

Welcome to HR Presents

April 20, 2016

10:30 am – 12:00 pm
Milton Hall | Room 185

WELCOME & INTRODUCTIONS

REGULAR FACULTY HIRING

Presented by: Kathy Agnew, Director
Employment and Compensation Services

Faculty Regular Hiring

- What is the Posting Announcement?
 - The posting announcement is the official university job description for that faculty position.
- Posting Announcement:
 - Provost Office (EVPP) is the final authority for the action
 - Once Provost Office approves and returns to the Deans Office it can be posted on the website, initiating the collection of applications (applications must be submitted electronically through PA).

Faculty Regular Hiring

- Hiring Proposal (Permission to Offer):
 - Provost Office (EVPP) is the final authority and must approve the proposed offer (including the draft offer letter) prior to a formal offer of employment.
 - The offer letter is the formal document which outlines the conditions of employment, which include:
 - Transcripts
 - Eligibility to be employed in the US
 - Background check
 - Salary
 - Start Date
 - Tenure and Rank

Faculty Regular Hiring

- Hiring Proposal (Permission to Offer):
 - Provost Office (EVPP) is the final authority and must approve the proposed offer (including the draft offer letter) prior to a formal offer of employment.
 - The offer letter is the formal document which outlines the conditions of employment, which include:
 - Transcripts
 - Eligibility to be employed in the US
 - Background check
 - Salary
 - Start Date
 - Tenure and Rank

PEOPLEADMIN DESELECTING APPLICANTS

Presented by: Kathy Agnew, Director
Employment and Compensation Services

PA Deselecting Applicants

- Deselection Options
 - Finalist Under Review by Dept/Com
 - **Not Interviewed, Not Selected (send email)**
 - Send Reference Checks
 - Finalist for Interview
 - Reference Checks Complete
 - Recommend for Hire
 - **Interviewed, Not Selected (send email)**

MEDICAL/DENTAL/VISION

Presented by: René S. Yoder
Director, Benefit Services

RFP

- Currently under review by Benefits Advisory Committee
 - Committee to make a recommendation
 - Stay with the state plans
 - Leave the state plans
 - President to make decision
 - Stay with state – no action, all remains the same
 - Leave the state – BAC makes recommendation on carrier and plans to implement 1/1/17

Benefit Survey

- Goal of Survey
- Results
- Next Steps

OFFICE OF INSTITUTIONAL EQUITY/EEO

Presented by: Gerard Nevarez

Executive Director and Title IX Coordinator

ADA/Disability

- Broad definition of a disability
- Accommodations
- Student employees also covered
- Accessibility
- Interaction with Worker's Comp and/or FMLA

Title IX

- What is covered?
- Sexual Misconduct, Sexual Violence, Interpersonal Violence, Stalking
- Duty to Report
- Pregnancy/Nursing Parent
- LBGT

CLOSING REMARKS & ADJOURNMENT