Welcome to the

Human Resource Contacts Meeting

May 15, 2019 1:30 – 4 p.m.
Brynhild Haugland, State Capitol
Welcome!

Introductions

General Meeting Reminders

- Informal meeting
- Ask questions
- Handouts
- Sign roster
- Cell phones to silent
- Restrooms
AGENDA

Update on PeopleSoft “Fluid” Project and Preview of NEW ND State Careers Webpage
Update on “Classification Simplification” and State Employee Compensation Plan 2019–2020
NDPERS Legislative Update
Other Legislative Items
Annual Performance Evaluation Process Steps and Timeline
NDDOH and NDSU Project Information
Adjourn
Update on PeopleSoft “Fluid” Project and Preview of NEW ND State Careers Webpage
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PeopleSoft Fluid Upgrade

Mobile Friendly

- New look, navigation change

PeopleSoft and Careers webpage Unavailable

- Starting – Thursday, May 16th @ 5 p.m. CT
- Ending – Sunday, May 19th @ midnight CT

- If either are accessed during this time, a system down message will appear.
PeopleSoft Fluid Upgrade
Items Monday, May 20th

- Delete old Bookmarks/Favorites
- Clear Cache (Control+Shift+Delete)
- New URL, linked from OMB website
  - https://www.nd.gov/omb/
- Use same login information you do today
- Make sure pictures on tiles load

Fluid Items to Note

- When logout, use same screen to log back in
- Quick Links – Finance and Quick Links tile
- Query Viewer – saved query Favorites will still be there
PeopleSoft Fluid Upgrade

- New Recruiting Templates for Job Openings
  - HRMS and cross-agency HR leader group developed four application templates
    - Enhance applicant experience - quick, easy to apply - fluid more mobile friendly
    - Collect enough applicant data for the recruiter
  - Experience applying for jobs using these templates yourself
PeopleSoft Fluid Upgrade

- New Recruiting Templates for Job Openings
  - More than 1 Template to choose from, there will be 4 Templates to choose from
  - After Fluid upgrade, all job openings will need to be created using new templates
  - Can clone after new templates are used
  - Can not clone any old job openings
  - All job openings approved with old template will process normally after upgrade

<table>
<thead>
<tr>
<th>Template Id</th>
<th>Resume/Cover Letter</th>
<th>Attachments</th>
<th>Screening Questions</th>
<th>Education</th>
<th>Work Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>1014</td>
<td>None</td>
<td>Not Required</td>
<td>Required</td>
<td>Not Required</td>
<td>Required</td>
</tr>
<tr>
<td>1015</td>
<td>Required</td>
<td>Not Required</td>
<td>None</td>
<td>Not Required</td>
<td>Not Required</td>
</tr>
<tr>
<td>1018</td>
<td>Not Required</td>
<td>Not Required</td>
<td>Required</td>
<td>Not Required</td>
<td>Required</td>
</tr>
<tr>
<td>1019</td>
<td>Required</td>
<td>Not Required</td>
<td>Required</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>
PeopleSoft Fluid Upgrade

- Default Template ID will be 1018
- Template ID lookup will show all 4 Template IDs
- When use Template ID 1015, will get his message – no screening questions

Screening Question, Screening Options section(s) are not in new template definition. (18176,6012)
If data exists in those sections, it will be deleted. Press OK to delete or cancel to revert back to the previous template.
Opening Information – Help

Entering General Information about a Job Opening

Template = What type of application to create:
1014 = No Resume, Cover Letter, Screening and Work Exp Required
1015 = Resume, Cover Letter required. No screening. Work Exp Optional.
1018 = Resume, Cover Letter optional. Screening and Work Exp Required.
1019 = Resume, Cover Letter, Screening required. No Work Experience.

Use the Opening Information section on the Job Opening page to enter general information about a job opening. For example, use this section to specify the target number of openings for the job, the desired start date, and the expected fill date.

While the job opening is in draft status, the specific fields that you see can vary depending on your role. Once the job is in an Open status, all users can see all fields.
PeopleSoft Fluid Upgrade

- Default Candidate Questionnaire
  - Three default screening questions
  - Question ID
  - Description
PeopleSoft Fluid Upgrade

HR Dashboard
- Headcount Movement
- Budgeted and Vacant FTEs
- Job Opening Aging Analysis
- Average Salary
- All Bonuses
- Compa Ratio
- Performance Document Status
- Headcount by Department
- Average Time to Fill

- Change prompts – click pause on left side of chart to expand prompts
PeopleSoft Fluid Upgrade

- ELM – Learning Tile
  - Not all of ELM screens will be the new fluid look
  - My Learning Tile – current, planned, history
  - DDC enrollment automatically registers your certificate upon completion – not 2 steps anymore
PeopleSoft Fluid Upgrade

