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HRPs – Here to help!

Heather Floden
Terrance McDonald
Amy Schechter

Who is your HRP?

HRPs by unit: <https://www.umsl.edu/services/hrs/about/partner-unit.html>

Heather

- Academic Support
- Advanced Credit
- Athletics
- CTL
- College of Ed.
- Computer Education & Training
- Enrollment
- Grad School
- Health Counseling DAS
- Honors College
- Libraries
- Social Work
- Student Affairs
- Performing Arts
- UMSL Global
- Registration
- Rec Center

Terrance

- Business Services
- Cashier's Office
- CAC
- CBH
- CIAC
- COBA
- Facilities
- Finance
- Institutional Safety
- ITS
- MIMH
- Nursing
- Optometry
- Research & Econ Development

Amy

- Advancement
- CAS
- Chancellor's Office
- Engineering
- Geospatial
- IR
- Marketing & Communications
- ODEI
- Provost's Office
- STLPR

A word cloud with 'Partnership' as the largest central word in dark blue. Other prominent words include 'WORKING TOGETHER' in light blue, 'Alliance' in green, 'Management' in green, 'PEOPLE' in blue, 'COMPANIES' in blue, 'TEAM' in green, 'COLLABORATIVE' in blue, 'GROUP' in blue, 'SKILLS' in green, 'Together' in blue, 'Help' in green, 'Partnership' in green, 'Problem solving' in blue, 'IDEAS' in blue, 'Team' in blue, 'Project' in blue, 'SUCCESS' in blue, 'PARTNER' in blue, 'Association' in green, 'STRATEGY' in blue, 'Manage' in blue, 'ALLIANCE' in green, 'Community' in blue, and 'GROUPS' in green. The words are arranged in a circular pattern around the central text.

Partnership

WORKING TOGETHER

Alliance

Management

PEOPLE

COMPANIES

TEAM

COLLABORATIVE

GROUP

SKILLS

Together

Help

Partnership

Problem solving

IDEAS

Team

Project

SUCCESS

PARTNER

Association

STRATEGY

Manage

ALLIANCE

Community

GROUPS

What does it mean to be a partner?

Absentee:

- ❖ Lacks curiosity, doesn't want to know
- ❖ Doesn't listen, does nothing
- ❖ Afraid of details
- ❖ No idea what's going on
- ❖ Sets no goals
- ❖ Remains unaware of problems
- ❖ Causes collateral damage tripping on grenades unawares
- ❖ Ignorant of questions and answers
- ❖ Unaware of context

Partner:

- ❖ Displays curiosity, recognizes when they need to know more
- ❖ Listens, asks why
- ❖ Asks about relevant details
- ❖ Is informed
- ❖ Leads collaborative goal setting
- ❖ Listens to problems, predicts problems, brainstorms solutions
- ❖ Helps remove barriers and diffuse explosive situations
- ❖ Shares what they know, asks questions when they don't
- ❖ Shares relevant context

Micro manager:

- ❖ Lacks curiosity, pretends to know all
- ❖ Doesn't listen, tells how
- ❖ Gets lost in the details
- ❖ Asks for make work presentations, reports, and updates
- ❖ Sets goals unilaterally and arbitrarily
- ❖ Tells people how to solve problems without fully understanding them
- ❖ Tells people how to remove obstacles and diffuse explosive situations but watches from a safe distance
- ❖ Pretends to know when they don't
- ❖ Hoards information



What does it feel like to be an HRP?

- Firefighter
- Referee
- Therapist
- Lifeguard
- Air Traffic Control
- Avengers Team Member

What do HRPs do?

- Serve as a thought partner
- Present and help evaluate options
- Advise on people decisions (ie. performance management, career advancement, etc.)
- Advise on compliance and employment law issues and matters
- Connect employees to resources
- Discuss strategy and implementation of solutions
- Implement organizational policies and decisions

A few things HRPs don't do...

- Force supervisors to choose a particular course of action
- Payroll/Benefits
- ePAF (biz manager processes)
- Time Entry/Correction
- Equipment return
- Faculty affairs
- Recruit team activities
- Make budget decisions
- Influence justification committee

How can you get the most out of the partnership?

