

## HR Meeting September 8, 2016

1. Discussion on the Classified Staff Handbook revisions.  
Viva indicated that HR writes the policies and believes that the handbook is not written well. Viva said that the handbook has to be written better so that HR and staff can easily interpret policies and procedures. Viva indicated that HR will not make changes to policies without letting staff know.
2. Has there been any progress in career path progression planning for classified staff? This may prove to be beneficial for employees who are red-circled.  
Viva believes in a competency based structure. She believes that career path progression already exists. She indicated that sometimes classified staff will have to step into administrative positions to advance their career and that some classified positions are limited in growth potential. The career path progression fell off of HR's radar. At this point, HR is not investing time in this. Viva indicated that this was an Aon Hewitt thing.
3. Any news on health, wellness, and insurance benefit changes for 2017?  
Open enrollment will be October 31 to November 18, 2016 with opportunities for instruction and discussion on the differences between the plans. It is passive in that we do not have to do anything if we elect not to change any of our medical or vision coverage. Sandy will speak at the October meeting and a brown bag luncheon is being planned for late October.
4. Anything coming up that classified staff should be aware of?  
Reorganization of Equity and Diversity Areas – Viva indicated that the compliance EEO piece in HR will be kept as separate as possible. In a sense this reorganization will be an office within an office with OED shifting to HR. The checks and balances will be that it will be two separate offices within one office. Location may be problematic; however, office will go where employee is, if it is difficult for the employee to travel to the Huntington Building.
5. How many red-circled employees are there now? Has the number increased/decreased?  
There are a total of 36 red circled employees; 10 new ones have come on board – this number may include individuals who have recently retired. HR noted that 10-11 employees will have their minimum hourly rate raised as minimum has gone up since they were hired.