

HR Bulletin

Nov.

HR

2019

PHONE

512.245.2557

EMAIL

hr@txstate.edu

LOCATION

JCK 340

TEXAS  STATE[®]
HUMAN RESOURCES

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The HR Bulletin keeps you informed on HR topics and news pertaining to Texas State. We would love to hear from you! Please send your suggestions to hr@txstate.edu





Don't Forget To **Fall Back**

Daylight Saving Time Ends On
November 3, 2019
at 2 a.m.

FLSA CHANGES

COMING 2020

The Department of Labor (DOL) published the new regulations for the Fair Labor Standards Act (FLSA) on September 24, 2019 for new rules that go into effect January 1, 2020. The following is a look at the current regulations versus the changes to come.

What is the FLSA? The FLSA is a federal law which establishes minimum wage, overtime pay eligibility, recordkeeping, and child labor standards affecting full-time and part-time workers. The law requires employers to pay their employees overtime pay of time and a half the employee's regular rate of pay for all hours worked over 40 in a workweek. The FLSA establishes a minimum salary level in order to be exempt from overtime. Workers are classified as either exempt or non-exempt depending on their salary and the type of work they do.

What is the major change? The major change is an increase in the salary threshold of weekly earnings for full-time salaried workers. The new minimum salary threshold to remain exempt from overtime is \$35,568 annually or \$684 per week.

FLSA Overtime Regulations Today	FLSA Overtime Regulations Tomorrow* (*after January 1,2020)
<p>The current salary minimum is \$23,660 per year (\$455 per week).</p> <p>WHO IS EXEMPT? Employees who earn more than \$23,660 may be exempt if their primary job duties meet certain requirements, as defined in the regulations.</p>	<p>The salary minimum is raised to \$35,568 per year (\$684 per week).</p> <p>WHO IS EXEMPT? Employees who earn more than \$35,568 may be exempt if their primary job duties meet certain requirements, as defined in the regulations.</p>

What does this mean?

Current exempt employees who earn less than the newly set minimum salary (\$35,568/annually or \$684/week) will need to be reclassified as non-exempt and be eligible for overtime, or be moved to the income threshold, depending on Presidential Cabinet approval.

Supervisors are obligated to ensure that all working and leave hours for non-exempt staff are accurately recorded.

What's next? Given the January 1 effective date, the University is using this time to carefully assess and prepare for the impact of these changes. As decisions are made, we will keep you informed.

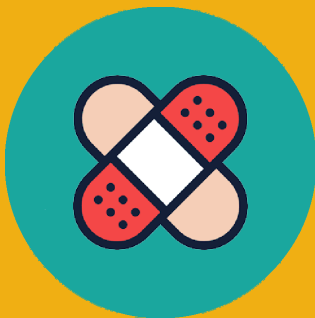
If you have questions about this information, please contact Human Resources Compensation at hr@txstate.edu or 5.2557.



744
employees



50
vendors



436
flu shots

What a success!

Texas State Employee Wellness Fair

Some of the services and information booths offered through the fair:

- Flu Vaccinations (436)
- Skin Cancer Screenings (20)
- Chair Massages (74)
- Blood Pressure Checks (120)
- Glucose Screening
- Myovision Spinal Screening
- Dry Eye Screening
- Hearing Screenings
- Voice Screenings
- Body Mass Index
- Therapy Assistance On-line
- Warning Signs of Heart Attack, Stroke, and Heat Exhaustion
- Video Otoscopy of Ear Canals
- Genetic Counseling
- Virtual Reality for Chronic Pain
- Durable Medical Equipment Information
- Disaster Preparedness and Safety Information
- Dental Awareness
- Saving for Retirement
- Employee Assistance Program
- Office Ergonomics
- Rethink Your Drink – Revealed how much sugar is in various sugar sweetened beverages.
- Information: Self-Help Books and Office Exercises
- Meal Plans
- Volunteer Advocate Information
- What Goes Here Flows Here

Check out a list of prize winners on the [Eight Dimensions of Wellness Participation Drawing website.](#)



A big **thanks** to
the committee
members!

