

HR Bulletin

March 2016

HEALTHCHECK 2016
PRE-EVENT BLOOD DRAW
THURSDAY, MARCH 24, 2016
JCK 460 | 8a.m. – 10a.m.

Department of Labor
*proposes changes to
overtime*

From Appraisals to
Performance Management:
What's Changing?

College
of
Liberal Arts



employee of the month

Contents | March 2016

2 - 3 What's in View

- HealthCheck 2016 Pre-Event Blood Draw
- Summer Camp Fair
- Department of Labor Proposes Changes to Overtime
- Financial Planning and Retirement Fair

4 - 7 Highlights

- Use Your Tax Refund to Invest in Your Future
- New - ACA Tax Forms 1095-B and 1095-C
- Facilitation: A New Conflict Resolution Service
- Transfers and Promotions Explained
- From Appraisals to Performance Management: What's Changing?
- Stress in the Workplace: Quick Tip ~ Sam Hester

8 - 11 Employee Focus

- Welcome New Employee Bobcats
- New Employee Orientation (NEO) II
- Support Staff Resources Website
- March Workshops
- Monthly Employee Discounts
- Spring Break: March 14 - 18, 2016

12 - 13 In the Spotlight

- Employee of the Month
- Movin' On Up - Promotions & Reclassifications

Human Resources
601 University Drive
JCK Suite 340
512.245.2557

Please send us your suggestions to:
hr@txstate.edu



*Register for the on-site
blood draw for CTMC's
HealthCheck!*

HEALTHCHECK 2016 PRE-EVENT BLOOD DRAW

THURSDAY, MARCH 24, 2016
JCK 460 | 8 a.m. – 10 a.m.

Registration is required.
To reserve your
appointment, RSVP to
worklife@txstate.edu.

For additional information about this event, visit the
[Work Life website](#) or contact Rose Trevino in Human
Resources office at 245-2557.

SUMMER CAMP 2016 FAIR

April 1, 2016 | 3p.m. - 6 p.m.
Undergraduate Academic Center

The Office of Community Relations, Human Resources Work Life Program, and University College will host the third annual Summer Camp Fair on April 1, 2016 from 3:00 - 6:00pm. This event showcases Texas State summer camps and other services to San Marcos and surrounding area families and alumni.

This interactive event also features door prizes, refreshments, live music, demonstrations and an appearance by the Texas State Spirit Team.

Camp representatives will be on hand to answer questions and offer more information. Attendees will learn about the variety of camps focusing on fine arts, athletics, advanced academics and more.

To see a full list of the summer camps offered, visit [Work Life's Summer Camps](#) website or the [Office of Community Relations Summer Camp Fair website](#). *Exact camp dates will be updated on the website as soon as possible. Please check back for the most updated information.

For questions, please contact Community Relations at 512.245.9645.



Department of Labor proposes changes to overtime

On March 13, 2014, President Obama signed a Presidential Memorandum directing the US Department of Labor (DOL) to update the regulations defining the Fair Labor Standards Act's (FLSA's) minimum wage and overtime standards.

Under the proposed new DOL regulations, the minimum salary amount may increase, which may require several current exempt (unclassified) titles/positions to become non-exempt (classified). In so doing many positions that currently are not eligible for overtime would become eligible to earn overtime.

Currently, for an employee to be considered exempt (unclassified), he or she must make at least \$23,664/annually. The university pay plan ensures that exempt employees are paid at least this figure.

Human Resources is monitoring this potential change in the overtime law and will communicate to the campus additional information as it becomes available. For more information contact the Compensation section in HR at 5.2557.

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2016 Financial Planning & Retirement Fair

SAVE THE DATE

Wednesday, April 6

9 a.m. - 3 p.m.

LBJSC Ballroom

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

- 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!

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



Getting a Tax Refund? Invest in Your Future!

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 Teacher Retirement System or Optional Retirement Program accounts.

You can start with as little as \$25 a month. Or, increase your contribution all the way up to \$18,000 annually (or more if you are age 50+).

