

HR Liaison Meeting

Human Resources Management
Department
Friday, October 5, 2018



Agenda

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



Director's Update

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- ▶ Highlights for FY18
- ▶ Upcoming for FY19
- ▶ Coming to Court
 - ▶ Business Review



HRMD FY18 WINS

- Managed Multiple Pay Increases/Changes
 - ATB, Benchmark, Compression, POPS Scale Change, Shift Diff,
 - Elected Official Salary Administration
- Medicare Advantage Plan (MAP) Implementation
- Purchase and Implementation for new HR Tools
- Worker's Compensation Policy Revisions
- Implementation for New Workers Comp System
- Implemented new Healthcare Spending Account (HSA) with 4th plan
- No employee increases for health/benefit plans
- HR Services established
- Implementation of Employee HelpLine – TC Share-It!
- New branding of Recruiting to Talent Services
- Exit Survey standardized
- Partnership with Central Health to Share Del Valle Clinic
- 5 Executive Searches for Court Direct Reports

HR Services

- Marketing of Employee Helpline
- Rollout of Employee Survey
- Development Day – Oct. 22
- Rollout of Performance & Goals & Beta Group
- NEO On-line – April 1st
- Revamp of Unemployment Process
- Update of At-Will/Just Cause Groups
- Bilingual NEO (Spanish)
- LEAD IV
- Department/HRS Service Level Agreements
- Train the Trainer (LEAD III)

Compensation

- Comprehensive MSS
- Training/On-boarding of New Comp Committee
- Business Analysts Finalized
- Leave Accrual Market Alignment
- Bi-lingual & Living Wage Pay Evaluation
- Career Ladders Evaluation

Benefits

- Evaluation of Court Interested Programs
 - Surgery Centers
 - Employee Short-term Small Loans
 - Mandatory payout of leave to a retirement account
 - Benefits Day -1 Evaluation
- Realignment of plans/Premiums
- Beneplace Evaluation
- Re-evaluate Dental Benefits/Contract
- Request for Proposal for Medicare Advantage Plan
- LWOP and COBRA processing (Partnership with SAP team for timecode introductions)

Talent Services

- Background Check Integration with NEOGov
- Support of On-line Learning Management
- Identification of Employee Engagement Survey
- Support of new Performance Management Process

Clinic

- Better integration with CARE program

Risk

- Implementation of New Software: Recordables
- Risk 504 Pool – My Texas Direct
- Support of Employee Helpline – TC Share-It!
- Revision of Vehicle Safety Policy

