HR Topics for Managers

What to know for managing people at Georgia Tech

May 12, 2016
Opening Comments

KIM D. HARRINGTON, PH.D.
ASSOCIATE VICE PRESIDENT - HR
HR Topics for Managers

OUR FOCUS
Path for 2016

Deliver HR essentials

Foster new and enhance existing partnerships across the Institute and with the USG

Engage in active listening to understand how to best serve and support the Institute with talent management

Document and optimize business processes, and improve systems.

Enhance communication within HR and across the Institute to provide clarity on policies and processes.
HR Topics for Managers

MERIT PROCESS
BRANDON CONKLE – DIRECTOR, TOTAL REWARDS
LEE HENDRICKSON – HR BUSINESS PARTNER, ATHLETICS
SHUNDRA LEE – HR BUSINESS PARTNER, CAMPUS SERVICES
## Merit Timeline

<table>
<thead>
<tr>
<th>Weeks of May 9 &amp; 16</th>
<th>HR distributes audit files to units for clarification</th>
<th>Campus units are asked to confirm if they wish to request exceptions to rulesets or adjust requested increases. HR sends review files to unit HR leaders.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week of May 23</td>
<td>Files due back to HR</td>
<td>Adjusted files are sent back to HR.</td>
</tr>
<tr>
<td>Week of May 30</td>
<td>HR submits requested exceptions for approval by Office of the President</td>
<td></td>
</tr>
<tr>
<td>Weeks of June 6 &amp; 13</td>
<td>HR confirms merit increases and releases approval to communicate increases</td>
<td>Units ok to communicate increases. HR emails unit HR leaders confirming final approved increase amounts and shares updates with central budget office.</td>
</tr>
<tr>
<td>June 23</td>
<td>BI-weekly increases effective</td>
<td></td>
</tr>
<tr>
<td>July 1</td>
<td>Monthly non-academic increases effective</td>
<td></td>
</tr>
<tr>
<td>August 15</td>
<td>Academic contract increases effective</td>
<td></td>
</tr>
</tbody>
</table>
Merit Conversations

1. Understand the merit process and how decisions were determined in your unit/college prior to meeting with the employee.

2. A private, verbal conversation is the preferred means of communication and should take place prior to the standard formal written communication detailing merit.

3. Conversation focus: The employee’s contribution and performance results

4. Be prepared to communicate development options, exceeding performance expectations, and demonstrating commitment to core values of Georgia Tech
Merit Conversations

• Merit conversation is not to take place until GTHR approval is received.
• Ensure conversation occurs before merit is reflected in pay (Biweekly 6/23/16 and Monthly 7/1/16)
• Merit discussion should be a reinforcement of the previous performance evaluation discussion.
HR Topics for Managers

HR UPDATES
JERRY JOBE – DIRECTOR, PAYROLL
CHARVETTE WEBB – DIRECTOR, TALENT ACQUISITION
HR Updates

Joint Staffing
- Purpose of policy
  - Ensure USG compliance with federal and state laws
  - Ensure joint employees are compensated for work commitment
- Effective July 1, 2016
- Joint Employment Coordinator – Primary contact for each institute
- Joint Employment Agreement – Redesigned
- Routing for approvals - Streamlined
- Inclusion of part time employees
- Payment and Invoicing - Clearly defined

Graduate Student Employee Processing
- August 17-18, 2016
- Clough Commons, Third Floor
HR Programs

Buzzin’ Back to School

• June 1-July 18
• Donate school supplies
• Request a Backpack

To learn more and request a backpack visit: www.ohr.gatech.edu/buzzinbacktoschool
Tech Temp & Background Screening Training

• Join us for a review of the process for hiring a Tech Temp with a recap of the background screening process.
  – **July 27**, 2:00-4:00 p.m. Student Center 301
  – **September 28**, 2:00-4:00 p.m. Student Center 301
  – **November 16**, 2:00-4:00 p.m. Student Center 301

• **RSVP** at [http://ohr.gatech.edu/temporary-staff-tech-temps](http://ohr.gatech.edu/temporary-staff-tech-temps) (scroll to bottom of page for links)
HR WORKGROUPS
CHARVETTE WEBB – DIRECTOR, TALENT ACQUISITION
DOUG PODOLL – DIRECTOR, GLOBAL HR
High School & Non-USG Student Hiring

High school and college students enrolled in Non-USG schools have the opportunity to gain valuable experience by working in Georgia Tech’s offices and laboratories.

For these student employees, this cross-campus taskforce established:

- Hiring guidelines
- Position descriptions
- Compliance standards
- Training requirements
Affiliates

Goals for this work group were to:

- Identify affiliates on campus,
- Understand their role and purpose,
- Assess and mitigate potential for risk, and
- Document the Georgia Tech employee functioning as their campus sponsor.

All Georgia Tech departments are currently reviewing status of their active affiliates, with them being moved from one, umbrella affiliate category to seven distinct categories.
Retired But Working / Extra Comp

- Cross-campus group is engaged.
- Nearly 200 individuals currently part of this employee category.
- Defining policy, process and procedures.
HR Topics for Managers

FAIR LABOR STANDARDS ACT
KEVIN MERKEL – SR. DIRECTOR HR SERVICES & TOTAL REWARDS
Fair Labor Standards Act Changes

- June 30, 2015 – U.S. Department of Labor announced proposed update to regulations about FLSA’s minimum wage and overtime standards.
- This Month – ETA for Final Rule and implementation
  - Short, 60-day window for compliance.
- 2016 level is $970/week, or $50,440/year
Impact to Campus

Georgia Tech Human Resources has met with nearly all campus units in preparation for this change.

