

HR Update

Onboarding
Performance Evaluations
Benefits

Check out new HR policies as they become available at:

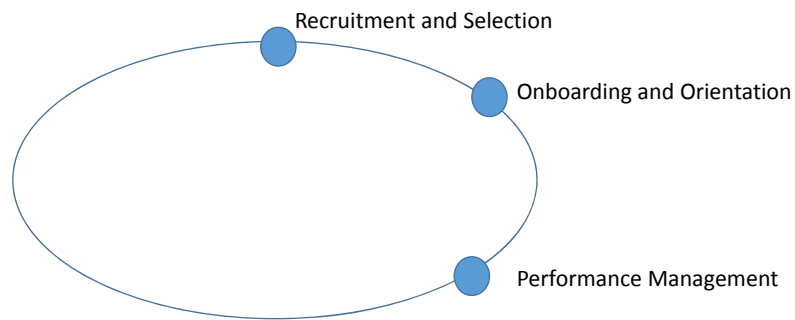
<https://kb.wisc.edu/ohr/policies/>

HR Design goal

HR Design aims to build a more effective human resource system with an emphasis on flexibility, responsiveness, consistency, and transparency to foster engagement and create an adaptable and diverse campus culture.

HR Design Update

- Tools to address the lifecycle of the employee



Onboarding and Orientation

- HR Design and Expectations
- Orientation Expectations
 - Requirements
 - Employee Management System
 - Peer Partner
- Onboarding Expectations for New Hires
 - First Week
 - First six months
 - First year

HR Design: Implementation and Review

- Effective July 1, 2015
 - Document orientation and onboarding procedures
 - Work with VCRGE (our division) on procedures and documentation
 - Required for all full-time/part-time academic staff and university staff with a defined appointment greater than one year
 - Can be used as a template for graduate students, postdocs and undergraduate students
- Onboarding Coordinator
 - Accountability and consistency
 - Coordinates orientation processes with supervisor and onboarding contact

Orientation: Expectations

- Just one component of Onboarding
- Can be seen as generally the first week of employment
- Supports a successful transition to the work unit
- Requirements
 - Meet with supervisor or supervisor designee on first day
 - The assignment of a Peer Partner
 - Ensure that employee receives orientation to the work unit
 - Designating an onboarding coordinator and contact

EMS (Employee Management System)

- Dashboard will be how everyone will communicate and document processes
 - This includes supervisor, employee and onboarding coordinator/HR
- Upon hire, welcome email will be sent to employee
 - Contains link to dashboard
 - Can be done prior to employee having a net-id
- [EMS - Dashboard](#)

Peer Partner Role and Function

- Role of a Peer Partner
 - Be welcoming
 - Assist to navigate and understand the culture of an organization
 - Serve as another resource for an employee
 - Have periodic Check-in
- Designated by supervisor or hiring manager
- Assigning a Peer Partner
 - Small work unit versus Big work unit



Examples of Peer Partner Interactions

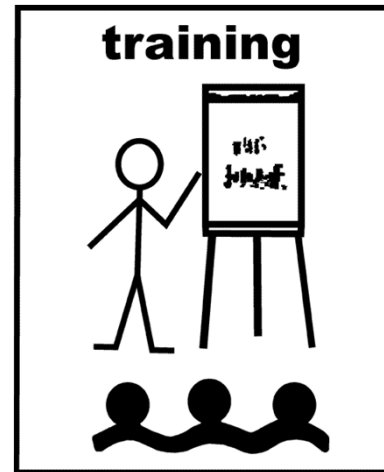
- Discuss requesting time off (within work unit)
- Discuss initial impressions of the work unit/culture
- Discuss necessary resources a new hire may need to do their job
- Meet to discuss how a new hire is fitting in/comfort level with job
- Discuss how orientation/onboarding process is going

Onboarding: Expectations

- Consider how you engage and interact with a new hire?
 - Integration to work unit
 - Scheduling of meetings and trainings
 - Facilitate growth and empower employees
- Important Time Frames for a New Hire
 - First week
 - First Month
 - First Year

Within First Week

- Integration to the work unit
- Example activities to review and cover
 - Sign up for New Employee Orientation
 - Getting WisCard
 - Sign up for appropriate trainings
 - Review applicable policies
 - Meet team members and other individuals
 - Sign up for next Hail and Farewell!



Within First Month: Highlights

- Review position description
- Orient employee to campus and unit policies
 - Telephone usage/computers, how to order supplies, travel reimbursement
- Expectations and Goal-Setting
 - Should be done within first 30 days to discuss initial expectations and goals
 - Outlines what is expected during the first six months
 - Major Duties, work priorities and how successful performance will be evaluated

Within First Year: Highlights

- Conduct mid-point review
 - Intervals at 3 or 6 month intervals depending on employee category
 - Review must be documented and submitted to HR
- Conduct summary evaluation
 - Be done near the end of the conclusion of the probationary/initial evaluation period
- Set performance expectations for next year
 - Identify opportunities for professional development

Performance Management for Managers and Supervisors

Who This Policy Applies To

This policy applies to full- or part-time Academic and University Staff employees with a defined or anticipated appointment greater than one year, Limited Appointees, and Faculty members who supervise other employees.

