

HR Bulletin

April 2015

Changes to Leave Policy



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

INSURANCE & TEXFLEX ANNUAL ENROLLMENT

JUNE 29 - JULY 31



Heads up for 9-month faculty, staff, and graduate students

“Prepay” Option for Summer Insurance Premiums

If you are scheduled to return in the fall semester but do not expect to receive a paycheck each month this summer, you may elect to pay your out-of-pocket insurance premiums in advance via payroll deduction. A lump sum amount for one or more months will be deducted on your June 1 paycheck.

Prepay Advantage

- 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?

We will send you a memo and form via campus mail in late April. Simply complete the form and send it back to JCK 360 by the deadline.

Questions about the status of your summer coverage may be directed to **Heather Steed** or **Debbie De La Cruz** in the Benefits Section of Human Resources.

Call us at 5-2557 or come by JCK 360.



Know Before You Go:

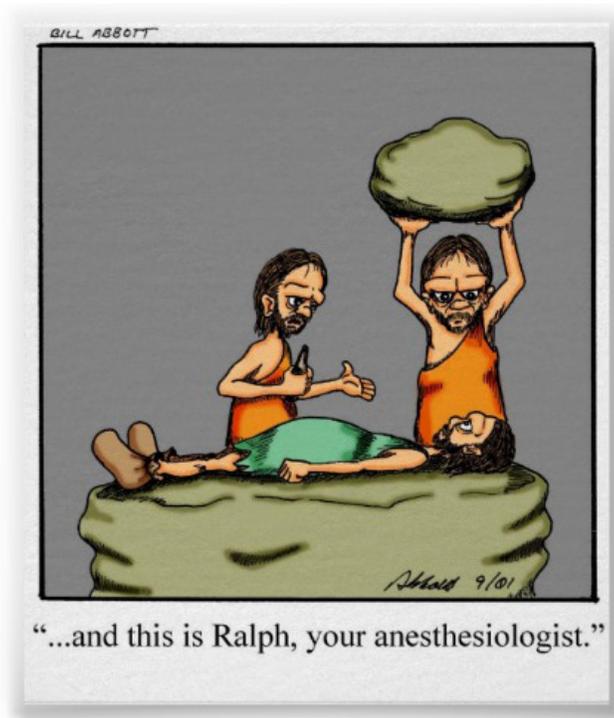
Medical Procedures with HealthSelect Anesthesiologists

If you plan to have a medical procedure that involves anesthesiology, check with the medical facility to find out what anesthesiologists provide service for that facility.

To receive HealthSelect in-network benefits, you should request in-network anesthesiologists for your procedure. Using in-network providers will cost you a lot less out of your pocket.

If the facility you are using does not have any HealthSelect in-network anesthesiologists, you may want to consider another facility to continue with in-network providers.

Contact HealthSelect (866-336-9371) in advance to find the best options for your procedure.



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Helpful Wellness Webinars



Did you know that through your HealthSelect medical plan you can access various health and education resources?

Helpful sessions on soothing stress, back health, healthy eating, understanding blood pressure, and more are available through portable document formats (PDFs). You can even suggest future topics on *ERS' Facebook page*.

Is your work schedule too full to fit monthly HealthSelect wellness webinars? No problem! You can check out previous online *United at Work webinars*.



Significant Changes to the University Leave Policy

On January 27, 2015, UPPS 04.04.30, “University Leave Policy” was updated and includes the following significant changes:

- 1) Parent Teacher Conference leave is now Children Educational Activities. It has been broadened to include other school sponsored activities such as field trips, school committee meetings, academic competitions and athletic, music, or other theater programs. The maximum is still 8 hours per fiscal year and is charged to sick leave.
- 2) Clarified that a doctor’s excuse for regular sick leave only needs to confirm that the employee was unable to work on specific dates due to a medical condition and describe any work-related restrictions. It should not include a detailed diagnosis or medical treatment. If confidential medical information is needed, Human Resources will serve as the central point of contact.
- 3) Routing of medical certification for Sick Leave Pool, Extended Sick Leave, and FMLA has been changed to go directly to Human Resources. The request for time off should still go through supervisory channels first.
- 4) When an employee receives a release to return to work but has medical restrictions, the supervisor must evaluate whether the essential functions of the job can be performed. If there is a concern, or the supervisor is unable to accommodate the request, the supervisor must consult with the ADA Coordinator, Dr. Sherri Benn, within the *Office of Diversity and Inclusion* and document the decision. This applies to non-workers comp related absences.
- 5) The definition of Serious Health Condition has been updated for FMLA.
- 6) State law added two new provisions to Military Leave:
 - o The 15 days of paid leave may carry over, up to 45 days, if unused year to year.
 - o Employees called to federal active duty during a declared emergency are granted up to 22 days of paid leave.

