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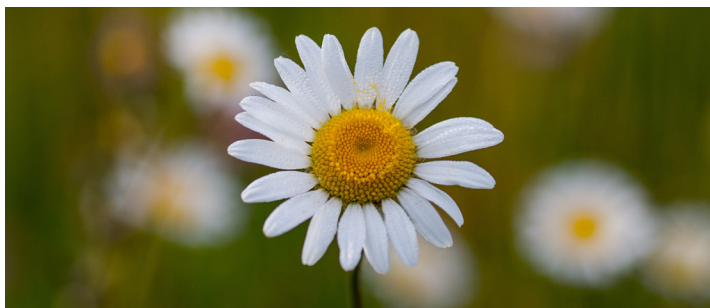
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TEXAS STATE
HUMAN RESOURCES

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

TEXAS STATE TO PARTICIPATE IN 2017 GREAT COLLEGES TO WORK FOR PROGRAM

Texas State University is set to participate in the 2017 **Great Colleges to Work For** program, 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. If you receive an e-mail asking for your feedback, **please take advantage of your chance to help us make Texas State a great college to work for!**

WHAT'S INVOLVED?

On March 20, the survey will be distributed to a random selection of staff and faculty. If you are included in this random sample, you will receive an invitation via e-mail from Great Colleges with details about the program and instructions on how to access the survey.

WHY IS YOUR PARTICIPATION IMPORTANT?

This is a chance to make your voice heard. Your participation will provide insights on the quality of your workplace experience. Texas State will receive a report by ModernThink that summarizes the results and highlight the organizational competencies that influence our culture. This information will help our University create the best workplace possible.

THINGS TO KNOW:

The survey is voluntary and completely anonymous; our institution will not be able to trace results back to individuals. ModernThink will process all results. If you are selected for participation, we highly encourage your involvement and hope you will take this opportunity to share your honest feedback!



Do you work in a **collaborative and transparent environment?**



Do our compensation and benefits **meet your needs?**



Does the review process **accurately measure your performance?**



Do you have **confidence in senior leadership?**

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



SAVE THE DATE

Financial Planning and Retirement Fair

April 5, 2017

9:00 am - 3:00 pm

LBJSC Ballroom

- Optional presentations by TRS, ERS, & Social Security
- Interactive booths
- Find ways to start planning for your financial future
- Speak one-on-one with financial planning experts

Win door prizes! Eat snacks!

Texas State Resources Fair

*This is your opportunity to
have questions answered about
a business process or service you use.*

April 6th
11 a.m. - 2 p.m.

LBJSC Ballroom



The next Texas State Resources Fair is scheduled for Thursday, April 6, from 11:00 a.m. to 2:00 p.m. in the LBJSC Ballroom. This is your opportunity to have questions answered about a business process or service you use. This Fair is designed to give you an opportunity to meet staff from over 25 departments and learn more about their office processes and how they can assist you with your job responsibilities.

Be sure to check out the [Support Staff Resources@TXSTATE](mailto:SupportStaffResources@TXSTATE) website which provides helpful links to university business processes, services, electronic forms, manuals, and training opportunities. For quick access, make it your homepage or bookmark it today. Look for more information in next month's Bulletin.





Information Regarding the Governor's Hiring Freeze

The following notification describing the hiring freeze and its effects on Texas State University was released to all Deans, Directors and Department Heads by the Vice President for Finance and Support Services, Eric Algoe on February 7, 2017

On January 31st, the Governor directed state agencies and institutions of Higher Education to institute an immediate hiring freeze on positions funded through funds appropriated by the Legislature through the end of the fiscal year (August 31, 2017). Working with the Offices of Human Resources; Budgeting, Financial Planning and Analysis; and The Texas State University System, we have developed the following guidelines for implementing the freeze at Texas State University.

All positions that are funded with funds that are not appropriated by the Legislature are not subject to the freeze and you may proceed with filling those positions. This includes all fund numbers starting with 2, 3, 4, and 8, except for 2000011017.

cont. on next page...



hiring freeze cont...

Positions, other than those directly related to public safety, that are paid from fund numbers starting with 1 and fund number 2000011017 may be subject to the freeze.

