

HR Liaison Meeting

Human Resources Management
Department
Friday, July 13, 2018



Agenda

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



Director's Update

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- ▶ Recruiting of County Executive - ES
- ▶ HR SuccessFactors
 - ▶ Learning (Nov. 2018)
 - ▶ Performance & Goals (Jan. 2018 – pilot)
- ▶ Worker's Comp Policy (Aug. 2018)
- ▶ Comp Planning for Fy19
 - ▶ Pay: Benchmarks, 2% for Classified, Step POPS increase, Shift Diff, Compression
 - ▶ New Compensation Committee Structure
- ▶ Plans for FY19
 - ▶ Employee Engagement Survey
 - ▶ Career Ladders
 - ▶ Leave Accumulations Review
 - ▶ On-line Compliance Courses
 - ▶ HR Development Day



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 hiring one Medical Assistant.
- ▶ 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.
- ▶ Doctors Margaret Brown and Lynn Stewart will be conducting four presentations for TNR (Parks & RM & Fleet personnel) in August on Sleep Apnea
- ❖ Want to talk to a physician about your exercise goals and/or do have any concerns/questions about starting a new workout routine?
- ❖ Need advice on how to eat better?





Lunch & Learn Wellness Seminars

Bring your lunch and join us for our monthly wellness topics!

Sessions will be offered at 2 different locations:

- 5501 Airport Blvd, Room 217
- 700 Lavaca, Room MF-C

All sessions will take place from 12:15-1:00 PM

Chances to win
drawing prizes at
each session!

Month/Topic	Airport	Lavaca
July: Healthy Eating on a Budget	7/17	7/18
August: Bringing Down Blood Pressure	8/28	8/15
September: Healthy Eating on the Go	9/18	9/19

To Register:

Please contact Frances Diep by phone or email and indicate which session you would like to attend.



Frances.Diep@traviscountytexas.gov



512-854-5860



TRAVIS COUNTY
CARE Program
SMALL STEPS TO BIG CHANGES

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

* [Airport and Del Valle Clinics may swap schedules starting in Aug or Sep](#)

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



*Travis County
Human Resources Management Department*

HR Services

Kim Austin-Smith



*Travis County
Human Resources Management Department*



HR Services Division

TC Report-It

Employee Hotline

HUMAN RESOURCES MANAGEMENT
DEPARTMENT (HRMD)

UPDATED JULY 2018

TC Report-It

- **What is TC-Report-It?**

TC-Report-It is an inclusive and confidential reporting tool created by NAVEX Global to assist Travis County and its employees to work together in addressing **fraud, waste, abuse, and other forms of misconduct in the workplace**, all while cultivating a positive and effective work environment.

- **Why do we need a system like TC-Report-It?**

We believe that our employees are our most important asset. By creating open channels of communication, we can promote a positive work environment and maximize productivity.

An effective reporting system will enhance our efforts to foster a culture of integrity and ethical decision-making.

Travis County's goal is to ensure that it;

- Provides fair treatment in accordance with applicable legislative and judicial mandates
- Encourages executive managers, department heads, supervisors and employees to treat each other with respect, dignity, and fairness
- Motivates employees to work towards the goals of Travis County by providing optimum working environments and relationships, and opportunities for achievement, recognition and growth

ATTENTION! This webpage is hosted on EthicsPoint's secure servers and is not part of the Travis County, Texas website or intranet.



TRAVIS COUNTY



TC Report-It

- **How do we report online?**

www.traviscountytx.ethicspoint.com

- **How do I report if I don't have internet access?**

Dial toll-free, within the United States, Guam, Puerto Rico and Canada: 1-844-784-9585

- **Who receives the reports? Who can access them?**

Reports are entered directly on the NAVEX EthicsPoint secure server to prevent any possible breach in security. The NAVEX EthicsPoint system makes these reports available only to specific individuals within Travis County who are charged with evaluating the reports, based on the type of violation and the location of the incident. Each of these report recipients has had training in keeping these reports in the utmost confidence.

TC Report-It

What are the choices that are available in reference to reporting?

Conflict of Interest

Discrimination or Harassment

Drug, Alcohol and Substance Abuse

Employee Benefits Abuses

Environmental Protection, Health or Safety Law

Falsification of Contracts, Reports or Records, and/or Intentional Destruction, Concealment, Removal of a Government Record

Fraudulent Transactions or Scheme

HIPAA, Data Privacy and Confidentiality

Improper Giving or Receiving of Gifts

Theft, Embezzlement and use of County Assets for Personal Gain

Time / Payroll Abuse

Violation of Policy

Voter Fraud

Waste

Workplace Violence

Other

Inquiry

TC Report-It

I am concerned that the information I provide TC-Report-It will ultimately reveal my identity. How can you assure me that will not happen?

The TC-Report-It site, powered by the NAVEX EthicsPoint system, is designed to protect the anonymity of its users. However, if you wish to remain anonymous, you, as a reporting party, need to ensure that the body of the report does not accidentally reveal your identity. For example, “From my cube next to Jan Smith” or “In my 33 years”.