The full policy is available [here](#). Questions may be directed to *Selma Selvera* in Human Resources at 5-2557.

Guidelines Oriented Job Analysis (GOJA) Explained

What is it?

The Guidelines Oriented Job Analysis (GOJA) represents the detailed job specifications for each individual staff employee on campus.

It is a specific listing of the duties, knowledge, skills, abilities, and other requirements particular to an employee's position.

GOJA vs Job Specifications

The GOJA is *not* a general job description for all employees holding a certain title, such as Administrative Assistant II (i.e., the GOJA's for all Administrative Assistant IIs will not be the same.)

GOJAs are used to create job specifications found in the *University Pay Plan*. Job specifications identify examples of duties *that may* be assigned to a title. As such, *they do not* specify in detail all the duties for a position.

Who creates it?

The GOJA is created by the employee or their supervisor and contains essential descriptive elements of the job including: job duties, knowledge, skills and abilities, work environment, supervisory responsibilities, and other specific work requirements.

Use and importance

The GOJA is used in the job classification, job analysis, and performance appraisal processes. It is also used to create job specifications.

It is important that each employee have a copy of their GOJA and that a copy be kept in their department's files. Human Resources does not create or approve GOJAs. Copies can be sent to HR for storage, but they are not stored in employees' personnel folder.

Q What does the VP and Budget Office approval of the job audit requisition in the EASY system represent?

A Their approval means that HR can conduct the requested audit. It does not mean that the department will receive its requested audit result or outcome.

Q I am a new supervisor. Where can I find a performance appraisal form?

A The form is located on the Human Resources website, on the top far right tab labeled "*Perf Appraisal Forms*".

For more information, please contact the HR Compensation section at 5.2557.



Welcome New Employee Bobcats

Join us in welcoming the following employees hired between February 16, 2015 and March 9, 2015.

Dalton T Coleman
Field Maintenance
Technician
Strahan

Kristen L Green
User Services Consultant I
Client Services

Sidney A Lanier
Library Assistant II
University Library

Reyna A Caraveo
Administrative Assistant III
Alumni Relations

Arvyzena Robey-Hooper
Grant Coordinator
Tx School Safety Center

Kelsey D Banton
Health Promotion Specialist
Student Health Center

Greg M Simoes
Programmer Analyst II
Enterprise Systems

Adrian Buitron
Instrument Technician
Utility Operations

Lilly Montalvo
Career Advisor
Career Services

Richard D Housley
Plumber II
Facilities Operations

Cassandra Trevino
Child Care Teacher
Child Development Center

Esther K Lee
Grant Specialist
Xiphophorus Genetic Stock
Center

Gwendolyn M Morel
Instructional Designer
Instructional Design
Support

Linda L Binford
Administrative Assistant II
Office of Undergraduate
Admissions

Jacob L Lira
Grant Specialist
Tx School Safety Center

Barbara F Shen
Administrative Assistant II
Department of Housing and
Residential Life

Julia D Lara
Administrative Assistant I
VP for Information
Technology

Mackenzie A Hughes
Grant Technician II
ALERRT Center

Andre R Sanborn
Grant Technician II
ALERRT Center

Matthew J Dwight
Systems Support Specialist
Donor Services

Dena L Guerrero
Administrative Assistant II
Donor Services

Kimberly B Bruno
Undergraduate Admissions
Specialist
Office of Undergraduate
Admissions

Teresa L Hajek
Administrative Assistant II
Student Health Center





New Employee Orientation (NEO) II

Friday, April 10, 2015

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, April 10.

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.

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*.

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.

www.ssr.hr.txstate.edu



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
		Diversity and Inclusion in the Workplace 1	Allies 2	3
6	<i>NEW</i> Grant Management: New Uniform Guidance 7	Texas State Blood Drive <i>NEW</i> Health and Wellness Lunch-and-Learn Series: Eating Healthfully in the Restaurant World 8	9	Krav Maga Self Defense Training 10
13	<i>NEW</i> Reconciling Departmental Accounts Sponsored Programs Contracts, Subcontracts, and Subrecipient Monitoring * Mobile and Smart Device Security 14	* Mobile and Smart Device Security 15	** Managing@ TXSTATE 16	17
20	* Travel Policy and Procedures 21	* Travel Policy and Procedures 22	** Managing@ TXSTATE 23	Delivering Effective Presentations: A Public Speaking Practice Workshop 24
27	<i>NEW</i> Health and Wellness Lunch-and-Learn Series: Online Nutrition Resources 28	Transition from Combat to Classroom: Helping Student Veterans Succeed at Texas State 29	* How to Find the Data You Need 30	* How to Find the Data You Need 1

* Workshop offered either dates.

