



MONTHLY BUSINESS MANAGERS' MEETING

Tuesday, March 6, 2012

9:30 am – 11:00 am

225 Peabody Hall

Presented by Accounting Services

Best Practices in HRM

A.G. Monaco

Associate Vice Chancellor, HRM

Liz Roberson

Manager, Executive Recruitment

Jennifer Normand

Director, Employee Relations

Yvette Marsh

Director, Training & Development and IT

Overall Theme



Given the ever-changing landscape of HR,
we can no longer approach our
responsibilities as we have in the past.

Doing what we've always done
will not work.

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Best Practices/Trends

Benefits

Benefits

- Premiums are increasing and are rising slower than pensions
 - Pension reform could exacerbate the situation
 - Employees should be adequately informed that 403(b) contributions can be used to augment, but this can be a difficult sell

Benefits

- Paid time off
 - Use of sick leave by classified employees

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Best Practices/Trends

Compensation

Compensation

- State budget issues
 - Overuse of add comp
 - Faculty salary compression: Occurs when there is only a small difference in pay between employees regardless of their skills or experience.

Compensation

- Vacant positions will be filled with fewer Civil Service employees, especially if the employee possesses a degree
 - Inflexibility of Civil Service rules
 - Variable pay restrictions
 - Special pay restrictions

Compensation

- A shift is needed from comparing salaries to paying compensable factors (i.e. paying the job duties, paying what the job is actually worth)
 - Treat employees fairly, not equally

Compensation

- More opportunities for outsourcing
 - Advantages:
 - Cost savings
 - Access to specialized skills and equipment
 - Less staffing issues
 - Can be successful if done intelligently
 - Example: Printing Services
 - Example: Dining Services

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Best Practices/Trends

Staffing and Employment

Staffing and Employment

- Our approach to every phase of the recruitment and selection process should reflect LSU's position as a flagship institution
- More time should be spent on recruitment and selection
 - “No hire is better than a bad hire!”

Staffing and Employment

- Hiring managers continue to play a key role
 - Proactive efforts are encouraged
 - Less reliance on advertisements
- Involvement of search committee
- Involvement of staffing partner

Staffing and Employment

- Elevate employee onboarding
 - Reduces the costs associated with learning on the job
 - Saves co-workers and supervisors time training the new employee, thereby increasing production
 - Increases morale and reduces turnover by showing the employee he/she is valued



New Hire Checklist

Name: _____ Start Date: _____

Job Title: _____

ACTION ITEMS TO COMPLETE PRIOR TO EMPLOYEE’S FIRST DAY (AFTER CANDIDATE IS SELECTED):

| HR Contact Responsibilities | Completed By [Name] | Date Complete |
|---|------------------------|------------------|
| <i>2 - 3 weeks prior to start date: the following should be completed in order</i> | | |
| Complete Hiring Proposal and change status of application to “Recommend for Hire” in People Admin/Applicant Tracking System [ATS] to begin background check | | |
| Once hiring proposal/salary/background check is approved, contact the selected candidate and offer terms [<i>relocation packages offered depending on budget</i>] and agree on timing to accept offer | | |
| Confirm offer acceptance and agree on start date | | |
| Notify and decline other applicants via phone or through email and on ATS | | |
| Load candidate into HRS | | |
| Record new employee’s PAWS ID and Password | | |
| <i>2 weeks prior to start date</i> | | |
| Provide employee with PAWS ID, Password, and instructions to register for Orientation [<i>explain to employee Orientation will cover benefits, retirement, Tiger Card, parking tag, etc.</i>] | | |



Employee Exit Checklist

Name: _____ End Date: _____

TO BE COMPLETED TO PROVIDE FOR ORDERLY SEPARATION OF AN EMPLOYEE:

| HR Contact Responsibilities | Completed By [Name] | Date Completed |
|---|------------------------|-------------------|
| <i>Prior to last day</i> | | |
| Obtain resignation letter | | |
| Load XSEP form in HRS | | |
| Ensure additional department employee(s) have same level of Security Access as separated employee | | |
| Advise employee to contact HRM regarding retirement and/or benefits related questions | | |
| Obtain any remaining signed leave slips, timesheets, or leave certification forms | | |
| <i>Last day</i> | | |
| Remove Security Access | | |

