

# HR Bulletin

March 2015



## Contents | March 2015

### 2-3 What's in View

- Financial Planning & Retirement Fair
- Health Check Blood Draw
- Summer Camp Fair

### 4-5 Highlights

- Reduce Your Stress
- Employee Wellness Pilot Program

### 6-9 Employee Focus

- Welcome New Employee Bobcats
- NEO II
- ASSR website
- March Workshops
- Employee Discounts

### 10-13 Supervisor's Corner

- Performance Documentation
- Performance Appraisal Season
- Hiring Manager Interview Tips
- Springbreak Timekeeping Tips
- PCR Deadlines for March

### 14-15 In the Spotlight

- Employee of the Month
- Movin' On Up

Human Resources  
601 University Drive  
JCK Suite 340  
512.245.2557

Please send us your suggestions to:  
[hr@txstate.edu](mailto:hr@txstate.edu)

## SAVE THE DATE

# 2015 Financial Planning & Retirement Fair

Wednesday, March 25 | 9 a.m. - 3 p.m. | LBJSC Ballroom <sup>3rd floor</sup>

Gain a better understanding of how you can start saving *now* to retire with the lifestyle you want.

The fair will feature:

- \*Presentations by the Teacher Retirement System, Employees Retirement System, and Social Security
- Representatives from Texas State approved 403(b) and 457 providers discussing ways you can start saving today to meet your retirement goals
- HR staff to help answer your questions and get you started on your path to retirement saving
- Interactive booths with sponsor giveaways
- One-on-one time with financial planning experts
- Door prizes!

*\* To attend the presentations, please sign up through the SAP Portal under Training & Development. No registration is required if visiting the exhibitor booths.*

*Attendance to the Financial Planning & Retirement Fair is considered work time.*

We hope to see you there!

## HealthCheck Blood Draw



SAVE THE DATE  
Thursday, March 26  
8 a.m. - 10 a.m.  
JCK Suite 460

Texas State University is participating in CTMC's HealthCheck again this year. For your convenience, we have coordinated an on-site pre-event blood draw.

Registration is required for the pre-event blood draw. To reserve an appointment time, send your request to [worklife@txstate.edu](mailto:worklife@txstate.edu)

For additional information, visit [www.worklife.txstate.edu](http://www.worklife.txstate.edu) or contact Rose Trevino in Human Resources at 5-2557.





# SUMMER CAMP

2015

# FAIR

Friday, March 27 | 2:30 p.m. - 6 p.m.  
Undergraduate Academic Center

- Learn about various camps including math, athletics, science, performing arts, and more!
- Appearances by Boko and cheerleaders
- Camp demonstrations
- Performances
- Make your own Bobcat Trail Mix

## SUMMER Scamps at Texas State

As you prepare for summer fun for your family, don't forget to mark your calendar for the Texas State Summer Camp Fair. Find out more about the many summer camps and resources offered at our University.

The fair, which is free and open to the public, will feature camps from areas such as math, aquatic studies, athletics, science, performing arts, creative writing, and college awareness.

The Office of Community Relations, the Human Resources Work Life Program, and the University College, are partnering to support this event.



For more information about the Texas State Summer Camp Fair, please visit this [link](#) or contact the Office of Community Relations at [communityrelations@txstate.edu](mailto:communityrelations@txstate.edu).

Departments offering summer camps can register to participate [here](#).





# REDUCE *your stress*

## Employee Wellness Pilot Program Opportunities

Last fall, we provided a survey and conducted focus groups to learn more about the wellness needs and interests of Texas State employees. What we learned was of no surprise. Our employees are stressed!

We took this need into consideration when designing the Texas State Employee Wellness Pilot Program and incorporated three types of classes into the group fitness training schedule:

### **Strength, Stretch, No Sweat:**

This 30-minute, low intensity class requires no special attire. Just show up in your work clothes. While we can't guarantee that you won't sweat (as some of us sweat while just sitting), we can guarantee that you will leave the class feeling refreshed and ready to take on the rest of your day!