JOSH ARGUELLES – Human Resources

DR. JANET BEZNER – Department of Physical Therapy

COLLEEN COOK – Environmental Health, Safety & Risk Management

DR. SYLVIA CRIXELL – School of Family & Consumer Sciences

JULIE ECKERT – Student Health Center

LAURA GONZALEZ – Human Resources

ANNETTE HAMON – University Advancement

JONATHAN HERNANDEZ – Department of Campus Recreation

VICTOR HERNANDEZ – Department of Campus Recreation

KAREN HOLLENSBE – Computer Science

TINA JACKSON – Testing Evaluation & Measurement Center

JULIE SALDIVA – Department of Campus Recreation

CAROLYN SWEARINGEN – Department of Health & Human Performance

ROSE TREVINO – Human Resources

DENISE WAGNER – Technology Resources

SHARON WILSFORD – Transportation Services

COLTON SCOTT – School of Family and Consumer Sciences



Nepotism and Related Employment Self-Reporting

This is a reminder that an online form is available for employees to report certain relatives who also work at Texas State. With centralized records, Human Resources will be able to better manage potential conflicts and provide accurate reports as required by State law and the Texas State University System Rules & Regulations.

The governing UPPS is [04.04.07 Nepotism and Related Employment](#).

After your initial certification, you must report any changes as they occur. If you have already reported relatives working at Texas State and there are no changes, no action is required.


Instructions for Self-Reporting of Relatives at Texas State

- Reporting records will be reviewed by Human Resources using the organizational structure in SAP. If there is a potential conflict, Human Resources staff will contact the appropriate department heads for resolution.

Status Report for Department Heads | [Instructions for Department Head Report of Relatives Reported by Employees](#)

- Employees who hold the SAP security role of 'Department Head' have access to run a status report for employees in their department.

Questions may be directed to Human Resources at 5.2557 or hr@txstate.edu.



Do You Know How to Report Your Additional Employment?

Reporting Requirement for Outside Employment

Texas State University recognizes that employees may have other employers or jobs due to their needs or interests. Although outside employment is allowed, those duties and responsibilities must not interfere or conflict with their employment at Texas State.

Per [UPPS 04.04.06, Outside Employment and Activities](#), outside employment is defined as any compensated employment, consulting, or service performed by the employee outside of the employee's employment relationship with Texas State for the direct or indirect benefit of the employee or the organization served.

For staff, approval is required for:

- 1) any outside employment, prior to beginning such outside employment to include any employment with another state agency, community college, or school district; or
- 2) any staff member holding public office (elected or appointed to serve for a federal, state, or local government entity including school districts, cities, and towns).

If the outside employment is with another State of Texas entity, Texas law requires that all state employees must inform both state agencies or institutions of higher education before accepting an additional employment with another agency or institution. See section [03.02](#) of UPPS 04.04.06.

How to report outside employment?

Reporting of outside employment is done electronically via the SAP Self Service Portal, click on "Self-Report."

How often do I have to report my outside employment?

You only have to report your outside employment in SAP once. If there are any changes (i.e. you leave your second job) you can update in SAP as well.

Questions may be directed to Human Resources at 5.2557 or hr@txstate.edu.

PRESCRIPTION DRUG

PRICING OPTIONS

It pays to shop around when filling a prescription.
Take advantage of these tools to help you.

[Optum RX Drug Pricing Tool](#)

Check out OptumRx's drug pricing tool! Search for a drug to compare the pricing options through OptumRx and other local pharmacies in your area. The drug pricing tool will lead you through a series of steps to help you get the right pricing information.

[Prescription Plan Comparison](#)

Human Resources has published a summary of our medical plans and the prescription drug benefits for each. In addition, we provided a list of local pharmacies with national discount programs available. We have summarized the terms for each, but please check with the pharmacy before making your purchase. The price on a drug can fluctuate often and sometimes it is less expensive if you use the discount option.