List of Resources

- PeopleSoft Fluid Navigation ELM Course – Class Code 28004 (All Employees)
- PeopleSoft Fluid Navigation Document (All Employees)
- PeopleSoft Fluid Manager Self Service (HR)
- PeopleSoft Recruiting Templates (HR)
State Careers Webpages

- **New Look – May 20th**
  - Careers
    - Join Team ND
      - Listing of Career Openings by categories
    - Team ND Culture
    - Team ND Benefits
    - Living in ND

- Social Media share options

- Look to the future…more to come…
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Classification Simplification

- Direct translation from current to simplified format
- 16 proposed job families, each with 5–7 defined levels
- Increased flexibility to administer salaries with broader ranges
- Reduced emphasis on reclassification process
- No change to current job duties or current pay due to classification simplification
- Much more information to come prior to implementation
Classification Simplification

- Implementation Workgroup
  - Create implementation plan & timeline
  - Finalize job families, classifications, etc.
  - Address agency/user concerns, issues, questions
  - Provide clarity on new classification system elements

- Communication Workgroup
  - Create communication plan & timeline
  - Define terms
  - Create communication documents, methods, medium, and pieces for workforce
Salary range adjustments approved by State Personnel Board last week

- Current 22 grade structure to continue for 2019, with 2.4% average adjustment
- New 10 grade structure for 2020, broader ranges with 2.7% average adjustment

Transition based on Classification Simplification
Compensation for 2019–2020

- Performance based increases between $120 and $200 per month for 2019; 2% average for increases not subject to the min/max
- For 2020, performance based increases to average 2.5%
- Guidelines will be distributed following today’s meeting
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NDPERS Legislative Update
HR Contacts Meeting

May 2019
Legislative Efforts

• PERS submitted five bills for Legislative consideration:
  • SB 2045 – Technical Corrections Bill
  • SB 2046 – Retiree Health Insurance Credit (RHIC) Termination for new hires
  • SB 2047 – Retirement Multiplier Reduction for new hires
  • SB 2048 – Fourth Year of the Recovery Plan – increase contributions by 1% for both the employee and the employer
  • SB 2049 – Modify the Final Average Salary Calculation

Contributions + Investment Income = Benefits + Administrative Expenses
SB 2045 – Technical Corrections

- Clarifies that only vested Highway Patrol members can purchase certain service credit
- Retiree Health Insurance Credit may be used for any vision, dental, or long-term care coverage, not only those offered by NDPERS
- Provides that if PERS elects to self-insure the prescription drug coverage only, the plan is not required to have stop loss coverage and does not need to be lower cost than a fully insured plan
- Allows employer contributions to the state’s section 457 deferred compensation program
- No actuarial impact
- Passed and signed by the Governor
SB 2046 – Retiree Health Insurance Credit (RHIC)

- Maintains RHIC benefits for employees hired before January 1, 2020
- Employees hired after December 31, 2019 will not receive RHIC benefits
- Employer contributions (1.14%) for employees hired after December 31, 2019 are re-directed to the NDPERS retirement plan
- Consultant notes:
  - RHIC Plan still remains solvent under current actuarial assumptions
  - Main Plan moves from becoming insolvent in 2106 to being eventually fully funded
  - Possibly lowers Main system unfunded liability for GASB reporting
  - Increases benefit for Defined Contribution Plan members
  - Creates benefit inequity between current and new employees
  - Future changes to actuarial assumptions, especially assumed rate of return, may create an unfunded liability
- Passed and signed by the Governor
SB 2046 – Retiree Health Insurance Credit (RHIC)

Projections are under our previous assumed rate of return.
SB 2047 – Retirement Multiplier

• Maintains same retirement multiplier (2.0%) for members first employed prior to January 1, 2020
• Members first employed after December 31, 2019 will have a 1.75% multiplier
  • Benefit = Final Average Salary X Years of Service X Multiplier
  • Removes continuity between NDPERS and NDTFFR
  • Creates benefit inequity between current and new employees

• Consultant Notes
  • Without any change, NDPERS will be insolvent in 2106
  • Because of the recent adoption of a new assumed rate of return, this change only postpones the insolvency of the system. Together with SB 2046, however, the Main PERS Plan is projected to be 100% funded in 2110
• Passed and signed by the Governor
SB 2048 – Contribution Increase
- Fourth Year of Recovery Plan

• Increases the employer and employee contributions by 1.0% each under the main PERS defined benefit and defined contribution plans effective 1/1/2021
• Increases temporary employee contributions by 2% to the main PERS plan and defined contribution plan
• Completes the fourth year of the four-year recovery plan NDPERS first proposed in 2011
  • Legislative Assembly approved the first two years of the recovery plan in 2011 – 1.0% increase in both employer and employee contributions for two consecutive years
  • Approved third year of recovery plan – an additional 1.0% employer and employee increase – in 2013
  • This is the fourth year of the recovery plan
SB 2048 – Contribution Increase  
- Fourth Year of Recovery Plan