### **Non-Pretzel Yoga:**

Prior yoga experience is not necessary. You don't even need to be able to touch your toes or perform splits! This 45-minute class has easy-to-follow movements to help you focus on breathing, meditation, and relaxation. While we suggest wearing comfortable exercise clothes, no special attire is really needed.

### **Yoga:**

This 45-minute, moderately paced class is right for everyone, from beginners to seasoned veterans. This class blends breath with movement and focuses on the fundamental yoga postures and principles in order to engage and build core strength, improve postural alignment, and invigorate the body and mind.

These classes are designed for everyone, regardless of fitness level, age, gender, and ability.

They involve meditation exercises and a variety of movements designed to relieve stress, improve strength, coordination, balance, flexibility, and invigorate the body.

For convenience, these stress-reducing classes are offered throughout the week at various times and in locations (JCK, Jowers, Alkek, LBJSC, and Facilities Training Room). For more information, please visit the following [link](#).

# free employee wellness pilot program

January 12 – May 3



Registration is still open for the Texas State Employee Wellness Pilot Program

Texas State is committed to helping employees make their health a priority in 2015!

You still have time to join the program and enjoy free wellness education classes, swim at the Aqua Sports Center, play racquetball at the Jowers Center, and attend group fitness classes at the Jowers Center, JCK, Aqua Sports Center, Physical Plant Warehouse, and LBJ Student Center.

*Almost 500  
employees have  
registered!*

To be eligible to participate in this free program, employees must register on-line, complete a simple health appraisal questionnaire, and sign a waiver form.

Visit the website below for additional information.



Join Now

Make Health  
your top  
Priority

[www.worklife.txstate.edu/Wellness.html](http://www.worklife.txstate.edu/Wellness.html)



# Welcome New Employee Bobcats

*Join us in welcoming the following employees hired between January 20, 2015 and February 9, 2015.*

**David A Dykes**  
Police Officer  
University Police

**Jarrett P Hand**  
Media Technician I  
Classroom Technology

**Stephanie Swenson**  
Librarian  
University Library

**Brandi J Martinez**  
Administrative Assistant III  
Retention Management and  
Planning

**Anthony J Ghinelli**  
Student Development  
Specialist II  
Student Center

**Kyle A Lobo**  
Police Officer  
University Police

**Adekunbi O Ajiboye**  
Grant Specialist  
University College

**Michelle C Pruett**  
Program Specialist  
Mathworks

**Mark E Brooks**  
Custodian  
Department of Housing and  
Residential Life

**Alex J Borger**  
Academic Advisor I  
University College Advising  
Center

**Katherine R Hall**  
Grant Specialist  
Center for Children and  
Families

**Rosa De Gutierrez**  
Custodian  
Department of Housing and  
Residential Life

**Stephanie A Castillo**  
Police Officer  
University Police

**Paul M Ortiz**  
Media Technician I  
Classroom Technology

**Cynthia De La Cruz**  
Outreach Coordinator  
College of Education

**Mary H Martinez**  
Grant Director, Non-  
Faculty  
The Education Institute

**Bianca L Lopez**  
Administrative Assistant II  
Department of Housing and  
Residential Life

**Kristopher M Infante**  
Academic Advisor I  
PACE Advising Center

**Derek Petruskevich**  
Administrative Assistant I  
Athletics

**Dawn M Kiger**  
Administrative Assistant II  
Accounting Office

**Daniel Rivas**  
Warehouse Worker  
Materials Management and  
Logistics

**Margarita Jimenez**  
Custodian  
Department of Housing and  
Residential Life





## New Employee Orientation (NEO) II

Friday, March 13, 2015

8 a.m. – 12 p.m.

JCK Suite 460

New Employee Orientation (NEO) is designed to provide useful information to new employees regarding the resources, benefits, and opportunities associated with employment at Texas State University.

NEO II, held on the second Friday of each month, is the second part of the orientation program for all new Texas State employees hired during the past month. New faculty members are also invited to attend. A light continental breakfast is served.

For more information contact Professional Development at ext. 5-7899.