Find more details at our [Benefits website](#). Visit Benefits in JCK 360 or call 245-2557 for more information.

NEW! ACA Tax Forms: 1095-B and 1095-C

This year you might receive a couple of new forms for tax purposes. The federal Affordable Care Act requirements added two new forms: 1095-B and 1095-C.

If you are enrolled in medical benefits through Texas State, you should have received a Form 1095-B directly from your healthcare provider (HealthSelect, Scott & White, or Community First). This shows which month you, and your dependents, were enrolled in health coverage.

You will also receive Form 1095-C directly from Texas State if you are a full-time employee or a part-time employee enrolled in benefits. This form shows what months Texas State offered you coverage. You will receive this form by March 31, 2016.

You can find FAQs about the 1095 forms [here](#) or e-mail [Heather Steed](#) if you have any other questions.



FACILITATION

A New Conflict Resolution Service

We are excited to announce a new Conflict Resolution service for all Texas State staff: Facilitation - a process used to identify issues, stimulate problem-solving and collaboration to reach desired agreements.

Human Resources promotes a positive approach to resolving conflict in the workplace. The new consultative service is available for all staff employees and emphasizes conflict prevention and effective conflict management. This service joins Mediation as a possible avenue for resolving workplace issues.

For more information, visit the [Employee Relations website](#) or contact either Tammy Coyle or Jeff Lund at 5.2557.



Transfers and Promotions Explained

According to UPPS 04.04.11 "University Classification and Compensation Policy" section 04.03 (f and h), the following apply to situations involving a voluntary transfer and a promotion:



Transfer: A change to another position with the same or lower pay grade.

- 1) Transfer to an un-posted position – Employee is transferred to a position at least at their current salary. Management may increase salary by PCR.
- 2) Posted position with no posted rate --Employee is transferred to a position at least at their current salary. Management may increase salary by PCR after 90 calendar days.
- 3) Transfer to a posted position –Employee is transferred at any rate within the posted range for the position. Management may increase salary by PCR after 90 calendar days.

Promotion: A change to a position title with a higher pay grade.

A pay increase of up to 15% is encouraged as part of the promotion.

- 1) Promotion to an un-posted position or to a position with no posted rate –Employee's salary is at any rate in the new pay grade.
- 2) Promotion to a posted position –Employee's salary is established from the minimum posted rate up to and including the pay grade maximum rate.

Please contact the Compensation Section in Human Resources at 5.2557 with any questions.



From Appraisals to Performance Management: *What's Changing?*

The current performance appraisal system is undergoing a comprehensive redesign to a new performance management process, scheduled to go live June 1, 2016.

So, what exactly is changing? The following is a brief look into the main changes you should expect.

Before June 1, 2016:

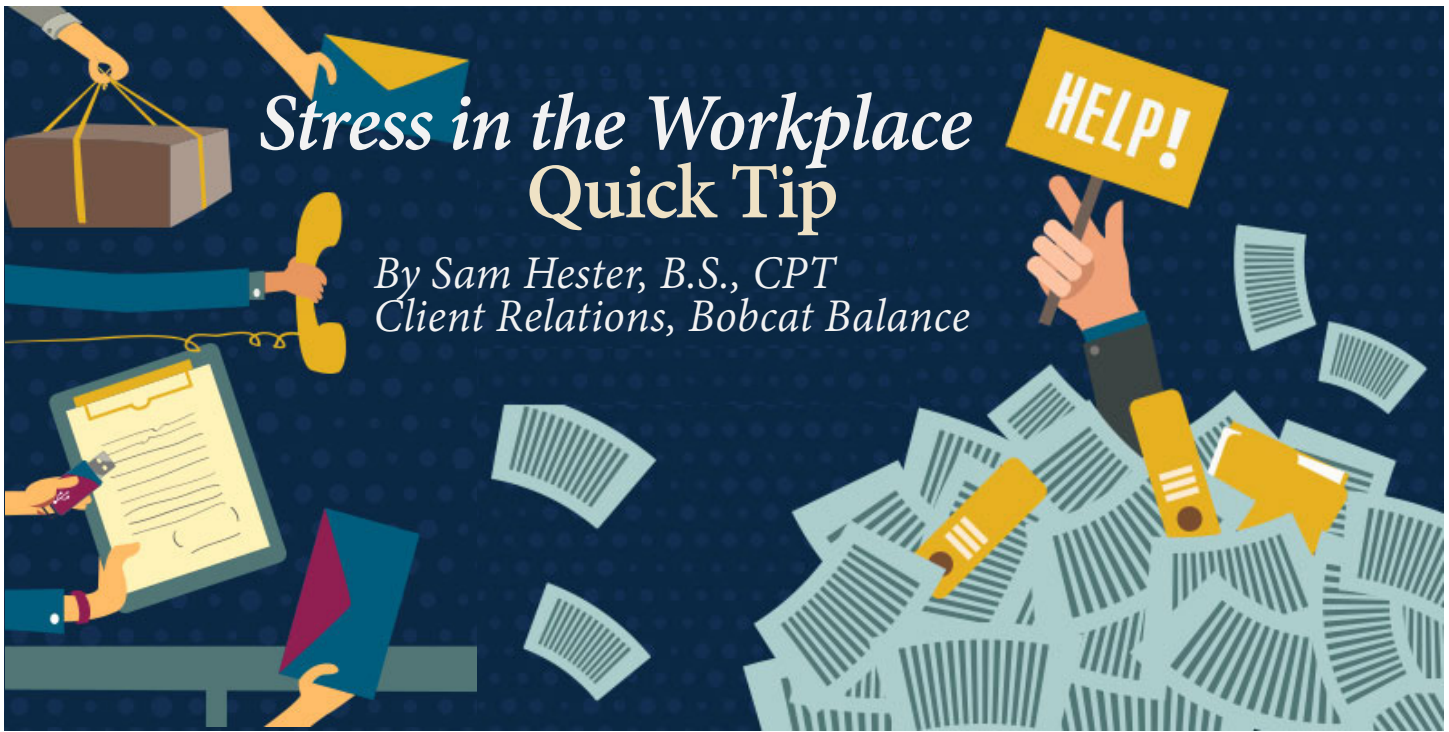
- The performance appraisal is a one-time annual event.
- The Guideline Oriented Job Analysis (GOJA) is used as the sole basis for developing the performance appraisal document.
- Job duties and responsibilities are the only criteria to rate performance.
- A numerical scale of 1-500 is used to rate performance.
- Employees need to receive a final score of 301 or above to become eligible for a merit increase.

After June 1, 2016:

- Performance management will be a continuous process.
- The Guidelines Oriented Job Analysis (GOJA) will be replaced with an electronic Individual Position Description tool.
- Five performance criteria will be used to evaluate performance.
- Evaluation of employee performance will not be assigned a numerical score.
- Merit eligibility will be based on the overall performance criteria rather than a numerical score.

Questions may be directed to Jeff Lund or Tammy Coyle at 5.2557.





Stress in the Workplace Quick Tip

By Sam Hester, B.S., CPT
Client Relations, Bobcat Balance

Stress.

We hear a lot about this word and yet we often don't define what it is.

Stress is the body's internal physical response to perceived external threats. At that point, your body assumes that you are either going to need to fight for survival or put as much distance as possible from the threat. This is known as the fight-or-flight system. However, when we are dealing with a difficult client or customer, and we feel our heart pounding and our breathing getting faster, we don't normally hit them or walk away during our encounter.

So what can we do at that moment to calm ourselves down?

Very simply, put your hand on your stomach and take a deep breath in and consciously push your stomach out and hold your breath for 5 seconds. Now, take a slow deep breath in, and pull your stomach back as far as you can towards your stomach and hold for 5 seconds.

