



HR Bulletin

April 2017

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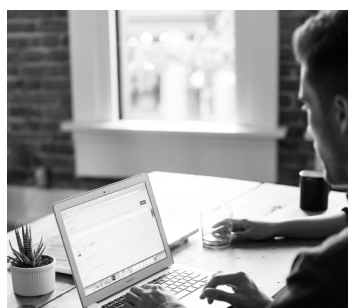
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TEXAS STATE
HUMAN RESOURCES

We would love to hear from you! Please send us your suggestions to hr@txstate.edu

Performance Management Assessment

Starts
April 3

Open Labs

See [page 6](#) for a step-by-step guide for this process.

The second round of Performance Management training consists solely of open labs: hands-on training sessions that focus on helping you work on the performance review process using the live online system in real-time, rather than in a testing environment. You will learn how to assess employees; self-assess, and; send the assessment to second level managers for approval and final signatures. Questions on how to conduct 1:1 meetings will also be answered.

Tools and Resources: Access helpful Job Aids to assist you in navigating the system during the assessment process. See [page 6](#) for a step-by-step guide to walk you through the assessment steps.

Register online through the [SAP Portal](#) and click on the Training and Development tab. Choose the date and time which works best for you in the Course Catalog, under Organizational Excellence.

More information is available on the [Training section](#) of the [Performance Management website](#).

Texas State Blood Drive

The next Blood Drive will be held on April 4 from 9 a.m. – 3 p.m. on JCK 1100. We are Blood (formerly The Blood and Tissue Center of Central Texas) brings their mobile unit to allow employees to donate blood on campus since there is no donation center in San Marcos.

Prior to donating, you must:

- eat a full meal
- provide a photo ID
- be at least 17 years old
- weigh 115 lbs. to donate whole blood; 110 lbs. to donate platelets
- be in good health

To register, go to www.inyourhands.org

- Click on the “Donate Blood” Button
- Click on “Make an Appointment” Button
- Search by our scheduled drive date, or zip code, or our Group Code: A059
- Click on our schedule of available appointment slots and book your donation time!



**One blood
donation
can save
up to 3
lives**

**Wednesday,
April 4**

**JCK 1100
9 a.m. – 3 p.m.**

Time spent donating blood is entered as “Blood Donor Leave” in the SAP Portal. Employees are entitled to donate blood 4 times per fiscal year (UPPS 04.04.30).

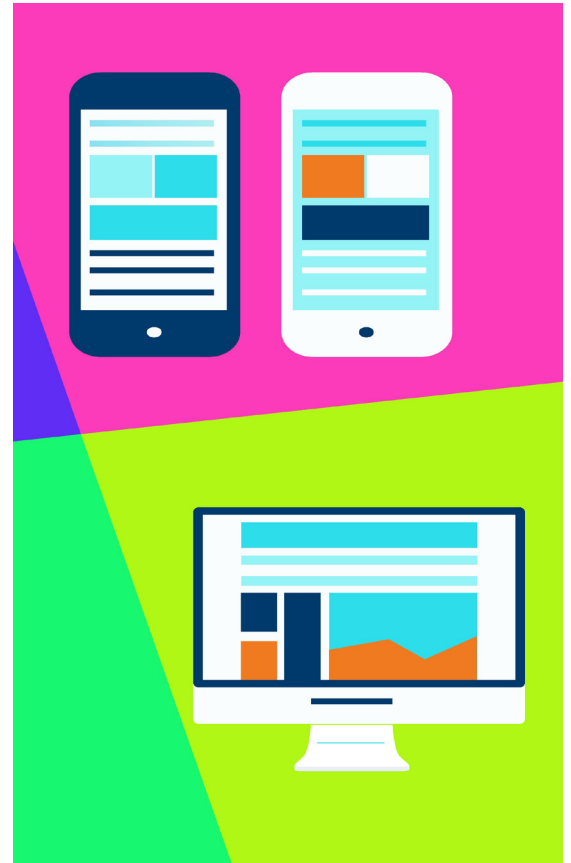
YOUR VOICE MATTERS!

If selected, participate in the
GREAT COLLEGES TO WORK FOR survey!

If you received an e-mail from Great Colleges, you are randomly selected to participate in the Great Colleges to Work For survey. Please take advantage of your chance to help make Texas State a great college to work for! Deadline for participation is April 7!

The Great Colleges to Work For program, is a national survey sponsored by The Chronicle of Higher Education in partnership with ModernThink LLC, an independent management consulting firm focusing on workplace quality in higher education. The Great Colleges program recognizes institutions that have created exceptional work environments.

