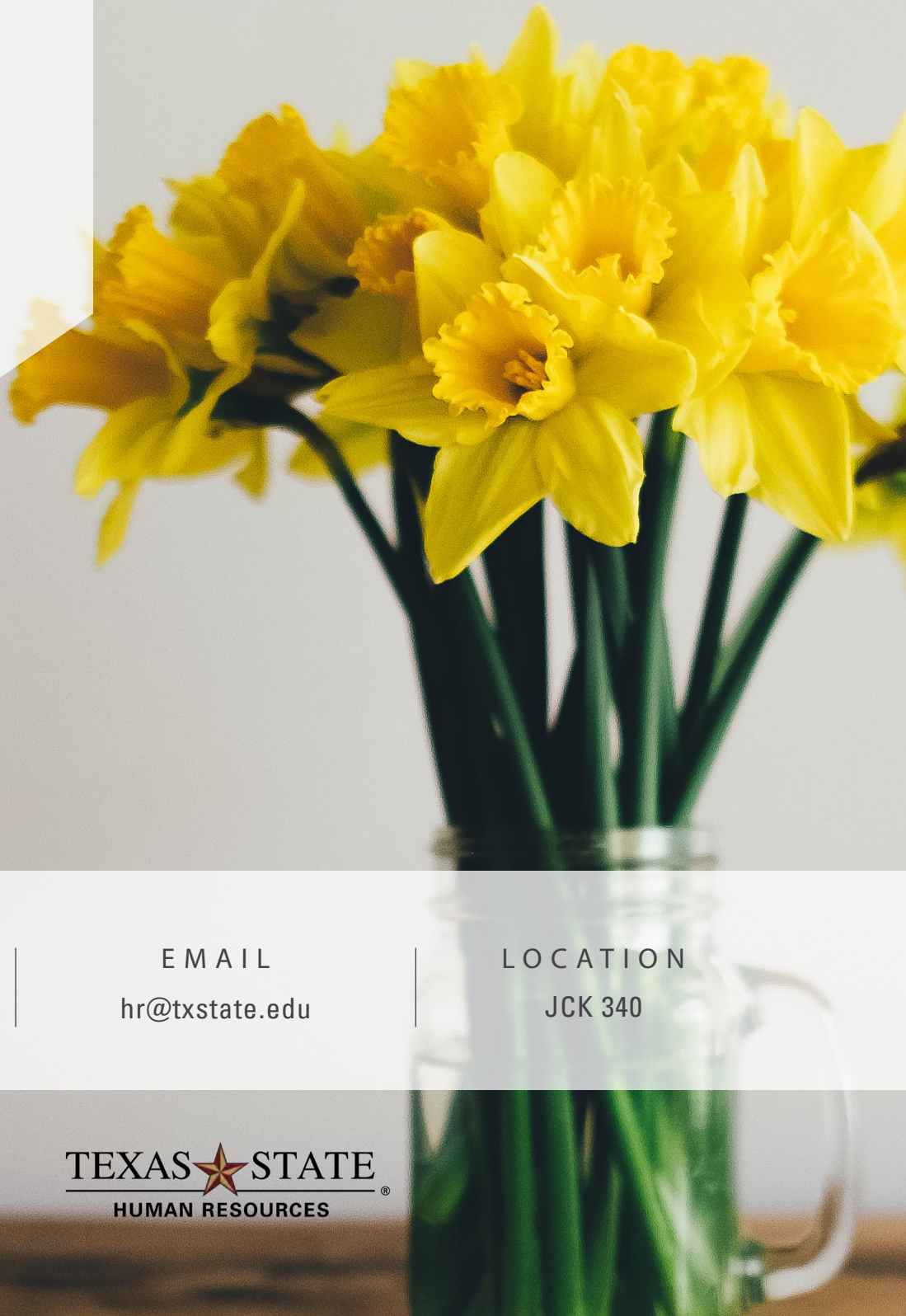


# HR Bulletin

April  2020



PHONE  
512.245.2557

EMAIL  
[hr@txstate.edu](mailto:hr@txstate.edu)

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](mailto:hr@txstate.edu)



# PRE-PAY YOUR SUMMER INSURANCE PREMIUMS!

Faculty, staff, and graduate students scheduled to return in the fall but not expecting to receive a paycheck each month this summer may elect to have their insurance premiums payroll deducted in advance on their June 1st paycheck.

