

HR Bulletin

June  2020



PHONE
512.245.2557

EMAIL
hr@txstate.edu

LOCATION
JCK 340

WHAT'S IN VIEW

- 3 Remote Work Agreement Forms
- 4 Voluntary Separation Incentive Program

HIGHLIGHTS

- 5 Retirement Eligibility Estimates
- 6 Summer Enrollment
- 7 Vacation Carryover Limits
- 8 Form I-9 Guidance
- 9 New: Staff Diversity Hiring Toolkit!
- 10 Academic Release & Tuition Support
- 11 Core Strengths coming to Texas State!
- 12 Virtual Summer Camps
- 13 Creating Routine Amongst Chaos

EMPLOYEE FOCUS

- 16 Welcome, New Employees!
- 17 Bobcats on the Move
- 18 June Course Offerings
- 19 Employee Discounts

IN THE SPOTLIGHT

- 20 Employee of the Month
- 22 Bobcats Connect: HR Crossword Puzzle

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



REMOTE WORK AGREEMENT FORMS

ARE YOU WORKING REMOTELY? UPDATE YOUR REMOTE WORK AGREEMENT IN SAP.

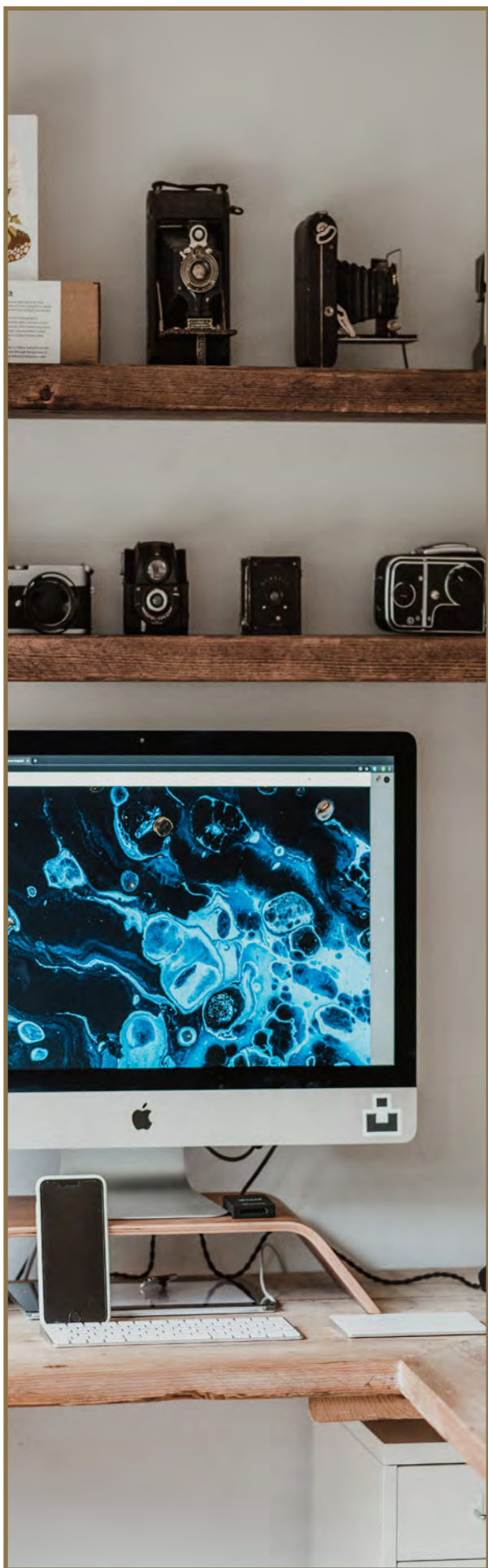
If your remote work agreement is nearing expiration, SAP will send you an auto-generated email reminding you 10 days and again 3 days prior to your end date. If you will no longer be working remotely after your original date then no action is needed. However, if you need to extend the date, please submit a new agreement request for your supervisor and department head to review for approval.

