Agenda

• Introduction
• Veteran Employment Preference
• Department Updates
Veteran’s Preference
presented by the Office of Human Resources – Employment Services
Veteran Preference

• Regulated by SB 805, effective 9/1/15
  – Texas Legislation applying to state agencies
  – Defines “veteran”
  – Provides guidance on who is eligible for the preference
  – Establishes a veteran employment goal
  – Designates open positions for veterans (optional)
  – Outlines requirements for application, investigation and reporting
A “veteran” means an individual who served in (and has been honorably discharged from) the following branches of service:

- The U.S. Army, Navy, Air Force, Marine Corps, or Coast Guard or the US Public Health Service under Title 42, United States Code § 201.
- The Texas Military Forces as defined by Texas Government Code, § 437.001.
- An auxiliary service of one of the branches of the armed forces.

A veteran with a disability is defined as a veteran –
- Who is classified as disabled by the U.S. Department of Veterans Affairs or the branch of the service in which the veteran served, and
- Whose disability is service-connected.

http://www.utdallas.edu/hr/employment/jobs/preference
Who is eligible for the preference?

• The veteran preference applies to:
  – A veteran, including a veteran with a disability.
  – A veteran’s surviving spouse who has not remarried.
  – An orphan of a veteran if the veteran was killed while on active duty.

http://www.utdallas.edu/hr/employmentjobs/preference
• Placement goals are established as a target
  – Assists in addressing underutilization for a protected group.
  – A goal is NOT a quota. Quotas are illegal!
  – It does not permit the hiring or advancement of unqualified veterans.

• Veteran Goal
  – at least 20% of the total employment populations

• Targeted or Good Faith Efforts
  – Outreach and recruitment
Designated Open Position

• **Veterans’ Preference in Employment Position:**
  You may designate a new or replacement position as a veterans’ position and only accept applications for that position from individuals who are entitled to a veterans’ employment preference. In certain instances, these positions do not have to be announced or advertised.

[http://www.utdallas.edu/hr/employment/resources/](http://www.utdallas.edu/hr/employment/resources/)
What do we do?

• Determine if veterans are in your pool
  – Special handling list
  – Application cues
• Do they meet the minimum qualifications?
• Follow the interviewing guidelines
  – If the total number of individuals interviewed is 6 or fewer, at least 1 interview must be with a qualified veteran eligible to claim the veterans’ preference.
  – If the total number of individuals interviewed is more than 6, at least 20% of the total number of interviews must be with qualified veterans eligible to claim the veterans’ preference.
  – If no applications are received from individuals who qualify for a veterans’ employment preference, there is no interviewing requirement.
How do we know?

• Open the Applicant tab on the job posting and click “More Search Options”
How do we know?

- Click to “Add Column” and select “Special Handling List”
How do we know?

- The “Special Handling List” column will be added and a “checkmark” icon will appear next to candidates who have identified themselves as veterans.
How do we know?

- To save this search:
  - click “Save This Search”
  - name the search
  - click “Global Saved Search”
  - click “Make it the default search?”
  - click “Save this Search” button
How do we know?

• If the candidate’s veteran status is updated AFTER the job is posted, they may not appear in the listing. However, their status is indicated on their application.
• An individual entitled to a veteran’s employment preference may appeal an employment decision by filing a written complaint with the Office of Institutional Equity and Compliance (OIEC).

• The appeal will be reviewed and a course of action will be provided.

• Contact: institutionalequity@utdallas.edu, ext. 2223.
• General information and job postings:
  – [jobs@utdallas.edu](mailto:jobs@utdallas.edu) (subject: Veterans’ Employment Preference)
  – ext. 5153

• Appeals process
  – [Institutionalequity@utdallas.edu](mailto:Institutionalequity@utdallas.edu)
  – ext. 2223
Division Update

BENEFITS
### Premium Sharing

- **Premium Sharing – Employer Cost of Medical Plan**
  - Full-time (100% Employee Cost & 50% Dependents Cost)
  - Part-time (50% Employee Cost & 25% Dependents Cost)

<table>
<thead>
<tr>
<th>Coverage/Tier Level</th>
<th>Medical Plan with Prescription</th>
<th>Employee Only</th>
<th>Employee &amp; Spouse</th>
<th>Employee &amp; Child(ren)</th>
<th>Employee &amp; Family</th>
</tr>
</thead>
<tbody>
<tr>
<td>UT Select Medical</td>
<td>Employer Cost/Premium Sharing - Full-time (30-40 Hours per week)</td>
<td>$566.96</td>
<td>$864.17</td>
<td>$757.12</td>
<td>$1,056.10</td>
</tr>
</tbody>
</table>

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<th>Coverage/Tier Level</th>
<th>Medical Plan with Prescription</th>
<th>Employee Only</th>
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<th>Employee &amp; Child(ren)</th>
<th>Employee &amp; Family</th>
</tr>
</thead>
<tbody>
<tr>
<td>UT Select Medical</td>
<td>Employer Cost/Premium Sharing - Part-time (20-29 Hours per week)</td>
<td>$283.48</td>
<td>$432.09</td>
<td>$378.56</td>
<td>$528.05</td>
</tr>
</tbody>
</table>

