



SHRMC

State Human Resource Management Council

MEETING NOTES July 14, 2016

In attendance:

Tom Fast, OA	Lisa Verslues, MOSERS	Steve Beck, OA
Dwan Ruppel, DOC	Katy Lacy, MOSERS	Michelle Jacobsen, DHSS
Jean Padgett, DOLIR	Amanda Renn, MSHP	Darlene Robinett, DOR
Victoria Hillstrom, Lottery	Debbie Davis, DIFP	Leah Norment, DED
Carol Newgaard, SAO	Keith Dudenhoeffer, DIFP	Guy Krause, OA
Sherrie Brown, SAO	Anna Wainscott, DSS	Dana Kixmiller, DHE
Jerri Denton, OA	Dawn Plybon, DSS	Curtis Forck, OA
Jan Friedewald, OSCA	Trudie Royse-Keefe, DSS	Mari-Jo Wilkes, DNR

Welcome – Tom Fast

General Discussion –

Benefits U will be on September 15.

There will be an HR Director's meeting to cover the new FLSA rules on July 28. Notifications will be forthcoming. The new rules are set to take effect December 1.

MSHP has begun using electronic personnel files via Content Manager.

Some members had attended an Active Shooter training on Wednesday through the Division of Personnel's Center for Management and Professional Development. Those who attended encouraged others to go. The next classes are on August 12 and September 6. More information is below -

<http://www.training.oa.mo.gov/catalog.htm#violence>

**WORKPLACE VIOLENCE: RESPONSE TO ARMED INTRUDERS IN THE
WORKPLACE**

Cost: \$15.00

Time: 8:30 a.m. - 10:30 p.m.

The agreed-upon definition of an “active shooter” by US government agencies (including the White House, US Department of Justice, FBI, US Department of Education, US Department of Homeland Security, and Federal Emergency Management Agency) is “an individual actively engaged in killing or attempting to kill people in a confined and populated area.” In most cases, there is no pattern or method to their selection of victims.

Active shooter situations are generally unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over before law enforcement arrives on the scene, individuals and organizations must be prepared both mentally and physically to deal with an active shooter (or violent intruder) situation.

For more information, review the Division of Personnel’s [Workplace Violence: Response to Armed Intruders in the Workplace](#) ad. [PDF]

Office of Administration Personnel Update – Guy Krause

There have been meetings on improving the position review process. Opportunities for improvement have been found after discussions with Employee Services and agency HR Directors. There will be another meeting on this coming up soon on July 26.

The total compensation study being performed by CBIZ was granted an extension in order to complete the work and be able to incorporate the impact of the 7/1 COLA.

The non-table driven COLA increases are set to load this afternoon.

Additional consideration will be put forth into repositioning through class specification changes through the PAB and the effective dates to use in doing so. When done at the same time as a COLA, the level of complexity in processing everything increases.

There have been some recent issues with location changes and transfers. It is important to keep up with location code changes as going back to perform clean up becomes an issue of documentation. If it is voluntary transfer, it would be a good idea to get it in writing from the employee. If it is involuntary, be sure that all the proper steps are followed. This is covered under 1 CSR 20-3.030 (5)(E) -

(E) In the case of a permanent, involuntary transfer from one (1) geographical area to another, the appointing authority shall give written notice of the action to the director and to the employee thirty (30) days prior to the effective date of the action. This notice will indicate the reason for the transfer. If the employee requests a personal explanation, the appropriate supervisor or manager, as determined by the appointing authority, will grant the affected employee a personal interview, will explain the reasons for the transfer, and will provide the employee with an opportunity to ask questions. Geographical areas will be those prescribed by the director in accordance with 1 CSR 20-3.070(1)(E) Area Layoff. The affected employee may make a written request to the

director asking for review of the action on the basis that the action, in the employee's opinion, was for arbitrary, capricious, or punitive reasons and not for the good of the service. The director shall conduct an appropriate investigation and shall approve or disapprove the transfer taking into consideration information received from both the employee and the appointing authority. Both the employee and the appointing authority will be notified of the director's action.

The link to this regulation is <http://s1.sos.mo.gov/cmsimages/adrules/csr/current/1csr/1c20-3.pdf>. Transaction audit would like for agencies to include something in the remarks when a transfer or voluntary demotion is keyed if it is voluntary or due to accepting a different position.

More information about the wage gap study from Executive Order 15-09 (<http://governor.mo.gov/news/executive-orders/executive-order-15-09>) will be coming out in the next couple of months.

Office of Administration Accounting Update – Curtis Forck

Curtis said staff are working through FYE yet.

Other items

New co-chairs for SHRMC are needed. If you are interested or have questions regarding the responsibilities or duties, please contact Tom Fast.

The meeting was adjourned.

Next Meeting
August 11, 2016 – 8:30 a.m. to 10:00 a.m.
Room 500 HSTOB