SSE2

Policy Detail

Each program needs to include the following:

- i. **Expectations and goal-setting**
- ii. Informal conversations
- iii. **Mid-point conversation**
- iv. **Summary Evaluation**
 - 1. Did performance meet expectations
 - 2. Did employee achieve annual goals
 - 3. Professional development needs and opportunities
 - 4. Options to develop additional skills and knowledge to foster career growth

Red = must be documented

Consequences for Non-Compliance

- In order to be eligible for general wage adjustment (GWA)/ pay plan or performance pay increases for the fiscal year, **supervisors and managers must complete all required performance management activities for those employees whom they supervise**, in accordance with the requirements of this policy.

Responsibilities

Office of Human Resources (OHR)

- Maintains this policy
- Serves as campus expert
- Develops best-practice performance-management tools
- Ensures that divisions comply with this policy
- Develops and delivers professional development on best-practice performance-management techniques

Deans and Directors

- Ensure policy is followed

College/School/Divisional HR

- Develops, implements, monitors, and maintains a performance management system
- Oversees performance management document workflow
- Consults with OHR
- Ensures that division supervisors and employees are trained

Responsibilities (continued)

Supervisor

- Completes all elements of the performance management program in compliance with this and any applicable division policies in a timely manner
- Conducts frequent meaningful conversations with employees on their performance, goals, and growth
- Seeks assistance from Waisman Center HR when necessary

Employee

- Understands the performance management program and process
- Fully participates in the performance management program in a timely and constructive manner

Job Function Example	Goal Example
1. Coordinate the process by which projects are approved, prioritized and scheduled for xxx.	Goal 1 Example: By xx/xx/xxxx, create a rating mechanism for prioritizing projects using the department mission statement as a guide for determining which projects have the greatest xxxxx alignment with the organization's mission.
"	Goal 2 Example: By the end of the review period, be responding to 75% of project requests within 5 business days of receipt of a project request form - response should be "approved", "denied", or "require additional information" based on the determined priority/rating (see Goal 1); If approved, provide a schedule and project completion date within 5 business days from approval.
2. Support sponsored research through all pre-award and some post-award activities for all federal and non-federal funded programs including all sub-awards and subcontracts.	Goal: By xx/xx/xxxx, meet with each PI assigned to you to complete the _____ check-in form identifying current financial benchmarks and set up a schedule to meet regularly (Monthly or Quarterly, based on the PI's preference) throughout the fiscal year to track changes.
3. Provide local administration of the eligibility determination process for the Wisconsin Medicaid xxxxx program in selected counties in south-central Wisconsin.	Goal: Reduce turnaround time of application materials being sent to eligible families of the program from 6 business days to 2 business days by xx/xx/xxxx. Complete a daily log showing date of request and date materials were sent on a daily basis in the department xxxxx folder.
4. Lead, supervise and coordinate the xxxxx program.	Goal: By xx/xx/xxxx, research metrics by which the xxxxx aspect of similar programs' success is measured in other universities; review the results of your research with your supervisor and the two of you make a determination of metrics and goals for your program; then by xx/xx/xxxx, solicit feedback from the recipients of the program; and publish the first results to xxxxx audience using a Radar Chart, which calculates the gaps between the goals and the actual results by xx/xx/xxxx and quarterly thereafter.
5. Monitor and assess animal health.	Goal: By three months after hire (on xx/xx/xxxx), complete a training rotation with three other Animal Resource Technicians and be able to independently perform xxx animal health checks per day.



OFFICE OF HUMAN RESOURCE DEVELOPMENT
University of Wisconsin-Madison

SMART Goal Template

S What do you want to accomplish or change? _____

R _____

Understand

S What Steps will you take to accomplish this? By When? _____

A _____

R _____

T _____

Do

M What does success look like? How do you know you're "done"? _____

R _____

T _____

Verify

Key

S Specific

M Measurable

A Achievable

R Relevant

T Time

Accomplished? (for use during mid-point and summary conversations and for reference during informal conversations)

Date completed: _____

Employee Signature: _____

Supervisor Signature: _____

Annual Benefits Enrollment

Monday, October 5, 2015 – Friday, October 30, 2015 by 4:30 pm

All changes effective January 1, 2016

Wisconsin Retirement System (WRS)

- 2015 employee/employer contribution 6.8%
- 2016 employee/employer contribution will decrease to 6.6%
- This change will occur on the first check paid in 2016
 - FA/AS/LI 01/04/2016
 - University Staff 01/07/2016

Maximizing Your University Benefits Package - Adobe Acrobat Pro

File Edit View Window Help

Create

6 / 61 111%

Tools Fill & Sign Comment

Click on Tools, Sign, and Comment to access additional features.