• Consultant Notes:
  • Current contribution rate is insufficient to ever pay off the $1.1 billion unfunded actuarial accrued liability
  • Under current actuarial assumptions the main PERS plan will be insolvent in 2106
  • With the contribution increase, under the previous actuarial assumptions the main PERS plan would have been 100% funded in 2058; we do not have an updated projection
  • Increases benefits for Defined Contribution Plan members
• Passed the Senate 45-2
  • The House removed everything in the bill and replaced it with a mandatory study by Legislative Management during the interim, and passed the amended bill.
  • The Senate defeated the bill as amended.
SB 2048 – Contribution Increase
- Fourth Year of Recovery Plan

Projections are under our previous assumed rate of return
Combined SB 2046, 2047 and 2048

Projections are under our previous assumed rate of return.
SB 2049 – Final Average Salary Calculation

- Prospectively changes the definition of “Final Average Salary” (FAS) to level salary fluctuations resulting from different pay schedules
- Changes FAS to the average of the three highest periods of twelve consecutive months in the last 180 months
  - Current FAS is the average of the highest thirty-six months out of the past 180 months
  - Current FAS provides employees who are paid weekly or bi-weekly a higher retirement benefit than was intended under the applicable statutes
- Provides that FAS will be greater of FAS at retirement or as of December 31, 2019
- Effective for members who terminate employment on or after January 1, 2020
- Consultant Notes:
  - No actuarial effect because currently the actuary determines liabilities using an annual salary
  - The proposed change is expected to treat members similarly regardless of pay schedule
- Passed and signed by the Governor
Other Legislative Efforts

- HB 1028 – makes changes in the event we self-insure the health plan – passed and signed
- HB 1419 – would have closed the Main PERS plan and required new employees to go to the Defined Contribution plan – failed
- HB 1499 – would have limited the jurisdiction of the Employee Benefits Programs Committee – failed
- SB 2227 – the Governor’s PERS funding bill – combined SBs 2046, 2047 and 2048 and added a $265 million cash infusion – failed
- HCR 3027 – Legislative Management study of opening the PERS health plan to terminated employees – passed the Senate and House
- SB 2023 – PERS Appropriations Bill – Passed with most of our funding intact
Health Plan Update

- Renewed with Sanford Health Plan (SHP) for FY 2019-2021
- Premium increase of 13.1% for FY 2019-2021
  - Increase to employers is 15% because of the elimination of the NDPERS buy-down of premiums.
- We will go out to bid for the health and prescription drug plan for FY 2021-2023
  - We will look at self-funding options for both health and prescription drug coverage
    - HB 1028 made changes in an effort to make it easier to go self-funded
    - We would have looked at traditional and transparent Pharmacy Benefit Managers (PBM), but a recent change created by HB 1374 may preclude traditional PBMs in the future
- SHP transitioned to a new PBM on January 1, 2019
Contact Us

Website
https://ndpers.nd.gov/

Phone
(701) 328-3900

Email
ndpers-info@nd.gov

Facebook
https://www.facebook.com/NDPERS/

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Other Legislative Items

HRMS tracked 63 of the 988 introduced bills as there was some level of proposed impact to our HR practices in the bill text.
- 28 of our tracked bills failed
- 35 of our tracked bills passed

Effective Dates:
- Bills with an “emergency clause” took effect when signed
- Appropriation bills take effect on July 1, 2019
- Policy bills take effect on August 1, 2019

