

Consider & Act

2018 TMRS Employee Policy Manual (EPM) Updates



Background

- ❖ Employee Policies and Benefits Manual (EPM) created in 2007
- ❖ Updated in 2015 – numerous new and revised policies

Policies Highlighted

- ❖ Policy updates have been proposed due to:
 - ❖ Needing additional clarity for policies that currently are too broad or too narrowly focused
 - ❖ TMRS' experience with the policies, along with new systems and technology
 - ❖ The Engagement Taskforce (ETF) proposals

Legal Counsel Review

- ❖ Internal legal review, as well as external counsel (Susan Burton) retained
- ❖ Recommendations from all internal and external reviews were included in the March 2018 EPM materials

Summary Policy Changes (new and substantial)

Section 3: Employment Procedures

- ❖ Section 3.2 Americans with Disabilities Act
 - ❖ Reference to TMRS' Hotline added to bring additional attention to this reporting avenue
- ❖ Section 3.4 Recruitment and Selection
 - ❖ Trustee relatives were added as prohibited from being considered for employment, to be consistent with Ethics Policy
- ❖ Section 3.5 Pre-Employment Checks
 - ❖ Added additional departments where new hires may be subjected to credit checks
- ❖ Section 3.6 Disclosure of Employment Data
 - ❖ Clarifies that employee data that is not confidential under the Texas Public Information Act does not require Executive Director authorization to release

Section 4: Employee Responsibilities

- ❖ Policy 4.2 Privacy of Employee Information
 - ❖ Clarifying language to allow TMRS staff to access TMRS retiree data
 - ❖ Added Director of Member Services as having the authority to designate staff to have access to current TMRS employee accounts
- ❖ Policy 4.7 Personal Information
 - ❖ Clarifies where data needs to be updated

Section 5: Compensation & Benefits

❖ Policy 5.4 Leave Policies

❖ A. Vacation Leave – *ETF Initiative*

- ❖ Increases accruals and carry-forwards to match the State of Texas up to 25 years of service. Employees under 25 years of service, increase accruals by 12 hours annually. Those over 25 years, increase accruals by 36 hours annually

❖ B. Administrative Leave – *ETF Initiative*

- ❖ Eliminates the requirement that employees on approved leave utilize accrued leave hours if Administrative Leave is declared

❖ C. Sick Leave – *ETF Initiative*

- ❖ Allows employees meeting the criteria to convert up to 24 hours of sick leave annually to Personal Leave. No carry-forward and no payout upon separation

Section 5: Compensation & Benefits

- ❖ Policy 5.4 Leave Policies- cont.
 - ❖ D. Sick Leave Pool
 - ❖ Allows Pool hours to be awarded more than once a year, while maintaining the life-time maximum of 720 hours
 - ❖ Clarifies that unused pool hours are returned to pool
 - ❖ I. Maternity Leave
 - ❖ Change name to Parental Leave
 - ❖ Expands scope to include male employees who are about to become a parent, and clarifies language to include adoption and foster care placement
 - ❖ J. Administrative Leave
 - ❖ Adds language to allow Administrative Leave to be paid or unpaid
 - ❖ Removes the need to designate training hours as Administrative Leave
 - ❖ Mirrors language in 5.4B stating that employees on approved leave will not be charged accrued leave if Administrative Leave is declared

Section 5: Compensation & Benefits

- ❖ Policy 5.4 Leave Policies- cont.
 - ❖ L. Inclement Weather Leave
 - ❖ Updates communication technology
 - ❖ Mirrors language in sections 5.4B and 5.4J regarding accrued leave hours not being utilized for Inclement Weather Leave
- ❖ Policy 5.7 Attendance Policy – *ETF Initiative*
 - ❖ Defines absence and incorporates the scheduled and unscheduled sick leave concept
 - ❖ Defines excessive absenteeism so only unscheduled sick leave is chargeable
 - ❖ Clarifies other non-chargeable absences
 - ❖ Changes number of consecutive no-show days without communication from 1 to 2 before termination

Sections 5 cont. and 7

- ❖ Policy 5.8 Leave of Absence
 - ❖ Designates approval authority based on length of leave
 - ❖ Clarifies that while on unpaid leave, vacation and sick accruals are halted
- ❖ Policy 7.1 Employee Harassment
 - ❖ Adds that policy applies to off-site events
 - ❖ Adds TMRS Hotline information to section to call attention to this avenue of reporting

Section 8: Travel Policy

- ❖ Section 8.1
 - ❖ Clarifies that anticipated travel needs are documented in the annual budget process
 - ❖ With the IRS no longer publishing per diem guidelines, updated to suggest that traveler utilize the U.S. General Services Administration (GSA) website to review out-of-state per diems, as a guideline
 - ❖ Clarifies that expenses for due diligence travel can be reimbursed to TMRS from the fund manager; all travel expenses are still required to adhere to TMRS' travel policy

Section 10: Computer Usage Policy

- ❖ Policy 10 Computer Usage Policy
 - ❖ No changes to text of Section 10
 - ❖ Requesting the Policy be removed from the body of the EPM and added as an attachment, and authority be granted to the Executive Director to approve updates and amendments going forward
 - ❖ Due to:
 - ❖ Changes in technological advances
 - ❖ The interplay of other TMRS projects such as ERecords that will likely impact aspects of Computer Usage guidelines
 - ❖ The operational and procedural nature (rather than policy-oriented) of this policy

Sections 12 - 20

- ❖ Policy 12.1 Open Door Policy
 - ❖ Removed specific vendor name and 1(800) 782-7463 to the existing TMRS' Hotline information
- ❖ Policy 20.6 (c) Education Assistance
 - ❖ Approval designation shifted to Human Resources Director
 - ❖ Clarifies courses may be taken online and reimbursement occurs after employee provides payment receipt and proof of successful completion of course
- ❖ Policy 20.8 Parking
 - ❖ Opens possible parking locations for TMRS employees to off-site
 - ❖ Removes specific reimbursement amounts

Section 22 Benefits through Group Benefit Program (GBP)

- ❖ Policy 22.0 Benefits Through ERS
 - ❖ Adds that employees are responsible for updating the ERS portal for all personal and dependent change
- ❖ Policy 22.7 TMRS Retiree Medical Insurance
 - ❖ Adds language regarding retiree health insurance benefits, if any, are at the discretion of, and subject to annual approval by, the Board

Next Steps

- ❖ Request for approval from the Board of Trustees
- ❖ If approved, policies would be effective March, 2018

Questions?