- Reach out! Come see us! You don't have to do it alone!
- Come ready to problem solve
- Have realistic expectations of your HRP
- Own your decisions
- Be open and honest
- Think organizationally
- Use the resources available to you on the HR website
- Document, document, document



Resources Available on the HR Website

<https://www.umsl.edu/services/hrs/index.html>

NOTEWORTHY

- **Managers toolkit:**

<https://www.umsl.edu/services/hrs/managers/index.html>

- **Employee resources:**

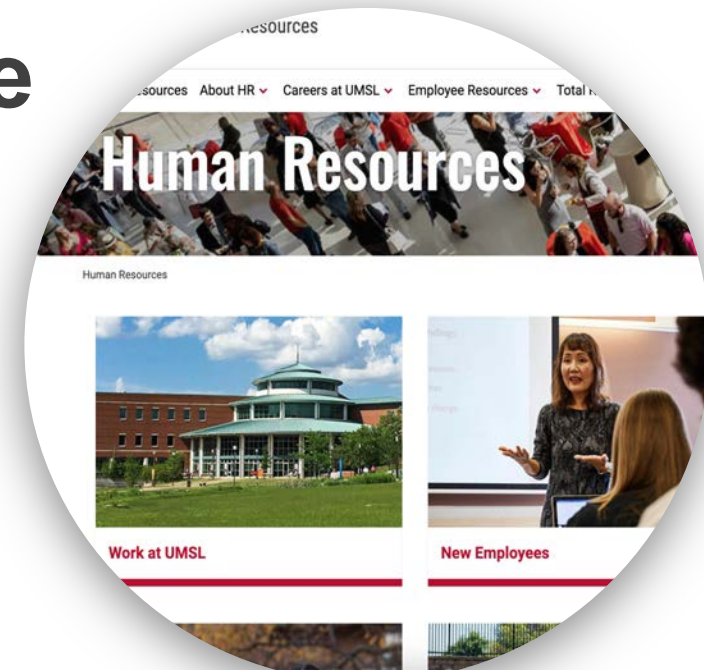
<https://www.umsl.edu/services/hrs/employee-resources/index.html>