Repeat this for at least 1 minute and you will feel calmer. This actually kicks on the body's relaxation system. Now you can be present, deal with the situation and calm down all at the same time.

Try it, it works!

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](#).

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

User name: txstate | Password: txstate

Visit Bobcat Balance today!

www.worklife.txstate.edu



Welcome New Employee Bobcats

Join us in welcoming the following employees hired between January 19, 2016 and February 8, 2016.

John R Streicher

Coordinator, Team Operations
Football

Zindi M Castillo

Accounting Clerk II
Student Business Services & Bursars

Jessica L Frye

Grant Specialist
Meadows Center for Water & the
Environment

Dallas A Lee

Laboratory Services Technician
Chemistry and Biochemistry

Kimberly J Burns

Administrative Assistant II
Student Center

Kevin L Cremeens

Administrative Assistant II
McCoy Academic Advising Center

Ashley N Esquivel

Construction Contractor Administrator
Facilities Operations

Lynda D Cortez

Administrative Assistant II
Department of Management

Nathan A Wensowitch

Construction Project Manager
Facilities Planning Design

Reyna I Vasquez

Undergraduate Admissions Counselor
Office of Undergraduate Admissions

Amanda L Scott

Librarian
University Library

Jacob R Howe

Coach
Strength & Conditioning

Amy E Gillis

Administrative Assistant II
Special Projects

Aaron J Burkart

Coach
Strength & Conditioning





New Employee Orientation (NEO) II

Friday, March 11, 2016

8 a.m. – 12 p.m.

JCK Suite 460

We remind all new staff employees hired during the past month that the second part of [*New Employee Orientation \(NEO\)*](#) will occur on Friday, March 11.

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 required 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.

Support Staff Resources Website

Do you have questions about a business process or service? Don't know who to contact? Here is your chance to find answers.

The Support Staff Resources@TXSTATE website is designed to help you quickly find information on business processes, services, policies, e-forms, manuals, training opportunities, and much more.

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

The website is updated frequently. We welcome your [*recommendations or feedback*](#).

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

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

For quick access, bookmark the site today!

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



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
	QPR-Suicide Prevention Training 1		Social Media at Texas State NEW Financial Education Series: Checks and Balances: Making Better Financial Choices 3	4
7	(***) NEW Research Coordinators Training Series (Part 4) All About Employment 8		9	New Employee Orientation (NEO) II 10 11
14	15	SPRING BREAK		
16	17	18	19	20
(**) How to Find the Data You Need 21	(***) NEW Research Coordinators Training Series (Part 5) (**) How to Find the Data You Need 22	College Mental Health II: I Want to Help, But How? 23	Reconciling Departmental Accounts 24	25
28	Travel Policy and Procedures 29	Transition from Service to School: Helping Student Veterans Succeed at Texas State (**) Marketing Matters: What's New 30	(**) Marketing Matters: What's New Endowment Compliance: "What Does it Mean?" 31	

(*) Workshop is a two-part course. (**) Workshop offered either dates. (***) Workshop is a seven-part course.

SPRING PREVIEW AVAILABLE

Remember to check out the [Spring Preview](#), the combined workshop listing for Academic Development and Assessment, Information Technology Support, Professional Development/Human Resources and Technology Resources.

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



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.

- **Costco:** Shop for fresh produce, electronics and much more! Join Costco as a new member and enjoy coupons for free products and other great savings.
- **FSAstore.com:** FSAstore.com is the only one-stop shop exclusively stocked with FSA-eligible products. Save \$10 on any order of \$50 or more, plus enjoy free shipping!
- **Sprint:** Save on your monthly wireless bill by switching to Sprint! Lower your current rate by 50%, plus activate a new account and get a \$100 reward card.
- **TrueCar:** Don't pay too much for your next car. Buyers save an average of \$3,221 off MSRP with the TrueCar employee purchase program. See website for details.
- **Citibank:** Finding the right home starts with finding the right loan! Citibank offers an array of programs to fit your needs. Plus, save \$750 on closing costs.



www.beneplace.com/txstate

SPRING BREAK

energy conservation days

MARCH 14 – 18, 2016

Click [here](#) for the FY16 Holiday Schedule with a list of essential offices.