NOVEMBER

course offerings

The featured courses are coordinated through Organizational Development & Communications. Registration is available through the [SAP Portal](#). Please visit the [OD & Communications Course Offerings website](#) for further information.



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1
4	Understanding International Student Needs: What in the world does this acronym mean? (RCL, CPT, OPT, etc.) Kuali Research Overview	Managing Change	Securing University and Personal Devices	8
11	Empowering First-Generation Students from College to Commencement to Career Post-Award Services available to the University	WellCats Educational Series: Living the Good Life: Practicing Gratitude for Optimal Psychological Well-being Allies for Individuals with Disabilities	More Than Just A Grant: Exploring Texas State's Status as an HSI Transition from Service to Classroom: Helping Student Veterans Succeed at Texas State	15
18	How to be an Upstander	20	From Foster Care to College Student: Helping Foster Care Alumni Succeed at Texas State	22
25	26	27	28	29
			THANKSGIVING DAY	

[GED PROGRAM](#) | Location: San Marcos Public Library

No registration for November and December. Registration will resume in January 2020.

Texas State Employee DISCOUNT PROGRAM

The [Texas State University Employee Discount Program](#) is the exclusive discount marketplace for you and your fellow employees. Thank you so much for all your hard work and continued support!

Samsung | Samsung has offers on tablets, phones, and more. When you shop now, you can save up to 40% on electronics and 15% on appliances.

TicketsatWork | Enjoy your favorite movies - and significant savings - at AMC, Regal, and more theaters across the U.S. through TicketsatWork.

SunPower | When you sign up for a free home evaluation from SunPower, you'll get a rebate of up to \$1,000.

HP | Obsessed with innovation? Welcome to our world. Take advantage of HP's latest technology through our corporate employee discount program today!

Enterprise | Convenience and affordability come standard with Enterprise Rent-A-Car. When you're ready to go, we make it easy!

Check out this month's featured discounts from the [Texas State Employee Discount Program](#). Limited-time offers and regional programs are also available.



We remind all new staff employees hired during the past month that N.E.W. is designed to provide useful information to new staff regarding the resources, benefits, and opportunities associated with employment at Texas State University. For more info and to connect with other new bobcats access the official new employee [website](#).

N.E.W. II

FRIDAY, NOVEMBER 8, 2019

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

JCK 1100

Contact the office of Human Resources with questions at hr_odc@txstate.edu or call 5.7899.

Join us in welcoming our new employee Bobcats!

Employees hired between September 1 - September 31

ALLISON SERNA

Financial Aid & Scholarships Verification Specialist
Office of Financial Aid and Scholarships

AMMY LOU CATHEY

Training Specialist
Texas School Safety Center

ANGELA WILLIS BUESS

Guard
University Police

ANGELICA MARINA CORONADO

Attorney for Students
Dean of Students

ANNA LEISE MIDKIFF

Library Assistant III
University Libraries

ANTONIO DRUCELL FRANK

Information Security Analyst I
Information Security Office

ARICELA ALVAREZ

Academic Advisor I
Applied Arts Academic Advising Center

BRIAN KEITH BENSCOTER

Program Staff
Texas School Safety Center

CANDICE DALE MONGELLOW

Operations Manager, Performing Arts
College of Fine Arts & Communication

CAROLINE ALLYSE ZITO

Undergraduate Admissions Counselor
Office of Undergraduate Admissions

CHRISTA GARCIA MAWYER

Administrative Assistant II
Office of Educator Preparation

EMPLOYEE FOCUS

CHRISTIE LEE KING

Administrative Assistant II
Physics

COURTNEY DIANE QUINN

Undergraduate Admissions Counselor
Office of Undergraduate Admissions

CRISTINA PINKARD

Accounting Clerk II
Student Business Services & Bursars

CYNTHIA L. BLANKENSHIP

Academic Advisor I
College of Science & Engineering

DANE JOEL CARMICHAEL

Programmer Analyst I
Texas School Safety Center

DAVID J. MICHAUD

Guard
University Police

GIANA SARRO GOMEZ

Degree Audit Coordinator
Office of the University Registrar

JACQUELINE SUE TODD

Administrative Assistant II
Counseling, Leadership, Adult Education
& School Psychology