Department- Wide

- On-line Learning Support role (FTE request)
- Move to 9th Floor Planning

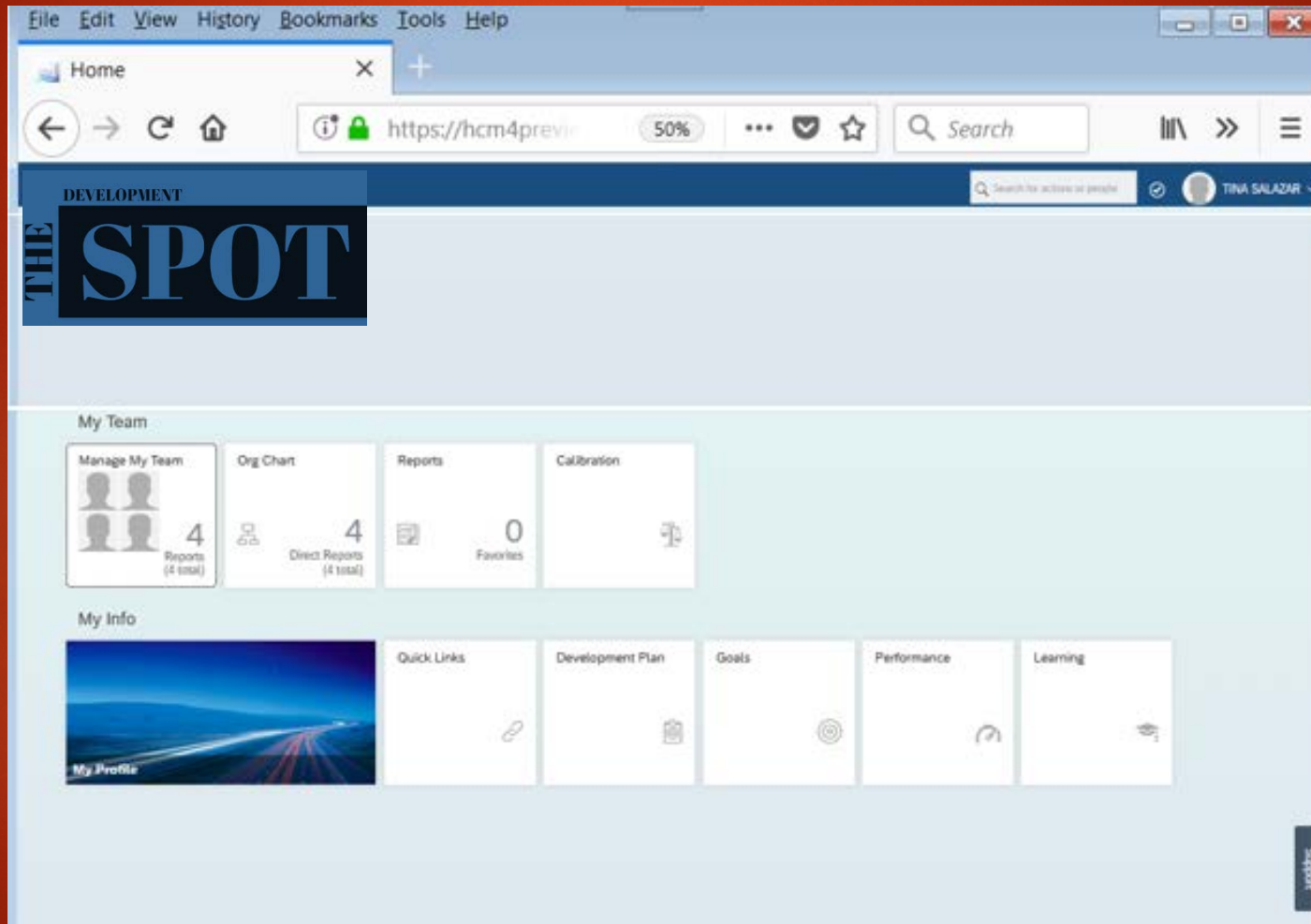
Talent Services

Tina Salazar



Talent Services

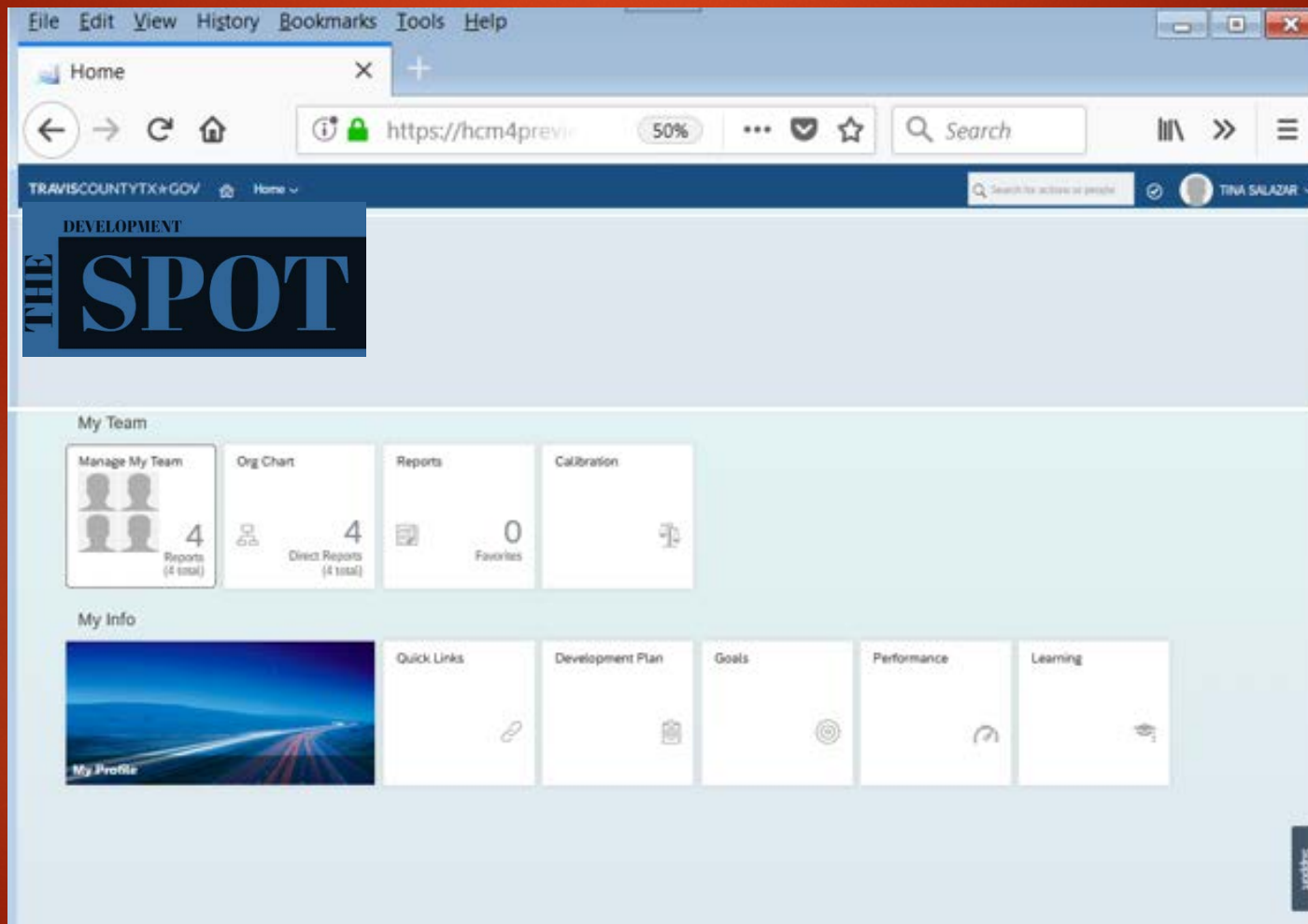
► THE DEVELOPMENT SPOT/PROTOTYPE – NOT YET FINAL!



THE DEVELOPMENT SPOT

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▶ PROTOTYPE – NOT YET FINAL!



Talent Services

October 22nd - Professional Development Day

- Two preview sessions available in person and via Lync:
 - Online Learning at Travis County, Oh My!
 - Sneak Peek at the new Employee Performance Review Tool

Talent Services

October 26th thru November 4 - The functions below are **UNAVAILABLE** during transition to new learning system

- Registering for HRMD and SAP instructor led courses
- SAP online courses
- HIPAA online compliance courses

Talent Services

November 5th - Go-Live Learning!

- ✓ All HRMD instructor led courses
- ✓ Online compliance courses from Skillsoft (*check it out – many to choose from*)
- ✓ HIPAA Compliance (*online*)
- ✓ ITS – Security Awareness (*online – January*)
- ✓ Juvenile Probation – 8 Core Competency Courses (*instructor led with online quiz*)
- ✓ STAR Flight – Medical (*online*)
- ✓ STAR Flight – Safety (*online – after go-live*)
- ✓ TCSO – Training Academy (*instructor led for 2019*)
- ✓ TCSO – PREA Investigator (*online*)
- ✓ All SAP courses (*online and instructor led*)

This is just the start!

Talent Services

January 1 – Go-Live Performance and Goals for Beta Departments!

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

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

Background Checks

CURRENT PROCESS

- Confirmation email of request received.
- Average 24-48 hour turnaround for results (ADB)
- TxDPS search
- Other searches available include:
 - MVR
 - Employment
 - Education checks (International may take longer for results).

DID YOU KNOW?....

- Full middle name **REQUIRED**, not just the initial.
- DPS/ADB Background requests forms available on [Travis Central](#)

http://traviscentral/files/hr/docs/ADB_Background_Check_Form.pdf

http://traviscentral/files/hr/docs/DPS_Background_Check_Form.pdf

ANOTHER NOTE

- Any questions about results or general questions, please call.
- Invoicing/BA: Show of hands preference of a quarterly or semi-annual BA



Background Checks

COMING SOON!

