

HR Bulletin

Mar.

HR

2020

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LOCATION
JCK 340

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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



Financial Wellness & Retirement Planning Fair

A 20/20 Focus On Your Future



April 16, 2020
LBJSC Ballroom
8 a.m. - 4:30 p.m.

- Interactive Booths
- Speak One-on-One with Financial Planning Experts
- Chat with HR to Learn What Resources are Available to You
- Win Door Prizes!
- Come & Go!
- Attend info Sessions by TRS, ERS, Socail Security, & more.

Registration Information Coming Soon!

If you require accommodations due to a disability in order to participate, please contact 5.2557 at least 72 hours in advance of the event.

Legislative Changes Impacting Group Benefits Plans

The 86th Texas Legislature session passed several laws that have an impact on our Group Benefits Program (GBP) offered by the Employees Retirement System (ERS). Some of these changes will impact benefits in the future, so be on the lookout for more details about these changes.

HOUSE BILL 170

Requires certain health plans to cover diagnostic mammography at the same benefit level as screening mammography, effective September 1, 2020.

HOUSE BILL 1584

Prohibits step therapy for drugs prescribed for the treatment of stage 4, advanced, metastatic cancer. The new rule is effective January 1, 2020 for the ERS' self-funded Medicare prescription plans and September 1, 2020 for the non-Medicare prescription plans.

SENATE BILL 1264

Prevents surprise billing (also known as balance billing) of patients in some circumstances. The new law is effective January 1, 2020 and does not apply to Medicare Advantage plans.

GAA, ERS RIDER 16

Directs the agency to offer incentives to health plan participants to shop for lower-cost in-network health services through shared savings. ERS is working on a program to allow HealthSelect of Texas and Consumer Directed HealthSelectSM participants to earn rewards when they shop for and use lower-cost in-network providers recommended by the health plan, effective September 1, 2020.

HOUSE BILL 392

Allows the GBP to offer individual long-term care insurance. The law is effective September 1, 2019, and ERS is exploring the individual long-term care market and industry practices connected to individual (vs. group) long-term care coverage.

**HOUSE BILL 3522 – ERS AMENDMENT TO CHAPTER 73
ADMINISTRATIVE CODE**

Permits designated beneficiaries of ERS members and retirees to assign certain death benefits to licensed funeral directors or funeral establishments. This means that ERS can send all or part of eligible lump-sum benefits directly to a licensed funeral director or licensed funeral establishment to pay for funeral costs, making it easier and quicker to pay for these services.



Nearing Your Retirement Date?

If the answer is yes, visit with [Leah Cuellar](#) 90 days in advance of your retirement date to talk about retiree insurance and other required forms to get your retirement benefits started. Visit the [Retirement Website](#) to find helpful checklists, guidelines, and to request your retirement counseling appointment.

Affordable Care Act Tax Forms Are On The Way!

Forms 1095-B and 1095-C are required forms to show that you were offered health insurance (1095-C) and show proof of who is enrolled in your health insurance plan (1095-B). These forms are used to file your tax return. Most people use the 1095-B to prepare their taxes as it shows enrollment dates and covered dependents.

Form 1095-B was mailed directly by your health insurance provider. If you did not receive a copy, contact your provider. HealthSelect and Scott & White participants may also download their 1095-B through their online accounts.

Texas State Human Resources will mail Form 1095-C no later than March 2, 2020.

Contact Heather Houston if you have questions.

Overcoming Self-Doubt:

YOU CAN BE A HEALTHY PERSON

By Jill Zambito, Lindsay Luen, & Jane Rha
Doctor of Physical Therapy Students
at Texas State University

I'm not fit enough, healthy enough, strong enough. I don't belong here. I don't know how to do that. What if people judge me? What if I look silly? These statements are all forms of self-doubt that run through our heads when trying to start a new health, wellness, or fitness routine. The WellCats team is here to tell you that **YOU CAN BE A HEALTHY PERSON!** This month, we will be giving you tips on how to overcome self-doubt, tackle your goals, and envision yourself as the healthy person you are or want to become.