Account managers for positions that may be subject to the freeze will have to request waivers through their vice president for final approval. Waiver requests are encouraged where appropriate. The waiver request should take the form of an email providing clear justification for why the position should be filled despite the freeze and include, at a minimum, the following information:

1. Job Title, Job Classification, and Position Number,
2. Anticipated salary,
3. A complete breakdown of the funding for the position if a combination of funds is to be used,
4. If applicable, a justification as to how the position directly impacts public safety, and
5. An explanation of why hiring for the position prior to September 1, 2017, is essential to maintaining the core functions of the University.

Questions regarding the waiver process as well as completed waiver requests should be sent to budget@txstate.edu. The Budget Office can also be reached at 512.245.2376. Additional information may be requested after review.

There are a few exceptions to the hiring freeze as listed here:

- All searches for positions where the first pay period that will be paid is after September 1, 2017, are not affected by the freeze. For example, faculty searches for the 2017-2018 academic year may continue and faculty contracts beginning September 1, 2017, may continue to be signed.
- Temporary contracted employment is not subject to the freeze ("temps"), although the savings to appropriated funds from frozen positions may not be used for other purposes, including to hire temporary or contracted employees.
- The freeze does not apply to job positions where an offer of employment was already made prior to noon on January 31, 2017.
- Currently employed faculty and students in graduate assistantships who hold spring appointments and who will be assigned responsibilities with compensation for the summer are also not covered by the freeze.

Other than positions that have a direct impact on public safety and the exceptions noted above, all other positions funded by state appropriations are covered by the freeze. Please note that a waiver request is already being developed to continue hiring new student workers, new summer instructors, and new Graduate Assistants through the remainder of the current fiscal year that are funded from state appropriated funds.

Thank you as we continue to nail down details and put processes in place to ensure that we are in compliance with the Governor's Executive Order.



GETTING A TAX REFUND?

Consider starting or increasing your contribution to a voluntary retirement savings account. Texas State staff and faculty are eligible to contribute to tax-sheltered retirement plans in addition to your TRS or ORP retirement accounts.

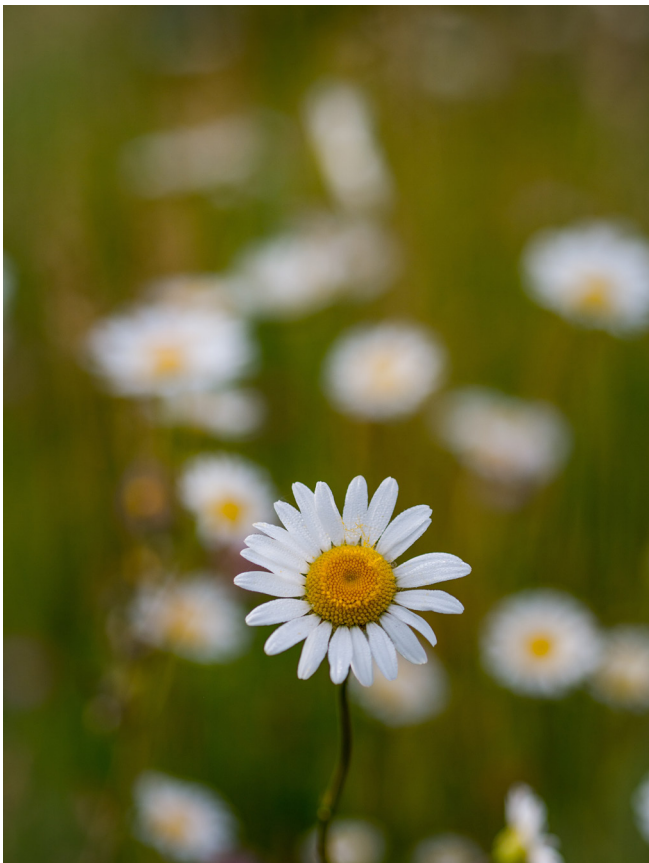
You can start with as little as \$25 monthly up to \$18,000 annually (or more if you are age 50+). Find more details here: www.hr.txstate.edu/benefits/Retirement-Programs-and-Information-.html.

Or, visit Human Resources Benefits in JCK 360 or call 245.2557 for more information.



Approaching Retirement?

Approximately 90 days in advance of your retirement date, visit with Leah Cuellar lb1123@txstate.edu in Benefits to talk about retiree insurance and other forms to get your retirement benefits started. Click [here](#) to find a retiree checklist to help you navigate the steps in the retirement process.



