



# HR Bulletin

June 2017

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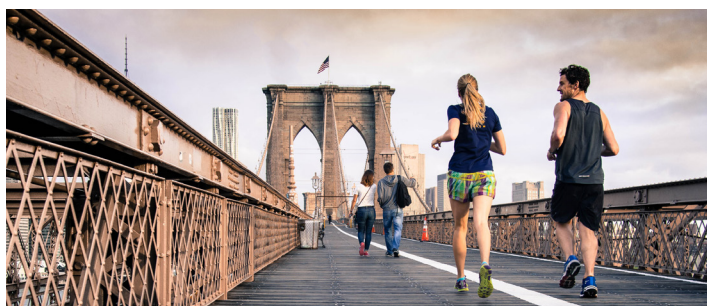
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TEXAS  STATE  
HUMAN RESOURCES

We would love to hear from you! Please send us your suggestions to [hr@txstate.edu](mailto:hr@txstate.edu)

# Texas State Blood Drive

The next Blood Drive will be held on June 16 from 9 a.m. – 3 p.m. on JCK 1100. We are Blood (formerly The Blood and Tissue Center of Central Texas) brings their mobile unit to allow employees to donate blood on campus since there is no donation center in San Marcos. Prior to donating, you must:

- eat a full meal
- provide a photo ID
- be at least 17 years old
- weigh 115 lbs. to donate whole blood; 110 lbs. to donate platelets
- be in good health

To register, go to [www.inyourhands.org](http://www.inyourhands.org)

- Click on the "Donate Blood" Button
- Click on "Make an Appointment" Button
- Search by our scheduled drive date, or zip code, or our Group Code: A059
- Click on our schedule of available appointment slots and book your donation time!



**One blood  
donation  
can save up  
to 3 lives**

**Friday,  
June 16**  
**JCK 1100**  
**9 a.m. – 3.p.m.**

*Time spent donating blood is entered as "Blood Donor Leave" in the SAP Portal. Employees are entitled to donate blood 4 times per fiscal year (UPPS 04.04.30).*



## SUMMER ENROLLMENT

**June 26 - July 28**

Check out the ERS Summer  
Enrollment page for more details

[www.ers.state.tx.us/SE/](http://www.ers.state.tx.us/SE/)

**SAVE  
THE  
DATE**

## ERS SUMMER ENROLLMENT FAIR

**July 18, 2017**

**10 a.m. - 1 p.m.**

**JCK 11<sup>th</sup> Floor**

**10:30 a.m. presentation**

ERS and Blue Cross/Blue Shield of Texas will make a brief presentation to address the switch from United Healthcare to BCBS as the third party administrator for HealthSelect.

No registration required – Attendance may be counted as work time with supervisor approval

# HealthSelect Transition to BlueCross BlueShield



The ERS Board of Trustees selected Blue Cross and Blue Shield of Texas (BCBSTX) for a six-year contract to administer the HealthSelect medical plans. BCBSTX will take over as the third party administrator for HealthSelect and Consumer Directed HealthSelect beginning September 1, 2017.

ERS manages the contract and is responsible for determining eligibility and enrollment for the health plans. Additionally, ERS establishes the plan design including setting copays, coinsurance, and deductibles.

In the coming months, you will receive letters that talk about the transition. You should continue to use your current United Healthcare insurance card through August 31, 2017.

**Optum RX will  
still provide  
prescription  
coverage**

**HMO  
participants are  
not affected by  
this change**

**Real Appeal will  
continue to be an  
option for HealthSelect  
participants, along with  
a new option called  
Naturally Slim**

**Beginning September  
1, virtual visits will  
be available with no  
copay. The current  
\$10 copay is in place  
until August 31.**

For more information about the transition visit ERS: [www.ers.state.tx.us/BCBSTX-new-plan-administrator/](http://www.ers.state.tx.us/BCBSTX-new-plan-administrator/).



