QUESTIONs and ANSWERS - June 2017 HR Management meetings

Carolyn Brownawell – Chief Human Resources Officer and AVC
CU Denver | Anschutz Staff Service Recognition Program

Q: Will staff who have previously reached the 5 year increment to receive jackets get them?
A: No, this is a moving forward program.

Q. Will staff who have previously reached the 15 year service increment or more receive jackets “retroactively”?
A: This is a going-forward program being funded by Human Resources, so unfortunately we cannot provide retroactively jackets as part of the funding. However, we are considering options for departments to purchase jackets for staff who reached a service milestone in the past (at department cost).

Florie Montoya - Talent Acquisition and Compensation
Classified Staff pay increases

Q: When will the Classified Staff increases be uploaded?
A: Employee Services will upload on June 29th.

Q: Who determines pay increase increments and how?
A: The State of Colorado. There is a merit matrix provided in the FAQ link we provided and it outlines the increases for the merit portion.

Kaylene McCrum – HR Operations
Updating Employee Information

Q: How is a department location code corrected in HCM?
A: To change the location code, the location code must be searched in HCM. If the correct location code can be found in HCM it can be updated by the HR Business Partner in HCM. If the correct location code cannot be found, contact 303-315-2734.

Q: Is there a way to pull up directory information for a department as a whole on the E-Directory?
A: At this time, there is not a way to pull up E-Directory information for a department as a whole.

Doug Kasyon – Employee Performance and Development
Training Courses being offered

Q: Will HR come to train a department as a group?
A: Yes. In order to be maximally efficient, we would prefer a group to consist of at least 6 individuals, but we’d like to understand the need first.

Q: Is Crucial Conversations a prerequisite for Crucial Accountability?
A: No, but one will get more out of Crucial Accountability having completed Crucial Conversations first.

Q: Are employees welcome to go to either campus for New Employee Orientation or only their primary campus location?
A: Employee may attend New Employee Orientation for the Benefits portion of the program, on request as needed (through the NEO registration process). Since each campus orientation provides important information on operations at that campus, employees should attend the session on their campus that covers safety, FERPA regulations (Denver), HIPAA/Lab safety/Research protocols (Anschutz Medical Campus), holiday schedules and other campus-unique information.

Q: Are Children’s Hospital faculty and staff that supervise CU employees allowed to attend the Performance Management training?
A: Yes.