USER GUIDE RESOURCES:

[Remote Work Request Guide](#) | This guide is intended to assist employees submit their remote work request form through SAP.

[Approval Workflow for Remote Work/Telecommuting Requests](#) | This guide is intended to assist supervisors (including Department Heads, AVPs/Deans, and Vice Presidents) in approving remote work request forms in SAP.

If you have questions regarding remote work options, please visit the [Human Resources Workplace Updates for COVID-19 website](#) or



Voluntary Separation Incentive Program

Texas State is offering a Voluntary Separation Incentive Program (VSIP) for eligible faculty and staff as part of planning efforts to respond to the unprecedented financial impacts associated with COVID-19. The VSIP option is for full-time faculty and staff who meet certain eligibility criteria associated with age and years of service.

The deadline to apply is June 8, 2020. Program details and forms are available on the [Voluntary Separation Incentive Program website](#).



RETIREMENT ELIGIBILITY ESTIMATES

NEED HELP FINDING OUT IF YOU ARE ELIGIBLE FOR RETIREMENT?

Complete **this form** to submit a request to the HR Benefits team.

Each response is personalized to find out your employment history with the State of Texas and other relevant information.

Our team works hard to prepare these estimates and we're available to answer your questions about the retirement process.



Summer Enrollment Starts This Month!

June 22 - July 24

This is your chance to make changes to your ERS insurance benefits. Check out our [TXST Summer Enrollment page](#) for details on changes, plan descriptions, rates, and more!

Maximum Vacation Carryover

There is a maximum amount of vacation that may be carried over from one fiscal year to the next. Review the chart below based on your years of service to see your maximum allowable amount. Any hours over the allowable amount on August 31, 2020 will automatically be converted to sick leave as of September 1, 2020.

If you have a vacation balance that exceeds the maximum carryover, you may want to start scheduling some vacation leave now. You must take the vacation time by August 31, 2020 if you want to avoid the excess hours being rolled into your sick leave.

Years of Eligible Employment (State of Texas)	Months	Vacation Hours Earned Monthly	Vacation Days Earned Annually	Max Hours Allowed to Carry Over to Next FY
<2 Years	0 - 24	8	12	180
2 but <5	25 - 60	9	13.5	244
5 but <10	61 - 120	10	15	268
10 but <15	121 - 180	11	16.5	292
15 but <20	181 - 240	13	19.5	340
20 but <25	241 - 300	15	22.5	388
25 but <30	301 - 360	17	25.5	436
30 but <35	361 - 420	19	28.5	484
35 and over	421+	21	31.5	532

Please note that the above amounts are for full-time employees. The carryover amount for a part-time employee is proportional to FTE. For example, a 50% employee with less than two years of service may carry over up to 90 hours.

If you have any questions, please contact [Selma Selvera](#) in Human Resources at 5.2557.

Guidance for Completing Form I-9

USCIS released a revised Handbook for Employers; “[Guidance for Completing Form I-9,](#)” with expanded information on properly completing Form I-9 for Employment Eligibility Verification.

Revisions include updates based on the recent Form I-9 release, as well as policy changes and clarifications.

The revised Handbook is located in the HireRight Electronic I-9 Employment Eligibility Verification and E-Verify website.



The Office of Human Resources

ANNOUNCES:

STAFF DIVERSITY HIRING TOOLKIT

The Recruiting and Hiring Manager's Toolkit now features a new [Staff Diversity Hiring Toolkit](#). This toolkit provides hiring managers and search committee members multiple resources to support diversity and inclusion during the search and hiring process.

This resource provides a gender decoder for assisting in the creation of gender-neutral postings, a listing of diverse and inclusive job boards, and recommendations in creating a diverse search committee and interview process.

For questions, please contact the [Office of Human Resources](#).

ACADEMIC RELEASE AND TUITION SUPPORT REMINDERS

[UPPS 04.04.35: Professional Development and Educational Opportunities](#)

outlines how employees can receive paid class release time by submitting the Academic Release and Tuition Support Form. As a reminder, the deadlines for the acceptance of the academic release form are: 12th class day for fall and spring semesters, and 4th class day of the first summer session for both sessions.