Please visit www.ChronicleGreatColleges.com for more information. If you have questions, please contact ModernThink at surveys@modernthink.net.

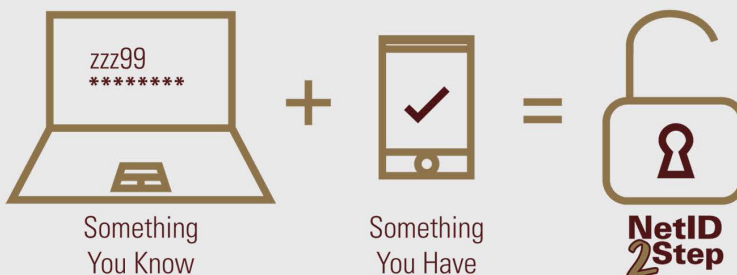


Important Update about NetID 2-Step

More Services Added May 1

NetID 2-Step will be used to protect even more online services including the **SAP Portal and Business Client, Performance Management, HR Jobs (PeopleAdmin)**, and many more.

Safe and easy to use, NetID 2-Step offers an added layer of protection for your account and Texas State data. Get setup with NetID 2-Step before May 1 to start securing your NetID account.



ENROLL TODAY

Pay Your Summer Insurance Premiums with "Prepay" Option

What are the Advantages of Prepay?

Faculty, staff, and graduate students scheduled to return in the fall but not expecting to receive a paycheck each month this summer may elect to have their insurance premiums payroll deducted in advance on their June 1 paycheck.

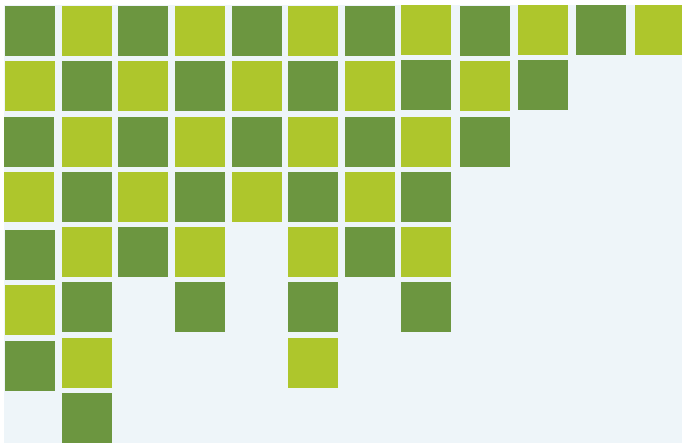
ADVANTAGES:

- Since premiums are payroll deducted, the amount will be tax sheltered.
- It is convenient -- just sign the authorization form, and we will take care of the rest.

HOW DO I SIGN UP:

- Look for a memo sent to you directly by e-mail in April. Complete the authorization form online or use the attached paper form and send directly to JCK 360.

If you have questions about the status of your insurance coverage during the summer, please contact Heather Steed (hh19@txstate.edu) or Leah Cuellar (lb1123@txstate.edu) in the Benefits Section of Human Resources. Call us at 5.2557 or come by JCK 360.



HealthSelect Corner

I heard we are switching back to Blue Cross Blue Shield.
Is this true?

Yes. On September 1, 2017, Blue Cross Blue Shield of Texas (BCBSTX) will become the new plan administrator for HealthSelect of Texas and Consumer Directed HealthSelect.

With this change, BCBSTX will manage the networks, claims, and administration of the HealthSelect plans. The plan design itself is still set by ERS and based upon state funding and healthcare costs. Benefit levels and premiums will be determined by June.

Check out this [ERS article](#) for more information about the change.



6 steps in the PERFORMANCE REVIEW PROCESS

1 MANAGER ADDS JOB DUTIES

- print or save the employee job duties selected in the employee performance plan and add the same job duties to the performance review
(keep in mind that this step is similar to to step 1 of the performance planning process)
- job duties will then be sent to the employee to self- assess their performance

EMPLOYEE SELF-ASSESSES 2

- assess each goal, job duty, competency and behavior by selecting the appropriate rating
- send to manager for assessment

3 MANAGER PERFORMS ASSESSMENT

- remember to ask for feedback from employees' team members
- also consider badges or notes received in the system
- review the notes you made throughout the year

1:1 MEETING 4

This step is a sit down session between manager and employee to discuss the employee's performance review.

5 2ND LEVEL MANAGER REVIEWS

This step requires the 2nd level manager to review the employees' performance review and send back electronically to the employee.

ACKNOWLEDGEMENTS 6

- employee acknowledges and signs the performance review
- manager acknowledges and signs the performance review
- 2nd level manager acknowledges and signs the performance review

COMPLETE!