Is the telephone toll-free hot line confidential and anonymous too?

Yes. You will be asked to provide the same information that you would provide in an internet-based report and an interviewer will type your responses into the TC-Report-It site. These reports have the same security and confidentiality measures applied to them during delivery.

What if I want to be identified with my report?

There is a section in the report for identifying yourself, if you wish.

Talent Services

Tina Salazar



Talent Services

- *Welcome! Tonya Burgess, HR Assistant Sr.*
- Who we are, and what we do
- Internships
- SuccessFactors
 - ✓ Learning Management System
 - ✓ Performance & Goals Management
- Responses to questions from last HR Liaison Meeting

WHO WE ARE, AND WHAT WE DO:

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JACQUELINE EVANS, HR SPECIALIST SR. - STAFFING & RECRUITING ACTIVITIES – ELECTED/APPOINTED OFFICIALS DEPARTMENTS
EMAIL: JACQUELINE.EVANS@TRAVISCOUNTYTX.GOV
PHONE: (512) 854-1137

MICHELLE PEREZ, HR SPECIALIST II - STAFFING & RECRUITING ACTIVITIES – COMMISSIONERS COURT DEPARTMENTS
EMAIL: MICHELLE.PEREZ@TRAVISCOUNTYTX.GOV
PHONE: (512) 854-5283

CYNTHIA LAM-ROLDAN, HRIS SPECIALIST - SAP/SUCCESSFACTORS/NEOGOV UPDATES & SUPPORT, HR REPORTING, TRAVIS CENTRAL/HRMD SITE MAINTENANCE, & SPECIAL PROJECTS
EMAIL: CYNTHIA.LAM-ROLDAN@TRAVISCOUNTYTX.GOV
PHONE: (512) 854-4822

LATONYA “TONYA” BURGESS, HR ASSISTANT SR. – ALL TALENT SERVICES, & SPECIAL PROJECT SUPPORT
EMAIL: TONYA.BURGESS@TRAVISCOUNTYTX.GOV
PHONE: (512) 854-4824

[HTTP://TRAVISCENTRAL/HR/AT-WORK/CONTACTS](http://TRAVISCENTRAL/HR/AT-WORK/CONTACTS)



INTERNSHIPS

COMMUNICATION *COMING SOON* REGARDING
FALL INTERNS AND DEADLINE FOR REQUESTS!

When can a new job and/or position be posted?

- Position must be ACTIVE in SAP (example: FTE approved for new FY – must prepare in advance)

Importance of closing job requisitions in NEOGOV

- Cannot generate accurate data for metrics – no true data regarding time-to-fill
- NEOGOV and SAP are not “integrated” – vacant positions are not automatically updated in NEOGOV when filled in SAP

ALSO IMPORTANT.....

To create an effective and consistent method of "Steps" in the Exam Plan – Example:

Step	Evaluation Step
Step 1	Application Received
Step 2	Auto Score
Step 3	SME Review
Step 4	Screening Questionnaire
Step 5	Telephone Interview
Step 6	Panel Interview



AND...

UPDATING APPLICANT STATUS –

- ✓ A “THANK YOU FOR APPLYING...” NOTIFICATION IS BETTER THAN NO RESPONSE*
- ✓ REFLECTS NEGATIVELY ON TRAVIS COUNTY – CREATES A POOR REPUTATION

*There are templates and training resources to instruct you on creating and sending notices

WHAT ARE BEST PRACTICES FOR CONDUCTING INTERVIEWS?

- SELECT APPLICANTS BASED ON QUALIFICATIONS
- DETERMINE PRE-SCREENING & INTERVIEW QUESTIONS BASED ON JOB REQUIREMENTS/QUALIFICATIONS*
- SELECT A DIVERSE INTERVIEW PANEL ENSURING MEMBERS UNDERSTAND THE POSITION BEING INTERVIEWED FOR, OPERATIONAL NEEDS, CUSTOMERS SERVED, ETC.
- DO NOT ASK INTERVIEW QUESTIONS THAT ARE INAPPROPRIATE OR CREATE RISK OF DISCRIMINATION CLAIMS[HANDOUT OF EXAMPLE QUESTIONS-LEAD II SLIDE]
- DO ASK INTERVIEW QUESTIONS THAT ARE “BEHAVIORAL” AND BASED ON REQUIRED COMPETENCIES FOR THE POSITION (I.E. KNOWLEDGE, SKILLS AND ABILITIES)
- DO NOT CONDUCT SEARCHES PRIOR TO RECEIVING AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION – BEWARE OF SOCIAL MEDIA SEARCHES
- SELECT FINALIST(S) BASED ON LEVEL OF QUALIFICATIONS

*Talent Services staff are available to provide assistance & resources

HOW TO ON-BOARD A NEW HIRE SUCCESSFULLY (THINGS TO LOOK FOR IN NEOGOV, SAP, AND OUTSIDE OF THE SYSTEM SUCH AS PAY POLICIES, MEETING MINIMUM REQUIREMENTS, HAVING THE REQUIRED LICENSES, COMPLYING WITH FORM I-9 REQUIREMENTS):

- COMPENSATION ROLE – AND THAT LEADS US TO THE NEXT SUBJECT...