The new form in SAP for Fall will be available on June 5. Employees enrolled in courses for Fall 2020 who wish to request paid leave, opt-out of the fee and designated tuition waivers, or whose departments will cover the fee and/or tuition costs must complete the Academic Release and Tuition Support form by September 9. (Employees who wish to opt-out may also email [Student Business Services](#) by the 12th class day for the fall semester.)

Contact [Organizational Development & Communications](#) in Human Resources with questions or call 5.7899.



corestrengths®



Transform your **talented** team into a **high-performance** team, right here, at **Texas State**.

OD & Communications is excited to introduce Core Strengths to Texas State University. This new to campus development opportunity is an engaging and interactive training experience that will strengthen teams and enhance workplace relationships.

What to expect:

- online assessment prior to attending with customized results
- virtual group discussions
- engaging in multiple work scenarios
- three-part (2.5 hours per session) series

We invite teams or departments across campus to submit nominations for participation in this dynamic program coming to Texas State. *Limited participant access available.*


Summer Camps Going Virtual

A few summer camps have moved to remote or online delivery. For a listing of these camps, visit the [Summer Camps website](#).

Creating Routine Amongst Chaos

By Jill Zambito, Jane Rha, and Lindsay Luen

*Doctor of Physical Therapy Students
and WellCats Staff*



It is natural to want to control things. Being in control means certainty, security, and safety. However, amongst the chaos we are currently experiencing, we quickly realize that this situation is beyond our control. As a result, many of us are feeling anxious, stressed, and fearful of the unknown. While we can't control the situation itself, we have the power to control how we react to it by shifting our paradigms to create a new structure and routine to our daily lives.

Creating routine creates a sense of normalcy in our lives and helps us cope with change. Marty Nemko, a career coach and writer, says that routine is "Something you know you can do well which can be comforting during tough times. Modern life, increasingly defined by unpredictability, can be anxiety-provoking, and routines provide an anchor of predictability." When we are organized, it is easier to counteract any negative thoughts of the unknown, reducing symptoms of anxiety and depression. Additionally, while it is easy to get caught up in the madness, making a routine allows you to carve out time for hobbies and self-care activities that can positively impact your mental health. Self-care is vital to our mental health and overall well-being as it promotes rest and relaxation and gives us a sense of purpose by participating in the things we love to do. Below you will find ways you can create routine starting today!

1. SET AN ALARM, GET DRESSED, AND MAKE YOUR BED

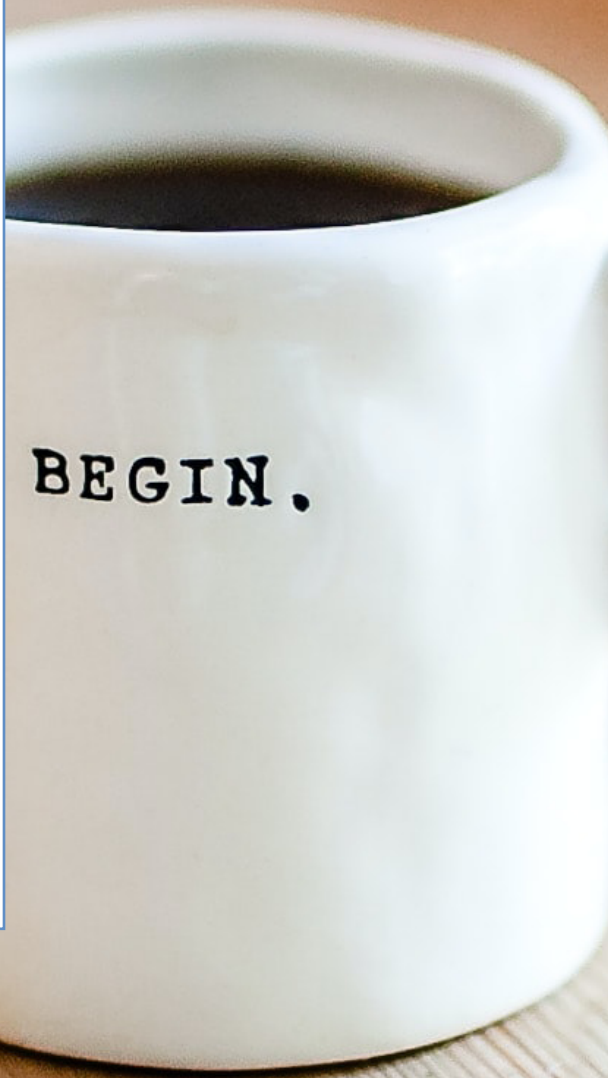
Wake up around the same time every day. Changing out of your PJs and making your bed will make you feel like you've accomplished something right when you wake up!