Self-doubt and negative self-talk are what limits our success in many aspects of life. The mind is so powerful that you can convince yourself of almost anything. Instead of using your brain against you, we are challenging you to think, “I can do this. I am good enough. This is who I am.” You will be amazed how shifting your thoughts and attitude will open yourself up to more opportunities and push you closer to reaching your goals. You will start to become the person that you envision yourself to be. We will provide you some thinking tools to help you overcome your self-doubt and train your brain to realize that you are or can become a healthy person.

1) PRACTICE POSITIVE SELF-TALK.

Be gentle with yourself. YOU are in charge of making this positive change for your body and mental health. No one else is in charge of your wellness journey. Start to tell yourself that you will be successful in reaching your goals. Tell yourself that you are making positive changes in your life to increase your well-being. When you feel negative thoughts creeping in or when you hit an obstacle on your journey, think about how you can reframe your thinking in a more positive way. For example, if you skip working out a day that you were planning on working out, don't beat yourself up. Instead, write down and schedule your next three workouts for the week so you are more likely to commit.

2) DON'T COMPARE YOURSELF TO OTHERS, BUT DO LEARN FROM OTHERS.


We all follow different wellness journeys. Your path might be different than your friend's or colleague's. Just remember, we all have to start somewhere. Be proud of how far you have come in the Hero's Journey and know that you are exactly where you are supposed to be! Focus on your growth and progress, learning from others' experiences without expecting that others' experience have to be the same as your experience. For example, your work colleague fits physical activity into her schedule by getting up in the morning and walking in her neighborhood before leaving for work. She also attends WellCats classes once a week during her lunch hour. While your situation isn't conducive to being physically active in the morning before work, you can attend a WellCats class after work, which allows you to do some physical activity.

3) IDENTIFY YOURSELF AS A HEALTHY PERSON.

Health and wellness are a new part of your lifestyle and identity. Start to tell yourself that you are a healthy person. You are on the fourth month of the Hero's Journey! This means that you are steadily progressing towards your health and wellness goals. Repeat the phrase "I can make healthy choices most of the time" or "I am a healthy person."

4) JUST DO IT.

Don't overthink! Stop with the "what if" statements. Overthinking will often lead you to irrational thoughts. Don't worry about what your friend thinks about your new health or wellness routine or if you aren't absolutely perfect in following your plan. Continue on your personal pathway by "doing" more than "thinking" and you will become more confident about your progress! Don't doubt yourself and know that even the smallest changes can make a big difference when it comes to reaching your health and wellness goals.

A woman with long blonde hair, wearing a black long-sleeved top and black leggings, stands on the peak of a grassy cliff. Her arms are raised in a 'V' shape, and she is looking towards the camera. The cliff is covered in dry, golden-brown grass. In the background, there is a vast coastal landscape with a winding road, a body of water, and distant mountains under a cloudy sky.

This month is all about incorporating thinking tools that will help train your brain to recognize that you are a healthy person! The WellCats team is here to provide you with the resources and encouragement that you need to continue on your wellness journey. Try out some of the tips we have provided, and you will begin to think more positively and confidently. Remember, you ARE becoming the best and healthiest version of yourself (no doubt about it)!

Parking Permit Deductions Update

Great news! Changes to federal regulations allow us to treat payroll deductions for parking permits as a pre-tax deduction again. This means that the amount you pay for your parking permit is subtracted from your taxable wages before taxes are calculated. Your overall tax liability is less and saves you money.

This change has been automatically implemented, effective on the March 2, 2020 paychecks.





New Course Surveys!

Next time you attend a course hosted through Organizational Development & Communications, you'll notice that we've launched a new survey designed to help you share more of your thoughts with us. Don't worry, the survey will still take less than three minutes to complete!

WHAT CHANGES HAVE OCCURRED?

- Post-course surveys will now ask you what brought you to the course, how it met your expectations, and how effective the presenter's engagement was.
- An optional section has been added for input on how you think the course connects to University goals and performance competencies.
- We'll also provide you with a better way to provide your feedback in an even more timely manner! Use your phone to scan a QR code at the end of the course and instantly access the survey. We'll still email a link to you if you'd prefer to access the survey from your desktop.

WHY MAKE THESE CHANGES?

- ✓ The new questions will allow OD & Communications to collect more data and assess multiple aspects of our programming, including:
- How our learners (you!) prefer to receive communications about training and development;
 - How we should adjust our course descriptions and content;
 - What technology preferences our learners have;
 - How our courses tie to the University's goals and performance competencies.