700-1,300 employees may make the move from salaried (exempt) to hourly (non-exempt)

**Non-exempt employees are:**
- Hourly
- Eligible for overtime pay
- Required to track/report time
- Paid bi-weekly
- Often required to set work schedules
Impact to Campus

- Employees in exempt positions that will either need to be made hourly or moved to new salary threshold.
- Employees in jobs with new grade minimums less than new threshold could move from exempt to non-exempt.
  - Even though you may be making above the salary threshold of $50,440, your role could transition into one required to track time.
Snapshot of Affected Employee Population

Employees Affected By Unit
Areas of Focus

- Employee Morale
- Time-Keeping
- Managing Non-Exempt Employees
- Communication & Training
- Cost
- Equity/Consistency
HR Topics for Managers

SALARY GRADE RANGE
STRUCTURE CHANGES
KEVIN MERKEL – SR. DIRECTOR HR SERVICES & TOTAL REWARDS
What’s a Salary Structure?

A salary structure is the structure of salary grades and ranges within an organization.

Georgia Tech uses five classified staff structures:
Georgia Tech Human Resources constantly reviews external market competitiveness of salary ranges. As the general economy has improved, ranges are being adjusted to stay competitive in our labor market.

Minimums will increase **6%** on average, and range maximums will increase **14%** on average.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Old Tier 1</th>
<th>Old Tier 2</th>
<th>Old Tier 3</th>
<th>Old Market Reference Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>I1</td>
<td>28,500</td>
<td>33,701</td>
<td>41,101</td>
<td>37,400</td>
</tr>
</tbody>
</table>

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</tr>
</thead>
<tbody>
<tr>
<td>I1</td>
<td>31,103</td>
<td>38,567</td>
<td>46,032</td>
<td>42,299</td>
</tr>
</tbody>
</table>
Anticipated Questions

Will I receive a salary increase because of the range increase?
After merit increases are applied, only staff whose salaries are still below the minimum of the new range will receive an adjustment to the minimum of the new range.

If I receive a below-minimum salary adjustment, when is it effective?
Bi-weekly staff: Effective June 23, 2016 and reflected in July 15 paycheck.
Monthly staff: Effective July 1, 2016 and reflected in July 29 paycheck.

Who do I contact with questions about how my pay may be affected?
As a manager, you will likely be the first point of contact for questions. Work with your HR Representative to assist employees. For additional help, contact Director, Total Rewards Brandon Conkle at brandon.conkle@ohr.gatech.edu.

Watch for the new structure to be posted soon on Georgia Tech Human Resources’ website at http://ohr.gatech.edu/jccs.
HR Topics for Managers

HR ROLES
KIM D. HARRINGTON, PH.D.
ASSOCIATE VICE PRESIDENT - HR
HR Business Partners

Strategic advisors to unit senior leadership and management teams.

- Partners with unit leadership and GTHR to help increase employee and manager performance and advance interests of the unit within context of the Institute
- Assists in development of strategic direction and collaborates with GTHR to present analysis and recommendations for human capital
- Leads unit in performance management, partnering with GTHR
- Conducts coaching and advising for leaders and managers within unit, and collaborates with GTHR to facilitate leadership development, including training.
- Develops and implements unit talent management strategy
- Leverages relationships and resources between unit and GTHR
- Facilitates change management
- Oversight of and facilitator for unit’s HR programs and processes
- Performs other HR- or business-related responsibilities as assigned based on unique unit needs or structure
Performing full scope of employee relations at a centralized level, partnering with HR Business Partners, HR Directors and GTHR to manage alternative dispute resolution, progressive discipline and investigations.

- Maintains a thorough understanding of all policies at the Institute and USG levels and support the Institute as a key resource for interpretation.
- Compiles, analyzes and reports data relevant to employee relations, policy adherence and development, and employment compliance.
- Works with GTHR and units to develop HR-related process and procedure mapping, supporting consistency across units.
- Works with management to develop recommendations for proactive strategies related to employee relations trends and employment related risk management.
- Maintains and facilitates the Institute’s performance evaluation process.
- Consults, reviews and advises on Performance Improvement Processes (PIPs), investigations, terminations, suspensions, demotions, appeals, mediations, ADA, ADR, and EEO reporting.
HR Topics for Managers

POLICY OF THE MONTH

JERRY JOBE – DIRECTOR, PAYROLL
Education Support Leave

Education Support Leave (ESL) was established by the University System of Georgia in 2015 to provide an opportunity for employees to be involved in activities that promote education without using Vacation.

- Full-time, non-temporary USG employees are eligible for up to **eight hours of paid leave per calendar year**.
- Education support leave does not accumulate or rollover and is not paid-out upon change of employment status.

Questions? [pay.ask@ohr.gatech.edu](mailto:pay.ask@ohr.gatech.edu)

Activities that promote education include some of the following:

- Attend Parent/Teacher conferences
- Participate in classroom activities, such as reading to a class or presenting on career day
- Tutor students without receiving compensation
- Proctor examinations
- Attend award and recognition ceremonies or graduation exercises
- Participate in field day activities or chaperone field trips
- Attend open house functions
HR Topics for Managers

NAVIGATING THE HR WEBSITE

MYRA OVIATT – COMMUNICATIONS MANAGER, HR
Out With the Old…
In With the New…

Looking for a Career?

We invite you to explore opportunities at Georgia Tech, and join an institute with a legendary heritage and a limitless future.

START YOUR SEARCH
Information for Managers

Managers

Manager Information
Tools and resources for managing people at Georgia Tech are at your fingertips. Explore these links for info to help you succeed.

QUICK LINKS
- Tools & Resources
- Filling a Position
- Termination Procedures
- Payroll Forms
- Managing Performance
- HR Policy Manual
WRAP-UP AND QUESTIONS