## Administrative Support Staff Resources website

**Do you feel overwhelmed when navigating the university website? If so, this resource is for you!**

The Administrative Support Staff Resources (ASSR) website is a tool designed to assist employees quickly locate information on business processes, services, policies, forms, training opportunities and much more.

You can quickly find what you are searching for by either:

- 1) browsing topics alphabetically (A-Z), or
- 2) browsing topics by division.

Click on the link below to access the website.

The website was created by the Administrative Support Services Committee (ASSC) and Human Resources for new employees and for those who provide administrative support services to campus.

The website is updated frequently. If you wish to provide recommendations or feedback, you may do so through this [link](#).

[www.ssr.hr.txstate.edu](http://www.ssr.hr.txstate.edu)



# MARCH workshops



## **QPR - Suicide Prevention Training**

Wednesday, March 4

## **College Mental Health: Understanding and Helping Your Students in Distress**

Thursday, March 5

## **Marketing Matters: What's New**

Monday, March 9 or Tuesday, March 10

## **Pre-Award Services Available to the University Community**

Tuesday, March 10

## **NEW Health and Wellness Lunch-and-Learn Series:**

### **Tracking the Body: Tools and Apps You Can Use**

Wednesday, March 11

## **Supporting Transgender Students on Campus**

Wednesday, March 11

## **NEW Health and Wellness Lunch-and-Learn Series:**

### **Sleepless in San Marcos: How to get your Zzz's**

Tuesday, March 24

## **Post Award Services Available to the University Community**

Tuesday, March 24

## **Financial Planning and Retirement Fair**

Wednesday, March 25

## **NEW Surveys 101 - Series Part II:**

### **Writing Effective Survey Questions for Quality Improvement**

Thursday, March 26 or Friday, March 27

## **NEW Endowment Compliance "What Does It Mean?"**

Friday, March 27

## **Civilian Response to Active Shooter Events**

Monday, March 30 or Tuesday, March 31

*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.*

Please go to [www.txstate.edu/pdevelop/Services/workshops.html](http://www.txstate.edu/pdevelop/Services/workshops.html) for further information.



# Texas State Employee Discount Program

Check out this month's featured discounts from the **Texas State Employee Discount Program**.

*Limited-time offers and regional programs are also available.*

- **Soap.com:** Your source for household, health, beauty and grocery essentials. Save 10% and get free shipping on orders of \$49 and up.
- **Lasik Vision Institute:** Discover why the Lasik Vision Institute is the trusted leader. Get 25% off LASIK, and a free LASIK evaluation with this offer.
- **MetLife:** MetLife Auto & Home policies can help you protect your belongings. Call for a free quote today to see how much you can save with group discounts.
- **RGS Energy:** Switch to home solar power with Real Good Solar Energy and save \$2,000 on your system instantly! Solar panels can be installed for as little as \$0 down.
- **CRS:** Planning to move? Let Consumer Relocation Services do the work! Get up to three bids from professional movers, move coordination, and insured transportation for your belongings.



[www.beneplace.com/txstate](http://www.beneplace.com/txstate)

## Updates to HealthSelect Vision Discounts



Vision Care is included with your HealthSelect medical coverage!

Find the latest Vision Care discounts offered by HealthSelect at:  
<http://healthselectoftexas.welcometouhc.com/health-education.html>.

Scroll to Vision Care Discounts for a list of providers.

Visit today and start enjoying discounts on frames, lenses, and even vision correction surgery.





# Performance Documentation:

## *A key component of management*

*Documenting employee performance is a key component of management and being a supervisor.*

*Employee performance records can be used to justify personnel actions by addressing performance issues when they occur.*

### Performance Documentation Tips

#### CREATE AN EMPLOYEE FILE

Keep a file for every individual employee. The files should be maintained in the supervisor's office. They can also be maintained in a password protected electronic file. Confidentiality is key!

#### KEEP EMPLOYEE FILES UPDATED

Documenting on a regular basis helps keep employee performance information up-to-date and in chronological order.

#### BE SPECIFIC

Be as descriptive as possible by including dates, actions, etc. The documentation may include your opinion, but should focus on describing the behavior. Remember to include who was involved, when and where the event occurred, and other instances leading up to the occurrence.

