \$500 Add Pay (one-time, less taxes)
- Referred Candidate Must be:
 - Hired and Retained for a Min. of 6 months. (other criteria may apply)
 - Employee & Referred Candidate must be employed at time of pay-out
- HRMD/Department Funded Program

Hard to Fill Positions

- Evaluate Position Metrics from NEOGOV and SAP
- Industry and Market Trends
- Input & Requests from Departments
- Other Factors that severely or have the potential to severely impact County Operations

Example: Registered Nurse 2015 – 2017 Job Posting Analysis for Registered Nurses County-wide

# of Job Postings	Avg. # of Days Posted	Avg. # of Applicants
8	56	8

Guidelines for Participation

- Active Regular or Part time Employees; employees excluded are:
 - HRMD Employees
 - Departmental HR or HR Liaison role
 - Hiring manager or in the “Chain of Command”
 - County Executive or an Elected/Appointed Official of the County
 - Candidate referred who is currently in the same role as a temp or contract basis
- Employee must be named at the time of application submission
- Employees (referring and referred) must be active employees at time of scheduled payout
- No limit to the number of employee referrals
- Additional Departmental requirements and guidelines must be met

Program Goals

Promote County Employment through County Employees

Increase the Pool of Candidates

- Measure: # of Applicants

Increase Retention of New Hires

- Measure: New Hire Turnover Rate

Increase the Time to Fill for Hard to Fill Positions

- Measure: Date Applied to Date of Hire

Marketing

Reflected in Job Posting in NEOGOV

****Notice to HR Liaisons – to share with respective departmental employees

Section of HRMD current job openings page

Traviscentral message board

Process: HR Liaison may request participation by coordinating request through assigned HR Recruiter

Current Job Postings

- School Crossing Guards
 - West Cypress Hills
 - Lake Pointe
- Master Plumber
- RN Employee Wellness Clinic

QUESTIONS?



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BENEFITS






Benefits Staff

- Shannon Steele - Benefits Manager
- Karen Crider - Benefits Administrator
- Virginia Aleman - Benefits Specialist
- Shavon Rossett - Benefits Specialist
- Cindy Purinton - Benefits Specialist
- Alex Hainzinger - CARE Program Administrator
- Zetta Garnett - FMLA Leave Coordinator
- Frances Diep - UHC Health Coach



Benefit Resources

- Travis Central / HR / Benefits - Excellent Resource
 - Travis County Benefits Guide
 - Benefit Line - (512) 854-0404
 - Retirement Enrollment - employees need to make appointment with benefits staff
- 

Important Benefit Dates

Future Retirement Seminars

Date	Time	Location
Thursday, Feb. 8, 2018	1:00 pm – 4:00 pm	Ruiz Bldg 5555 Airport Blvd Austin TX 78751
Monday, March 26, 2018	9:00 am – 12:00 pm	5501 Airport Blvd. Large Elections Training Room Austin, TX 78751
Thursday, April 12, 2018	1 pm – 4:00 pm	Travis County Administration Bldg. 1 st floor Multifunction Room B 700 Lavaca St. Austin TX 78701



TRAVIS COUNTY

CARE Program

SMALL STEPS TO BIG CHANGES

Numbers & Stuff

- Onsite Fitness Centers
 - 882 employees completed the Online Fitness Center Waiver
- CARE Mailer sent out 01/10/2018
- CARE Program Onsite Kick-Off Events
- 2018 Biggest Loser Weight Loss Challenge
 - In 2017 - 150 of 200 completed the challenge
 - Employees lost a total of 2,640 pounds over 13 weeks.
 - Registration Deadline - February 9
- Onsite Fitness Class Survey - Deadline: January 26, 2018
- Real Appeal
 - Enrolled: 904
 - Enrolled At-Risk: 90%
 - Diabetes, Cardiovascular Disease or other related conditions
 - Total Pounds Loss: 4,146
 - Average Satisfaction Rating: 4.81 (out of 5)
- 12-week Lose & Win Program (offering onsite classes at 2 locations)
 - Wednesdays, 12:00 - 1:00 pm - 700 Lavaca St.
 - Tuesday, 5:30 - 6:30 pm - Airport Blvd



**2018 Pink Bus Mammogram
Screening Schedule:**

- February 8, 2018- Gardner Betts
 - April 12, 2018- Lavaca
 - October 30, 2018-Airport
 - November 1, 2018-Airport
 - November 27, 2018-Lavaca
 - December 4, 2018-Gardner Betts
 - December 11, 2018 Airport
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Travis County Human Resources Management Department

HR SERVICES






Who We Are

- Kim Austin-Smith, Manager
 - Kris Nielsen
 - Stacy Spruell
 - Cedric Myers
 - Opening (HR Analyst I)
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HR Services FY2018

- LEAD I - March 7th, June 20th, and Sept. 19th
 - LEAD II - March 28, 29, 30th Airport Blvd, and July 11, 12, 13th 700 Lavaca
 - LEAD III - All 9 classes offered Feb. - April and June - August (various locations)
 - LEAD IV - under development
 - Employee Recognition Day - May 8, 2018
- 




How We Can Help?

- Employee Relations Matters/Investigations
 - Policy Interpretation
 - HR Program Administration & Roll-out
 - Consulting and facilitation to County department leadership
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Upcoming Initiatives

- Tuition Reimbursement Disbursed via Payroll May 2018
 - Employee HelpLine - April/May 2018
 - Employee Engagement Survey by Fall 2018
 - HR Support Aligned with Departments/Elected Officials
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Travis County Human Resources Management Department

RISK MANAGEMENT






Who We Are

- New Member - Carolyn Rivera
 - Congrats to Donna Stirman
 - Others still around
 - Bill Patterson
 - Dave Williams
 - John Brady
 - Margie Solano
- 



 Shawn Musarra, Clinic Manager
4-4179

EMPLOYEE HEALTH CLINIC



How Much Are You Paying for the following?

X-Rays: \$45 \$50 or more?

Labs: \$45 \$50 or more?


Urgent Care: \$45 \$50 or more?

ER: \$300


Did you know that these services are FREE at the Employee Health Clinic?

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Updates & Useful Info




Reminder to get your flu shot if you haven't already. The Employee Health Clinic has completed all its flu shots but they are free on the Travis County Health Plan at any Redi/Med Clinic (Costco, CVS, Walgreens etc)



We are currently in the process of hiring one Registered Nurse and one Medical Assistant.



Reminder to schedule annual exams/physicals in advance.





Clinic Locations, Days & Hours of Operation:

Mon - Thurs 7:30 AM - 5:30 PM

Fridays 7:30 AM - 11:30 AM

Closed 12:00 PM - 1:00 PM for lunch

Main Clinic (Open Mon - Fri)

- 700 Lavaca St., Suite 980

Airport Clinic (Open Mon, Tues & Wed)

- 5501 Airport Blvd, Suite 201

Del Valle Clinic (Open Thurs & Fri)

- 3518 FM 973 South, Del Valle


For an appointment call: (512) 854-5509

DOOR PRIZES



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Thank You!

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Next HR Liaison meeting *tentatively* scheduled
for Friday, April 6th.