NEW COMPENSATION WEBSITE



THE LATEST ADDITION TO THE HR WEBSITE REVAMP

The Office of Human Resources is moving along with its website remodeling initiative. The newest addition to the revamp is the Compensation website, which has been almost completely restructured to include its own home page and specific sections that focus on classification, benchmarking and pay, the pay plan, and other resources. The new website was designed and implemented to facilitate navigation for both internal and external users.

WHAT TO EXPECT:

The new Compensation site includes process maps that diagram the job audit work flow and other compensation and classification processes to help users better understand these key HR processes. The revamp will also support a university-wide discussion on staff employee compensation and highlight the options that managers have to raise employee pay. Similarly, the revamp will facilitate greater understanding of benchmarking salaries and the salary survey process. Further, the new site will also help employees understand the federal and state employment laws that support the university's classification system. Other changes include a newly developed researcher/grant account manager link along with updates to the pay plan, which has been reorganized to include a sortable table of job title information and a more prominent display of criteria for the use of supervisory and management titles.



Compensation Manager, Jeff Lund, and HR Analyst, Debbie De La Cruz, were key players in tailoring the content and sharing their vision for the site. "HR is really excited about the revitalized and improved Compensation web page," both Lund and De La Cruz exclaimed. Moving forward, the new Compensation website will be updated regularly to include the latest information that impacts staff compensation and classification.

For questions on the new site, please contact hr@txstate.edu.
www.hr.txstate.edu/compensation.html

SALARY SURVEY PROCESS

Each year Human Resources conducts a salary survey of all staff positions on campus. This process typically begins in April and concludes with a report sent to President's Cabinet (PC) in June. Any pay plan changes or employee pay increases that may result from the survey must be approved by President's Cabinet.

This survey process compares the university's pay plan minimums to the market median rates. The median market rate for each matched position is multiplied by 96% (.96) and placed on the nearest grade in the university's pay grade system. This results in proposed pay plan minimums for each title in the university pay plan. The cost to implement any changes to the pay structure is then calculated. For more detailed information on the salary survey process please see the university's [Staff Compensation Philosophy](#).

This month HR sent a report to President's Cabinet members displaying the current pay plan relationships. Human Resources has asked PC to provide recommended changes concerning the pay plan relationships.

Finally, HR will present its pay plan recommendations to PC for consideration in June. PC will then provide direction to HR on how to implement any changes that may be approved by President's Cabinet.

Spring Break

March 13 – 17, 2017

During Spring Break, the university will be closed except for those offices designated as "essential". Essential offices require a skeleton crew.

Supervisors are reminded that the five days of the Spring Break period are Energy Conservation Days. Employees must use previously accrued FLSA overtime, state compensatory time, vacation, or leave without pay for these days if they are not working. If an employee does not have enough time accrued to cover the absence, or is new and not eligible to use their vacation due to the six-month rule, supervisors must allow these employees an opportunity to work additional hours so they may earn the necessary time prior to the break.

Non-exempt (classified) employees who work less than 40 hours per week generally do not accrue FLSA overtime or state compensatory time. Therefore, these employees must be placed on leave without pay if they do not have enough vacation time to cover the absence.

For a list of essential offices, please refer to the FY17 Holiday Schedule at www.hr.txstate.edu/Holiday-Schedule.html.

For information regarding FLSA overtime or state compensatory time, please see UPPS 04.04.16 Overtime and Compensatory Time Policy at www.txstate.edu/effective/UPPS/upps-04-04-16.html.

Questions may be directed to Selma Selvera in Human Resources at ss24@txstate.edu or 5.2557.



NEW POLICIES WEBSITE

One-stop Location for all System, University, and Divisional Policies

Texas State University is pleased to introduce our new [Policy and Procedures website](#), which went live to the university community on **February 27, 2017**. This umbrella site includes links to The Texas State University System policies, university policies (UPPSs), and all division policies (PPSs). Content across all policies is now organized with a similar structure and presentation, is mobile device friendly and ADA compliant.

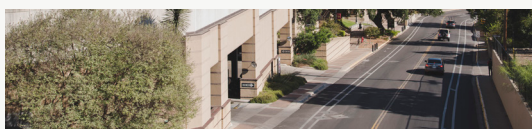
The new site includes a homepage, where you can access an index for all available policies, along with a comprehensive policy review schedule and instructions for searching policy statements for specific content.

We hope you find this new website to be useful and efficient in meeting your needs. Please send any comments or questions to [Dr. Lisa Garza, Director, University Planning and Assessment](#).