### *Congratulations, Texas State!*

We successfully closed out the first full cycle of the new staff Performance Management process. Thank you for your participation and cooperation during our first year of implementation.

### *We heard you!*

Throughout the year, our team received valuable, constructive feedback on how to improve the online process. We've taken all your comments under consideration and are now working behind the scenes to implement changes to meet your needs.

### *Stay tuned!*

The upgrades made to the system, along with instructions on how to complete the performance plan given these changes, will be announced soon.

*Thank you once again for your continued support to this important initiative!*



# Maximum Vacation Carryover to New Fiscal Year



Below is a chart showing the maximum amount of vacation leave that may be carried over into the new fiscal year. Any hours over the maximum amount on August 31, 2017 will automatically be converted to sick leave as of September 1, 2017.

Supervisors and departmental time administrators have access to SAP transaction ZPTVTOS – Vacation to be Converted to Sick. This report will show the maximum number of vacation hours that an employee can carry over to the next fiscal year based on the monthly vacation accrual. Also displayed are the projected hours that will convert to sick leave on September 1. All time entry must be entered and approved to get accurate results.

If you have any questions, please contact Selma Selvera ([ss24@txstate.edu](mailto:ss24@txstate.edu)) in Human Resources at 245.2557.

Years of Eligible Employment (State of Texas)	Hours Earned Per Month	Max Hours to Carry Over*
< 2 years	8	180
2 but < 5	9	244
5 but < 10	10	268
10 but < 15	11	292
15 but < 20	13	340
20 but < 25	15	388
25 but < 30	17	436
30 but < 35	19	484
35 and over	21	532

*\*These amounts are for full-time employees. The amount for a part-time employee is proportional to their FTE. For example, a 50% employee with less than two years of service may carry over up to 90 hours.*



# Veteran's Employment Preference

## A GUIDE TO UNDERSTANDING THE HIRING PROCESS

Texas State law has established requirements for interviewing veterans. Hiring managers should review the following to insure you are meeting these legal requirements.

- Hiring managers or coordinators must review the PeopleAdmin applicant list of Veteran's Preference Verified applicants. Hiring managers, coordinators, or screening committee will determine the verified applicants meet minimum requirements of the position and interviewed as required and note the interview in the hiring matrix.
- If the number of candidate interviewed is between one and six; then one veteran's preference verified applicant that meets minimum requirements of the job posting must be interviewed. The Office of Equity and Access will review the hiring matrix and determine compliance with [Texas State Government Code Chapter 657](#).

1) APPLICANT REQUESTS  
FOR VETERAN'S  
EMPLOYMENT  
PREFERENCE.

2) HR VERIFIES  
APPLICANT'S ELIGIBILITY  
FOR PREFERENCE.

3) HIRING MANAGERS  
DETERMINE IF VERIFIED  
APPLICANTS MEET  
MINIMUM REQUIREMENT  
AND CONDUCT INTERVIEWS.

4) OFFICE OF EQUITY AND  
ACCESS REVIEWS HIRING  
MATRIX AND DETERMINE  
COMPLIANCE.



# Enhancing the Benefits of Wellness at Work Through COMMUNICATION

*Stephanie Dailey & Tricia Burke, Assistant Professors in the Department of Communication Studies*

Today, most employers offer wellness programs to their employees. For example, here at Texas State, faculty and staff have the opportunity to participate in WellCats, which offers fitness and nutrition classes, health behavior change coaching, and more. The benefits of having healthy employees is obvious from an organizational standpoint, but our research shows that there are direct benefits to employees as well: they feel supported, less stressed, and make new friends in wellness. So, how can you enhance the benefits of wellness at work through communication?