Click [here](#) for more details on UPPS 04.04.16 Overtime and Compensatory Time Policy.

Questions may be directed to Selma Selvera in Human Resources at ss24@txstate.edu or 5-2557.





Jessica Schneider and Dr. Gene Bourgeois

Employee of the month *February 2016*

Jessica Schneider
Research Coordinator,
College of Liberal Arts

Jessica has been a truly devoted employee of Texas State for many years, starting as a student worker and then as an exemplary administrative assistant and later as a budget assistant in two different units. She is currently Research Coordinator for the College of Liberal Arts. Her dedication to her work has been nothing short of remarkable. She goes “above and beyond” on a daily basis, serving numerous faculty in finding sources for external research funding, helping them develop grant proposals, assisting them with budgets, and guiding them through the complex process of securing and managing external funding.

Aside from her extraordinary support of faculty from nine departments, Jessica has also taken a leadership role in enhancing our overall research support operation in the College. She has mentored our Post-Award Coordinator and worked closely on a day-to-day basis with our Associate Dean for Research to build a true “team” that has been pro-active and service oriented in re-energizing grant funding activity in the college. Under her leadership, this team has played a critical role in the past two years in more than doubling our grant applications, and this effort is starting to pay off in increased awards/funding. In all these roles, she directly supports one of Texas State’s top goals—moving toward National Research University Funding status.

One of Jessica’s most remarkable talents is her ability to work with staff across campus in a friendly, collaborative way. Her job requires contact with staff in many campus offices. She works closely with the AVPRFR and OSP offices to provide comprehensive and coordinated research help for faculty, staff and graduate students who are research active. Her success in part to the good working relationships she has with staff colleagues from OSP and many other units. She is widely known for her helpfulness and willingness to give assistance whenever needed. This aspect of Jessica’s work ethic says to me that she is truly a devoted and service-oriented supporter of Texas State University.

“Jessica is widely known for her helpfulness and willingness to give assistance whenever needed. (...) she is truly a devoted and service-oriented supporter of Texas State University.”

Congratulations, Jessica, on your hard work and dedication!



Movin' on up

We would like to recognize the following employees who were either promoted or reclassified between January 19, 2016 and February 8, 2016.

Joanne F Engel

Promoted to Administrative Assistant III
from Administrative Assistant II,
School of Music

Cynthia Zavala

Promoted to Accountant III from Accountant II,
Student Business Services & Bursars

Elizabeth R Hibbs

Promoted to Librarian from Library Assistant III,
University Library

Anna M Sanchez

Promoted to Administrative Assistant III
from Administrative Assistant II,
Child Development Center

Brittany R Yankovich

Promoted to Administrative Assistant II
from Accounting Clerk II,
Advancement Services

Skyller D Walkes

Reclassified to Associate Director, Disability Services
from Assistant Director, Disability Services,
Office of Disability Services

Whitten J Smart

Reclassified to Supervisor, Educational Technology
from Sr User Services Consultant,
Educational Technology Center

Victoria G Black

Reclassified to Director, Peer Mentoring
from PACE Mentoring Coordinator,
University College

Audrey E Decker

Reclassified to Sr Undergraduate Admissions Specialist
from Undergraduate Admissions Specialist,
Office of Undergraduate Admissions

Samuel S Meacham

Reclassified to Program Specialist from Research Scientist,
Meadows Center for Water & the Environment

Kelly L Tallerine

Reclassified to Sr Undergraduate Admissions Counselor
from Undergraduate Admissions Counselor,
Office of Undergraduate Admissions

Robert M Wilhite

Reclassified Administrative Assistant II from Buyer II,
Procurement and Strategic Sourcing

Gayle S Howard

Reclassified to Accountant II from Accountant I,
Alumni Relations



TEXAS  STATE[®]
HUMAN RESOURCES

