

# HR

## CONNECTIONS

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[www.hr.unt.edu/main](http://www.hr.unt.edu/main)

June/July 2009

### Get Involved! Opportunity to Become a Mediator for UNT

The Human Resources Department is providing a rare opportunity for staff and faculty to participate in Mediation training in an effort to provide the campus with a strong mediation program. Mediation is a voluntary, confidential, interactive process that enables people to work through issues of importance that are causing conflict. During a mediation session, an impartial person, the mediator, facilitates communication between the parties to promote reconciliation, settlement, or understanding. This is achieved through facilitation of conversation, helping parties involved to prioritize issues.

The course is a 40 hour basic mediation program that is typically facilitated in five eight hour days and will provide practical skills in mediation. Interested parties will need to attend all of the sessions. Participants must have approval of their supervisor to attend the training as well as approval to provide periodic mediation services for UNT once training is completed. Mediations typically take between two and four hours; however, each case is unique and therefore may take more or less time. Mediators will likely be called to mediate between one and three times per year.

To express your interest in participation please send an email to [Mara.Butler@unt.edu](mailto:Mara.Butler@unt.edu) with Mediation Session in the title no later than June 15, 2009. Due to class size constraints there will be a selection process for participants. Each person who expresses interest will be sent a questionnaire to complete. Dates for the course will be determined once participants have been selected.

If you have questions regarding this training program or would like further information on mediation as a form of alternate dispute resolution, please contact Shaureece Park, HR Manager, at extension 3997.

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### New Compensation Program Educational Sessions

Educational sessions for employees will be held during the summer on the new compensation program, beginning in June. Topics will include an overview of a career band compensation system, review of the new pay plan, competency development/definition and policy changes. To view the session schedule and register online, visit the Staff Classification and Compensation webpage on the HR website.

### Minimum Wage Increases July 2009

The current federal minimum wage is \$6.55 per hour. Effective July 24, 2009, the minimum wage rate will increase to \$7.25 per hour.

Hourly employees who are earning less than \$7.25 per hour will be automatically adjusted by HR effective July 24, 2009. Rates of pay for salaried graduate students will be audited by HR, and departments will be asked to submit revised HRM-7 forms for employees who are below the new minimum wage.

## Optional Retirement Program

The UNT System-wide project has issued a Request for Proposals and, to date, we have received a great deal of interest from 403 (b) providers. The end result of this project will allow us to create a consolidated and centralized 403 (b) Program which will offer our employees the greatest value and support in their retirement savings endeavors. Bid finalists will be presenting to the UNT evaluation committee in June, with the intention of making the final selection of providers in July. You can stay informed via the UNT Human Resources website at <http://www.hr.unt.edu/main>.

## Insurance Summer Enrollment

**July 6 - July 31**

Summer Enrollment is your annual opportunity to make changes to your insurance coverages. Changes you make during Summer Enrollment are effective September 1 in most cases. During open enrollment you can:

- Enroll or make changes to a TexFlex Dependent Care and/or Health Care Reimbursement Account (current participants will automatically be re-enrolled).
- Apply for the State Kids Insurance Program (SKIP)
- Add/Drop dependents to medical insurance
- Enroll or change a dental plan
- Apply for Term Life and Disability Insurance
- Apply for Long Term Care Insurance
- Apply for medical insurance from waived status

## SKIP Applications

**Reminder to Reapply for 2009-2010**

The State Kids Insurance Program (SKIP) provides a supplement toward health insurance premiums of eligible children, reducing the monthly premium. You must reapply for SKIP each year. Application can be made beginning June 1 through August 31, 2009. You should receive a letter from ERS reminding you to reapply. To help ensure that your SKIP coverage will continue September 1, **make sure your application is postmarked by August 1.**

## TexFlex Re-Enrollment

TexFlex is the program that enables employees to use tax-free money for health care and dependent care expenses. Current TexFlex participants will be automatically re-enrolled for Plan Year (PY) 10 with the same elections they had in PY 09. Employees can enroll and make changes in one or both accounts - Flexible Spending Account-Health Care and Flexible Spending Account-Dependent Care during summer enrollment. Employees can also choose to get a PayFlex™ Debit Card to pay for eligible expenses.

## Hours for Benefit Consultations

Human Resources is here to assist you with your benefit needs! Representatives are available Monday and Thursday 8:00am - 5:00pm or by appointment. Appointments can be scheduled by calling extension 4250.

## Changes to 9-Month Pay Options

9-month regular faculty and 9-month staff employees may make changes to their current pay option for the upcoming fiscal year from July 1 – August 14, 2009. Employees who do not submit a change **will be automatically re-enrolled** in their current pay option for the upcoming fiscal year. Employees who have elected annualized compensation (salary spread) will have their 9-month salary paid over 12 months. Employees not electing annualized compensation are enrolled in Premium Reserve (insurance premium deductions for 12 months are withheld from the nine monthly paychecks).

The deadline to make a change to your current election is 5 p.m. on August 14, 2009. Changes will be made effective 9-1-09, and will be seen beginning on the 10-1-09 paycheck. The “Annualized Compensation Election” and “Annualized Compensation Cancellation” forms are available on the HR web-site <http://www.hr.unt.edu/main/ViewPage.php?cid=140>. Please note that this election may not be changed during the fiscal year. Contact Melinda Lilly in HR at ext. 4245, if you have any questions.

## New Faculty Orientation

New faculty beginning Fall 2009 need to attend the following:

Academic Session - Tues., August 18th  
Benefits Session - Wed., August 19th

Look for more information on the HR website throughout the summer.