WHY IS YOUR FEEDBACK IMPORTANT?

- ✓ Your feedback will help us:
- Provide more structured feedback for our course presenters;
 - Help us improve our programming for you;
 - Identify gaps we can work to fill to enhance your learning experience, and;
 - Improve how we offer courses.

DO YOU HAVE TO COMPLETE EVERY QUESTION?

- ✓ Nope! While no questions on the new form are required, we invite you to please share as much feedback as you'd like. And you'll still be able to share your overall thoughts on the course with us via drop down boxes and free text.

Thank you for helping us improve our collective learning experience! If you have any questions or feedback, please contact Organizational Development & Communications!

UPPS CORNER

A guide to understanding policy updates and changes approved by President's Cabinet for UPPS's for which HR is the Senior Reviewer.



UPPS 04.04.32 | TEXAS STATE EMPLOYEE WELLNESS PROGRAM

This policy outlines the opportunity for Texas State University employees to participate in voluntary wellness-related activities. The purpose of the program is to improve employees' personal health and wellness leading to improved job performance, increased work satisfaction, and reduced health care and insurance costs.

The following changes are intended to offer more flexibility for employees and supervisors to allow employees to optimize their wellness experience while maintaining business operations.

Read more about this policy on the [Wellcats Website](#).

Effective Date
January 9, 2020

Section 1.01

- Removed the restriction to remain on campus

Section 03.01

- Changed the maximum for paid wellness leave from 30 minutes per day to 2.5 hours per work week.

Next Revision Date
March 3, 2030

Note: UPPS 04.04.11 University Classification and Compensation was also updated to clarify that any temporary assignment that would result in a salary increase of 10% or more must be approved by the President, the same as for any permanent salary increase.

NEW REQUIRED CYBER SECURITY TRAINING

In order to combat the growing threat of cyber-attacks, the Texas Legislature passed House Bill 3834 in the 2019 legislative session, which requires certain state and local government employees to complete a cybersecurity training program certified by the state Department of Information Resources (DIR).

Texas State University has recently launched a cybersecurity training course to meet this requirement. Training is administered through SAP, similar to other state-mandated trainings, and is currently open for enrollment under the “Employee Information and Legal Issues” section of the Training and Development link in SAP. Employees are required to complete this mandatory training by June 14, 2020.

Remember that cybersecurity is everyone’s responsibility. Our hope is that this training will increase everyone’s awareness and understanding of the threats, risks, and vulnerabilities we all face online and will help to keep everyone at Texas State safer and more secure.

If you have questions about how to access the training, please contact [ITAC](#) at 5.4822.





Texas State Employee **DISCOUNT PROGRAM**

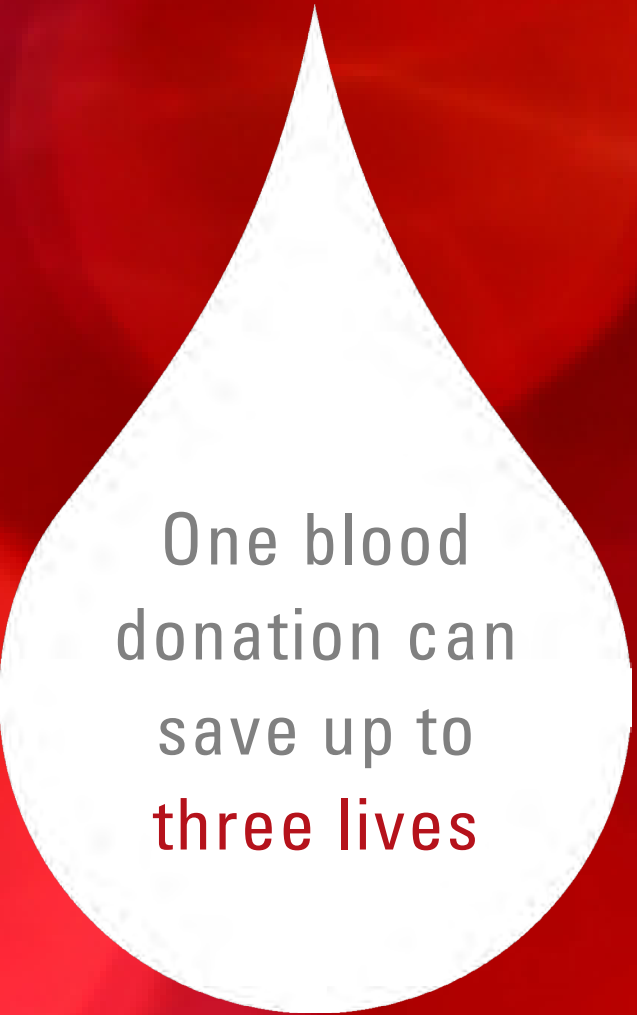
The [Texas State University Employee Discount Program](#) is the exclusive discount marketplace for you and your fellow employees. Thank you so much for all your hard work and continued support!