- **Justification:**

<https://www.umsl.edu/services/hrs/hrprocesses/justification.html>

- **Compensation:**

<https://www.umsl.edu/services/hrs/rewards/compensation.html>



Other Resources

- Percipio

umsystem.percipio.com

- UM System HR Website

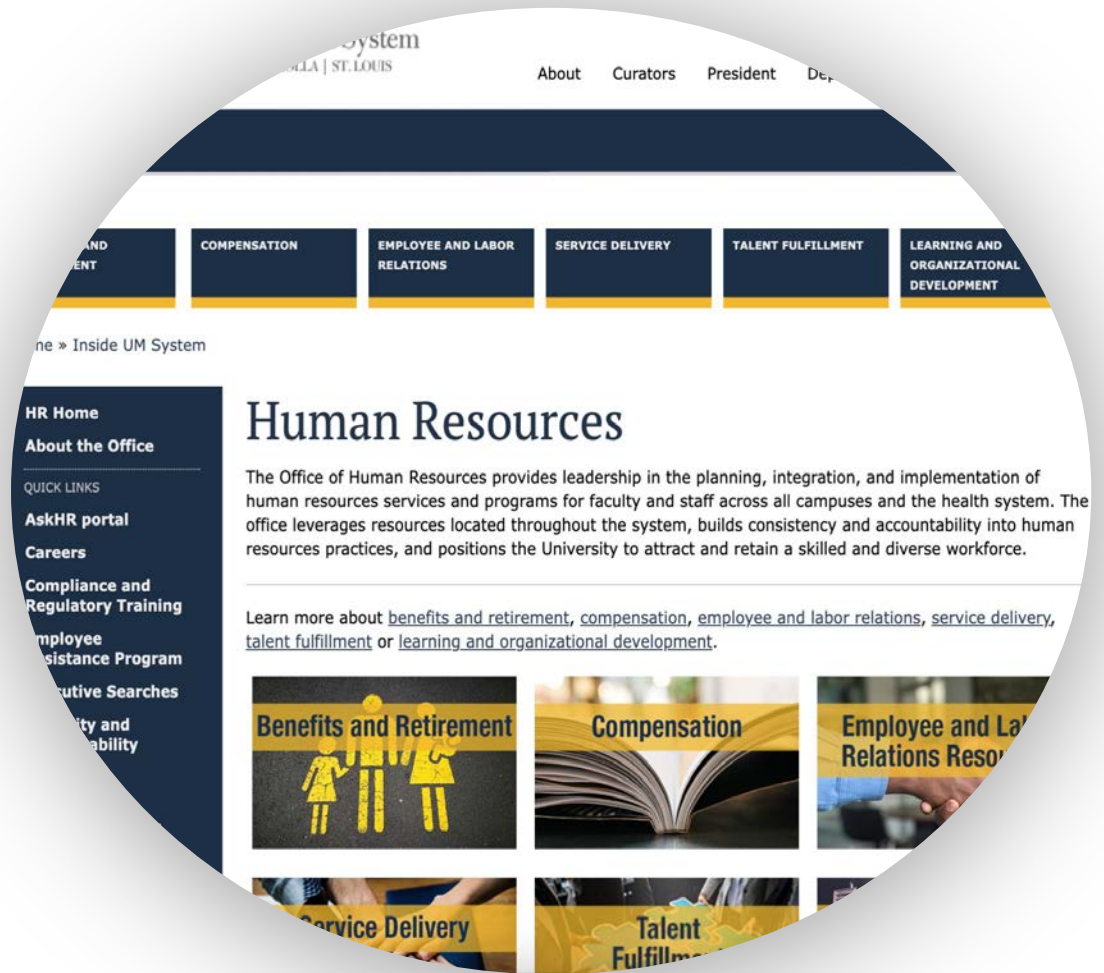
<https://www.umsystem.edu/ums/hr>

- HR Service Center

<https://www.umsystem.edu/ums/hr/hrservicecenter>

- PTO Website

<https://www.umsystem.edu/ums/hr/modernizing-leave>



Documentation

****** If you didn't write it down, it didn't happen!***

- Take the time to get it right
- It becomes a critical part of employee development
- You and your employee will benefit

Documentation

- Provides credibility
- Shows employees are treated fairly and consistently
- Clear, concise statements about employee behavior and improvements
- Evidence that supports decisions related to discipline or termination

Documentation

Formal

- Adheres to policy
- Official paperwork
 - Performance Improvement Plan
 - Verbal Warning
 - Disciplinary Action Form
 - Probationary Counseling Form
- May require signature
- Legal compliance

Informal

- Notes
- Letters
- Emails
- Chat Messages
- Casual record
 - Discussion
 - Actions

Documentation

Do

- Articulate Expectations
- Focus on Facts
- Provide Specifics
- Review Patterns

Don't

- Generalize
- Diagnose
- Editorialize
- Apologize

PCQ Process

Before implementation PCQ's require Justification review and approval prior to initiating the process (refer to the UMSL Justification guidelines for more details).

Two types of PCQ form processes:

- The Non-Exempt PCQ Form Process GGS grades 03-09 only (excluding any exempt job codes)
- The Exempt PCQ Form Process GGS grades 09+ only (excluding any hourly job codes) requires UM system comp review.

There are several factors to consider before initiating a PCQ:

- I. Determining when a PCQ is appropriate - Has the incumbent been performing the higher-level duties 6 months or greater?
- II. How do I determine if the new position meets the "E" or "A" FLSA standard?
- III. Does the unit have the budget or funding to support the grade change and potential change in compensation?
- IV. Can the additional duties be reassigned? (Example: preparing reports, setting up meetings and conducting training sessions).
- V. Performing additional duties may not necessarily qualify or be justified by the PCQ process as PCQ's are generally intended to address substantive changes in duties such as higher-level work, scope and reporting lines.

Wrap Up

Questions & Key Takeaways

Please scan the QR
code to the right or go
to www.menti.com
and enter voting code:
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Up next up in this series:

Leading Meetings

Wednesday, September 13

12 – 12:45 pm CT

Join us for this session where we discuss various types of meetings as well as strategies and best practices for scheduling and leading those meetings.