## SUPPORT

As humans, one of our most central needs includes feeling valued by others. People who participate in workplace wellness programs feel that their employer cares about their personal well-being. When employees are socialized within an organization that values the health of their employees, they also communicate support to encourage their co-workers to be healthy. Some examples of supportive communication include:

- complementing co-workers on healthy diet or exercise choices
- inviting a co-worker to a fitness class or a lunch 'n learn session
- reminding co-workers about avoiding unhealthy foods



## DE-STRESS

Among the many benefits of wellness is reducing stress. Group fitness participants report less stress, better mental energy, and greater energy and productivity throughout their work day. Encouraging activity among co-workers affords an important mental break, and also allows for the opportunity to establish social connections at work.

## MAKE FRIENDS

It's more fun to work out and eat healthy with friends. Thankfully, participating in wellness activities helps employees create friendships within the program and bond over subjects besides work. One of the best predictors of job satisfaction are the relationships we establish at work, so don't be afraid to communicate about health with colleagues. After all, friends who sweat together stay together!



**WELLCATS**  
The Texas State Employee Wellness Program

# Did you know?

Bobcat Balance offers additional resources to help employees and managers answer some commonly asked questions.



- [newsletter for supervisors](#)
- [newsletter for employees](#)
- [newsletter for employees \(en español\)](#)

Bobcat Balance is Texas State's  
Work Life Employee Assistance Program (EAP).

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



## NEW EMPLOYEE WELCOME

*(NEW) II*

*Friday, June 9, 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, June 9.

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 employees hired during the past month. Breakfast and lunch are served.

For more information, contact Professional Development at ext. 5.7899.



# Welcome



*Join us in welcoming our new employee Bobcats hired between April 24, 2017 and May 1, 2017.*

