

# HR Liaison Meeting

Human Resources Management  
Department  
Friday, April 20, 2018



# Agenda

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- ▶ Director's Update
  - ▶ Gift Policy Presentation
  - ▶ HRMD Happenings
  - ▶ SAP Update (Tuition Reimbursement/SuccessFactors)
- ▶ Compensation
- ▶ Benefits
- ▶ Clinic Reminders
- ▶ HR Services
- ▶ HR Talent



# Ethics/Gift Policy

Deece Eckstein

Julie Wheeler





## Two parts to this Gift Policy:

(1) Provisions to be included in Chapter Ten, which applies to all Travis County employees (pages 6-8)

- *Goal: Reemphasize what is in the law with respect to prohibitions on*
  - ***bribery** (Penal Code Sec. 36.02) and*
  - *limits on the **acceptance of honoraria** (Penal Code Sec. 36.07)*
- *All County employees are **already** subject to these state laws*

## Two parts of this Proposal:

**(2) A Gift Policy, to be included in Chapter Nine, which applies to the Commissioners Court and its departments, and to elected and appointed officials and designated employees if the official adopts the subchapter in writing. (pages 1-5)**

- *This is the gist of the new policy*
- *Applies to Commissioners Court and the departments under its control*
- *However, the Court expects that other elected and appointed Officials will “choose to embrace the sentiment of the Workgroup’s recommendations.”*

**Purpose:**

**“... our responsibility to strengthen the faith and confidence of the citizens of Travis County in their government ...**

**“... provide clear expectations with regard to the acceptance or solicitation of benefits ...**

**“... the mere impression of impropriety damages our ability to be effective in carrying out our duties to the public ...**

**“... the intent of this policy is to clearly state the expectations we believe should be followed ...”**

Chapter 9, new Subchapter H, Sec. 9.443(a) (page 3)

A County public servant, or any business entity in which he or she has a substantial interest, may not solicit, accept or agree to accept a gift or benefit *as consideration for* the servant's decision, opinion, recommendation, vote or other exercise of discretion as a County public servant, or *as consideration for* a violation of a duty imposed by law on the County public servant.

- Key concept: *quid pro quo*



## Chapter 9, new Subchapter H, Sec. 9.443(b) (page 3)

Except as provided by Subsection (c), a County public servant, or a family member, or any business entity in which the servant has a substantial interest, may not accept or agree to accept a gift or benefit on behalf of themselves or any other person.

*Three key concepts:*

- ❑ *Family member*
- ❑ *Substantial interest*
- ❑ *Benefit*

*The Policy uses statutory definitions for commonsense concepts*

**Chapter 9, new Subchapter H, Sec. 9.443(c) (page 4)**

*Exceptions.* A County public servant or Family member does not violate Subsection (b) if one or more of the following applies:

- (1) The gift or benefit is available on the same conditions as for the general public
- (2) Subject to the provisions of Chapter 32 of the Travis County Code, the received food and beverages for the event cost less than \$50.00
- (3) The benefit solicited or accepted is a contribution to a political campaign, and the contribution is subject to reporting under state law

**Chapter 9, new Subchapter H, Sec. 9.443(c) (page 4)**

*Exceptions.* A County public servant or family member does not violate Subsection (b) if one or more of the following applies:

(4) The received gift or other benefit:

(A) is given due to a relationship independent of the public duties of the recipient, and,

(B) is not given by a donor who has a substantial interest in a business relationship or real estate purchase or sale with the County to a recipient in a position to influence any decisions related to the interest

**Chapter 9, new Subchapter H, Sec. 9.443(c) (page 8)**

*Exceptions.* A County public servant or Family member does not violate Subsection (b) if one or more of the following applies:

(5) The received gift or benefit is not given by an employee to someone in a supervisory relationship to that employee;

(6) The received benefit is a commercially reasonable loan made in the ordinary course of the lender's business;

**Chapter 9, new Subchapter H, Sec. 9.443(c) (page 4)**

*Exceptions.* A County public servant or Family member does not violate Subsection (b) if one or more of the following applies:

(7) The received gift or benefit is an award, such as a plaque, certification, trophy or similar memento that:

(A) has no more than nominal value to anyone other than the recipient, and

(B) is publicly presented by a governmental or other entity in recognition of or in conjunction with public service

**Chapter 9, new Subchapter H, Sec. 9.443(c) (page 4)**

*Exceptions.* A County public servant or Family member does not violate Subsection (b) if one or more of the following applies:

(8) The received gift or benefit is something for which the County reimburses the donor

(9) The received item or items are donated to a charitable organization within 30 days. A perishable gift, such as flowers, fruit, or candy, may be placed on a public counter and shared with employees

**Chapter 9, new Subchapter H, Sec. 9.443(c) (page 5)**

*Exceptions.* A County public servant or Family member does not violate Subsection (b) if one or more of the following applies:

(10) The received gift or benefit is an invitation or ticket to a public charitable benefit event as a guest and the County public servant reimburses the provider of the invitation or ticket for the fair market value of a single ticket for admission available to the public in excess of \$49.99

**Chapter 9, new Subchapter H, Sec. 9.443(c) (page 5)**

*Exceptions.* A County public servant or Family member does not violate Subsection (b) if one or more of the following applies:

(11) The received food and beverages are:

(A) furnished as part of a local public event, appearance or ceremony related to official county business, and

(B) furnished by the sponsor(s) of such public event, appearance or ceremony

(12) The item received is a gift to the County for a County public purpose and was not a personal gift to the County public servant





# **QUESTIONS AND DISCUSSION**

# Director's Update

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## HRMD Happenings

- ▶ Commissioner's Court Retreat
- ▶ Coordinating Executive/Direct Performance Reviews
- ▶ Staffing/HRIS changes
- ▶ FMLA Self-Audit
- ▶ HR Services Team Staffed
- ▶ Updated Worker's Comp Policy coming
- ▶ Employee Helpline coming
- ▶ Conducting TNR County Executive Search
- ▶ County-wide Compliance Training Coordination
- ▶ Survey



# Director's Update

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## HRMD Happenings (cont'd)

- ▶ Revision of Training/Development Policy
- ▶ Evaluating Centralized Background Check Process
- ▶ HRSuccessFactors Implementation Starting mid-May
- ▶ Gift Policy effective June 1



# SURVEY

Answer on back of your half sheet

1. What events does your department do for morale? (i.e. birthday parties, retreats, give awards/trophies)
2. How do you pay for them?
3. If you had a development day, what topic would like covered to help you be a better HR Liaison?
4. On a scale from 1 – 5 (5 highest), how would you rate your areas as a great place to work?

# SAP /HR SuccessFactors

John Rabb



*Travis County  
Human Resources Management Department*

# Update on SAP/HRSuccessFactors

- Tuition Reimbursement
- HR SuccessFactors
  - Implementaton begins Mid-May for Learning
  - Go-Live end of September
  - Performance & Goals ---More to Come!



# Compensation

Todd Osburn



# Compensation Topics

- ▶ Reclassification Deadline for FY 18
- ▶ Change to Temporary Assignment Pay Process
- ▶ Compensation and the FY 19 Budget
- ▶ Upcoming Items
  - ▶ Review of POPS Scale and Policy
  - ▶ Add-pay/Shift Differential Review
  - ▶ Benchmark Year 3





# Reclassification Deadline for FY 2018

- ▶ Deadline for reclassifications to be effective in FY 2018 is April 27, 2018.
- ▶ After that date please include in budget submission for possible implementation October 1, 2018. (Make sure Compensation gets a copy.)



# Change to Temporary Assignment Pay Process

- ▶ Effective 4/1/18, Temporary Assignment Pay will be an add pay rather than added into base pay.
- ▶ Base Pay will look the same on pay stub.
- ▶ A new line item with the add pay will appear on the pay stub.



# Compensation and the FY 19 Budget

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- ▶ Funding for compensation included in the FY 19 Budget Guidelines.
  - ▶ General increase.
  - ▶ Benchmark survey.
  - ▶ POPS Step.
  - ▶ POPS Scale movement.



# Review of POPS Scale and Policy

- ▶ Discussed in Court 4/17
- ▶ Data collection per Court direction
- ▶ Return to Court late May.



# Add Pay/Shift Differential

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- ▶ Data collection on going.
- ▶ Discussion in early May.
- ▶ Not currently budgeted for FY 19.



# Benchmark 2018 (Year 3)

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- ▶ Approximately 100 jobs
- ▶ Scheduled for Court discussion in mid June.



# Benefits

Shannon Steele



# Upcoming Benefit Dates

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- ▶ **Tuesday, April 24** - Commissioners Court presentation for FY19 Health Plan (Rates/Plan Changes/New Stuff)
- ▶ **Month of May** - Upon approval of release, Benefits staff to have several Benefits Training Sessions at various location the month of May.
- ▶ **Thursday, May 31** – Employee Public Hearing  
In Commissioners Courtroom – 4:30 pm to 6:30 pm





# More Important Benefits Dates

## ► Future Retirement Seminars

Date	Time	Location
<b>Friday, June 15, 2018</b>	9 am - 12 pm	Juvenile Probation large training room 2538 S Congress Avenue Austin, TX 78704 <i>(location is on West side of Congress call 512-854-7042 for directions)</i>
<b>Monday, July 16, 2018</b>	9 am - 12 pm	700 Lavaca Street Multi- Function Room B (1 <sup>st</sup> floor) Austin, TX 78701
<b>Monday, September 10, 2018</b>	9 am - 12 pm	700 Lavaca Street Multi-Function Room B (1 <sup>st</sup> floor) Austin, TX 78701
<b>Friday, October 12, 2018</b>	9 am - 12 pm	700 Lavaca Street Multi-Function Room B (1 <sup>st</sup> floor) Austin, TX 78701



# Talent Services

Tina Salazar



# Who are your contacts?

- ▶ Jacqueline Evans HR Specialist Sr. 4-1137
- ▶ Michelle Perez HR Specialist II 4-5283
- ▶ Cynthia Lam-Roldan HRIS Specialist 44822
- ▶ Vacant\* HR Assistant Sr.