** Workshop is a two-part course.

Please visit *Professional Development's workshop website* for further information.



Texas State Employee Discount Program

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

Limited-time offers and regional programs are also available.

- **Microsoft Office Professional Plus 2013:** Save on Office Professional Plus 2013, designed to help you create and communicate faster, with time-saving features and a clean, modern look.
- **Zipcar:** Need wheels for your weekend errands and playtime? Sign up for Zipcar for a low annual fee of \$60 and we'll give you \$30 in free driving.
- **Dahn Yoga:** Get a 1-month or 3-month membership to Dahn Yoga and save 25%, plus waived registration fees. Valid online and at participating locations.
- **Last Minute Travel (LMT) Club:** Gain free access to our exclusive, members-only travel booking website! One year membership valued at \$50. Use Promo Code BENEFREE13.
- **Keurig® Brewer and K-Cups®:** Get the Keurig® Brewer and K-Cups® you've always wanted! Save up to 45% off Keurig® Brewer packages now.



www.beneplace.com/txstate

Are you Ready to Retire?

If so, congratulations! To make your transition as smooth as possible, make an appointment with *Debbie De La Cruz* in Human Resources to set up your benefits.

We recommend you come by about 90 days prior to your retirement date so we can help you get all of your paperwork in order!



Hands-On Training for E-PCRs & SAP Org Management



The HR Master Data Center offers monthly training classes on processing electronic Personnel Change Requests (E-PCR) and Organizational Management in SAP.

This applies to users with the 'Department Head' SAP security role.

A calendar of available classes and registration information is on the *HR MDC website*.



Employee of the month

March 2015

Sophia Joseph
Administrative Assistant III
Office of Disability Services



From left to right: Clint-Michael Reneau, Sophia Joseph, and Dr. Joanne Smith

Effective leaders know the difference between managing and leading. Highly effective leaders need both sets of skills: managing keeps the current system functional; leadership produces useful change. Sophia navigates both of these skillsets successfully, always producing the intended result. She is responsible for assisting in providing appropriate oversight into the day-to-day functions of the office.

While her job description includes working with our multiple budgets, personnel records and supporting our disability specialists with administrative tasks, it does not include the myriad of responsibilities she has taken on that are not within the scope of her role but adds to the life of this institution and helps to create a culture of retention. Sophia advises two student organizations, serves as a mentor to five students and gives her time to many programs that are sponsored by the Division of Student Affairs.

Sophia directly impacts program completion and graduation rates by working to provide access and academic accommodations to students with disabilities. She has taken it upon herself to come in on the weekends and prepare audiobooks (which can be a time consuming and tedious process) to make sure our students with learning disabilities, ADHD/ADD, and traumatic brain injuries can access their course material in a format that is accessible to their mode of learning.

“Recognition for this award is due to Sophia’s abilities, energy, dedication, professionalism and her initiative to go above and beyond what her position requires.”

Sophia works tirelessly for a population that is often pressed into the margins – our deaf and hard-of-hearing community. She is involved in meeting the needs of this population for all aspects of University life – study groups, one-on-one meetings with professors, and extracurricular activities. Sophia assists the full-time coordinator in the arrangement of schedules for students who utilize our services and manages the schedules for each interpreter and captionist. The Office of Disability Services provides service to over 2,800 students and this often leads to a great number of last minute schedule changes. Sophia ensures all new schedule changes have been met and coverage has been provided which is an example of her commitment to inclusion and going above and beyond standard work expectations.

Recognition for this award is due to Sophia’s abilities, energy, dedication, professionalism and her initiative to go above and beyond what her position requires.

Congratulations, Sophia, on a job well done!