2. MAKE A TO-DO LIST

Outline your goals for the day and create a block schedule of the things you wish to accomplish, delegating a certain amount of time for each activity. This will hold you accountable and make your work day feel more normal. Even on those days when your schedule is disrupted or totally blown up, it will help to create a schedule and try to stick to it.

3. EAT A NUTRITIOUS BREAKFAST

Eating nutritious whole foods such as fruits and vegetables with natural antioxidants help to boost our immunity! Some immune boosting foods include ginger, fresh spinach, turmeric, citrus fruits, papaya, almonds, and green tea.



BEGIN.

4. GET MOVING

Regular physical activity decreases stress and anxiety, improves mood, increases energy and stamina, improves sleep, and increases circulation, which helps with mental alertness. Making physical activity a part of your daily routine will help to improve you and your family member's overall mental health and well-being.

5. BLOCK OUT TIME TO DO WORK IN A QUIET AND CLEAN SPACE

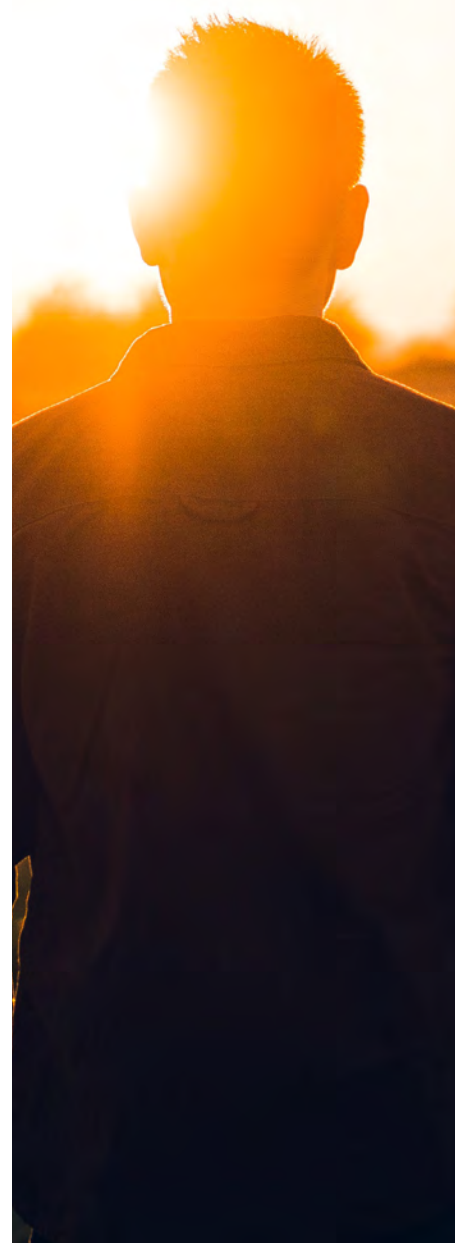
Designate specific time for uninterrupted work. Try to mimic your at-home work environment to your real office as much as possible. Tidying up your room will also help to declutter your mind.

6. SCHEDULE TIME FOR SELF-CARE

Find moments throughout the day to weave in time for the things you enjoy. Allow yourself to take time to relax. Some examples of self-care include meditating, stretching and deep breathing, reading or journaling, walking outside to soak up some vitamin D, cooking a new recipe, or getting crafty!