Web address is: policies.txstate.edu/

RAFFLE

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



P
PARKING

1 ticket = \$5^{.00}
3 tickets = \$10^{.00}

Find a Staff Council member near you:

✉ staffcouncil@txstate.edu

www staffcouncil.txstate.edu

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

Drawing will be held on May 9th.



TEXAS  STATE
STAFF COUNCIL

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

Purchase your raffle ticket(s) by May 4th!



EMPLOYEES SPENDING LESS TIME ON THEIR BOTTOMS IMPROVES BOTTOM LINES

Author: Kurtis Graves, GRA in the Department of Physical Therapy

Generally speaking, sedentary work is now the norm. Industrial minds have engineered our most fundamental human experiences (eating, working, moving from place to place) to minimize active movement in an effort to maximize efficiency. After all, the more time employees spend at their computers, the more work they ought to accomplish, right? This assumption is being challenged on many fronts, and the results are worth investigating.

Dr. James Levine of the Mayo Clinic College of Medicine summarized his findings on inactivity and cognitive processes by stating, "Sitting too long can put our brains into a slumbering state, resulting in slower processing speed and impeded problem-solving capability, learning, and memory retention."

The culture of movement minimization in the workplace likely crept into the mainstream because of the responsibility each employee feels to produce. Incorporating physical activity into our normal work patterns is a great way to keep our brains and bodies firing on all cylinders while satisfying our responsibility to be productive members of society. Texas State has embraced employee wellness by offering WellCats. There is more to be done though. So, broadly speaking, since an active workforce is a happy, healthy and productive workforce what steps can your office take?

"The bottom line: Any employer who aims to maximize work quality and quantity will want to create a movement-friendly workplace as a core business strategy. Changes to the work environment and policies that make movement throughout the workday the norm can help promote a high-performing workforce."



01 Establish a culture that supports and encourages movement at work.

- Moving meetings: recommend that participants in a longer meeting stand as needed and schedule brief meetings as standing or walking events.
- Structure all meetings to end 5-10 minutes early if possible so that attendees can participate in a short bout of movement prior to returning to their desk.
- Where possible, flexible scheduling allows employees to incorporate movement in ways that are convenient to them while still meeting essential business needs.

02 Make the environment movement-friendly.

- Centralize the location of employee mail, office supplies, printers and copiers to promote walking from the desk to these locations.
- Add standing height tables without chairs to employee break rooms

03 If you are a manager or supervisor, you can be a role model and involve your team members.

Information inspired by [Employee Benefit News](#).

Welcome

New Employee Bobcats

Join us in welcoming the following employees hired between January 23, 2017 and February 13, 2017.

Alexander Totilo
Assistant Coach
Soccer

William L Sandel
Grant Specialist
ALERRT Center

Eric P Landwehr
Business Process Analyst
Technology Resources Administration

Celeste Alleyne
Head Cashier
Bookstore

Jorge R Luquis-Villanueva
Programmer Analyst II
Core Systems

Caryn D Williams
Grant Specialist
Educational Talent Search

Dawn E Currie
Administrative Assistant II
University Police

Manuel M Goel
Coordinator, International Affairs
Office of International Affairs

Zachary A Kuhr
Assistant Coach
Football

Deborah H Pitts
Coordinator, Marketing and Promotions
University Library

Dylan A McCreary
Accountant II
Accounting Office

Denise Bjerke
Administrative Assistant III
Political Science

Lloyd M Anguiano
Custodian
Department of Housing and Residential Life

Aaron D Allen
Undergraduate Admissions Counselor
Office of Undergraduate Admissions