\* *Opportunity!*

# Who are We?

- ▶ Provide essential services related to talent management, including:
  - ▶ attracting and recruiting talented staff
  - ▶ HR and applicant tracking systems updates and maintenance
  - ▶ managing HRMD site content on Travis Central
  - ▶ HR reporting
  - ▶ special projects
- ▶ Out team is also available to assist with services such as:
  - ▶ "Hiring Right" training
  - ▶ Internships
  - ▶ navigating NeoGov
  - ▶ screening candidates for minimum qualifications (auto-scoring plans)
  - ▶ review or development of interview questions
  - ▶ facilitation of the interview process or participating as a panelist
  - ▶ background checks
  - ▶ and more

# Employee Health Clinic

SHAWN MUSARRA, CLINIC MANAGER

4-4179



*Travis County  
Human Resources Management Department*

# Employee Health Clinic

Shawn Musarra



*Travis County  
Human Resources Management Department*

Remember the following services are free for those enrolled in the Travis County Health Plan to dependents & retirees.

- Labs
- X-Rays

When possible, using one of the employee health clinics instead of going to an Urgent Care or the ER results in hundreds of dollars in savings.



# Updates & Useful Information

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- ▶ We are currently fully staffed, we recently hired two RN's and one Medical Assistant to fill vacancies.
- ▶ We recommend anyone that has not had an annual physical to give us a call to schedule one. **512-854-5509**
- ▶ We are here to help you with your healthcare needs & goals.
  - Want to talk to a physician about your exercise goals and/or any concerns you might have about starting a workout routine?
  - Need advice on how to eat better?

Stop by and see us!





# 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 Mon, Tue & Wed) 5501 Airport Blvd, Suite 201

**Del Valle Clinic** – (Open Thu & Fri) 3518 FM 973 South, Del Valle

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



# HR Services

Kim Austin-Smith



# Who are We?

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- ▶ Partner with departments to create a **dedicated point** of contact within HRMD for consistent and standardized HR best practices.
- ▶ Critical core services for employees and management include: Employee Relations, Policy Interpretation, Management Consultation, Conflict Resolution, and HR Program Roll-out.



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# Who is a dedicated point?

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- ▶ Kris Nilsen HR Specialist Sr. 4-4820
- ▶ Stacy Spruell HR Specialist Sr. 4-6044
- ▶ Cedric Myers HR Specialist I 4-9165
- ▶ \*Karina Damian HR Specialist I 4-9165

*\*New to the team*



# HR Services FY2018

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- ▶ LEAD I – June 20<sup>th</sup> and Sept. 19<sup>th</sup>
- ▶ LEAD II – July 11, 12, 13<sup>th</sup> at 700 Lavaca
- ▶ LEAD III – June – August at 700 Lavaca
- ▶ LEAD IV – under development
- ▶ Employee Recognition Day – May 8, 2018
- ▶ LEAD II & III Graduation – May 22, 2018
- ▶ HR Development Day – June 25, 2018



# HR Development Day 2018

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## “Human Resources for Anyone with Newly Assigned HR Responsibilities”

Monday, June 25, 2018

9:00 AM – 4:00 PM

700 Lavaca Multifunction Room B

- ▶ **Laws and Practice that Comply: How to Stay on Top of Federal Rules and Regulations**
- ▶ **Employment Practices (hiring, coaching, performance management, firing): Critical Legal for All HR Professionals**
- ▶ **Record Keeping and Records Retention: Efficient, Effective, and Legally Compliant**
- ▶ **Registration opens May 1, 2018 (Limited to 50 participants)**



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  - ▶ "Hiring Right" training
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  - ▶ navigating NeoGov
  - ▶ screening candidates for minimum qualifications (auto-scoring plans)
  - ▶ review or development of interview questions
  - ▶ facilitation of the interview process or participating as a panelist
  - ▶ background checks
  - ▶ and more

# Summer Intern Request deadline May 3<sup>rd</sup>!

- COST-UNPAID-\$15.55
- DURATION-UP TO 12 WEEKS
- COMPLETE REQUEST FORM FOUND ON TRAVIS CENTRAL
- CONTACT MICHELLE PEREZ AT X45283 FOR INFO
- ALL INTERNS MUST BE ENTERED INTO SAP



# Next Meeting

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# July 13th



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# DOOR PRIZES



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