#### DOCUMENT POSITIVE PERFORMANCE

Supervisors are encouraged to document positive and exceptional performance. This can help justify higher performance scores and merit increases.



# Performance Appraisal Season:

Pursuant to UPPS 04.04.20, "Staff Performance Appraisal Policy" supervisors and department heads are reminded of the following key deadlines.

## Performance appraisal period: January 1 to December 31

All regular administrative, unclassified, and classified employees must receive a written performance appraisal once each year covering this period.

*Exceptions: employees promoted, transferred, reclassified, demoted, or hired between October 1 and December 31. These employees should be appraised after six (6) months on the job and again after the following December 31.*

## January – February

The written performance appraisal and interview should be conducted during these months of each year, unless an alternate appraisal cycle has been approved.

## Last working day of February

The annual appraisal form and interview on all regular staff employees must be completed by the last day of February. The date for this year corresponds to February 27, 2015.

## April 1

All appraisals are due to the divisional vice president no later than April 1.

## April 15

The divisional vice president will forward all appraisals to Human Resources by this date.

*By April 22, the Assistant Vice President of Human Resources will provide a list by division of all appraisals not received to the Vice President for Finance and Support Services (VPFSS).*

Contact the Human Resources Compensation Section with any questions.

Click [here](#) to view the full Staff Performance Appraisal policy.

*Both employee and supervisor must certify that the GOJA used as part of the performance appraisal process is accurate and current.*

*Please work with your staff to ensure their timely appraisal in accordance with this policy.*





# How does a hiring manager prepare for the interview?

*Basic steps to prepare for job candidate interviews*



a) Review the job description and GOJA of the open position.

b) Identify the knowledge, skills, and abilities (KSAs) required to perform the job.

c) Develop interview questions based on the KSAs required to perform the major tasks and responsibilities of the job.

d) If applicable, select a representative interview committee comprised of people in other departments and campus areas which would interact with the position.

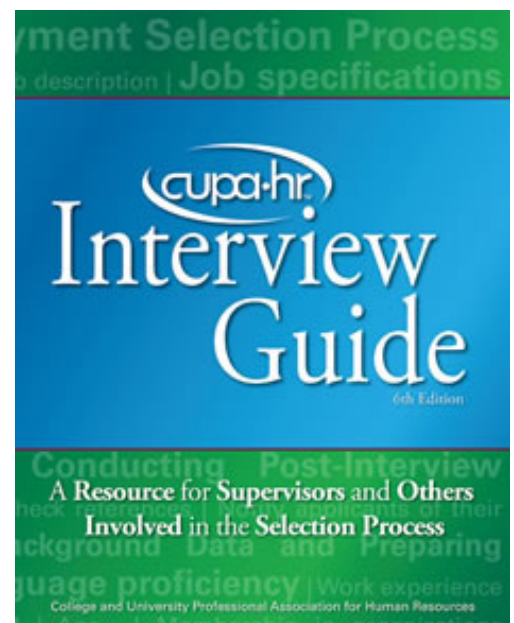
e) Determine an appropriate schedule for the interviews.

f) Review all resumes and applications.

The CUPA - HR Interview Guide is a helpful resource for hiring managers. The guide is available for download at the following [link](#).



**College and University Professional  
Association for Human Resources**



# Timekeeping Tips Spring Break

Texas State will observe Spring Break March 16 - 20, 2015. President Trauth and the Board of Regents have approved these dates as "energy conservation days".

## Essential Offices Open with Skeleton Crews

Most university offices will be closed during Spring Break. However, those offices designated by divisional vice presidents as essential will remain open with limited staffing. A list of these offices is on the Human Resources website, available [here](#).

Regular staff required to work during energy conservation days will work their planned working schedule. This means they do not need to use accrued compensatory time or vacation leave.

## Part-Time Regular Classified Employees (Non-exempt)

Benefits-eligible part-time employees may need to enter leave without pay into SAP for Spring Break. State law does not permit part-time, non-exempt (classified) employees to earn state comp time except for paid hours exceeding 40 in one week.