See [page 2](#) for information on open lab training.



Considerations Before Approving Leave Time

Reminder: By policy in UPPS's 04.04.16 [Overtime and Compensatory Time Policy](#) and 04.04.30 [University Leave Policy](#); all vacation and comp time use must be approved by the employee's supervisor.

As we near the spring and summer months when employees are going to ask for leave time, managers need to consider the appropriateness of an employee's vacation or comp time leave request.

Here are some considerations:

Will the leave request place the employee in a leave without pay status?

- If so, the manager may not want to permit the employee to take leave which would reduce their pay.

Does the leave request coincide with a major project?

- If there is a genuine business need to deny the leave for the time period requested, the manager can deny the leave request. Alternative leave periods should be discussed.

Does the request follow the department's leave policy?

- To be consistent, leave requests should be approved if they comply with the department's policy. Your decision should also reflect any divisional policy related to the use of compensatory time.

Will approving this leave set an important precedent for the department?

- Most requests are fine, but if a request will set a precedent for its timing or duration, a manager might want to reconsider.

Could approving a leave request be interpreted as "favoritism?"

- Leave requests should be approved to align with legitimate business needs.

Any questions concerning leave time approval should be directed to HR at 5.2557.

Work From Home

UPPS 04.04.01 “[Miscellaneous Human Resources Policies and Procedures](#),” provides that staff employees may not work from home for any period of time without the prior approval of the president.

Department heads must route any work-at-home (telecommuting) requests through normal administrative approval channels to the president. The request must state the specific time period for the work-at-home arrangement and justify the request. Human Resources must also be provided with a copy of any approved request.

The work-at-home arrangement must follow all regular timekeeping and worker’s comp rules.

IF THE REQUEST IS APPROVED THE EMPLOYEE MUST:

1

Inform the department head of any changes that affect the work-at-home arrangements.

2

Honor all copyrights for software provided by Texas State.

3

Implement and maintain appropriate safeguards to protect university information against accidental or unauthorized disclosure, contamination, modification, or destruction.

4

Observe normal university policies and procedures.

Any questions concerning working from home should be directed to the HR Compensation section at 5.2557.





A Case for Workplace Greenery at Texas State

Contributing Author: Kurtis Graves, Student Physical Therapist, DPT Program

Office buildings that have amazing aesthetics in the front lobby including live plants and natural lighting make a statement. Clearly these atmospheres are crafted to make a positive first impression on potential clients. Bringing in these elements sets the expectation that your experience with that business will be warm and inviting. What if we made an effort to extend those features beyond the walls of the lobby and into the places where employees spend roughly eight hours a day, every day?

Creating a space for employees to encounter live plants and natural lighting could increase positive attitudes towards the workplace and decrease perceived stress levels. While performing demanding work-related tasks, our focus is so

intense that it can lead to mental fatigue and increase the likelihood of an error. However, incorporating greenery in the office allows for the possibility of mental restoration.

Given that the large majority of employees at Texas State commute to work by personal vehicle, it is worth considering that they are bringing in the stress of traffic prior to the start of their workday. Using directed attention during the commute in, throughout the workday, and again on the commute home seems to be a recipe for stress related burnout and career apathy. Bringing greenery and natural light into the workplace is one option for our faculty and staff to take a moment for restoration so we can all do our best work.

“Every now and then go away, have a little relaxation, for when you come back to your work your judgment will be surer.” – Leonardo da Vinci



RAFFLE

ENTER TO WIN A
2017-2018
RED/RESTRICTED
PARKING PERMIT!

Last day to purchase
your raffle ticket(s) is
May 4th!



1 ticket = \$5.⁰⁰
3 tickets = \$10.⁰⁰

P
PARKING



Find a Staff Council member near you:

✉ staffcouncil@txstate.edu
www staffcouncil.txstate.edu

This raffle is only open to Red Permit-eligible personnel.



Cash & Checks Accepted
Make checks payable to "TX State" &
include "Staff Council" on the memo line

All proceeds of this raffle will go toward funding our awards and scholarships.

Drawing held on May 9, 2017.

*Winner will be notified & announced on the Staff Council meeting minutes
email and website.*

TEXAS  STATE[®]
STAFF COUNCIL

Welcome

New Employee Bobcats

Join us in welcoming the following employees hired between February 20, 2017 and February 27, 2017.