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## Benefits of Professional Reference Checks

Prior to hiring a candidate, it is important to obtain a clear understanding of their qualifications, skills, and abilities. Reference checks can provide further information in addition to the traditional application/resume and interview. They allow the employer to ask questions regarding qualitative matters (i.e. job performance, strengths/weaknesses, etc.). A reference check can reveal the following:

- Confirmation of details listed on application/resume;
- Past performance which indicates future behavior;
- New information about a candidate

If an applicant does not supply references prior to the interview, it is appropriate to ask for that information at the time of interview. Candidates should provide 3 professional references that include the relationship between the candidate and the reference, name, title, company, phone number, and email address. Reference checks are only to be completed for candidates following the interview stage and with the permission of the candidate. The hiring manager or supervisor should conduct the reference check and ensure that all reference questions are the same for all candidates.

Below are sample questions for conducting reference checks:

- What were the candidate's job responsibilities?
- What is your relationship to the candidate (peer, subordinate, superior)?
- How long have you known the candidate?
- How would you describe the overall quality of the candidate's work? Can you give me some examples?
- What would you say are the candidate's strengths and/or weaknesses?
- How would you describe the candidate's ability to communicate?
- How does the candidate handle pressure/deadlines/change?
- How well does the candidate get along with co-workers?
- How well does the candidate supervise others?
- Describe the candidate's success in motivating subordinates.
- How does the candidate handle conflict?
- Based on the candidate's performance with your company, do you think he/she would be a match for the type of position we're considering him/her for?
- Why did the candidate leave your company?

When assessing candidates, it is important to review all information obtained throughout the interview process to ensure the best candidate is chosen for the position. For candidates not selected, be sure to maintain all documents for a period of one year. If you have any questions on conducting reference checks, please contact your HR consulting team.

## Training Courses for June and July 2009

The following training programs are coming during the months of June and July. For program descriptions and schedules refer to the HR website at <http://www.hr.unt.edu/main/ViewPage.php?cid=69#TrainingCatalog>

### June

- 2nd-Listening Skills
- 3rd-Business Ethics
- 4th-Project Management
- 9th-Complaint/Grievance Process
- 10th-Personal Problems Come to Work
- 11th-Manager Roundtable Discussion
- 11th-Onboarding New Employees
- 16th-Time Management
- 17th-Profiling Top Performers
- 18th-Leadership
- 23rd-Developing Training that Works
- 24th-Conducting Productive Meetings

### July

- 1st-Stress Management
- 2nd-Self Discipline/Anger Management
- 7th-Business Writing and Communication
- 8th-Manager Roundtable Discussion
- 14th-Corrective Action
- 15th-Employee Recognition & Engagement
- 16th-Overview of HR Resources
- 21st-Developing Effective Teams
- 22nd-Time Management
- 23rd-Succession Planning
- 28th-Handling Difficult Conversations
- 29th-Speed of Trust
- 30th-Situational Leadership

## Van Driver Training

9:00 a.m. - 11:00 a.m.  
Custodial Services Building

June 4  
June 18  
July 2  
July 16

*In order to drive a 12 or 15 passenger van at UNT, you must attend this training. One hour will be spent in the classroom and one hour will be spent in practical application.*

## New Hire Orientation

8:30 a.m. - 12:00 p.m.  
Marquis Hall Room 118

June 10  
June 24  
July 8  
July 22

*This orientation gives new employees information about working at UNT, as well as completing important hiring and benefits paperwork. Employees must register by emailing Mara Butler at [mara.butler@unt.edu](mailto:mara.butler@unt.edu) or via the HR website at [hr.unt.edu](http://hr.unt.edu).*

## Soaring Eagles

### Academic Computing and User Services, CITC

Claudia Lynch

### Advancement

Kathy Miller

Karen Selby

### Business Services

Mary Brockett

### Center for Student Development - Discovery Park

Toby Nelson

### College of Business

Joel Gomez

Renee Hebert

### College of Education

Sandy Behrens

Paul Hons

### College of Engineering, Dean's Office

Sally Pettyjohn

### College of Public Affairs and Community Service - Computing Lab

Jackie Thames

### Compliance

Dr. Anissa Breaux-Schropp

### CITC

Don W. McClure

Monty Slayton

### Facilities - Grounds

Lisa Howell

### Finance and Controller

Lauren Buchanan

### Housing Maintenance

Christon Boxill

Billy Roussel

John Waldrop

### Human Resources

Karen Crist

Laura Lerma\*

### International Programs & Studies

John Mayfield

### Library

Arturo Ortega

### President's Office, ABN

### Computer Support

Bruce Pollock

### Printing Services

Lee David

Jimmy Friend

Joe Hinson

### Police, Parking & Transportation

Michael Wilhemi

### PPS

Craig Carter

Abby Huzarevich

Justin Jones

Melissa Redfearn

Debbie Reynolds

### Recreational Sports

Barry Albrandt

Kay Moody

Bari Schoch

### Registrar's Office

Kellie Mason

### Student Accounting and University Cashiering Services

Toni Erwin

Katie Mason

Larrie McDonald

Melonie Walker

### Student Health and Wellness Center

Jason Doorish

Greta Taylor

Dr. Rae White

### University Relations, Communications and Marketing

Nola Kemp

Ellen Rossetti

### Union Program Council

Erin Davis

### Union Scheduling Services

Christy Cisneros

### UNT Dallas Campus - Information Technology

Angela Mosley

\*Denotes multiple nominations

### Soaring Eagle Departments

Academic Computing and User Services, CITC

*Star Performer*



*Congratulations to our recent Star Performers:*

*Randy Batiste*

*Rebecca Cagle*

*Ruth Evans*

*Becky French*

*Nancy Kent*

*Jill King*

*Randi Johnson*

*Jennifer McClendon*