Team members include (from left to right)
Front row: Lynn Buehler, Rebecca Dickey, Shalena Stelzig, Laura Murray, and Christina Lopez
Back row: Dan Perry, Millie Von Stultz, Gayle Howard, Jennifer Scharlach, Kristi Poe, Carla Bottorf, and Janelle Pemberton
Absent: Holly Van Meter

The alumni and donor database conversion and associated Alumni Association and University donation page website redesign has allowed Texas State University and the Alumni Association to better serve both on-campus clients including faculty and staff that depend on the Donor Services database for alumni information and giving records. Off-campus clients are also served, including over 185,000 alumni and donors who utilize the Alumni Association website and University donation pages, and whose information is maintained in the database to ensure they continue receiving University communications.

In 2012, Information Technology and University Advancement determined that the existing Millennium database was not able to meet the expanding requirements for gift processing and constituent information management given University growth. The decision was made to convert the database to a Blackbaud product called Raiser's Edge. The software package also includes a fully integrated web Content Management System (CMS) that enables direct gift processing through online donation pages, customizable donation pages to meet the specific needs of individual departments, and the management of a completely redesigned Alumni Association website which includes a password protected portal for alumni to access and update their information and communication preferences directly in the database. The conversion was a one-time project.

Staff from across departments including Donor Services, Technology Resources, Alumni Relations, and many others came together to accomplish a complete database conversion and website redesign. The project required significant and continuous work between March 2013 - May 2014, including the design of the new systems, reconfiguration of business processes, mapping and manipulating database information to transfer between systems, and intensive testing and

Texas State Quarterly Team Award *Alumni and Donor Database Team*

refinement. Since May 2014, the team has continued the demanding and detailed work associated with post-conversion data cleaning, re-generating new reports and dashboards to meet the needs of University stakeholders, optimizing software configuration, and refining business practices.

Faculty and staff benefit from increased reporting capabilities out of the new database for alumni mailing lists and giving report requests. All donors to the university, internal and external, benefit from greater gift processing efficiency, ensuring timely receipting. The University Advancement and University leadership benefit from greatly enhanced fundraising tracking reports and dashboards. Alumni benefit from a fully redesigned Alumni Association website that includes responsive design for mobile access and a portal for direct access to update their records.

The University did not hire additional staff dedicated to the conversion project. Existing staff stepped up to take on this critical project while maintaining their daily work over the past 18 months. Moreover, staff from across departments came together as a cohesive, dedicated, and effective project team. Each showed significant commitment to the success of the project, learning new skills, regularly putting in additional work hours to meet timelines, and attending to seemingly endless detailed data validation and system testing to ensure the quality of the final product. The systems this team put in place have already greatly contributed to enhancing our capability to serve internal and external constituents and the overall effectiveness of the University Advancement Division.

Congratulations, Alumni and Donor Database Team!



Special mention:

FSS Quarterly Team Award Employee Wellness Fair Committee

We would like to offer our congratulations to the Employee Wellness Fair team for receiving the FSS Quarterly Team Award. Three of our Human Resources staff are part of this voluntary team, partnering with peers across multiple divisions to coordinate the 7th annual Employee Wellness Fair.

Be sure to read the full article in the FSS Newsletter for complete details of the fair and the individuals responsible for working tirelessly behind the scenes to provide the best Wellness Fair ever!



Team members include (from left to right):
Front row: Joyce Wilkerson, Tina Jackson, and Rose Trevino
Back row: Bill Nance, Marsha Moore, Julie Eckert, Dwayne Geller, and Karen Hollensbe
Absent: Carolyn Clay and Arlene Cornejo

Congratulations to the Employee Wellness Fair Team!

Full article available in the FSS Newsletter



Movin' on up

We would like to recognize the following employees who were either promoted or reclassified between February 16, 2015 and March 9, 2015.

Susanna R Garcia

Promoted to Crew Supervisor, Custodians from Head Custodian, Campus Recreation

Gwendolyn E Balboa

Promoted to Academic Advisor I from Administrative Assistant II, Fine Arts and Communication Academic Advising Center

Tonya A Garza

Promoted to Grant Specialist from Grant Secretary, ALERRT Center

Jodie L Peterson

Promoted to Financial Aid and Scholarships Counselor from Financial Aid and Scholarships Assistant, Office of Financial Aid and Scholarships

Norma A Belmares

Promoted to Financial Aid and Scholarships Counselor from Financial Aid and Scholarships Assistant, Office of Financial Aid and Scholarships

John H Holcomb

Promoted to Supervisor, Facilities Maintenance from Head Facilities Maintenance Worker, Department of Housing and Residential Life

Arrissa M Dinges

Promoted to Academic Advisor I from Administrative Assistant II, Round Rock Campus

Misty L Hopper

Promoted to Administrative Librarian from Librarian, University Library

Julie K Saucedo

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



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