Donna G Dean
Library Assistant III
University Library

Andrew Thyng
Programmer Analyst II
Learning Applications Solutions

Barry D Koehne
Instrument Technician
College of Science and
Engineering

Jessica M Gist
Academic Advisor I
Round Rock Campus

Andrea N Hankins
Administrative Assistant II
Student Health

Christopher C Deichmann
Facilities Maintenance Worker I
Department of Housing and
Residential Life

Julie T Stokes
Academic Advisor I
Round Rock Campus

Mark R Willenborg
Coordinator, Marketing and
Promotions
University Library

Lydia C Lawrence
Administrative Assistant II
Department of Agriculture



NEW EMPLOYEE WELCOME (NEW) II

Friday, April 7, 2017
8 a.m. - 1:30 p.m.
JCK Room 460

We remind all new staff employees hired during the past month that the second part of New Employee Welcome (NEW) will occur on Friday, April 7.

NEW is designed to provide useful information to new employees regarding the resources, benefits, and opportunities associated with employment at Texas State University.

NEW II, held on the second Friday of each month, is the second part of the required orientation program for all new Texas State staff hired during the past month.

Breakfast and lunch are served.

For more information, contact Professional Development at ext. 5.7899.

April workshops

The featured workshops are coordinated through Professional Development.

Registration in the [SAP Portal](#) opens for each workshop three weeks prior to the workshop date and closes the week prior to the workshop date.



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		Financial Planning and Retirement Fair		
	Texas State Blood Drive	Endowment Compliance "What Does it Mean?"		New Employee Welcome (NEW) II
3	4	5	6	7
Allies Training		NEW *Getting the Word Out: Marketing at Texas State	NEW *Getting the Word Out: Marketing at Texas State	
10	11	12	13	14
*Mobile and Smart Device Security	*Mobile and Smart Device Security	NEW Health and Wellness Lunch-and-Learn Series: Mindfulness: Cultivating Awareness to Enhance your Well-being	**Managing at Texas State	
17	18	19	20	21
			**Managing at Texas State	The 5 Choices to Extraordinary Productivity
24	25	26	27	28

(*) Workshop offered either dates.

(**) Workshop is a two part course.

Proposals for new workshop topics for the summer semester should be submitted by May 1. Click on [website form](#).

Please visit [Professional Development's workshop website](#) for further information.



HAVE YOU VISITED BOBCAT BALANCE LATELY?

Bobcat Balance is Texas State's
Work Life Employee Assistance Program (EAP).

We're here to help you balance life's challenges so
you can get back to celebrating your
everyday successes.

More information is available in the following
[brochure](#), [newsletter for supervisors](#), [newsletter for employees](#), and [newsletter for employees \(en espanol\)](#)

Call toll-free at 855.884.7224 or visit
www.hr.txstate.edu/worklife.html

User name: **txstate** | Password: **txstate**

Visit Bobcat Balance today!



TEXAS STATE Employee Discount Program

To help you stay up to date on new ways to save, check out this month's featured discounts from the [Texas State Employee Discount Program](#).

Limited-time offers and regional programs are also available.

- **InfoArmor:** Protect yourself from identity theft with InfoArmor! Save yourself the time, money and headaches of identity theft by catching it sooner.
- **1-800-Flowers.com:** Make someone smile today with a truly original arrangement from 1-800-Flowers.com. Save 15% on your next order!
- **Premium Seats:** Use Premium Seats to find great deals on sports, concert and theater tickets! Check out their VIP packages for additional perks and accommodations.
- **VineMarket.com:** VineMarket.com delivers natural groceries right to your doorstep – from organic oatmeal to dairy-free desserts. Save 10% on your next order!
- **Frontpoint:** Frontpoint offers a complete home security solution that fits your home and lifestyle. Save \$350 on your very own customized system.



www.beneplace.com/txstate



STEPHANIE MILLER

Student Development Specialist I,
University College

EMPLOYEE OF THE MONTH March 2017



Dr. Daniel Brown, Stephanie Miller, Dr. Gene Bourgeois

In her position, Stephanie focuses on the engagement and retention of PACE students through strategic communication and opportunities. She hosts 25 personal, professional and academic development events a year, crafts monthly newsletters to PACE students with just-in-time information, and provides transition information when the students have completed their year in the PACE program.

In Fall 2016, Stephanie began Paw Prints, the first just-in-time information newsletter for PACE students. Utilizing her contacts across campus and her student workers for insight, she creates a 2-4 page electronic publication that gives PACE students the information they need by promoting campus events, reminding students about academic calendar dates and deadlines, and informing them on support services and opportunities around campus, all while reiterating Texas State University values.