Benefit Changes Allowed

- All changes made during the period are effective January 1st, 2016
- If no action, enrollments continue into 2016 (exception: FSA)

Plan	Open Enrollment	Change Plan	Add Dependents	Remove Dependents	Cancel Coverage
State Group Health	Yes	Any Health Plan	Yes	Yes	Yes
EPIC Benefits+	No	Remove vision	No	Yes	Yes
EPIC Dental WI	Yes	PPO ↔ Select	Yes	Yes	Yes
VSP vision	Yes	N/A	Yes	Yes	Yes
Individual & Family Life	No	Increase current coverage	No	Any time	Any time
Flexible Spending Accounts (FSA)	Yes	Must re-enroll every year	N/A	N/A	N/A

Uniform Dental

- All It's Your Choice Health Plans will offer Uniform Dental, including the Access Plan
- New Delta Dental ID cards will be issued for 2016
- Employees may cancel Uniform Dental from their health if they choose
- All Uniform Dental networks are with Delta Dental of Wisconsin (national network) - www.deltadentalwi.com
- **Important:** Check to ensure your dentist is in-network with Delta Dental

**2016 Employee Health Premiums
(IYC Health Plan) with Uniform Dental**

Employees Covered by WRS		Employees Covered by WRS – HDHP		Grad Assistant/Short-term AS	
Single	Family	Single	Family	Single	Family
\$86	\$217	\$32	\$81	\$44.50	\$112.50

**2016 Employee Health Premiums
(IYC Health Plan) without Uniform Dental**

Employees covered by WRS		Employees covered by WRS – HDHP		Grad Assistant/Short-term AS	
Single	Family	Single	Family	Single	Family
\$83	\$209	\$29	\$73	\$41.50	\$104.50

2016 Changes to State Group Health

Current Name 2015	*New Name 2016
Uniform Benefits – Coinsurance	It's Your Choice Health Plan
Uniform Benefits – High Deductible Health Plan (HDHP)	It's Your Choice – High Deductible Health Plan (HDHP)
Standard Plan – Coinsurance	It's Your Choice – Access Health Plan
Standard Health Plan – HDHP	It's Your Choice – Access HDHP

2016 Changes to State Group Health (continued)

- Changes to medical care out of pocket limit

Health Plan		Health Plan HDHP		Access Health Plan (in-network)		Access HDHP (in-network)	
Single	Family	Single	Family	Single	Family	Single	Family
\$1,250	\$2,500	\$2,500	\$5,000	\$1,000	\$2,000	\$3,500	\$7,000

- Changes to RX out of pocket limit
- Changes to copays (they **will not count** toward your deductible, but will count toward the out of pocket limit)
- For 2016 all health plans have deductibles
- For 2016 prescription coinsurance for drug levels 2 and 3

Flexible Spending Accounts (FSA)

- **Current participants:** If you have any unused funds in your 2015 Health Care or Limited Purpose FSA on 12/31/2015, up to \$500 will carry over to 2016 and you will have until 03/30/2016 to file your 2015 claims.
- **Important:** employees will receive new 2016 TASC cards; and 2015 rollover funds will not be available for use until after the 2015 runout period ends (March 30th, 2016). Employees can incur expenses during the run-out period, pay out of pocket, and submit claims once funds are loaded after run-out period

**** You must re-enroll every year if you want to continue to participate**

Enroll online with TASC:

<https://partners.tasconline.com/ETFEmployee>

Health Savings Account (HSA)

- Must open an HSA with TASC if enrolling into the HDHP
- May begin/change/stop your contribution at any time during the year
- May use the money once it is in your account
- Funds roll-over from year to year

HDHP Enrollment	Employer Contribution	Annual Limit (including employer contribution)
Single	\$750/year	\$3,350
Family	\$1,500/year	\$6,750

Online Resources

- UW-Madison's Annual Benefit Enrollment Website:
<http://www.ohr.wisc.edu/benefits2016/>
 - Benefits Forms:
<http://www.ohr.wisc.edu/benefits/new-emp/reg.aspx>
 - Benefit Changes 2016 presentation slides:
<http://www.ohr.wisc.edu/benefits2016/docs/2016-benefits-changes-slides.pdf>
 - If you are unable to attend one of the Benefit Changes 2016 sessions on campus, please consider viewing a recording of a session on YouTube (search: UW Madison Benefits 2016)
<https://www.youtube.com/watch?v=qK1OKOC1Y1U>
- Additional helpful links for open enrollment:
<http://www.ohr.wisc.edu/benefits2016/>
<https://www.wisconsin.edu/abe/how-to-enroll/>