## WHAT ARE THE ADVANTAGES OF PREPAY?

- Since premiums are payroll deducted, the amount will be tax sheltered.
- It is convenient! Just complete the electronic authorization form and we will take care of the rest.

## HOW DO I SIGN UP?

Look for a memo sent directly to you by e-mail in April. Complete the authorization form online and we'll handle the deduction.

If you have questions about the status of your insurance coverage during the summer, please contact [Heather Houston](#) or call us at 5.2557.



# Financial Wellness & Retirement Planning Fair

## A 20/20 Focus On Your Future



**EVENT  
CANCELLED!**

As we are all trying to keep up with guidance regarding COVID-19, we've decided to cancel this event. We will send out communications if the event is rescheduled for later in the year.



# HR COVID-19 RESPONSE

2019  
nCoV  
CORONAVIRUS

PROTECT OUR BOBCAT FAMILY

Help prevent the spread of respiratory viruses like 2019 novel coronavirus.

Avoid close contact with people who are sick.

Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

Clean and disinfect frequently touched objects and surfaces.

Avoid touching your eyes, nose, and mouth.

Stay home when you are sick, except to get medical care.

Wash your hands often with soap and water for at least 20 seconds.

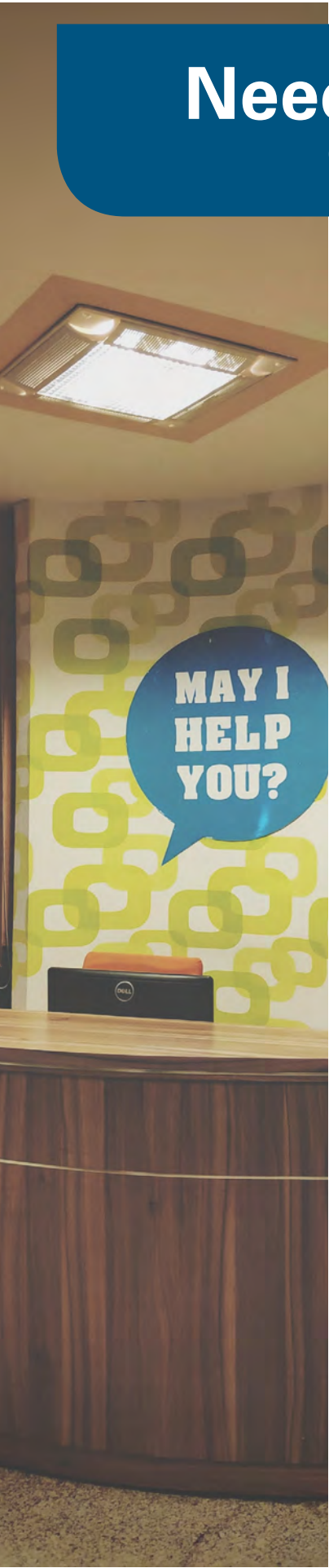
For more information: [www.cdc.gov/nCoV](http://www.cdc.gov/nCoV) | [healthcenter.txstate.edu/coronavirus](http://healthcenter.txstate.edu/coronavirus)

Our first priority is the safety and wellbeing of our Bobcat community. In response to the COVID-19 crisis, your Human Resources team is monitoring the situation closely and diligently working to bring you updates on new legislation that impacts higher education institutions, such as the [Families First Coronavirus Response Act](#). The changes may require adjustments to policy and procedures in several areas. Once implemented, our Office of Human Resources will accurately address how these new changes will impact you and your team, noting that some information is subject to change as the pandemic evolves. Please note that our HR team is also adjusting some of its practices, like [in-person New Employee Welcome \(NEW\)](#), to ensure your safety while also providing great customer service.

In the meantime, please continue to monitor your email for official announcements from our leadership. Be sure to check the official [COVID-19 website](#) for important announcements and the most updated information regarding the pandemic.

# Need to Visit HR Soon?

Check out these office safety guidelines!