References:

1. Robins E. The secret benefit of routines. It won't surprise you. <https://www.headspace.com/blog/2016/08/22/the-secret-benefit-of-routines-it-wont-surprise-you/>
2. Sharma A, Madaan V, Petty FD. Exercise for mental health. *Prim Care Companion J Clin Psychiatry*. 2006;8(2):106.





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, JUNE 12, 2020

In accordance with CDC guidelines of social distancing, monthly N.E.W. II sessions will be held virtually via Zoom from 8:30 – 10:30 a.m. Visit our [updated N.E.W. II website](#) for more information.

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 April 1 - April 30

AARON FLORES
Academic Advisor I
PACE Advising Center

ANN P. WATKINS
Electronic Security Systems Specialist
Network Operations

BRYSON WADE ABRAHAM
Assistant Coach
Football

CASEY RENE LEHMANN
Administrative Assistant II
Student Business Services & Bursars

DARLINE BADING
Accountant II
Office of Financial Aid and Scholarships

ELIAS L. MARTINEZ
Assistant Vice President, University Marketing
Office of University Marketing

JOHN GONZALEZ
Guard
University Police

NAKIA LATRELL EDMOND
Administrative Assistant II
School of Art and Design

SALVADOR PATLAN
Guard
University Police

BOBCATS ON THE MOVE

Congratulations to the following employees who were promoted or reclassified.

Employees promoted or reclassified between April 1 - April 30

DAVID IRA BEADLE

Promoted to Coordinator, Learning Lab
from Per Course Lecturer,
SLAC

AMY ELIZABETH AGUIRRE

Promoted to Senior Administrative Assistant
from Administrative Assistant III,
VP for Student Affairs

ADAM DELEON

Promoted to Supervisor, Irrigation
from Irrigation Coordinator,
Grounds and Waste Management
Operations

JIMMIE LYNETTE DAVIS

Reclassified to Administrative Assistant III
from Administrative Assistant II,
College of Health Professions

BAILEY MARIE ESTEP

Promoted to Academic Advisor II
from Student Development Specialist I,
Science & Engineering Academic Advising
Center

Michelle L. Hudnall

Reclassified to Coordinator, IT Projects
from User Services Consultant I (SPS),
Technology Resources Administration

JUNE

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
1	2	3	4	5
8	9	WellCats Educational Series: Mindfulness: What, Why, & How?	11	12
LGBTQIA Allies Training	16	17	18	19
22	23	24	Bridging Learning to Life: Helping Students Transition into the Workplace	26
29	30			

[GED PROGRAM](#) | Suspended Until Further Notice



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!

[**Glasses.com**](#) | Save 15% on a wide range of styles across the best brands in eyeglasses and sunglasses.

[**Quick Quote**](#) | Compare auto, home, renter's and condo insurance rates from multiple insurance companies at once so you know you're getting the best rate!

[**Only Natural Pet**](#) | Find healthy, natural pet supplies for your four-legged family members with 15% off state-wide.



Sara Boysen, Gene Bourgeois, Ruth Welborn, Ph.D.

EMPLOYEE OF THE MONTH | MAY 2020

Sara Boysen

Academic Advising Supervisor, College of Health Professions

Ms. Sara Boysen, Academic Advising Supervisor, College of Health Professions, was selected as the Texas State Employee of the Month for May 2020.

Ms. Boysen has been a loyal employee of Texas State and the College of Health Professions (CHP) for 19 years. She began her employment as an Administrative Assistant II in 2001 while she was still an undergraduate Texas State student. Sara's intelligence, hard work and dedication to the university and its students has allowed her to advance her career to Supervisor of the Academic Advising Center, supervising 6 Academic Advisors and

an Administrative Assistant and still finds time to assist individual departments when they have emergencies or just need 1:1 guidance with curriculum issues or when creating new program proposals. In addition, she completed her Master's in Health Information Management and on occasion, teaches as a Per Course Lecturer for the Dept. of Health Information Management.