Staffing and Employment



Both New Hire and Exit Checklists can be found on HRM's website:

www.lsu.edu/hrm

Click on "HRM Forms" →

"New Hire Checklist" or "Exit Checklist"

Staffing and Employment

- Other significant components that impact new employees
 - Sample Offer Letter
 - This is a binding *contract*
 - Timely completion of the I-9 and background checks

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Best Practices/Trends

Employee Relations

Employee Relations

- The approach to dealing with ineffective employees remains the same:
 - behavior modification (the reinforcement of good behavior (rewards/praise/etc.), and the "extinction" of bad behavior
 - In either case, the response should be:
 - Immediate
 - Certain
 - Documented

Employee Relations

- Documentation for discipline should:
 - Compare desired to actual performance - including a detailed statement of the problem.
 - State the good business reasons why the problem must be solved.

Employee Relations

- Documentation for discipline should:
 - Consider the consequences if the problem continues including the possibility of more serious discipline.
 - Be positive in that you believe the employee can correct the problem.

Employee Relations

- Documentation should always be consistent with the employee's annual performance evaluation.
- Evaluations cover a year period and should reflect any significant positive AND negative events that happened during that period.

Employee Relations

- There will be significant changes in the performance evaluation system for classified employees
- The objective for change is to align individual goals and expectations to University goals and to better reflect the quality of employee performance

Employee Relations

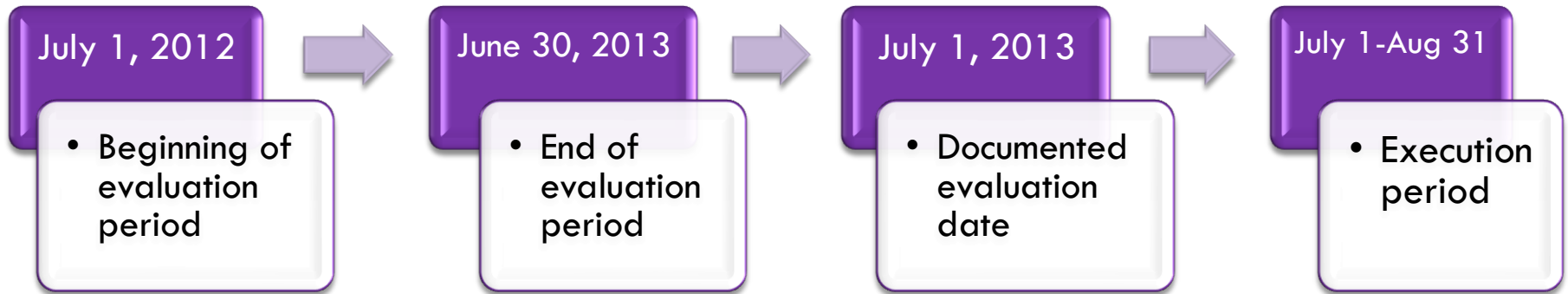
CURRENT

- Evaluations are conducted on or 60 days before anniversary date

NEW

- Classified employees will be evaluated on the same timeframe (July 1 - June 30)
- The effective date of all classified evaluations will be July 1
- The execution period will be July 1-August 31

Performance Evaluation System (PES) Timeline



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Best Practices/Trends

Training and Development

Training and Development

- Ethics training requirement
 - Conflicts of interest
 - Outside income
 - Nepotism
- Training will be administered this year using two delivery options:
 - Online
 - Public seminars

Training and Development



- Changes and improvements to the Comprehensive Public Training Program (CPTP)
- EDGE training
- Executive Leadership Institute (ELI)

Training and Development

- Exhibiting our responsibility to the well-being of our employees
 - Physical
 - Emotional
 - Intellectual
 - Occupational
 - Social
 - Spiritual



Q & A

Announcements

- Effective April 2012, the location of these monthly meetings will move to the Atchafalaya Room at the LSU Union.
- Requests to reserve the large shredder in Thomas Boyd Hall should be sent to imaging@lsu.edu.

Next Month's Meeting & Topic

When: April 3, 2012

Where: Atchafalaya Room – LSU Union

What: Ethics & Budget Update

Suggestions for future topics or questions regarding these meetings should be sent to Maria Cazes at mcazes@lsu.edu.