**LORI K KINSER**

Sr Human Resources Assistant  
Human Resources

**RACHEL J NEMETS**

Grant Specialist  
PACE Advising Center

**KEEGAN R RODRIGUEZ**

Administrative Assistant III  
President's Office

**JASMINE PRINCE**

Administrative Assistant III  
Radiation Therapy Program

**BENJAMIN H RAULS**

Digital Video Specialist  
Office of University Marketing

**JORDAN A GUERRERO**

Systems Support Specialist I  
Human Resources

**SARAH E POLLOK**

Administrative Assistant II  
Psychology

**JOHN S SCOTT III**

Habitat Conservation Technician  
Grounds and Waste  
Management Operations

**RAPHAEL C THORN**

Budget Analyst  
Office of Budgeting, Financial  
Planning and Analysis

**STEFAN R SANCHEZ**

Custodian  
Department of Housing  
and Residential Life

**MARY J ANDERSON**

On-Line Course Developer  
Office of Distance and  
Extended Learning

**ROBERT C PAYNE**

Sr Lab Services Technician  
Department of Engineering

**NATHANIEL R McGUFF**

Custodian  
Department of Housing  
and Residential Life

**JUSTIN D CANTU**

Warehouse Worker  
Bookstore

**RODRIGO AGUIRRE**

Locksmith  
University Police

**JASMINE R FLORES**

Custodian  
Campus Recreation

**SHEILA E BURT**

Custodian  
Department of Housing  
and Residential Life

**WILLIAM G WARAKSA**

Habitat Conservation Technician  
Grounds and Waste  
Management Operations

**TAYLOR N MELANCON**

Budget Analyst  
Office of Budgeting, Financial  
Planning and Analysis

**MARY H CLARK**

Athletics Intern  
Strutters/Ticket/Mktg/Cheer

**GURMAT KAUR MOHINDER SINGH**

Custodian  
Department of Housing  
and Residential Life

**GREGORY A STADTER**

Grant Specialist  
Science and Engineering  
Academic Advising Center

# June 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.



Proposals for new workshop topics for the fall semester should be submitted by **June 9** by completing the [workshop proposal form](#). Please visit [Professional Development's workshop website](#) for further information.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1	2
		*Survival Sign Language Administrative and Educational Support Outcomes: Reporting Results, Taking Action, and Improving Services		New Employee Welcome (NEW) II
5	6	7	8	9
		*Survival Sign Language NEW Health and Wellness Lunch & Learn Series: Relational Communication and Wellness		Texas State Blood Drive
12	13	14	15	16
		*Survival Sign Language Supporting Transgender/Non-binary Students on Campus	**Texas State Retirement Plans 101	**Texas State Retirement Plans 101
19	20	21	22	23
	Allies Training	*Survival Sign Language	NEW Health and Wellness Lunch & Learn Series: HIIT and Cross Fit: Do's, Don'ts, Precautions and Alternatives	**DIY (Do It Yourself) Security
26	27	28	**DIY (Do It Yourself) Security	29
				30

(\*) Workshop has six Wednesday sessions from June 7 - July 12.

(\*\*) Workshop is offered either date.

# 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.

- **Apple:** Shop the latest innovative technology from Apple! Enjoy exclusive pricing on the Apple TV, MacBook, Apple Watch and more.
- **TripBeat:** TripBeat makes it easy and affordable to book the perfect resort vacation! Save 25% at more than 2,400 properties around the world.
- **Wyndham:** Start planning the perfect summer vacation today! Save up to 20% on the Best Available Rate at participating Wyndham locations.
- **myAutoloan.com:** myAutoloan.com is your premier online auto finance and refinance marketplace! Apply now and receive up to four loan offers within minutes! Fast, easy and secure.
- **Frontpoint:** Save up to \$350 on an alarm system from Frontpoint, the #1 rated home security system. Frontpoint systems are easy to use and will keep your family safe.

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

## Travel With Beneplace



### HIT THE ROAD, TAKE A CRUISE, OR RELAX AT A RESORT!

Your [Texas State Employee Discount Program](#) has travel savings for whatever adventure you choose. Save on your hotel stay with Wyndham or TripBeat. Get a great deal on a rental car with Enterprise or Avis. Book a cruise with Cruise & Vacation Perks or save on event tickets nationwide with Premium Seats. It all adds up!



# RITA MOKARZEL

Administrative Assistant III,  
St. David's School of Nursing

EMPLOYEE OF THE MONTH  
May 2017



*Dr. Debbie Thorne, Rita Mokarzel and Dr. Marla Erbin-Roesemann*

Rita has provided tremendous administrative support to the St. David's School of Nursing since she began working with the school in August 2009. Her title is Administrative Assistant III, but she serves as budget analyst, receptionist, event coordinator, purchaser, travel agent, and hiring manager. She handles all these critical roles with professionalism and pride in a job well done. Rita excels in all aspects of her job duties that include support to the Director of the School of Nursing.

She is personally committed to meeting work deadlines and submitting quality work products, allowing the director to focus on higher level management projects.

The school of nursing is growing at a fast pace and Rita assists with faculty hiring for the undergraduate and graduate programs offered. She has mastered the hiring process and has been able to guide the search committee chairs, ensuring all university regulations are followed and that the paperwork for the new hires flow smoothly and efficiently to meet the high demands of the program.

Another area Rita excels in is budget management. She has monitored over 2.5 million in grant funds awarded to the school by the St. David's Foundation. She keeps accurate balances on all accounts and provides requested information promptly.

Rita goes the extra mile on each and every tasks that is assigned to her. Many work colleagues praise her for being professional, ethical, a problem solver and doing whatever is necessary for the success of the team.

**Congratulations, Rita, on your dedication, professionalism and hard work!**

We would like to recognize the following employees who were promoted or reclassified between April 24, 2017 and May 1, 2017.

### Magdalena Ortiz

Promoted to Administrative Assistant III  
from Cashier, Office of Educator Preparation

### Baily M Estep

Promoted to Student Development Specialist I  
from Academic Advisor I, PACE Advising Center

### Jorden L Zuniga

Reclassified to Head Warehouse Worker  
from Warehouse Worker, Materials Management  
and Logistics



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HUMAN RESOURCES