- **Waived Medical – Eligible for Premium Sharing**
  - Shows up in paychecks as earnings (using code PSF and PSP)

<table>
<thead>
<tr>
<th>Premium Sharing for Waived Medical Coverage</th>
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</thead>
<tbody>
<tr>
<td>Full-Time Employees: 30-40 hours</td>
</tr>
<tr>
<td>Part-Time Employees: 20-29 hours</td>
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</tbody>
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**UT DALLAS**
• **Form 1095-C** = Employer-Provided Health Insurance Offer and Coverage (Benefits W-2)
  - Statement of coverage offered and provided to employees, retirees, surviving dependents and COBRA participants each month for the entire calendar year. Required to file tax returns.
  - Due date - January 31, 2016 for CY 2015
  - Available online (consent required) or U.S. mail
  - Portal will be available to access the Form 1095-Cs

• **Form 1094-C** = Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns (to be filed electronically by UT Dallas my March 31st)
**Sample Form 1095-C**

Form 1095-C

Department of the Treasury
Internal Revenue Service

**Employer-Provided Health Insurance Offer and Coverage**

Information about Form 1095-C and its separate instructions is at www.irs.gov/form1095c.

### Part I

#### Employee

1. Name of employee
2. Social security number (SSN)
3. Street address (including apartment no.)
4. City or town

#### Applicable Large Employer Member (Employer)

7. Name of employer
8. Employer identification number (EIN)
9. Street address (including room or suite no.)
10. Contact telephone number
11. City or town
12. State or province
13. Country and ZIP or foreign postal code

### Part II

#### Employee Offer and Coverage

Plan Start Month (Enter 2-digit number):

<table>
<thead>
<tr>
<th>Plan Start Month</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
</tr>
</thead>
</table>

#### Covered Individuals

If Employer provided self-insured coverage, check the box and enter the information for each covered individual.

<table>
<thead>
<tr>
<th>Name of covered individual(s)</th>
<th>SSN</th>
<th>(c) DBE (if EIN is not available)</th>
<th>(d) Covered at 11 months</th>
<th>(e) Months of Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
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For Privacy Act and Paperwork Reduction Act Notice, see separate instructions.

Cat. No. 81419P

Form 1095-C (2015)
Division Update

EMPLOYEE RELATIONS/
ORGANIZATIONAL DEVELOPMENT
Performance Appraisals

• Appraisal Deadlines:
  – April 7, 2016 – Employees who were employed during 2015.
  – June 30, 2016 – Employees who were hired between January 1, 2016 & April 15, 2016. (Probationary Evaluation accepted)

• Appraisal not required for:
  – Employees with an appointment of less than 4.5 months or if they are in a student position.
  – Employees currently out on leave – Complete when they return from leave.
• Professional Development Day - Today
  – Till 1:00 PM – Second Floor of Founders Atrium

• Annual Performance Review Training
  – December 10, 2015 (10:00 AM – 12:00 PM)
  – December 14, 2015 (10:00 AM – 12:00 PM)
  – January 14, 2016 (10:00 AM – 12:00 PM)
  – January 26, 2016 (2:00 PM – 4:00 PM)

• Emotional Intelligence Practicum 3
  – December 3, 2015 (10:00 AM – 12:00 PM)

• Office Etiquette – The Platinum Rule
  – December 10, 2015 (10:00 AM – 12:00 PM)
Division Update

EMPLOYMENT SERVICES
January 22, 2016...

is the deadline for submitting requests to HR for a staff reclassification, promotion, market/equity adjustments or one-time merit with a March 1, 2016 effective date.

The March 1 date is reserved to reward exceptional performance or extraordinary circumstances.

To submit a request, please complete a PRR and include justification for the action.

If requesting a promotion, the Staff Promotion Assessment form and all applicable documents must also be attached.

If requesting a reclassification, please contact Betty Burns (betty.burns@utdallas.edu / 972.883.4632.)

Please refer to our Compensation Standards & Practices for additional information.
• Completing new hire ePARs

<table>
<thead>
<tr>
<th></th>
<th>New Hire</th>
<th>Rehire</th>
<th>Secondary Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff/Paid Visitor</td>
<td>HR</td>
<td>HR</td>
<td>Department</td>
</tr>
<tr>
<td>RA/TA</td>
<td>HR</td>
<td>HR</td>
<td>Department</td>
</tr>
<tr>
<td>Classified Temp</td>
<td>HR</td>
<td>HR</td>
<td>Department</td>
</tr>
<tr>
<td>Student Worker</td>
<td>Career Center/Payroll</td>
<td>Career Center/Payroll</td>
<td>Career Center/Department</td>
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<tr>
<td>Faculty</td>
<td>TBD</td>
<td>TBD</td>
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<tr>
<td>Lecturer</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
</tr>
</tbody>
</table>

• New Hire/Rehire: previously external to UTD or returning after termination
ePAR

• Guidelines
  – 7 day goal for ePAR
  – “My Assignments” for approvals
  – 30 day guidance for submitting ePAR