



# AGENDA

July 22, 2015

Milton Hall  
Media Tech Room 85

10:30am – 12:00pm

**Attendees:** HR Liaisons and Business Managers

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**10:30am – 10:40am**

## **Welcome, Bulletin Announcements & Mandatory Compliance Reminder**

Dr. Andrew Peña, Assistant Vice President for HR Services

**10:40am – 10:55am**

## **Employment & Compensation Topics**

- Departmental files: What should be kept and what should not be kept in department personnel files.
- HCR Hours worked reminder Temps/Students
- Options departments have to cover the duties from vacant positions with current staff and advice on how to proceed with changes to staff duties.

**10:55am – 11:10am**

## **Mandatory FMLA Training & Benefits Update**

René Yoder

**11:10am**

## **Questions, Discussion & Closing**

Dr. Andrew Peña,

### **Additional Handouts:**

- HR Presents Announcement Bulletin
- Presentation Slides
- Maney-Gordon Article