JEFFREY DALE CALDWELL

Associate Director, Texas School
Safety Center
Texas School Safety Center

JEREMY COLE THOMAS

Communications Representative
Human Resources

JODI RENEE BROWN

Librarian
University Libraries

JOYCE ELAINE BROWN

Guard
University Police

KAYLAN BRIELLE BRUMFIELD

Grant Specialist
School of Family & Consumer Sciences

KYLE LAWRENCE DUBAY

Warehouse Worker
Department of Housing and Residential
Life

KYLEE ROSE SPIRY

Accountant I
Student Business Services & Bursars

LUCINDA VIERA

Medical Assistant
Student Health

LYNNETTE LOMBARDO

Graduate Student Fund Specialist
The Graduate College

MICHAEL RHEA TURNER

Grant Specialist
Curriculum and Instruction

MONICA HAYDEE URIBE

Grant Specialist
LBJ Institute for STEM Education and
Research

MONIQUE LEE WHITLEY

Coordinator, Financial Aid & Scholarships
Office of Financial Aid and Scholarships

NATALIE MICHELLE KUNTZ

Academic Advisor I
University College Advising Center

NICHOLAS DAVID WYMER-SANTIAGO

Residence Hall Director
Department of Housing and
Residential Life

NOAH ZUKOWSKY BROCK

Coordinator, MakerSpace
University Libraries

PETER JOSEPH POHLER

Senior User Service Consultant
Client Solutions

RICHARD LEROY CARNEY

Grant Specialist
LBJ Institute for STEM Education
and Research

RICHARD GLENN PARKIN

Graphic Artist I
Texas School Safety Center

RUSSELL JOHN KLINKENBERG

Clinic Business Manager
College of Health Professions

SHAMICE O'SHA TERRELL

Student Development Specialist II
Dean of Students

SHERRI LEA DRISCOLL

Grant Specialist
Department of Geography

STEPHANIE ERIN PETERSON

Training Specialist
Texas School Safety Center

TIMOTHY D. SCOTT

Equity & Inclusion Analyst
Equity and Inclusion

WILLIAM RHETT ANDERSON

Guard
University Police

BOBCATS ON THE MOVE

Congratulations to the following employees who were promoted or reclassified.

Employees promoted or reclassified between September 1 - September 31

ANNALISA THERESA TURNER

Promoted to Equity and Inclusion Representative
from Academic Advisor I,
Equity and Inclusion

BRENNA RENEA RUSSELL

Promoted to Contract Specialist
from Accountant I,
Procurement and Strategic Sourcing

CHRISTOPHER LEE CASTRO

Promoted to Plant Operator II
from Plant Operator I,
Utility Operations

EDGAR W. BRANDON

Promoted to Plant Mechanic II
from Plant Mechanic I,
Utility Operations

GEORGE GONZALES GARCIA

Promoted to Accountant I
from Accounting Clerk II,
Accounting Office

KRISTA RENEE FLORES

Promoted to Training Specialist
from Buyer II,
Texas School Safety Center

LAURA LYNN STONE

Promoted to Training Specialist
from Program Staff,
Texas School Safety Center

LINDSEY MICHELLE SINNER

Promoted to Business Manager, Facilities Management
from Administrative Assistant III,
Facilities Management

ROBERT J. GARCIA

Promoted to Assistant Director, Student Diversity &
Inclusion
from Student Development Specialist I,
Office of Student Diversity and Inclusion

SHANE PATRICK FLEMING

Promoted to Technical Support Specialist
from Grant Specialist,
Texas School Safety Center

JENNIFER ROSE METCALF

Reclassified to Accountant I
from Administrative Assistant II,
Student Center

KATHRYN IRENE ARNOLD

Reclassified to Alumni Relations Officer
from Coordinator, Student and Young Alumni Relations,
Alumni Relations

