September 2013 Monthly Update

Human Resources (HR) Organization

Human Resources has reorganized to better align our resources and allow for a strategic focus on talent management, process improvement, customer service and organizational capability. Through our strategic planning process, we revised our vision, mission and HR brand:

Vision

Human Resources will adopt best practices to engage diverse, talented people to provide an exceptional environment that advances the personal and professional well-being of our University community.

Mission

We serve the University community by delivering fair and competitive policies and programs, lead talent management solutions, and unite mission, strategy and people through collaborative partnerships.

Link to HR Organizational Chart

POLICY

Sexual Assault Policy

The Sexual Assault Policy Advisory Board was successful in revising and updating the university's policies on Sexual Assault and Harassment. The changes are aligned with the new guidance following the University of Montana's Resolution Agreement (dated May 2013), the Violence Against Women Act (which is scheduled to go into effect in March 2014), and preferred practices outlined by the Department of Justice and Office for Civil Rights. For more information on this policy, please click here.

Performance Evaluation

The 2013 calendar year performance evaluation tool is now available to managers through the University Online Performance Evaluation (UOPE) menu in Banner Self-Service. Although the rating and assessment features will not be available until later this fall, managers can begin collecting and documenting performance information related to core performance values, current and future business goals, and individual development if they wish. For more information on the performance evaluation process, please click here.
Website

Human Resources announces the launch of an updated HR website Monday, Aug. 26. Improvements to the site were created from feedback collected through the October 2012 HR Customer Service survey.

The University community was invited to serve on focus groups which convened in January 2013 to provide additional feedback. Improvements to the website focus on navigation, organization of information and documents, and the search function.

Employees are encouraged to navigate the site and provide feedback for improvements to hr@slu.edu. Users may need to clear the internet browser cache to view certain components on the website which can be done by selecting “options” on the internet browser.

Compensation

HR will be conducting a comprehensive review of staff job descriptions across the University. Given the timeline for the FY14 budget process, we completed the market analysis utilizing the staff job descriptions of record. This did not allow us the time we needed to validate that they were current. This review will ensure appropriate job classification and validate job descriptions for each staff position. This will be labor intensive but necessary for optimal internal and external equity. We are working on a schedule by division and will work with employees and their managers to obtain the updated job descriptions.

Benefits

Vitality Wellness Program

The Benefits Office has received approval to move the Vitality year to October 1st. This change will allow employees and their covered spouses the months of October and November to complete their Vitality Check as well as the Vitality Health Review (VHR) through www.PowerofVitality.com in order earn the wellness discount on their medical insurance premiums for 2014. As a reminder, the wellness discount is contingent on the completion of the Vitality Check and the VHR through Vitality. Completion of just one of the two requirements does not qualify you for lower payroll deductions. Additionally, if a spouse is covered under SLU’s medical insurance, both the employee and the spouse must complete both steps in order to receive the wellness discount.

New employees hired in 2013 prior to October 1st must also redo the Vitality Health Review during this open enrollment period. New this year, Vitality is implementing a three month look back period so employees who have had an annual physical with their own physician, or new hires who have completed their Vitality Check on or after July 1, 2013, may submit the results of their screenings to Vitality for consideration. Like last year, Tenet Care will perform the Vitality Check screenings on campus this fall for both employees and their spouses who would like to take advantage of this free service. More information and announcements will follow as we get closer to October.
Veterans and Individuals with Disabilities

Vice President Biden announced two new rules that represent a historic advance for veterans and individuals with disabilities. By strengthening longstanding regulations under the **Vietnam Era Veterans’ Readjustment Assistance Act** (VEVRAA) and **Section 503 of the Rehabilitation Act**, the new rules will ensure that qualified workers have more meaningful opportunities to find, secure and keep good jobs.

As a federal contractor, Saint Louis University will be accountable for:

- The **VEVRAA** rule which requires contractors to establish an annual hiring benchmark, either based on the national percentage of veterans in the workforce (currently 8%), or based on the best available data and factors unique to their establishments.
- The **Section 503** rule establishes an aspirational 7% utilization goal for the employment of individuals with disabilities.

The rules will also facilitate the success of companies that do business with the federal government, by increasing their access to a large, diverse pool of qualified workers.

The need for these rules is clear – unemployment for certain veterans and persons with disabilities is disproportionately high.

- Veterans from Iraq and Afghanistan, who have given so much to serve their country, should be able to find employment – yet the annual unemployment rate for post-September 2001 veterans is higher than the rates for all veterans and for nonveterans.

The unemployment rate for working-age people with disabilities in 2012 was 15%, compared with a rate of 8% for working age individuals without disabilities. This substantial disparity persists despite years of technological advances that have made it possible for many people with disabilities to apply for and successfully perform a broad array of jobs.

*This information has been provided by the Department of Labor’s Office of Federal Contract Compliance Programs (OFCCP) website.*

**LEARNING & DEVELOPMENT**

**Toastmasters**

Human Resources is sponsoring a local Toastmasters chapter to provide ongoing professional development and support for faculty and staff who are interested in improving their public speaking ability and confidence in communicating with others. Please see details below:
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MISSION - ATTITUDE - GUIDANCE - INGENUITY - SERVICE

UNITED WAY CAMPAIGN

United Way Campaign

The United Way of Greater Saint Louis campaign is scheduled from October 1-31. If you are interested in serving on the United Way planning committee, please contact Carolee Patek at cpatek@slu.edu. We are looking forward to some friendly competition between University departments on percent participation, as well as some creative ways for divisions or departments to participate in fund raising activities. Our goal this year is for each bi-weekly employee to contribute at least $1.00 per check or monthly employees to contribute at least $2.00 per check. This year, the University goal is to raise $100,000. Thank you for your support for this great cause.