



SHRMC

State Human Resource Management Council

MEETING NOTES March 10, 2016

In attendance:

Tom Fast, OA
Kim Wineland, DESE
Stacy Jacobs, STC
Bryan Howard, DESE
Guy Krause, OA
Liz McDermitt, DOLIR
Arlene Taylor, DOLIR
Jan Friedewald, OSCA
Mari-Jo Wilkes, DNR
Christa Dickneite, DNR
Lisa Verslues, MOSERS
Peggy de Meurers, MCHCP
Gina Hall, PD
Dana Muessig, DNR
Misty Hill, DNR
Stacy Kaiser, MODOT

Gwen Peter, DHSS
Cara Edgar-Wells, DMH
Jennifer Hentges, MDA
Penny Schrock, DSS
Anna Wainscott, DSS
Velma Long, DOC
Sandy Doyle, MGC
Victoria Hillstrom, Lottery
Josh Runyan, DOR
Darlene Robinett, DOR
Kim Johnson, OA
Nick Heberle, GO
Dana Kixmiller, DHE
Justin White, MSHP
Sherry Lewis, MSHP
Jerry Callahan, MSHP

Laura Hoskins, DED
Kara Cracraft, DED
Debbie Davis, DIFP
Larry Bonnot, OA
Steve Beck, OA
Carol Newgaard, SAO
Trudie Royse-Keefe, DSS
Kim Sandbothe, DIFP
Stacey Rackers, DIFP
Leslie Berhorst, OA
Felicia Light, AGO
Dwan Ruppel, DOC
Curtis Forck, OA
Carrie Haley, DHSS

Welcome – Tom Fast

Electronic Personnel Files – Tina Amick, MGC

Tina Amick from the Missouri Gaming Commission demonstrated their staff system for us that includes electronic personnel files. This system has built in file upload and scanning capability that results in an automated process that integrates into all systems and security, including reporting structures and badges. The system is OCR ready and capable. The employee, supervisor, and HR all have varying rights which allow them to see certain items in the system. Performance appraisals, awards, citations, secondary employment, hourly employees' hours, and flex scheduling are items that are part of the system. A photo directory is included as well.

All of their mail at MGC is scanned in and can be tagged to different areas in the process. The files are saved in a SQL database which is binary and encrypted. As is it more than just images, reports can be run. For example, licensing can be tracked. Once certain actions are entered in, other processes are put into motion. An example is when someone separates.

MGC's timesheets are also in this system. They do have staff that are project coders. Workflow is built in and reminder emails are as well.

For now, the paper files are being kept. MOSERS shreds their files one year after scanning. DNR shreds the paperwork after it has been scanned. OnBase is the enterprise content management system in use by OA. OA's Division of Accounting uses it for garnishments. They shred the paperwork after it is scanned and reviewed.

For more information on MGC's system, contact Sandy Doyle.

FMLA Discussion

We discussed a number of FMLA topics. One item was on leave usage when the employee has not met the eligibility criteria for FMLA yet. Most agencies were generous in their allowing the employee to use leave, even without pay, when the employee had not yet met the eligibility criteria. With leave being an accommodation, agencies use ADA for when the employee has not met the FMLA criteria. ADA is also used as FMLA time is exhausted.

There was discussion on the retention of leave as an employee on FMLA exhausts their leave. A couple of groups allowed the employee to spread out their leave for benefit purposes.

There was discussion on how to make FMLA policies more family friendly. One of the items was to allow each parent the full amount of FMLA leave. Another item was to shorten the timeframe before an employee would be eligible for FMLA. With parental leave, most agencies focus on only if both parents work for the same agency or division of service. That is when the FMLA usage might be split between the parents.

Another item discussed was a return to work or fitness for duty statement. Most include the necessity of it with the FMLA notification to the employee if covered by FMLA. If not covered by FMLA, some groups require it for an absence of more than three days. Others require it after five days.

ShareLeave Discussion

A variety of ShareLeave topics were discussed. Most agencies are using a separate policy for the adoptive/foster care version of ShareLeave. Some policies are still in progress. Agencies that are doing annual leave sweeps find it very helpful. There have been concerns over having two pools of leave. Adoption or foster care is not seen to be catastrophic. It is also seen to be as something the employee plans for rather than something that happens to them.

There was discussion on the possibility of using sick leave for ShareLeave donations. Currently, it is not allowed per the regulations. Sick leave does count toward retirement credit when determining the benefit. This is done in multiples of 168. Sick leave is also restored to employees who return within five years. These would be challenges to consider. The ability

to donate sick leave, even if it falls along the lines of a sweep of the remainder when someone retires, would add to the pool balance, allowing more assistance to employees.

Office of Administration Personnel Update – Guy Krause

Guy stated that the information has been collected on the total comp study and provided to the contractor, CBIZ. There is effort to compare Missouri state employee compensation to both other states and private sector (non-state) competitors.

Office of Administration Accounting Update – Curtis Forck

The 1095C's have been distributed. There were issues with how the print job was sorted, but that will be corrected and should not be an issue in the future.

Other items

There was discussion on a proposed law regarding the placement of an employee on Administrative Leave. This is HB 1432. It has been amended to where a hearing would need to be held within 60 days instead of the original 30 days as well as allowing postponement. For more information on HR related bills in the legislature, please check out the Legislative Update on the SHRMC website - <https://shrmc.mo.gov/sites/shrmc/files/2016LegislativeUpdate.pdf>.

A new video regarding benefits has been created and placed on the Division of Personnel's website - <http://oa.mo.gov/personnel/state-employees/employee-benefits>.

Job posting announcements done through MOCareers are not automatically placed on Facebook. They must be requested to do so or distributed through the OA.Pers hrweb list.

Lisa Verslues from MOSERS informed us that the Pocket Change Seminar through Deferred Comp can be scheduled by calling 893-1055. New benefit statements are going out this month. These have a wealth of great information in them, so please be sure to emphasize that to your employees. MOSERS will be working on a separate retirement seminar for those under the 2011 plan.

Benefits U preparation and planning is underway.

The meeting was adjourned.

Next Meeting
April 14, 2016 – 8:30 a.m. to 10:00 a.m.
Room 750 HSTOB