The Office of Human Resources will remain open with a skeleton crew until further notice. To abide by the CDC's recommended social distancing guidelines, we encourage you to contact HR via telephone or email for assistance. However, if you need to physically visit our office, please take the following steps to ensure the safety of yourself and others:

- ✓ Keep a distance of at least six feet from others.
- ✓ Avoid contact with commonly-touched surfaces.
- ✓ Cough or sneeze into the bend of your arm.
- ✓ Limit visits to one person at a time in the lobby.
- ✓ Greet with a wave instead of a handshake.
- ✓ Conduct virtual meetings via Zoom or Teams.

Visit the new [Workplace Updates Website](#) to stay up to date with important information regarding HR process adjustments due to COVID-19.



# COVID-19 IMPACT ON DEVELOPMENT COURSES

As we brace for the impact of the COVID-19 pandemic, we are taking the necessary steps to ensure your safety while helping to facilitate continued learning opportunities for you.

In keeping with the CDC's Social Distancing Guidelines, JCK 460 will be unavailable for the rest of the spring semester. However, rather than cancelling all courses, we are reaching out to all instructors with the options to either host their course via Zoom, or reschedule for after May 15.

We will continue to send out monthly emails as we determine what courses will go to Zoom and what courses will be rescheduled. Our [ODC course calendar](#) will be updated regularly as changes occur.

Thank you for your patience and flexibility as we all work through this unprecedented time together. For questions, contact Organizational Development & Communications at 5.7899.

## April courses being held via Zoom:

### April 7:

[Kuali Research Overview](#)

### April 14:

[For The Record: What You Really Need to Know About Records Management](#)

### April 15:

[For The Record: What You Really Need to Know About Records Management](#)

Visit the [Faculty Development website](#) for training opportunities available in other departments.

NOTE: GED testing and registration sessions at the San Marcos Public Library are also suspended until further notice.



**NEED TO SEE A DOCTOR?**

**SKIP THE  
WAITING  
ROOM WITH  
VIRTUAL  
VISITS!**

**Feeling sick, but don't want to go to the doctor's office?**

HealthSelect participants can avoid the doctor's office waiting room by utilizing virtual visits with approved virtual visit providers. Medical virtual visits are FREE and mental health virtual visits are a \$25 copay. Find more details on the [Health Select virtual visits website](#).






# Changes to I-9 Requirements

In response to the COVID-19 Pandemic, the Department of Homeland Security announced that it will use discretion in regards to standard I-9 form procedures. Employers are not required to review an employee's identity and employment authorization forms in the employee's physical presence. Read the [full press release](#) for more information.



# Hiring and Job Posting Delay



In response to the COVID-19 health crisis, Texas State University is implementing financial measures that may delay the hiring process for some positions. All positions funded with funds beginning with the number 1, 2, 3, and 4 are subject to the delay. Account managers for positions subject to the delay will have to request approval through their vice president with final approval by the president.

A position/personnel funding approval [form](#) is available on the website of the Office of Budgeting, Financial Planning and Analysis under the Forms tab. Attach the required form to all new postings that require approval before routing them through the workflow. If you are unsure whether you require the approval, please contact the [Budget Office](#).



Departments are encouraged to leave postings in a closed status and reopen them at a later time.

Options for moving forward:

1. Request and obtain presidential approval to fill a vacancy.
2. Leave the job posting in Closed status and reopen later when normal hiring has resumed.
3. Contact Human Resources to start the close-no hire process.

For your convenience, please visit the Budget Office website for a list of Hiring Freeze FAQ's.

Please email the budget office if you have any questions regarding these financial measures.

Contact Human Resources if you have any questions regarding the PeopleAdmin process.



## Academic Release & Tuition Support: New SAP Workflow Form!

In continuation with our [January publication](#), the new SAP Workflow form reflecting the new Academic Release and Tuition Support program will launch April 1st.

The new online form automates the request and approval process between employee applicants and their supervisor(s). Employees who need to complete and submit the form include those who are either:

- ▶ requesting class release time during their work hours, and/or
- ▶ have received approval from their departments to cover tuition and fees that are not included in the program.