Marty G Adcock
Grant Specialist
ALERRT Center

Vanessa M Villescas
Coordinator, Social Media
Office of University Marketing

Daniel J Dominguez
Network Technician
Network Operations

Cindy L Jackson
Custodian
Department of Housing and Residential Life



March 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
		NEW Managing Change College Mental Health, Part II: I Want to Help, But How?	Supporting Transgender/ Non-binary Students on Campus	NEW College Alcohol and Drug Trends: What is my Role in Prevention?
		1	2	3
Credit Card Acceptance at Texas State	IN(ability): Disability Does Not Mean Inability	Travel Policy and Procedures		New Employee Welcome (NEW) II
6	7	8	9	10
<div> <div>SPRING BREAK</div> </div>				
13	14	15	16	17
*Surveys 101 Series: Part II: Writing Effective Survey Questions for Quality Improvement	*Surveys 101 Series: Part II: Writing Effective Survey Questions for Quality Improvement ***7 Habits of Highly Effective People	*For the Record: What You Really Need to Know About Records Management	*For the Record: What You Really Need to Know About Records Management	**Facilitation Skills Training
20	21	22	23	24
	***7 Habits of Highly Effective People	**Facilitation Skills Training *NEW Delve into the Data: Resources for Texas State Institutional Data	*NEW Delve into the Data: Resources for Texas State Institutional Data NEW Professional Learning Opportunities for Staff through Graduate Education	NEW Health and Wellness Lunch-and-Learn Series: Body Weight Exercises You Can Do Anywhere
27	28	29	30	31

(*) Workshop offered either dates.

(**) Workshop is a two part course.

(***) Workshop is a five part course.

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





NEW EMPLOYEE WELCOME (NEW) II

Friday, March 10, 2017

8 a.m. - 1:30 p.m.

Bobcat Stadium - Football End Zone Complex

We remind all new staff employees hired during the past month that the second part of New Employee Welcome (NEW) will occur on Friday, March 10.

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.

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.

- **Solar Power:** Solar power is one of the wisest investments you can make today. Sign up for a free home evaluation and get a rebate of up to \$1,000 with SunPower.
- **TrueCar:** Turn your tax refund into a down payment on your next new or used car! Shop top brands and save with the TrueCar employee auto-buying program.
- **Remax:** REMAX helps thousands of employees, family and friends with their real estate needs. Get a 20% commission rebate when you buy or sell your home!
- **Advance Auto Parts:** With Advance Auto Parts, save on parts and accessories that keep your ride running right! Enjoy 20% off with your exclusive employee discount.
- **Wyndham:** Get up to 20% off the best available Wyndham hotel rate. With over 8,000 properties worldwide, you can travel the globe on a budget!



www.beneplace.com/txstate



WESLEY CLARK

Annual Giving Director,
Alumni Relations

EMPLOYEE OF THE MONTH
February 2017



Dr. Barbara Breier, Wesley Clark, Dan Perry

As Director of Annual Giving, Wes leads the fundraising efforts for the Maroon & Gold Fund, the Family Campaign, and special initiatives to engage donors who give \$10,000 and below. In 2016, Wes led several new initiatives that significantly advanced the fundraising capacity of the university. For much of the year, he did this while down staff, operating as the sole staff carrying the work of the department.

Between January and April, Wes led the 2016 Family Campaign which ended with a 65% participation rate. This was the best year on record, and exceeded the prior year by more than 10%. In this time, he also managed the implementation of a crowdfunding platform that has raised more than \$25,000 in the first nine months for special projects benefiting students and faculty across campus.

A significant amount of work was required to implement Step Up for State in September. This was amplified given that it was the first time the institution had attempted this type of initiative. The overwhelming success of Step Up for State raised \$221,824 in 31 hours from over 3,000 gifts. This is a testament to the outstanding work of the campus-wide team that Wes led.

Completing all three initiatives in one year while down staff required a tremendous effort that has generated well over \$100,000 in scholarships for our students and enhanced the capability of faculty and staff to raise funds for special projects.

Wes has streamlined processes, improved programs, implemented new initiatives and developed strong relationships across campus. His efforts have benefited numerous university departments, programs and initiatives. Thanks to his diligent work ethic, motivation and drive, he has built a prosperous program which is fully integrated into the University Advancement structure.

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

We would like to recognize the following employees who were promoted or reclassified between January 23, 2017 and February 13, 2017.

Laurence D Martinez Jr

Promoted to Recycling/Waste Management I
from Grounds Maintenance Worker I,
Grounds and Waste Management Operations

Jenny J Van De Walle

Promoted to Program Specialist
from Administrative Assistant III,
Client Services

Kate A Proff

Reclassified to Database Administrator
from Research Analyst,
Office of Institutional Research

Elsie R Romano

Reclassified to Sr Environmental Health & Safety
Specialist
from Environmental Health & Safety Specialist,
Environmental Health, Safety and Risk Management

Gustavo A Cantu Jr

Reclassified to Sr Environmental Health & Safety
Specialist
from Environmental Health & Safety Specialist,
Environmental Health, Safety and Risk Management



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HUMAN RESOURCES