The following options are available for part-time employees who do not have a comp time balance to cover the Spring Break period:

- The employee may be assigned to work during the Spring Break period.
- The time may be covered by accrued vacation or leave without pay (LWOP).
- The employee may work additional hours (with supervisor approval) prior to Spring Break then be on leave without pay the week of Spring Break.

If the employee does not work or use vacation, an absence type of 1060 LWOP (Unpaid Absence) must be entered into SAP. Once approved, this will automatically reduce the employee's paycheck on the next pay cycle.

## Non-Student Non-Regular Staff (Hourly Temps)

University policy does not allow non-regular employees to earn or accrue paid leave. They are paid for hours as they are worked. Supervisors may allow non-regular employees to work extra hours to recover any pay lost during energy conservation days, but are not required to do so.

If you have questions, please contact the Benefits Section in Human Resources at 5-2557 or at [hr.txstate.edu](http://hr.txstate.edu).



## Friendly Reminder Early PCR Deadline Dates for March

Due to Spring Break, PCR cutoff dates for March are earlier to allow adequate time for processing prior to the break.

Failure to submit the PCR by the published deadlines may result in delayed payments to your employees.

See the complete schedule with due dates below:

[www.hr.txstate.edu/hrmasterdatacenter](http://www.hr.txstate.edu/hrmasterdatacenter)



## Employee of the month

### February 2015

#### Mark Jesse

Parking Garage Manager  
Parking Services

Mark was hired in 2009 to manage the LBJSC Garage and to oversee all garages' repairs and maintenance. Since he joined Parking Services, the income generated at the LBJSC Garage has more than doubled. Other management strategies have decreased waiting times and traffic around the garage along with an improved efficiency in the payment process.

Mark's constant diligence in monitoring permit lots has meant improved lighting and more timely maintenance and repairs. During the planning and construction of the Edward Gary Garage, Mark was the principal liaison between Facilities and Parking Services, ensuring the ease of operations. Mark has managed and operated the new garage with the same efficiency as he has with the LBJSC Garage.

Mark is also tasked with overseeing the parking for tailgating. During football season he assists with game



From left to right: Bill Nance, Mark Jesse, Steve Prentice, Nancy Nusbaum

*Mark continues to have a positive impact on Parking Services with the success of facilitating parking needs on campus.*

day parking issues and coordinates parking and tailgating for all of our Bobcat fans and students. A large part of tailgating's success is attributable to Mark. He is always willing to assist the fans with their requests and is also very accommodating to all the internal operational needs.

Mark also works with a number of departments to provide guest and special event parking, including many involving Presidential events. He is on call 24/7 for issues at the garages, and is a part of the emergency response team for situations like ice days. Mark continues to have a positive impact on Parking Services with the success of facilitating parking needs on campus.

This position requires long extensive hours and sometimes grueling weather conditions, but this has never affected Mark's ability to do his job efficiently, professionally and with a positive attitude.

*Congratulations, Mark, on a job well done!*





## Movin' on up

We would like to recognize the following employees who were either promoted or reclassified between January 20, 2015 and February 9, 2015.

**Patricia F Heath,**

Promoted to Sr. Administrative Assistant from Administrative Assistant III, College of Liberal Arts

**Daniel J Moran,**

Promoted to Supervisor, Technical Services from Instrument Technician, Utility Operations

**Sandra L Tobias,**

Promoted to Accountant III from Accountant I, Accounting Office

**Nabila R Aikawa,**

Promoted to Administrative Assistant III from Administrative Assistant II, College of Liberal Arts

**John A Perez,**

Promoted to Crew Supervisor, Facilities Operations from Carpenter II, Facilities Operations

**Renee L Neer,**

Promoted to Accountant I from Administrative Assistant II, Accounting Office

**Diana F Hendricks,**

Reclassified to Grant Coordinator from Grant Specialist, ALERRT Center

**Randall D Watkins,**

Reclassified to Grant Coordinator from Grant Specialist, ALERRT Center

**Kelly K Nichols,**

Reclassified to Grant Coordinator from Grant Specialist, ALERRT Center



TEXAS  STATE  
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