LAURA TRIAL

Reclassified to Senior Business Process Analyst
from Director, Instructional Media,
Technology Resources Administration

MARIA ELENA REAVES

Reclassified to Manager, Comparative Research Facility
from Compliance Specialist,
Office of Research & Sponsored Programs

ROBERT THOMAS HOLLUB-FLETCHER

Reclassified to Crew Supervisor, Custodians
from Head Custodian,
Student Center



Ken Pierce, Tricia Boucher, Joan Heath

EMPLOYEE OF THE MONTH | **OCTOBER 2019**

Tricia Boucher

Librarian, University Libraries

As the only User Experience (UX) Librarian currently on staff at Alkek Library, Tricia occupies a unique and very challenging role that encompasses a wide range of responsibilities. In addition to teaching, providing research consultations, presenting at conferences, publishing in academic journals, and participating in a substantial amount of committee work, she routinely assesses the user experience of library programming, services, technology, and physical and digital spaces.

Anyone who has worked with Tricia knows that she is passionate about making libraries work for people. Given her ongoing commitment to discovering how Alkek can best meet the diverse needs of our users, it comes as no surprise that Tricia recently completed her IRB training in order to expand our data collection possibilities, published an article on library instruction in *College & Research Libraries* as a contribution to her peers in the field, and again chaired the Library Student Advisory

Board, a group that she co-founded and that continues to provide invaluable information about the student experience.

By understanding the needs of these very diverse stakeholders, Tricia has helped drive both major and minor projects. She understands the logistics of how the library operates, how all the pieces move, where they could go, who should be consulted, and what has the greatest potential to positively affect our community. This ability requires an incredible amount of attention to detail that greatly enhances the way people engage with library spaces, materials, services and staff.

Tricia has leveraged her user experience skills and knowledge to help the library transition into the next phase of development. She is both a strong advocate for traditional library values and a champion of data-driven change.

Tricia has been a major contributor in design meetings for the Alkek Phase I renovation, and by utilizing her deep understanding of contemporary academic libraries and her architectural background, she has been able to positively impact many aspects of the project.

“Anyone who has worked with Tricia knows that she is passionate about making libraries work for people.”

Congratulations, Tricia, on your dedication and hard work!



Texas State Quarterly Team Award

Student Affairs Educational Staff Development Team

The team members include: Dean of Students Office-Dr. Margarita Arellano, Student Recreation Center- Kristy Caldwell, Office of Student Diversity and Inclusion-Ray Cordero and Jonnie Wilson, Career Services-Emily Hawarny and Bridget Sarbu, Retention Management and Planning-Jennifer Wood, LBJ Student Center-Brenda Rodriguez, Department of Housing and Residential Life- John Doria and Amelia Rodriguez.

The Educational Staff Development Team (ESDT) planned and executed the Student Affairs Symposium, “Choose Your Path, Find your Balance” on Thursday, April 18, 2019. This service was provided to the staff employed in the Vice President for

Student Affairs Division. The symposium was conference-style providing a welcome, keynote speaker, and multiple sessions for staff to select throughout the day.

The members of the committee held multiple focus groups with custodial and maintenance staff to gather more data for a sorely underrepresented group. It was important to gather feedback when creating a professional development program that would benefit new professionals through seasoned professionals, in addition to creating components that would benefit the diverse staff within the division.

The committee selected Dr. Lynn Change, founder of Career Zen and author of “The 10 Day Career Cleanse” to keynote the symposium. The keynote addressed simple techniques based on neuroscience, positive psychology, meditation, and yoga to destress and create more happiness at the university, improve quality of work, increase productivity, and foster positive relationships.

Breakout sessions included the following - advocating for self, sponsorship vs. mentorship, path to leadership, building career plan, communication, energy growth (giving and receiving in the workplace), intellectual wellbeing, financial wellbeing, and self-care yoga. Multiple speakers from within and outside of the university were recruited based on expertise and experience in the various topics. Lunch included browsing sessions with departments across campus promoting services benefiting staff.

