

## MEETING NOTES

July 10, 2014

### **In Attendance:**

Debbie Davis, CU	Debbie Burnette, DHE
Keith Dudenhoeffer, DIFP	Michelle Loethen, DOLIR
Sandy Doyle, MGCS	Libbie Farrell, OA
Jennifer Wilbers, MGC	Stacey Jacobs, STC
Darlene Robinett, DOR	Jessica Opie, OA
Jerri Denton, OA	Tom Fast, OA
Carol Newgaard, SAO	Stacey Rackers, DOF
Peggy DeMeurers, MCHCP	Gina Hall, MSPD
Gwen Petet, DHSS	Dwight Politte, DOC
Penny Schrock, DSS	Guy Krause, OA
Michelle Jacobsen, DHSS	Lisa Schuster, DIFP

### **Welcome – Keith Dudenhoeffer, DIFP**

### **MOSERS – JoAnn Lootens – Records and Facility Manager**

#### **Katy Lacy - Educator**

Ms. Lootens spoke of the various types of social media that employees can find MOSERS information, such as Twitter, Facebook and YouTube. She reminded us that the Benefits U was coming up on September 3, 2014 and that we need to get registered. MOSERS also has a revised procedures manual and it will be available on-line September 3, 2014 and by paper upon request. Ms. Lootens also spoke of the Invalid Address report in MOSERS and all agencies need to have it up to date by September so that the information that is mailed out for open enrollment goes to the correct address. The Retiree Sick Leave report now has 2 months of date available and MOSERS only uses hours and not minutes when calculating sick leave to months during the retirement process.

### **OA Accounting – Libby Farrell**

The Leave Progression (OHB547R1) is now available. Also, the first 5 numbers of the social security number will be taken off of the following reports in August:

- Time & Leave Accepted Transactions OHUB831
- Hours to Gross Register Report HAR5300
- Leave Balance Report HAA8000
- Time & Attendance Activity Report OHUB821
- Current Earning Register Report OHB0816

## **OA Personnel – Guy Krause**

The 1% increase and the Deferred Comp match was put on hold until the funds become available. A bill was passed that will allow the state employees who are adopting a child and those who have foster children to use leave share for the time that they need to take off of work. The donation of annual leave and/or compensatory time can be transferred between department and divisions depending on each Department Director.

When an employee is on Military Leave of Absence during a probationary period, we can't extend their probation. When the employee comes back to work he/she will be on probation for the remaining probationary period and if he/she comes off of probation the effective date is the day they would have originally become regular.

The question was asked if the Departments are to pay for the time off for doctor's appointment. We were told that we need to talk with our Legal Counsel for the answer.

### **Next Meeting**

**NOTE: Date changed due to the state SHRMC conference on our regular meeting date.**

**August 21, 2014**

**Room 500 HSTOB**

**8:30 a.m. to 10:30 a.m.**