INTEGRATED BACKGROUND CHECKS IN **NEOGOV**

Partner Vendor



- BETA Departments – TNR & FMD
- Other Requesting Departments to be Phased In

JOB/CAREER FAIRS IN 2018

- Started tracking in 2016
- 2018 will help plan for upcoming years
- Additional Career Fairs from dept. to add to the list would help
- An invite can be sent to other departments to attend with you
- Recommended as an opportunity to collaborate

JOB/CAREER FAIRS IN 2018

Around 25 attended

- Various Workforce Solutions
- Job & Internship Career Fairs
- Sheriff Dept. Community Resource Fair
- City of Austin Fair Chance Hiring & Resource Fair
- MECA Career Expo – Multi-Ethnic Chamber Alliance

2018 Travis County Career Fairs

| Date | Title |
|------------|--|
| 1/24/2018 | Workforce Solutions Capital Area Military Hiring Fair |
| 2/2018 | Criminal Justice Job & Internship Fair |
| 3/2018 | St. Edward's University Annual Spring Job & Internship Fair |
| 3/23/2018 | Pathway to Employment Resource Fair at State Jail |
| 3/27/2018 | Workforce Solutions Veterans Spring Career Fair |
| 4/5/2017 | UT Career & Internship Fair |
| 4/6/2018 | ACC Job Fair & Career Exploration Event |
| 4/18/2018 | City of Austin Annual Career Expo Palmer Events Center 900 Barton Springs Rd. |
| 4/20/2018 | Pathway to Employment Resource Fair at State Jail |
| 5/17/2018 | City of Austin Fair Chance Hiring & Resource Fair |
| 5/18/2018 | Sheriff Dept. Community Resource Fair |
| 5/31/18 | Justice Planning Workforce Development – Resource Fair |
| 7/20/18 | Workforce Solutions Veterans Job Fair |
| | Pathway to Employment Resource Fair at State Jail |
| 7/27/2018 | Justice Planning Workforce Development – Task Force & Area Stake Holder Resource Fair |
| 8/17/18 | Pathway to Employment Resource Fair at State Jail |
| 9/11/18 | The American Legion, Texas Veterans Commission & Texas Workforce Commission Hiring Event |
| 9/12/18 | MECA Career Expo – Multi-Ethnic Chamber Alliance |
| 9/14/18 | Pathway to Employment Resource Fair at State Jail |
| 9/27/18 | Justice Planning Workforce Development – Task Force & Area Stake Holder Resource Fair |
| 10/12/2018 | Sheriff Dept. Community Resource Fair |
| 11/2018 | Workforce Solutions Veteran Job Fair |
| 12/2018 | Workforce Solutions Technology Job Fair |

WE CAN ... ADD OHC USERS IN NEOGOV

NEOGOV OHC Cynthia Lam-Roldan

Dashboard Jobs

1. Make sure you are in OHC.
2. Click on Settings (gear icon).
3. Select "Users".

Settings

Users Notice Templates Approval Workflow Test Locations

Users

4. Click on "Add".

+ Add Active Users Actions

Name Status

With the NEOGOV HR Liaison role, you can manage OHC Users within your department such as adding Hiring Managers and Subject Matter Experts (SMEs).

Go to <http://traviscentral/hr/at-work/hiring-process> and Adding OHC Users for detailed steps.

Add User Cancel Save

User Profile

5. Fill out user info and select roles & permissions.
6. Click "Save".

* required fields are marked with asterisk

First Name * Last Name *

Austin Sample

Title

Email * Phone

Austin.Sample@traviscountytx.gov () - ext. _____

Username * Login Time Rule *

Austin.Sample@traviscountytx.gov Default

Change

Active

Department/Division *

Human Resource Management Find a department/division

Roles

Originator

HR Liaison

Rater

Hiring Manager

SME

View Personally Identifiable Information only for SME Reviews

View Other SME Ratings

EXTRA

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

The Development Spot

On-line Learning Management

John Rabb



Employee Health Clinic

Shawn Musarra



*Travis County
Human Resources Management Department*

Updates & Useful Information

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- ▶ As of Oct 1st....

Airport Blvd : Mon & Tues 7:30 AM – 5:30 PM

Del Valle: Wed & Thu 7:30 AM – 5:30 PM

Fridays 7:30 – 11:30 AM

- ▶ Due to Federal Guidelines, the Travis County Employee Health Clinic will be collecting \$50 per office visit for those that are enrolled in the [HDHP](#).

