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Human Resources Accomplishments & Future Goals & Objectives 2010-2012



Changes to Health Benefits Plan Year 2010

- ❖ Retirees over age 65 to a separate Health Insurance plan with NEBCO.
 - ❖ This move was a recommendation from the Health Insurance Program Review Committee to address the Post Retirement Health Insurance issue as a result of GASB.
 - ❖ On Campus informational sessions were held and information was distributed to retirees regarding the new health insurance plan.



Changes to Health Benefits Plan Year 2010 Cont'd

- ❖ Changed from Principal to CIGNA as a third party administrator.
 - ❖ Provides cost savings without changing the plan.
- ❖ Providing membership to Recreation Center in lieu of Spectrum for a wellness component.

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Changes to Health Benefits Plan Year 2011

- ❖ No recommended changes in coverage other than required by the Patient Protection and Affordable Care Act (PPACA) for grandfathered plans.
- ❖ Contribution rate increased by 7.5% for employee and the University

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Changes to Health Benefits Plan Year 2011

❖ PPACA Requires:

- ❖ Extension of Dependent Coverage for adult children up to age 26
- ❖ Prohibition on cancellation of health coverage
- ❖ Prohibition on pre-existing conditions exclusions for children under age 19
- ❖ Prohibition on lifetime benefit limits
- ❖ Restrictions on annual benefit limits

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Benefit Goals for 2011 - 2012

- ❖ Complete RFPs for Life Insurance and LTD for cost savings for July 2011.
- ❖ Investigate RFP process to provide Retirement Planning Services for Employees.
- ❖ The University, working with the Employee Health Benefits Advisory Committee, CIGNA, and benefit consultants, will evaluate alternatives to the current health plan to reduce costs for Plan Year 2012.
- ❖ Electronic Enrollment for 2012



Compensation Project 2010

- ❖ Classification system and pay grades were implemented January 2010 at 80% of market
- ❖ Developed compensation philosophy and guidelines
- ❖ Began work on Phase II of Compensation Project

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Compensation Project 2010

- ❖ Effective November 2010 pay grades were moved to 85% of market
 - ❖ Staff received a 2.5% across the board adjustment
 - ❖ Staff who were beneath the minimum of the pay grade were moved to the pay grade minimum
 - ❖ Staff were given \$100 per year of service with the maximum amount being \$1,000
 - ❖ All the above were added to base salary

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Compensation Project Goals 2011-2012

- ❖ Continue to work towards strategic goal of 90% of market by 2014
- ❖ Make recommendations on Target Salaries for Staff Employees
- ❖ Determine best use of 3% budgeted dollars for increases effective November 2011
- ❖ Put in place University Position Analysis Committee
- ❖ Explore Guidelines/Process for Approval of In-Range Salary Adjustments



Communication - 2010

- ❖ FAQs on Voluntary Retirement Incentive Plan (VolTrip)
- ❖ HR provided individual meetings with displaced employees
- ❖ FAQ's and additional Information for Displaced Employees placed on Web Site
- ❖ Flex schedule guidelines for summer of 2010
- ❖ TIAA CREF contribution changed to 10% for all exempt employees effective July 1, 2010



Communication - 2011

- ❖ New Employee Orientation effective January 2011
- ❖ Sycamore Service Training Opportunities
- ❖ Flex schedule guidelines for summer of 2011
- ❖ Performance Reviews for 2011
- ❖ Webinar Opportunities 2011 (Webinar Wednesdays)
- ❖ Attendance Guidelines effective June 1, 2011



Records Management Goals for 2011-2012

- ❖ Continue the scanning of personnel files to maintain files electronically
- ❖ Gather information of Certifications and Degrees for all staff for input into Banner
- ❖ Implement E-Verify effective July 2011

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Voluntary Transitional Retirement Incentive Plan (VolTrip)

- ❖ Developed a Voluntary Transitional Retirement Incentive Plan (VolTrip) for all staff.
 - ❖ Effective March 1, 2010
- ❖ Requirements
 - ❖ Must be 55 or older by retirement date (no later than June 30, 2011)
 - ❖ Must have 9 years of consecutive full-time benefits-eligible at ISU
 - ❖ Required election date of April 2, 2010

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Retirement Severance Plan

❖ The Retirement Severance Plan

- ❖ All employees that meet the requirements
- ❖ Replaces all previous plans

❖ Employees with 15 or more years of service on 12/31/2010

- ❖ Incentive Payment - 60% of base salary paid in lump sum upon retirement (minus applicable taxes)
- ❖ Requirements
 - ❖ Must be age 62 or older by retirement date, and
 - ❖ Must have at least 20 years of consecutive full-time benefits-eligible service at ISU



Retirement Severance Plan Cont'd

- ❖ Employees with less than 15 years of service on 12/31/2010
 - ❖ Incentive Payment - 40% of base salary paid in lump sum upon retirement (minus applicable taxes)
 - ❖ Requirements
 - ❖ Must be age 62 or older by retirement date, and
 - ❖ Must have at least 20 years of consecutive full-time benefits-eligible service at ISU

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Retirement Severance Plan Cont'd

- ❖ Employees hired on or after March 1, 2010 with 20 or more years of service
 - ❖ Incentive Payment – 25% of base salary paid in lump sum upon retirement (minus applicable taxes)
 - ❖ Requirements
 - ❖ Must be age 62 or older by retirement date, and
 - ❖ Must have at least 20 years of consecutive full-time benefits-eligible service at ISU.

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Training and Development 2010-2011

- ❖ Revised and implemented new employee orientation program
 - ❖ Day long orientation for all staff employees
 - ❖ SamBassador Program
 - ❖ Mentor Program within departments
 - ❖ 60 Day Review Employee-Follow
 - ❖ Fact Finder Binder
 - ❖ Supervisor Guide
- ❖ Training of Attendance Guidelines for Supervisor and Timekeepers
- ❖ Supervisor Training as needed
- ❖ Webinar Training (Webinar Wednesdays)



Training and Development 2010-2011

- ❖ Developed a Training and Development Website
- ❖ Identified training needs per strategic plan.
 - ❖ Survey campus community regarding training needs and interests
 - ❖ Identified programs as determined through survey and with Advisory Committee worked to establish tools/techniques to determine effectiveness of programs

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Training/Presentations 2010-2011

- ❖ 2010 & 2011 Performance Review Training and Tutorials for Staff and Supervisors
- ❖ 2010 Compensation Project Information Sessions
- ❖ 2010 & 2011 Sycamore Service Training
- ❖ 2010 Presentations to employees regarding Voluntary Transitional Retirement Incentive Plans (VolTrip)
- ❖ Attendance Guidelines 2011



Other Departmental Goals and Projects 2011-2012

- ❖ Develop and implement a Drug Screening Policy (Draft submitted to Legal for review and input)
- ❖ Investigate a Paid Time Off (PTO) program
- ❖ Continue work with Staff Council to have access to computers for all staff throughout ISU

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Questions or Concerns

- ❖ Any questions or concerns you may have can be sent to Wil Downs AVP Human Resources via email at Wil.Downs@indstate.edu

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