Oakley | If you're looking for a great new pair of sunglasses or apparel look no further — Shop at Oakley today and receive 15% off your entire order. Visit the Employee Discount Program to take advantage of this deal!

Blue Apron | Can a healthy lifestyle be delicious? We think so. That's why over half of Blue Apron's new menu is stacked with flavorful recipes designed for balanced eating. Discover 11 weekly recipes that fit into your life—and with \$84 off, now's the perfect time.

Murad Skin Care | Whether you're searching for a skin cleanser, toner, treatment, mask, moisturizer, or sun protection, you'll find the complete collection of Murad products on their site to choose from. Visit the Employee Discount Program to take advantage of this deal!

H&R Block | Start 2020 off right by getting your taxes done early! Save on tax preparation with H&R Block.



One blood
donation can
save up to
three lives

TEXAS STATE BLOOD DRIVE

LBJSC 3-9.1

Friday, March 13, 2020

9 a.m. - 3p.m.

Register: www.weareblood.org

Contact [Organizational Development and Communications](#) in Human Resources with questions at 5.7899.

MARCH

course offerings

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



| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--|---|---|--|--------|
| | Empowering First-Generation College Students From Foster Care to College Student | | Mental Health First Aid Training | |
| 2 | 3 | 4 | 5 | 6 |
| Travel Policies and Procedures | Allies For Individuals with Disabilities | Health Expert Panel ^{NEW} In Limbo: Dilemmas Faced by Undocumented Students | Supporting Transgender/Non-Binary People in Higher Education Settings | |
| 9 | 10 | 11 | 12 | 13 |
| <div>SPRING BREAK!</div> <div>Visit the Holiday Schedule to learn more</div> | | | | |
| 16 | 17 | 18 | 19 | 20 |
| | B.O.S.S. Refresher Survival Sign Language | | Understanding How Perceptions Influence Decision-Making ^{NEW} Survival Sign Language | |
| 23 | 24 | 25 | 26 | 27 |
| | Survival Sign Language | | | |
| 30 | 31 | | | |

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

Dates: Tuesday, March 3 at 9 a.m. or 6:30 p.m. | Thursday, March 5 at 9 a.m. or 6:30 p.m.

BOBCATS ON THE MOVE

Congratulations to the following employees who were promoted or reclassified.

Employees promoted or reclassified between January 1 - January 31

ABDIEL REYES

Promoted to Systems Programmer I
from Systems Analyst I,
Facilities Management

BENJAMIN WILLIAM DAVIS

Promoted to Systems Administrator II
from Systems Administrator I,
Core Systems

BRITTANY RENE PAPKE

Promoted to Coordinator, Advancement Support
from Administrative Assistant II,
Development

BROOKE L. TUTTLE

Promoted to Supervisor, College Academic Advising
from Academic Advisor II,
Science & Engineering Academic Advising Center

CHERYL MERLO ROWDEN

Promoted to Administrative Assistant III
from Administrative Assistant II,
School of Criminal Justice

JAMES R. SCHOPPE

Promoted to Senior Systems Administrator
from Systems Administrator II,
Core Systems

JULIE LOZANO PALMER

Promoted to Training and Education Coordinator
from Administrative Assistant II,
Texas School Safety Center

PAULINE P. CALVIN

Promoted to Crew Supervisor, Custodians
from Head Custodian,
Department of Housing and Residential Life

RITA ISABEL CERDA

Promoted to Buyer I
from Administrative Assistant I,
Procurement and Strategic Sourcing