*As a refresher, effective Spring 2020, designated tuition and eligible fees are waived at the beginning of the semester for eligible full-time faculty and staff. This change from a reimbursement to waiver system came from a TSUS Board of Regents approval of Designated Tuition set to \$0 for all full-time faculty and staff, which includes the waiver of certain fees, in order to lessen financial barriers for educational opportunities.*

## New features

The new SAP workflow form includes new clearer fields to help identify:

- ▶ employee enrollment information, including course name, schedule and term designation
- ▶ whether an employee applicant is requesting paid release time during normal work hours,
- ▶ if the employee applicant is requesting to opt-out of the fee waiver,
- ▶ if the department has agreed to cover additional tuition expenses.

Once the form is submitted by the employee applicant, the form will automatically be routed to their immediate supervisor for approval. A confirmation email will be sent to the applicant, as well. In turn, supervisors will be notified to access SAP to approve or deny the request.

## Instructions

Please reference either the [Employee User Guide](#) or the [Supervisor's User Guide](#) for help on how to complete the new form.

For more information, contact OD & 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 04.04.35 | PROFESSIONAL DEVELOPMENT AND EDUCATIONAL OPPORTUNITIES

This policy outlines the policies and procedures for various employee programs for staff education and training, including:

- Academic professional development activities;
- Non-academic professional development activities;
- The Staff Educational Development Program; and
- University support for General Education Development (GED) certification attainment.

The policy also expresses Texas State's commitment to supporting and providing professional training and development, along with outlining the purpose of providing such training.

### Section 01

- Clarifies the various programs available for staff and faculty
- Added new purposes for providing professional training and development opportunities

### Section 02

- Added new section focused on defining the different programs Organizational Development & Communications coordinates.

### Section 03

- Clarifies that designated tuition will be set to \$0, and the timeframe of when an employee is eligible.
- Defines the fees covered and rearranged the order of fees to coincide with actual student accounts.
- Clarifies that Office of Distance Learning courses are not eligible for the fee waiver and that academic eligibility will be based on GPA as appropriate.
- Clarifies that release time can only be granted for courses that meet during the employee's regular working hours and identifies which courses are not eligible for release time.
- Clarifies that only full time benefits eligible staff are eligible for the release time benefit.

- Set three hours per week to attend class across all semesters, including summer, for consistency.
- Clarifies the Academic Release & Tuition Support program and form
- Clarifies the fee waiver and opt-out stipulations
- Outlines the new form and process
- Outlines the role of Student Business Services (SBS) regarding fee waivers and opt-out processes

### **Section 05**

- Clarification on eligibility criteria:
  - » Verbiage now reflects the inclusion of full-time benefits eligible grant employees as eligible to participate in the program
  - » Removed verbiage that referenced US citizenship
- Clarifies courses taken at Texas State and not at Texas State

### **Section 06**

- Specified that supervisory approval is needed to be granted release time from work to attend registration and assessment

### **Section 07**

- Added general tax liability statement

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## **Next Revision Date**

**October 2, 2023**

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To read the full policy, visit  
[UPPS 04.04.35.](#)



# WellCats Services Available to You!

By Janet Bezner, PT, DPT, PhD, FAPTA

&

Colton Scott, BS

For most people, living a healthy life requires support from a variety of places - social support, environmental support, and expert support.

Social support includes co-workers, friends, and family who provide verbal encouragement, moral support, and coverage for work or home duties so you can engage in wellness activities. They may even engage in the wellness activity with you to keep you company and hold you accountable.

Environmental support includes things in the environment and culture that make the 'healthy choice the easy choice,' like healthy food choices at meetings or for purchase, safe places to exercise, policies that support engagement in wellness activities while you are at work, reminders to get up from your chair and move around, and cultural norms that make attending a group exercise class during your work day an expected behavior.

Expert support, or mentoring, is provided by the faculty and staff who lead the [WellCats program](#). Two services provided by experts include health behavior change coaching and one-on-one nutrition consultation.





## HEALTH BEHAVIOR CHANGE COACHING

HBCC is offered for employees who are struggling to prioritize healthy behaviors, including physical activity, eating nutritiously, sleep, smoking cessation, and reducing sedentary behavior. You talk 1-on-1 with a national board-certified health and wellness coach and health and fitness professional to create a wellness vision for yourself and to set goals that you will execute each week aimed at achieving your wellness vision. Through HBCC, you learn how to become more motivated, manage time, develop good habits, plan and prepare, and improve your confidence in living a healthy lifestyle. The coach starts by accepting and meeting you where you are today, then asking you to take charge of your health and wellness, and by guiding you to do the work to get you where you want to be.