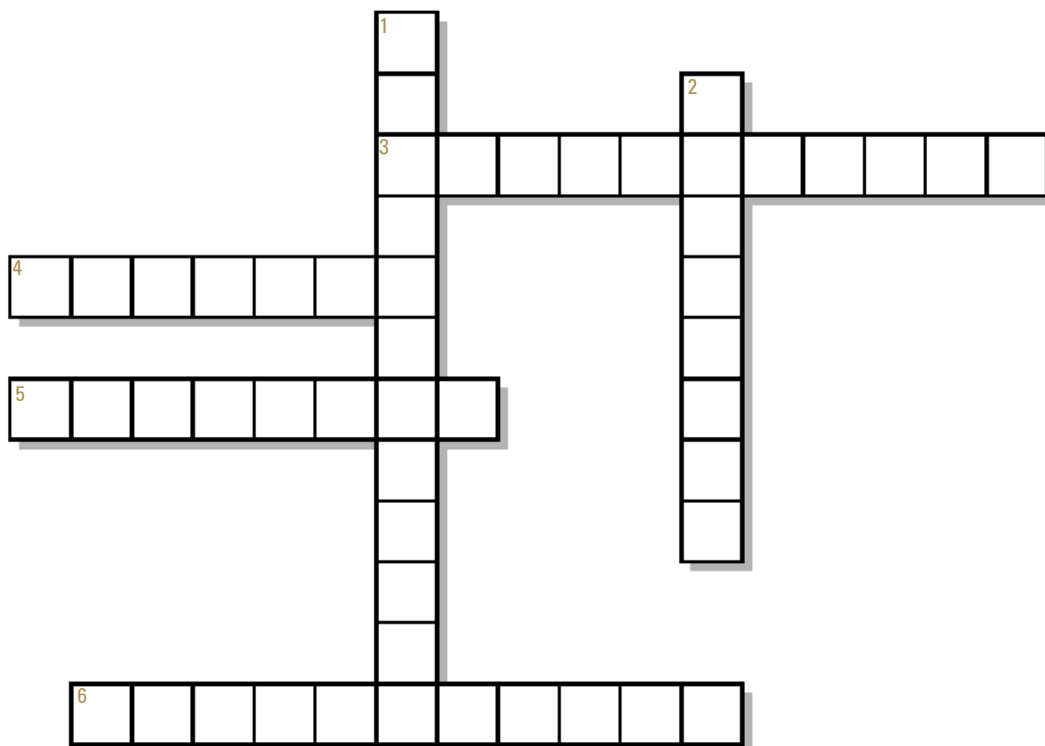
One of the goals of the Student Affairs Division is to recruit, develop, support and retain high quality, diverse staff. The Employee Staff Development Team exists to provide professional development opportunities and training resources to all staff. The team completed this robust conference-style program ahead of schedule, under budget, and with positive evaluations by attendees and presenters.

Overall, evaluations demonstrate that the program provided helpful important on a personal level and professional level, contributed to future planning, and exceeded expectations.

Congratulations to the team on its achievements and outstanding efforts!

HR Crossword Puzzle

Readers are invited to have some fun completing our **HR crossword puzzle**! Print this out, fill it in with answers found in this month's bulletin, and send it in. Scan or send a picture of your completed puzzle to hr@txstate.edu by **November 8**. Five random puzzle winners with all the correct answers will receive a prize from HR!



ACROSS

- 3** FLSA is a federal law that establishes _____
- 4** One of the screenings available at the most recent wellness fair
- 5** Self-reporting is required to prevent this
- 6** OptumRX has the _____ available to help you price comparison prescriptions

DOWN

- 1** Contact the _____ team within HR for information regarding upcoming FLSA changes
- 2** One of this month's employee discounts providers



This information is available in alternate format upon request from the Office of Disability Services.