Compensation

Bri Caldara – Gloria Villarreal – Vivian Butler





Compensation Questions of the Quarter

BRI CALDARA | EXT. 49168

GLORIA VILLARREAL | EXT. 49166

VIVIAN BUTLER | EXT. 44555





▶ New Hires

- ▶ Ensure employee completes NeoGov documents *before* submitting New Hire PAF

▶ Minimum Job Requirements

- ▶ Confirm Employee meets Minimum Job Requirements

▶ I-9 Supporting Documents

- ▶ Section 2 due within 3 business days of employee's first day of employment
- ▶ Physically examine and upload one document from List A OR a combination of one document from List B and one document from List C

Reclassification Update

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- ▶ Compensation Division is not currently accepting reclassification requests for FY 2018.
- ▶ Will consider emergency requests at discretion of the Compensation Manager.
- ▶ Will be working on reclassification requests submitted in the FY 2019 Budget submissions.

Compensation Allocation FY 2019

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What is Likely to be In

- ▶ Funding for the Benchmark Study.
- ▶ Funding for a 2% Increase for Classified Employees.
- ▶ Market increase for Elected Officials.
- ▶ Expansion of Shift Differential.
- ▶ POPS Step Increase.

- ▶ * Will be decided officially in Budget Markup.

Compensation Allocation for FY 2019 Still Under Consideration

- ▶ 1% Department Discretion Fund.
- ▶ Compression Funding.
- ▶ Retiree Increase.
- ▶ POPS Scale Adjustment.
 - ▶ HRMD did not recommend a scale adjustment except for Corrections Cadet.
 - ▶ PBO included funding for a 2% scale adjustment in Budget Guidelines (If necessary).
 - ▶ Associations are asking for 14% adjustment to scale.

Compensation Committee Recruitment

- ▶ 5 At Large Members (Non-Managers).
- ▶ 7 Management Members (Functional Areas).
- ▶ 3 Permanent Members (Not recruiting for these).
 - ▶ AFSCME
 - ▶ PBO
 - ▶ Mgmt Ops

Advisors

- ▶ HR Director
- ▶ Compensation Manager
- ▶ Auditor
- ▶ County Attorney

Benefits

Bridgett Kovar



Benefit Changes for FY19

- Commissioners Court approved no plan design changes or rate increases on June 26, 2018.
- Added a High Deductible Health Plan (HDHP) with a Health Savings Account (HSA) that is effective 1/1/2019. 15 Benefit training sessions were held to educate employees of the new plan option.
- All 4 medical plans will cover reduction mammoplasty and gender reassignment surgery effective October 1, 2018.
- No change to the PPO, EPO or Consumer Choice rates.
- No changes to Dental, Vision, Disability or Life Insurance.

Overview of HDHP with HSA

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- Preventive services are covered at 100%. All other services apply to deductible and coinsurance. Deductible must be met before any claims are paid.
 - ✓ Deductible- \$1,500 Individual/ \$3,000 Family (Family must meet the entire deductible before the plan pays)
 - ✓ Coinsurance- 90%/ 10%
 - ✓ Out of Pocket Max- \$6,650 Individual/ \$13,300 Family
- Pharmacy applies to deductible and coinsurance. There is not a separate deductible for Rx.
- Use your HSA to pay your deductible and eligible out of pocket expenses.
- HDHP has the lowest premiums of all 4 of the medical plans.

What is a HSA?

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- An HSA is a tax advantaged account that is paired with a High Deductible plan. Funds can be contributed by the employer and employee, pre-tax, and used for eligible expenses.
 - ✓ Contribution limits- \$3,450 Individual/ \$6,850 Family
- The employee owns the account and it is portable. If you leave Travis County or retire, you keep the funds in your HSA. After age 65 you can no longer contribute to an HSA.
 - ✓ Travis County will contribute \$500 Individual/ \$1,000 Family
- Employees cannot enroll in the FSA if enrolled in this plan.
- HSA is not 'use it or lose it'. Any unused funds will rollover.
- Must be a qualified dependent.

Future Important Dates

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Open Enrollment

August 1st- August 30th

Retirement Seminars

Date	Time	Location
Monday, July 16, 2018	9 am - 12 pm	700 Lavaca Street Multi- Function Room B (1 st floor) Austin, TX 78701
Monday, September 10, 2018	9 am - 12 pm	700 Lavaca Street Multi-Function Room B (1 st floor) Austin, TX 78701
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Questions?



Next Meeting

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October 6th



*Travis County
Human Resources Management Department*

DOOR PRIZES



*Travis County
Human Resources Management Department*