



MONTHLY BUSINESS MANAGERS' MEETING

Tuesday, March 6, 2012

9:30 am – 11:00 am

225 Peabody Hall

Presented by Accounting Services



Best Practices in HRM

A.G. Monaco

Associate Vice Chancellor, HRM

Liz Roberson

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Overall Theme



Given the ever-changing landscape of HR,
we can no longer approach our
responsibilities as we have in the past.

Doing what we've always done
will not work.

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Best Practices/Trends

Benefits

Benefits



Premiums are increasing and are rising

Benefits



Paid time off

Use of sick leave by classified employees

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Best Practices/Trends

Compensation

Compensation



State budget issues

Overuse of add comp

Faculty salary compression: Occurs when there is only a small difference in pay between employees regardless of their skills or experience.

Compensation



Vacant positions will be filled with fewer Civil Service employees, especially if the employee possesses a degree

- Inflexibility of Civil Service rules

- Variable pay restrictions

- Special pay restrictions

Compensation

A shift is needed from comparing salaries to paying compensable factors (i.e. paying the job duties, paying what the job is actually worth)

Treat employees fairly, not equally

Compensation

More opportunities for outsourcing

Advantages:

- Cost savings

- Access to specialized skills and equipment

- Less staffing issues

Can be successful if done intelligently

- Example: Printing Services

- Example: Dining Services

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Best Practices/Trends

Staffing and Employment

Staffing and Employment

Our approach to every phase of the recruitment and selection process should reflect LSU's position as a flagship institution

More time should be spent on recruitment and selection

" No hire is better than a bad hire! "

Staffing and Employment

Elevate employee onboarding

Reduces the costs associated with learning on the job

Saves co-workers and supervisors time training the new employee, thereby increasing production

Increases morale and reduces turnover by showing the employee he/she is valued



New Hire Checklist

Start Date: _____

Name: _____

Job Title: _____

COMPLETES PRIOR TO EMPLOYEE'S FIRST DAY (AFTER CANDIDATE IS SELECTED) ACTION ITEM

HR Contract	HR Contract	HR Contract	HR Contract
HR Contract	HR Contract	HR Contract	HR Contract