Stephanie assists students nearing the end of their first year in PACE through transition communication to ensure they are aware of what the next steps for them are as they prepare for their second year at Texas State. She personally contacts almost 6,000 students with detailed information about their specific major and other useful resources for them after leaving PACE. This outreach includes information about academic (advising, mentoring, departmental etc.) and career resources as well as general Texas State promotion aimed at student retention.

Stephanie is a problem solver in the PACE Outreach office. She turned PACE transition event attendance from single digits to an average of 60+ students per event. Engagement in PACE events has grown from 3% in AY 2013-2014 to 15% for Fall 2016.

She develops good working relationships with many San Marcos establishments in an effort to increase cooperation between the University and city in general. She organizes and gives PACE presentations to multiple offices and departments on campus, providing faculty and staff a better understanding of PACE's role in student success. She covers multiple facets of PACE, including Mentoring & Academic Coaching, Advising, University Seminar and Career Services. She is currently in the process of developing that same presentation to be an official professional development option through Human Resources in an effort to widen the scope of her community outreach.

Stephanie also Co-Chaired the first Student Success Symposium at Texas State. She worked closely with the Department of Developmental Education and the Office of Distance and Extended Learning to bring together over 200 individuals from multiple disciplines to discuss philosophy and practice of student success initiatives in a conference setting. This also included writing a subsequent report detailing presentation materials from the conference, which was then shared with other departments for increased transparency and to aid in future collaboration on development initiatives of faculty and staff at Texas State.

Congratulations, Stephanie, on your dedication, professionalism and hard work!



Back Row (Left to Right): Dr. Gene Bourgeois, Dr. John Fleming, and Dr. Ruth Welborn

Front Row (Left to Right): Holly Wise, Sharon Armstead, Joanna Ellis, Marylyn Kajs-Wyllie and Gay Armstrong

Texas State Quarterly Team Award

Interprofessional Service-Learning Study Abroad Team

The Texas State Quarterly Team Award was presented to the Interprofessional Service-Learning Study Abroad Team. The team members include: Dr. Marla Erbin-Roesemann, Joanna Ellis, Marylyn Kajs-Wyllie, Gay Armstrong, Sharon Armstead and Holly Wise.

This group of faculty arranged the first Interprofessional Service-Learning Study Abroad program at Texas State University. This program was the first Study Abroad experience in the history of the Texas State Clinical Laboratory Science (CLS) program and is the first Interprofessional Service Learning program in the nation to include CLS students. The service of teaching students and faculty the role and value of each of these professions in healthcare will translate to a better working relationship in their clinical practice. The result of interprofessional education (IPE) will have a positive impact on patient care when these students enter the workforce. The patients that live in the areas of Ticuantepe and Masaya, Nicaragua benefited from the education, census data collected, and medical services rendered during the trip to Nicaragua.

While in the community of Eden, deep in the rainforest outside of Ticuantepe, Nicaragua, the team and Texas State students assessed a man with a possible heart condition. Due to the distance from healthcare facilities and abject poverty of this community, he was not receiving medical care and did not know of his condition. He was educated on the seriousness of his condition and referred to the closest hospital. The next day he was having heart surgery. The team leaders received word that the work of this program saved the man's life.

The students and faculty worked with over 150 patients in health clinics, providing antibiotics for infections, pain management techniques and medicine, anti-parasitics, and breathing equipment lessons. Many of these individuals had not received any medical care in years. Nursing students worked with the students of the other disciplines to suggest follow-up care for these patients to the Nicaraguan physicians during clinic days.

During the community assessments clinical laboratory students and faculty provided education to the people living in the rural areas around Ticuantepe about the risks associated with their water source, benefits of boiling the water, how to minimize the habitat of the mosquito that transmits Zika, Chikungunya, and Dengue viruses, and the parasite risks of not wearing shoes in their dirt-floor homes. Data were collected on these families such as number in the homes, education level, dates of immunizations were given to the Nicaraguan Ministry of Health so that these small communities could be included in their services.

The respiratory care faculty and students made a significant difference in the Masaya hospital by educating the nurses and physicians on the proper use of nebulizers in use at the hospital as well as getting a ventilator back in use. They were asked to come back multiple times to assist the nurses in better respiratory care techniques and proper utilization of their equipment.

Congratulations to the Interprofessional Service-Learning Study Abroad Team on its achievements and outstanding efforts!

We would like to recognize the following employees who were promoted or reclassified between February 20, 2017 and February 27, 2017.

Brian A Rabel

Promoted to Head Electrician
from Electrician II,
Facilities Operations

Cara L Nowotny

Promoted to Project Manager II Interior Designer
from Construction Contract Administrator,
Facilities Planning Design



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HUMAN RESOURCES