HRMS will start the administrative rulemaking process this summer to incorporate changes and other updates.
<table>
<thead>
<tr>
<th>Bill</th>
<th>Bill Description</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>HB 1021</td>
<td>Relating to the membership of the statewide interoperability executive committee and a state cost-share for radios...and to provide for a legislative management study.</td>
<td>IT Unification / Shared Services will proceed as a pilot project this biennium with five cabinet agencies included (DHS, DOT, Trust Lands, Parks &amp; Rec, Adj Gen)</td>
</tr>
<tr>
<td>HB 1080</td>
<td>Relating to criminal history background checks for contract employees of ITD.</td>
<td>ITD now has authority to do criminal history background checks on their contracted employees.</td>
</tr>
<tr>
<td>HB 1084</td>
<td>Relating to criminal history record checks; ...</td>
<td>Clarifies BCI's role in conducting background checks for DPI's School for the Blind and School for the Deaf</td>
</tr>
<tr>
<td>HB 1089</td>
<td>Relating to personnel policies.</td>
<td>Clarifying language regarding personnel policies for teachers between DPI and DOCR.</td>
</tr>
<tr>
<td>HB 1132</td>
<td>Relating to an exemption from open records laws for background interviews regarding law enforcement officer job applicants.</td>
<td>Provides anonymity to interviewees during background checks for law enforcement candidates.</td>
</tr>
<tr>
<td>HB 1141</td>
<td>Relating to exceptions to classified service.</td>
<td>Exempts all BND staff from the classified service.</td>
</tr>
<tr>
<td>HB 1282</td>
<td>Relating to limitations on public employer consideration of criminal background.</td>
<td>(AKA &quot;Ban the Box&quot; bill) Unless otherwise exempted, state agencies can no longer ask about a candidate's criminal background until that person has been selected for an interview</td>
</tr>
<tr>
<td>HB 1298</td>
<td>Relating to accessibility of the state capitol.</td>
<td>Turned into a &quot;shall consider&quot; study re: accessibility of Capitol grounds.</td>
</tr>
<tr>
<td>HB 1354</td>
<td>Relating to leave for state employee volunteers.</td>
<td>Provides for paid leave of absence to a state employee who is an emergency medical services volunteer in order to respond to a declared emergency</td>
</tr>
<tr>
<td>HB 1376</td>
<td>Relating to criminal history record checks for the housing finance agency.</td>
<td>Housing Finance now has authority to do criminal history record checks on final job candidates</td>
</tr>
<tr>
<td>Bill</td>
<td>Bill Description</td>
<td>Summary</td>
</tr>
<tr>
<td>---------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>HB 1470</td>
<td>Relating to family leave for state employees; and to provide for a legislative management study of state employee leave policies.</td>
<td>Adds up to 12 weeks of family leave to include loss of a child within 6 mos. of child's death</td>
</tr>
<tr>
<td>HB 1521</td>
<td>Relating to reporting campaign contributions and expenditures, restrictions on public officials and lobbyists, investigations of ethics violations, and implementing requirements of article XIV of the Constitution of North Dakota; ...</td>
<td>Ethics bill #1</td>
</tr>
<tr>
<td>SB 2015</td>
<td>Relating to the recognition of legacy fund earnings; to amend and reenact section 6–09–49, section 15.1–18–10 as amended by section 18 of Senate Bill No. 2013, to provide an exemption; to provide an effective date; and declare an emergency.</td>
<td>Internship program via HRMS re-funded at $250,000; performance bonus max inc. from $1,000 to $1,500 and eliminated the 25% max of staff each year; removes suggestion incentive program; approved two positions in HRMS</td>
</tr>
<tr>
<td>SB 2124</td>
<td>Relating to creation of human service zones; to amend and reenact sections ... to provide for the transfer of employees; to provide an effective date; to provide an expiration date; and to declare an emergency.</td>
<td>Creates 19 Zones in ND to administer social services</td>
</tr>
<tr>
<td>SB 2148</td>
<td>Relating to disclosures of expenditures, restrictions on public officials and lobbyists, investigations of ethics violations, and implementing requirements of article XIV of the Constitution of North Dakota; ...</td>
<td>Ethics bill #2</td>
</tr>
<tr>
<td>SB 2221</td>
<td>Relating to exempting records of communications between legislators and public employees from open records laws.</td>
<td>Exempts communications between legislators and public employees from open record laws.</td>
</tr>
<tr>
<td>SB 2314</td>
<td>Relating to the accreditation of county veterans' service officers and the definition of a veteran for purposes of veterans' relief and rehabilitation and vet's preference.</td>
<td>Removes ND residency requirement for ND Vet's Pref and changes requirement from &quot;wartime&quot; to &quot;combat zone&quot; or &quot;20+ yrs of service&quot;</td>
</tr>
</tbody>
</table>
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## P&D: Timeline of Events

### July - Sept

**Goal Setting**
- Team members do goal setting and development plans aligned to the agency and state priorities in partnership with their manager.

### Oct - Mar

**Career Discussions Action Planning**
- Use existing 1-1 meeting to have a focused discussion on career aspirations and associated development plan to achieve plus a check in on performance.
- Review team member survey results.

### Apr - June

**Performance and Rewards**
- Complete annual performance discussion.
- Basis to distribute salary increases.
- Manager Talent Discussions.
- Review JDQs to ensure clarity and relevance.

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**Ongoing bi-weekly/monthly manager/team member 1-1 discussions**
Agencies must ensure all annual performance evaluation forms are completed for their employees prior to considering any “LGP” general salary increases and performance bonuses for their team.
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INFANT FRIENDLY BUSINESS DESIGNATION: BENEFITS FOR EMPLOYERS

- 10 Human Resource Professionals
- Phone Interview- 11 Questions
- 1 hour
CONTACT INFORMATION

Elizabeth Hilliard, PhD, RDN, LRD
North Dakota State University
Elizabeth.hilliard@ndsu.edu
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ND Human Resource Management Services
600 E. Boulevard Ave., Dept. 113
Bismarck, ND 58505-0120
Phone: 701–328–3290