RYAN CRISTOPHER LARA

Promoted to Technology Architect
from Senior Systems Administrator,
Core Systems

CRYSTAL GAYLE SALINAS

Reclassified to Assistant Business Manager
from Accountant I,
Campus Recreation

EDWARD ALLEN TEMPLE

Reclassified to Graphic Artist II
from Graphic Designer,
VP for Information Technology

MARCUS J. ICKES

Reclassified to Coordinator, Microcomputer Lab III
from Coordinator, Microcomputer Lab II,
Department of Engineering Technology



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, MARCH 13, 2020

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 January 1 - January 31

ALEJANDRA RENEE PASILLAS

Administrative Assistant II
University Police

AMANDA ROSEMARY DAVIDSON

Career Counselor
Career Services

ASHLEY M. CHILDS

Coordinator, Events & Publication
Student Center

BRIAN EDWARD CLASON

Program Manager
Texas School Safety Center

BRIAN KIP HAMILTON

Assistant Coach
Football

BUDDY WAYNE WILLIAMS, JR.

Locksmith
Facilities Operations

CARLOS RAMON BACA

Senior Lab Services Technician
Chemistry and Biochemistry

COLLEEN DOLORES GADDIS

Library Assistant II
University Libraries

CRISTINA D. TEJEDA

Executive Assistant
VP for University Advancement

DANIELLE RACHELLE CALE

Administrative Assistant II (SPS)
Office of Distance & Extended Learning

DAVID T. DARBY

Air Conditioning Mechanic I
Department of Housing and Residential Life

DIANE PATRICIA MARTINEZ
Grant Specialist
Texas School Safety Center

ESTHER ISABEL MENDEZ
Administrative Assistant II
Office of Undergraduate Admissions

GERALD KEITH ANDERSON, JR.
Assistant Coach
Volleyball

HARLEY CARL MILLER, JR.
Digital Design Specialist
University Libraries

JACOB MYERS PEELER
Assistant Coach
Football

JOEL PHILLIP KELLER
Assistant Coach
Track

JOSHUA HARRY CARMOUCHE
School Safety Readiness Supervisor
Texas School Safety Center

KAELIE CIARA-ESTELLE GARCIA
Program Specialist
Mathworks

KARI ANNE BELLVILLE
Assistant Coach
Women's Golf

LAURA P. ANAYA RODRIGUEZ
Grant Specialist
Texas School Safety Center

MEMORIE L. SCHULTZ
Piano Technician
School of Music

MICHAEL SCOTT WILSON
Assistant Director
Department of Housing and Residential Life

MICHELE LYNN KIDD
Assistant Director
Department of Housing and Residential Life

MONICA SUE SAYEN
Administrative Assistant II
Office of Distance & Extended Learning

OSCAR ANTONIO DOMINGUEZ-LARA
Grant Specialist
ALERRT Center

REED CHASE RALLOJAY
Alumni Relations Officer
Alumni Relations

RICARDO MANUEL RODRIGUEZ
Custodian
Campus Recreation

ROBERT DAMON HARRINGTON
Coach
Football

SIMONE MELINA ALVAREZ
Grant Specialist
Texas School Safety Center

STACY B. WRIGHT
School Safety Readiness Supervisor
Texas School Safety Center

STEPHEN ANTHONY BUTCHER
User Services Consultant I
Managed Services

STEPHEN LYNN CATHEY
School Safety Readiness Specialist
Texas School Safety Center

VICTORIA PAIGE PLUGGE
Assistant Coach
Volleyball



Joanne Smith Ph. D., Charlie Salas, Jack Rahmann

EMPLOYEE OF THE MONTH | FEBRUARY 2020

Charlie Salas

Associate Director, LBJ Student Center

Mr. Charlie Salas, Associate Director, LBJ Student Center (LBJSC), was selected as the Texas State Employee of the Month for February 2020.

Charlie is the lead liaison in the Student Center to work with the expansion and renovation taking place in the Student Center. He also oversees the conference services and operations areas in the department. In addition, he is the liaison to the contract operations in the Student Center (lease operations, auxiliary services) and tenant

relations to other departments housed in the building.

Throughout this current expansion and renovation project, Charlie has kept the office staff in every area aware of impact of work, what the milestones have been and how to best navigate the construction. He consistently communicates when something is happening that will affect the functions of other work happening in the building. He is consistent with his communication with the contractors to let them know of programs and

needs we may have as well as coordinating meetings and information sharing as needed.

