July 1, 2020 - Welcome!

Hosted today by:
COLLEEN DUTTON, CHIEF HUMAN RESOURCES OFFICER
Mission:

To enable the success of others.

What we do should help others be their best at what they do best.
A Value Added HR Department:

- **Makes it easier for people to get their job done.** Reduces unnecessary roadblocks that derail the flow of teaching, research, and service to students.

- **Proactively partners with schools and divisions on recruitment and retention activities** that will recognize and develop high performers, and in anticipating future staffing needs.

- **Promotes competitive pay and benefits** that are of value to faculty and staff. Provides on going benefits education so employees fully utilize and understand the *total rewards* offered at UTD.

- **Partners with schools and divisions to raise the performance standards across campus** to encourage and support positive employee relations and career development.

- **Develops faculty and staff leaders** to advance the strategic plan of UTD.

- **Serves as a role model for customer service excellence.**
Agenda

• Welcome - Colleen Dutton

• General Announcements
  o You Asked, We Answered
    o Living Our Values Task Force
    o Update on COVID 19 response and return to campus plans
  o Karlynda Johnson-Poage - COVID 19 Health Screening and Training Program Coordinator

• Guest
  o Larry Zacharias, Chief of Police – UTD Policing Philosophy

• Reduction in Force: Resource Guides for Employees and Managers – Colleen Dutton

• Employment and Compensation
  o Nancy Joseph – Find Out Fridays employment forum

• Benefits and Wellness
  o Taylor Tran – Wellness Updates

• Closing Comments
How questions will be addressed:

1. Please type your questions in the Q&A feature or send to HRForum@utdallas.edu.

2. Questions will be addressed periodically throughout the forum.

3. We will do our best to answer as many questions as possible during the presentation and respond to them individually if needed. For unanswered questions, please email the appropriate HR contact or HRForum@utdallas.edu.
1. Can you please address what, if any, changes that we should start making to accommodate smaller spaces that are shared by multiple people. (For example we have multiple graduate assistance working in same small area, often four or more sharing the same desk at the same time. They cannot possibly be 6 feet apart.)

2. Thank you so much for the open and frank discussion at the last forum regarding racism and social justice. In light of recent protest and our concern for justice and equality, what proactive steps are being taken by the University to keep the discussion going as we move forward?

3. How have the recent rise in Texas Covid-19 cases impacted Leadership’s decision to have faculty and staff return to campus?
4. For those with hearing loss, I know that Teams had beta auto-captioning initially available for live and video chats, but that feature that seems to have been pulled back, are there other options?

Additional Information: The Callier Center has posted information on its Facebook page about Captioning Apps: [https://calliercenter.utdallas.edu/wp-content/uploads/2020/05/utdallas_apps_for_communication_handout_print-online-1.pdf](https://calliercenter.utdallas.edu/wp-content/uploads/2020/05/utdallas_apps_for_communication_handout_print-online-1.pdf)

The Hearing Loss Association of America (HLAA) has a YouTube video presentation that shows many of the interfaces that are talked about in Callier’s handout.
Honor & Respect
Social Injustice Action Items

Living Our Values Task Force

Co-Chair: Rafael Martin, Vice President and Chief of Staff
Update on COVID 19 response and return to campus plans

– Will continue to work remotely until further notice

– Be as flexible as possible on who is required to come to office

– When we do, it will be a phased in process with limited number of people on campus at same time

– Daily health screenings will be required of all staff.

– Contact the COVID 19 Health Screening and Training Program Coordinator at C19resource@utdallas.edu
Welcome to HR’s Newest Team Member

Karlynda Johnson-Poage

We are excited to announce that Karlynda has joined our team to serve as the COVID 19 Health Screening and Training Program Coordinator assisting with all things C19 related.

Email - C19resource@utdallas.edu
Larry Zacharias – Chief of Police

UNIVERSITY POLICE
UT Dallas PD Hiring Process

- Application – reviewed to meet minimum standards
- Written test
- Preliminary Interview Form – 19 pages
- Computer Criminal History and Drivers License Checks
- Background Investigation Form – 29 pages
- Must provide all 3 credit scores
- Polygraph Exam
- Drug Screen
- Physical Agility Course
- Oral Interview Board (Includes an outside staff member)
- **HIRE FOR ATTITUDE, TRAIN FOR SKILLS**
- Conditional Job Offer
  - Physical Examinations including hearing and vision
  - Psychological Examination
- Final Job Offer
Management Philosophy