background check is approved, contact the selected _____

Once hiring proposal/salary/b

acceptance and agree on start date

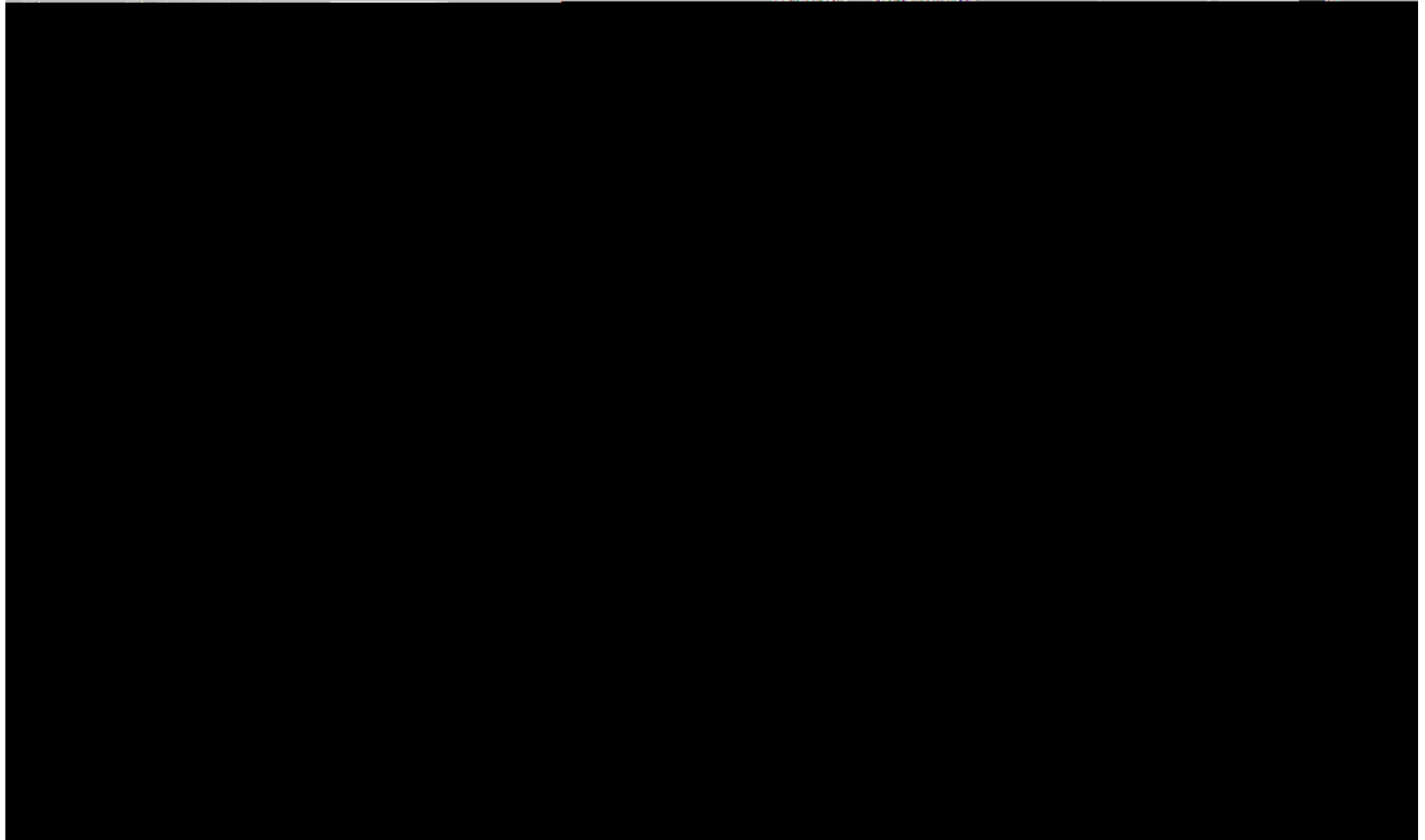
Confirm offer

Load candidate into HRIS

Record new employee's PAWS ID and Password

2 weeks prior to start date

Provide employee with PAWS ID, Password, and instructions to register for Orientation



Staffing and Employment



Both New Hire and Exit Checklists can be found on HRM's website:

www.lsu.edu/hrm

Click on "HRM Forms"

"New Hire Checklist" or "Exit Checklist"

Staffing and Employment

Other significant components that impact new employees

Sample Offer Letter

This is a binding *contract*

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Best Practices/Trends

Employee Relations

Employee Relations

The approach to dealing with ineffective employees remains the same:

behavior modification (the reinforcement of good behavior (rewards/praise/etc.), and the "extinction" of bad behavior

In either case, the response should be:

Immediate

Certain

Documented

Employee Relations



Documentation for discipline should:

Compare desired to actual performance - including a detailed statement of the problem.

State the good business reasons why the problem must be solved.

Employee Relations

Documentation for discipline should:

Consider the consequences if the problem continues including the possibility of more serious discipline.

Be positive in that you believe the employee can correct the problem.

Employee Relations



Documentation should always be consistent with the employee's annual performance evaluation.

Evaluations cover a year period and should reflect any significant positive AND negative events that happened during that period.

Employee Relations



There will be significant changes in the performance evaluation system for classified employees

The objective for change is to align individual goals and expectations to University goals and to better reflect the quality of employee performance

Employee Relations

Evaluations are conducted on or 60 days before anniversary date

Classified employees will be evaluated on the same timeframe (July 1 - June 30)

The effective date of all classified evaluations will be July 1

The execution period will be July 1 - August 31

Performance Evaluation System (PES) Timeline



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Best Practices/Trends

Training and Development

Training and Development

Ethics training requirement

Conflicts of interest

Outside income

Nepotism

Training will be administered this year using two delivery options:

Online

Public seminars

Training and Development



Changes and improvements to the
Comprehensive Public Training Program
(CPTP)

EDGE training

Executive Leadership Institute (ELI)

Training and Development



Exhibiting our responsibility to the well-being of our employees

Physical

Emotional

Intellectual

Occupational

Social

Spiritual



Q & A

Announcements

Effective April 2012, the location of these monthly meetings will move to the Atchafalaya Room at the LSU Union.

Requests to reserve the large shredder in Thomas Boyd Hall should be sent to imaging@lsu.edu.

Next Month's Meeting & Topic

When: April 3, 2012

Where: Atchafalaya Room – LSU Union

What: Ethics & Budget Update

Suggestions for future topics or questions regarding these meetings should be sent to Maria Cazes at mcazes@lsu.edu.