Acceptable payment methods are: Debit & Major Credit Cards to include those linked to your health savings accounts.

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



My.QuestForHealth.com



FLU SHOTS



**BIOMETRIC
SCREENINGS**



Flu Shot and Biometric Screening Reminder

TO REGISTER FOR AN APPOINTMENT:

1. Go to: My.QuestForHealth.com
2. Enter the following:
 - Registration Key: "**TravisCounty2018**"
 - Unique ID: 9-digit number. This can be found on your [UHC medical card](#)

If you're unable to register online,
please call **1.844.350.4779** or visit <http://traviscentral/hr/care>
for more information.



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**



Travis County
Human Resources Management Department

HR Services

Kim Austin-Smith



What's happening in HR Services?

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- ▶ TC Share-It Helpline Launch – October 8
- ▶ Professional Development Day – October 22
- ▶ OPEN POSITION - HR Specialist, Sr.
- ▶ FY 2019 at a glance



Professional Development Day

Monday, October 22, 2018

8:30 AM – 4:00 PM

700 Lavaca 1st, 4th, and 10th floor

Multifunction RM – A, B, C, HRMD 447 , Auditor 1053

- ▶ Welcome/Kickoff – Commissioners Court
- ▶ 20+ instructor lead sessions (some via Lync)
- ▶ Giveaways, Door Prizes, Refreshments



FY 2019 at a glance

- ▶ TC Share-It launch – Oct. 8th
- ▶ Professional Development Day – Oct. 22nd
- ▶ NEO move to Highland Mall – Oct. 29th
- ▶ LEAD Graduate Train the Trainer – TBD
- ▶ LEAD I – January 16th at 700 Lavaca
- ▶ LEAD II – February 6, 7, 8th at 700 Lavaca
- ▶ LEAD III – February – April at 700 Lavaca
- ▶ Employee Survey – February 20th – March 6th
- ▶ LEAD II & III Graduation – TBD
- ▶ Employee Recognition Day – May 7th
- ▶ LEAD IV – under development



WANTED:

HR Specialist Senior

Closes on October 9th.

- Primary lead for internal investigations
- Participate in other cool stuff:
 - Employee Survey Roll-out
 - New Performance Evaluation System

Exciting/Great Work Team

Impact Travis County!



TC Share-It!

Travis County Employee Helpline

**HR Services Division
Human Resources Management Department
(HRMD)**

What is TC-Share-It! ?

Report

CONCERNS

FRAUD

WASTE

and

ABUSE

TC-Share-It! is an inclusive and confidential reporting tool created by NAVEX Global to assist Travis County and its employees to work together in addressing *concerns, 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-Share-It! ?



Open channels of communication promote a positive work environment & maximizes productivity.

Support for our culture of integrity and ethical decision-making.

Further validates Travis County's Guiding Principles of

- Equity, Fairness & Respect
- Operational Excellence
- Fiscal Responsibility

What are some examples of things to report?

- Harassment or discrimination
- Fraud
- Theft, Waste & Abuse
- Ethical Dilemmas/ Concerns
- Drug, Alcohol and Substance Abuse
- Workplace Violence
- Falsification of Time, Reports, Records, etc.
- Improper giving or receiving of Gifts
- Other Concerns

**if you SEE
something
SHARE-IT!**



To report by phone:

1-844-784-9585

Se habla español

To report online:

www.traviscountytexas.ethicspoint.com

Anonymously report any issue.

More about TC Share-It!

- ▶ **Employees can report without revealing their identity**
- ▶ **There is also a toll-free help line that's confidential and anonymous too**
- ▶ **The help line has 24/7/365 intake with over 200 languages supported when utilizing the toll-free number**
- ▶ **Employees have a right to work in a positive environment and should ensure that others are afforded the same**
- ▶ **Travis County employees are the ideal source to share what's really going on in our organization and we want them to let us know**



How Will Employees Know About TC Share-It! ?