• **Attitude is everything**
• The Employee is First
• Everyone is treated with respect and dignity
• Practice the Golden Rule
• Celebrate our successes
• Personnel are expected to be problem solvers
• You have to know your job, do your job, and get along
• You will be evaluated on your performance, conduct, and attendance
Policing Philosophy

• Policing is bigger than all of us put together
• We are part of the Community and it is part of us.
• Every member of the Department is expected to develop partnerships.
• “That’s not my job” will not work.
• High visibility and out on foot.
• Special deployment at class changes and at night with the end of the last class.
Mission Statement

Our Mission as a police department is to prevent crime and harm to those within our University Community. As a part of our mission, we strive to resolve conflict and solve crimes observed or reported, and to develop and nurture partnerships throughout the University Community.
Vision Statement

Creating and sustaining campus partnerships that enable and commit the entire university community to our mission.
Policing Philosophy

Principals of Policing

1. The basic mission for which police exist is to prevent crime and disorder as an alternative to the repression of crime and disorder by military force and severity of legal punishment.

2. The ability of the police to perform their duties is dependent upon public approval of police existence, actions, behavior and the ability of the police to secure and maintain public respect.

3. Police must secure the willing co-operation of the public in voluntary observance of the law to be able to secure and maintain the respect of the public.

4. The degree of co-operation of the public that can be secured diminishes proportionately to the necessity of the use of physical force.

5. Police seek and preserve public favor not by catering to public opinion but by constantly demonstrating absolute impartial service to the law.

6. Police use physical force to the extent necessary to secure observance of the law or to restore order only when the exercise of persuasion, advice (sic) and warning is found to be insufficient.

7. Police, at all times, should maintain a relationship with the public that gives reality to the historic tradition that the police are the public and the public are the police; the police being only members of the public who are paid to give full-time attention.

8. Police should always direct their action strictly towards their functions and never appear to usurp the powers of the judiciary.

9. The test of police efficiency is the absence of crime and disorder, not the visible evidence of police action in dealing with it.
Required Training

- All police officers are required to complete 40 of TCOLE training every 24 months.
- Multiculturalism
- Use of Force and Force Options
- Mechanics of Arrest
- Victims of Crime
- Family Violence
- Crisis Intervention
- Racial Profiling
- Cultural Diversity
- Civilian Interaction Training
- Crisis Communication
- Mental Health Peace Officer Certification (40 Hours)
- De-escalation Training
Required Training

- **Started in June**
  - Anti-Bias
  - Civil Rights
  - Communication Skills
  - Emotional & Psychological Disorders
  - Ethics
Portions of the police discipline process is prescribed by State law.

- Law Enforcement Code of Ethics
- Code of Conduct – 15 Pages
  - In addition, 3 General Orders that cover Complaint Investigations, Grievances, Discipline and Appeals
- Oath of Office
- Chief believes in 5 levels of Discipline
- Two things that will always get you terminated
  - Lying on a report or to a supervisor
  - Sex on duty
  - No Second Chances
Complaint History

- 2009    34 Personnel Complaints
- 2010    10 Complaints, 1 written reprimand, 3 day suspensions w/o pay (2)
- 2011    11 Complaints, 17 days of suspension (4 employees) 1 resignation
- 2012    9 Complaints, 20 days of suspensions (3 different employees), 2 terminations, 1 oral and 1 written reprimand
- 2013    16 Complaints, 6 days of suspensions (2 employees) 4 oral rep, 1 written rep, 2 terminations and 2 resignations in lieu of termination.
- 2014    8 Complaints, 1 written rep, 8 suspension days (2 employees) 1 resignation in lieu of termination.
- 2015    12 Complaints, 2 written reps, 3 terminations, 22 days of suspension (3 employees)
Complaint History

- 2016 9 Complaints, 2 terminations, 3 resignations in lieu of termination, 2/2 day suspensions to same employee.
- 2017 4 Complaints, 1 written rep. 1 resignation.
- 2018 6 Complaints, 1 held in abeyance (failed probation), 1 written rep, 2 resigned
- 2019 2 Complaints, 1 written rep
- 2020 0 Complaints
• 2010 – 2020 – 87 Complaints of which 24 were not sustained, unfounded, or exonerated.
• Retention – only 1 police officer who has ever been suspended remains employed.
• During the same period of time
  – we have received 100’s of citizen commendations
  – 7 Life Saving Awards (All were students)
  – National Recognition for Campus Safety
  – UT System Pacesetter Department Award
  – One of only Three universities in the State of Texas to receive National Recognition for our National Night Out Program 7 years in a row.