In her role as Supervisor of the Academic Advising Center, Sara plays a critical role in representing the college and university during Bobcat Days, recruitment events at other campuses, career fairs, and many other

events. She ensures she is up to date on all information relevant to the programs in the college and that the college advisors are well informed. The CHP Academic Advising Center is viewed as knowledgeable, professional and helpful, and this reputation could not have been established and maintained without her leadership.

Sara is quick to step in when there's a job that needs to be done, even when it's outside of her job responsibilities. This was recently observed when the Admissions Coordinator for the St. David's School of Nursing resigned during nursing's critical application admission review time. Sara made it her priority to assist the school of nursing, driving to the Round Rock Campus and assisting with the admissions review. She re-arranged her schedule to accommodate the school of nursing, making several trips to the Round Rock Campus to compute GPA scores for all 200 applicants and assist with the review of the applications.

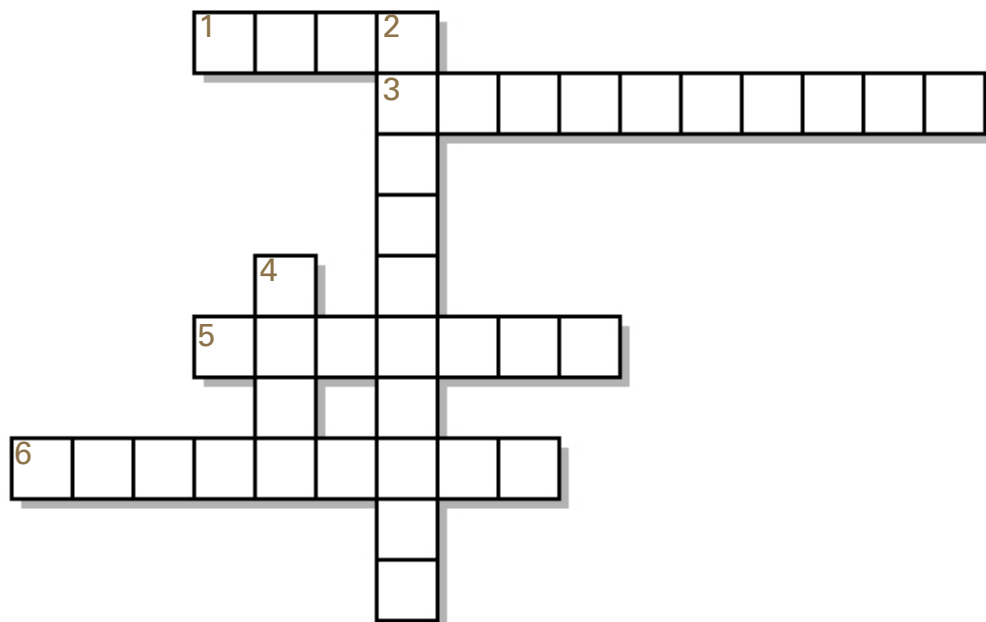
Because of Sara's commitment to excellence, established deadlines were met and applicants to the school of nursing received their letters of acceptance without delay. Students often apply to more than one school and a delay in the review of applications could have had a very negative affect on the yield of students who agreed to come to Texas State.

“Sara is quick to step in when there's a job that needs to be done.”

Congratulations, Sara, on being recognized as the May 2020 Employee of the month!

HR Crossword Puzzle

Our first priority is the safety and well-being of our Bobcat community. Due to the COVID-19 Pandemic, prizes will not be given out at this time. Thank you for understanding. Readers are still invited to have some fun completing our **HR crossword puzzle**!



DOWN

2 Summer ____ starts this month!

4 ____ Strengths is coming to Texas State! This is a new development opportunity that will help strengthen workplace relationships.

ACROSS

1 The deadline to apply for the Voluntary Separation Incentive Program is ____ 8, 2020.

3 One great way to create routine amongst chaos is to eat a ____ breakfast.

5 A new Staff Diversity Hiring ____ just launched!

6 Remember to update your Remote Work ____ Form in SAP if it is expiring soon.



Photo by Jeremy Thomas



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