

Consider & Act

2018 TMRS Employee Policy Manual (EPM) Updates

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Background

- ❖ Employee Policies and Benefits Manual (EPM) was created in 2007.
- ❖ Updated in 2015 – numerous new and revised policies.
- ❖ Updated in 2017 – conversion of semi-monthly payroll to bi-weekly.
- ❖ Proposed EPM revisions presented in March 2018 to the Board of Trustees for review. Three modifications have been incorporated due to Trustee feedback from the March presentation and timing issues.

Modifications Since March Presentation

- ❖ In event of administrative leave (e.g. office closing) or inclement weather, employees on vacation leave will need to continue to use vacation hours even if they overlap. A change to this process had been proposed in March, but that portion of the proposal has been deleted in the new draft.
- ❖ Proposes to remove the Computer Usage Policy from the body of the EPM to allow for quicker modifications as needed to stay current with technology changes, and adds an overall brief statement within the EPM regarding the policy and where it can be found.

Modifications Since March Presentation

Computer Usage Policy cont.

- ❖ Staff is also recommending the Executive Director be authorized to make future updates and amendments to the Usage Policy as needed.
- ❖ If approved, the new vacation accrual schedule would be reflected beginning with the July 13, 2018 paycheck.

High-Level Summary of Other Policy Changes

- ❖ Employment Procedures –changes relating to restrictions on the employment of relatives, and expanding the scope of staff positions subject to credit checks for new hires
- ❖ Employee Responsibilities –clarifying access by certain TMRS staff to TMRS retiree data
- ❖ Compensation and Benefits –changes relating to:
 - ❖ vacation accrual schedule
 - ❖ application of sick leave hours in the event of certain leave situations
 - ❖ allowing employees meeting certain criteria to convert a limited number of sick leave hours into personal leave hours
 - ❖ expanding “maternity leave” provisions to cover “parental leave”

High-Level Summary of Other Policy Changes – Cont.

- ❖ Disability Benefits –clarifying these benefits are provided through, and subject to the control of, a program run by the Employees Retirement System of Texas
- ❖ Retiree Medical Insurance –clarifying that the Board determines annually whether to allow retirees from TMRS to participate through the ERS group benefits plan and whether TMRS will contribute to the cost

Next Steps

- ❖ Request for approval from the Board of Trustees.
- ❖ If approved, policies would be effective June 1, 2018. For administrative reasons, the new vacation accrual schedule would be reflected beginning with the July 13, 2018 paycheck.

Questions?