1. Travis Central – Animated Commercials
2. Brochures for all New Hires and in key areas
3. Travis Central Link
4. Intranet Advertisement
5. Email Reminder to All Employees

LAUNCHES 10/7/2018

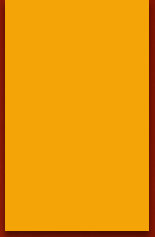
Questions



Risk Management

James Alvarez





Texas Workers Compensation Policy

Compensation

Bri Caldara – Gloria Villarreal – Vivian Butler



Compensation Topics

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- ▶ Compensation Actions for FY 2019 – Status Update
- ▶ Upcoming Items
 - ▶ MSS 2019
 - ▶ Bi-lingual pay review
 - ▶ Living Wage review



Compensation Actions for FY 2019 Classified Employees

- ▶ Compression increases funded and uploaded in September – Effective 9/16/18
- ▶ Benchmark increases funded and uploaded on 10/1/18. – Effective 9/30/18
- ▶ 2.5% ATB increases funded and uploaded on 10/1/18. – Effective 10/1/18
 - ▶ Must be regular employee on 4/1/18
 - ▶ Employees who make under \$40,000 will get \$1,000 instead of 2.5%
 - ▶ Red-line lifted – redline employees will receive as add pay over the course of FY 19

Compensation Actions for FY 2019 POPS Employees

- ▶ 2% Increase to POPS Scale funded and uploaded – Effective 10/1/18.
- ▶ Minimum salary for Corrections Cadet set at \$40,000. – Effective 10/1/18.
- ▶ Step increase funded – effective on POPS Anniversary date – no upload, done via PAF
- ▶ Year 2 of POPS vacation buy-back program funded. More information to come at end of month.

Compensation Action for FY 2019 Elected Officials

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- ▶ Funding for market-based increase approved and uploaded. – Effective 10/1/18.

Compensation Actions for FY 2019 Temporary Employees

- ▶ 2% increase to temporary line items funded.
- ▶ Temps below minimum of new PGs as a result of benchmark uploaded. Effective 10/1/18.

Shift Differential

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- ▶ Court approved expanded funding for shift differential and expanded eligibility. Will include POPS employees for first time.
- ▶ Will be effective 1/1/19.
- ▶ Rate is .65 per hour.
- ▶ Current employees grandfathered at old rate.
- ▶ Pay code to be created and employees will enter on time sheets.

Upcoming Items

MSS 2019

- ▶ Will kick off on 11/15/18
- ▶ PAQs, Org Charts and Department memos will be due back to HRMD by 1/18/19
- ▶ Preliminary results expected by 5/1/19

Upcoming Items

Bi-lingual Pay Review

- ▶ Review of best practices and current County practices.
- ▶ Recommendations to Court early 2019.

Upcoming Items

Living Wage Review

- ▶ Review of current wage (\$13 per hour) in light of recent local government actions.

Benefits

Bridgett Kovar



FY19 Benefits Update

- ▶ New Flexible Spending Account (FSA) administrator effective October 1, 2018.
 - ▶ United Healthcare (UHC) will coordinate with medical and pharmacy to reduce need for substantiation
 - ▶ New debit cards mailed to home address
 - ▶ Can access account from same website and mobile app
- ▶ New High Deductible Health Plan (HDHP) with a Health Savings Account (HSA) is effective January 1, 2019
 - ▶ Employees enrolled will receive more information prior
- ▶ Retirees on Humana Medicare Advantage Plan will have enrollment period in few weeks. Information mailed to them.

Important benefit dates

► Future Retirement Seminars

| Date | Time | Location |
|---------------------------|--------------|--|
| Friday, October 12, 2018 | 9 am - 12 pm | 700 Lavaca Street Multi-Function Room B (1 st floor) Austin, TX 78701 |
| Friday, November 16, 2018 | 9 am - 12 pm | 700 Lavaca Street Multi-Function Room B (1 st floor) Austin, TX 78701 |
| Friday, December 7, 2018 | 9 am - 12 pm | 700 Lavaca Street Multi-Function Room B (1 st floor) Austin, TX 78701 |
| Friday, December 17, 2018 | 9 am – 12 pm | 700 Lavaca Street Multi-Function Room B (1 st floor) Austin, TX 78701 |

Questions?



Next Meeting

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January 18, 2019



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Human Resources Management Department*

DOOR PRIZES



*Travis County
Human Resources Management Department*