The past few months Charlie has had to navigate daily and hourly construction issues to ensure the safe, clean, and welcoming student environment that the LBJSC expects for its users. From 4:00 a.m. crane installs on a Sunday, to midnight ballroom events; Charlie has shown dedication and commitment to the growth and expansion of the LBJSC and Texas State.

In addition to the large amount of time spent with the expansion, including many early mornings, Charlie and his team has implemented a new reservation software program and accompanying policies and procedures for the Student Center. With hundreds of requests each semester and a full set of reservations daily in the building, the new software has been successfully implemented.

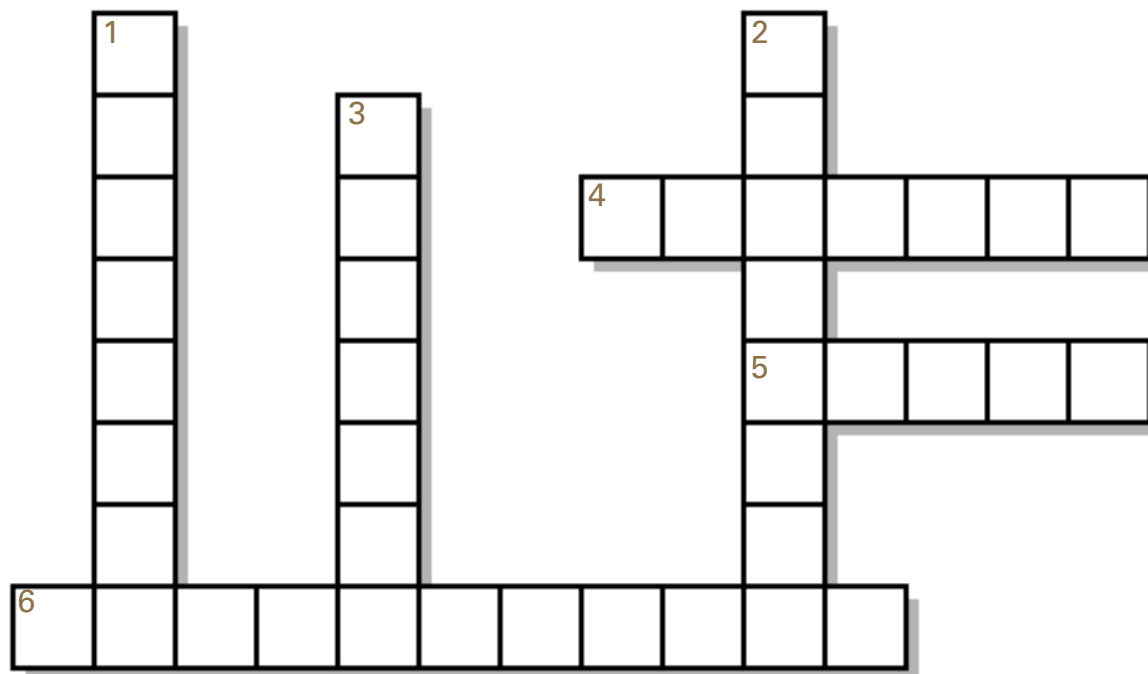
Charlie is willing to help in any way necessary to make sure everyone is successful in their programs and services. He serves outside the department on a number of committees outside the department that allow collaboration and networking with the Student Center. He is an outstanding colleague, always professional, and a supporter of student success.

“Charlie is
Willing to help
in any way
to make sure
everyone is
successful.”

Congratulations, Charlie, on your dedication and hard work!

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 **March 11**. Five random puzzle winners with all the correct answers will receive a prize from HR!



DOWN

- 1 One way to overcome self-doubt is to practice ____ self talk.
- 2 February's employee of the month is the Associate ____ of the newly-renovated LBJ Student Center.
- 3 Organizational Development & Communications recently launched new course ____.

ACROSS

- 4 ____ permits will be considered pre-tax deductions starting March 2, 2020.
- 5 The newly-announced ____ security training must be taken by ALL Texas State employees by June.
- 6 The 86th Texas ____ session passed several laws that affect the Group Benefits Program offered by ERS.



Photo by Jeremy Thomas



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