• QUESTIONS?
Topics include:

1. What is a RIF and criteria used
2. Rights and options available to employee
3. Applying for other positions at UTD and reinstatement
4. Applying for unemployment benefits with TWC
5. What to expect during the transition period
6. Assistance provide by HR for employment and benefits
7. NextJob outplacement services and EAP
8. Final paycheck, vacation and sick balances and checkout process
9. Continuation of employee benefits

Nondiscrimination:

Any decision regarding reduction in force, termination, and/or reemployment shall be made without regard to a person’s race, color, religion, sex (including pregnancy), sexual orientation, gender identity, gender expression, national origin, age, disability, genetic information, or veteran status.
1. What is a RIF and the criteria for selection
2. Review and analysis process: Dean/VP submits; reviewed by HR and ICET, then final approval by President/Provost
3. Employee rights and options if position impacted by RIF; non-discrimination policy
4. Reposting position and reinstatement of RIF’d employee
5. Preparing for the meeting
6. Conducting the meeting – HR is also present
7. How to communicate decision to other staff in unit
8. Transition period, checkout process and your role as a leader
9. Allowing employee time off for job interviews
10. Resources available to employee – HR, NextJob, EAP
11. Serving as a reference
The Employment and Compensation Team will soon begin hosting a monthly event called “Find Out Fridays.” Our first virtual session will be held at 10:00 – 11:00 am on July 10, 2020.

These sessions are intended to complement our HR Forum by providing the opportunity to take a deeper dive into the Employment, Compensation and Immigration processes and procedures in a fun, casual, informal setting. Please come with your questions, topics and innovative ideas.
“FIND OUT FRIDAYS”

If you are involved with the employment process for your department and did not receive an invitation, please reach out to us and we will send an invitation your way.

Nancy.Joseph@utdallas.edu
Taylor Tran, Employee Health Program Manager

BENEFITS & WELLNESS PROGRAM
Wellness Update

Benefits: Annual Enrollment

• Enrollment Period: July 15 – July 31, 2020
• Virtual Benefits & Wellness Fair: July 20 – July 31, 2020
  • Presentations, Activities/Games, Giveaways
• Fair website Opens July 20: [www.utdallas.edu/benefitsfair](http://www.utdallas.edu/benefitsfair)
Wellness Update

Virtual / Digital Health Resources

www.utdallas.edu/wellness/
Wellness Update

• **UTSW Mobile Mammography**
  – Friday, August 14, 8am – 3pm
  – Loading zone between Activity Center & SSA
  – Call 214.645.2560 or 866.277.0710 with your health insurance information to schedule an appointment
  – CDC health & safety guidelines; temp checks & masks required
Wellness Update

Corporate Challenge – Event Canceled

Thanks Team UTD for participating in the games and supporting Special Olympics. Hope to see you next year!
Calling all Readers!

Join the Reading Roundup Team to share a recommendation and see what other UTD Community members are reading!

To join, visit the “Teams” tab in MS Teams, click “Join or create team” and enter the code XK2J8W4
HR Contact Emails

- **hr@utdallas.edu** – issues relating to general HR concerns.
- **employverify@utdallas.edu** – to request employment verification.
- **compensation@utdallas.edu** – issues relating to compensation including PRR, reclassifications, job descriptions, FLSA, and reorganizations.
- **employmentservices@utdallas.edu** – questions relating to general employment, onboarding and Employment Express.
- **jobs@utdallas.edu** – issues relating to jobs including access to PA7 and job postings.
- **visashr@utdallas.edu** – issues relating to international hiring, hiring of foreign nationals, or immigration including (but not limited to) J-1 (for scholars) and H1-B requests, travel signatures, and I-765 completion.
- **benefits@utdallas.edu** – issues relating to benefits and retirement.
- **hcm-timereporting@utdallas.edu** – issues relating to time reporting.
- **loa@utdallas.edu** – questions relating to Family & Medical Leave (FMLA), leaves of absence, and other leave programs.
- **employeerelations@utdallas.edu** – employee relations related questions.
- **serviceawards@utdallas.edu** – questions related to service awards.
- **appraisals@utdallas.edu** – questions relating to appraisals and to submit appraisals.
- **hrtraining@utdallas.edu** – questions relating to training or to request specific training.
THANK YOU FOR COMING!

Next Human Resources Forum via TEAMS
August 5, 2020
10:00 AM – 11:30 AM