The typical HBCC series is provided over a 3-month period, meeting with the coach weekly for 30 minutes after an initial 60 to 90-minute session. Coaching is conducted via telephone or Zoom. Outcomes that employees experience from coaching include developing greater self-compassion and self-awareness, more positive work life balance, improved self-care, greater self-confidence, improved motivation, higher energy levels, improved work performance and productivity, and feeling healthier.

## HIGHLIGHTS

### ONE-ON-ONE NUTRITION CONSULTATION

Utilizes an individualized approach to assess your current dietary habits and develop a plan tailored to your needs. During an initial 60-minute meeting via telephone or Zoom, a trained nutritionist inquires about your nutrition related goals, current lifestyle and dietary practices, and your perceived barriers to accomplishing your aspirations. Together, we map out short-term goals which are geared towards attaining overarching objectives. Follow-up meetings are encouraged for checking in and developing new goals.

Between meetings, your nutritionist will gladly act as a resource for all nutrition related questions. Feel free to send all questions their way! Consultations are typically conducted in-person but may also be carried out via Zoom and/or Skype. Outcomes of consultations include identifying and incorporating more healthful foods, building healthier relationships with food, increasing efficiency when preparing meals, and building support around your goals. Recognizing the importance of nutrition to keeping you healthy, **WellCats has increased our pool of consultants** to provide 1:1 Nutrition Consultation through the end of the month of May.

To inquire or sign-up about these WellCats services, please send an email to [Work Life](#). Mentoring can occur in a variety of forms, including health behavior change coaching and nutrition consultation, and can support your journey to greater health and wellness.



#### WELLNESS RESOURCES FOR TIMES OF CRISIS:

[Bobcat Balance](#)

[Health Select & Mental  
Health Wellness](#)

[Counseling Center  
Resources](#)

[Life Experiences Website](#)



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, APRIL 17, 2020**

**In accordance with CDC guidelines of social distancing, monthly N.E.W. II sessions will be held virtually via Zoom from 8:30 – 10:00 a.m. Visit our [updated N.E.W. II webpage](#) for more information.**

Contact the Office of Human Resources with questions at [hr\\_odc@txstate.edu](mailto:hr_odc@txstate.edu) or call 5.7899.

## Join us in welcoming our new employee Bobcats!

Employees hired between February 1 - February 29

**ALEXANDRIA J. HATCHER**  
Assistant Director, Equity & Inclusion  
Equity and Inclusion

**JACK D. IVINS**  
Custodian  
Student Center

**LEA ANN MENDEZ MOTA**  
Administrative Assistant II  
School of Social Work

**BENJAMIN K. STONE**  
Grounds Maintenance Worker II  
Campus Recreation

**JAMES ANTHONY CHAVARRIA**  
Facilities Maintenance Worker I  
Facilities Operations

**MICHEAL CURTIS SPURLOCK**  
Assistant Coach  
Football

**CECILIA CORNEJO**  
Medical Assistant  
Student HealthCenter

**JASON LEE RUSSELL**  
Coach  
Football

**NANCY ELLEN BEAUVAIS**  
Administrative Assistant II  
Department of Housing and Residential Life

**CHERYL LANAI WOMACK**  
School Safety Readiness Specialist  
Texas School Safety Center

**JESSICA KASPER PAYNE**  
Nurse, RN  
Student Health



NICHOLAS BUTLER  
Outreach Coordinator  
College of Education

CHRISTOPHER ALLEN BROWN  
Graphic Artist II  
Sports Information

JOANNE ZIA  
Assistant Athletic Trainer  
Athletic Trainers

RICHARD CORTEZ CUEVAS  
Custodian  
Student Center

DANTREL CURTIS LARON HARGERS  
Residence Hall Director  
Department of Housing and Residential Life

JOSE LEOPOLDO DOMINGUEZ IV  
Grant Specialist  
Student Support Services

ROSALIND REGINA SMUCKER  
Medical Assistant  
Student Health

DENISE L. ARMENTROUT  
Administrative Assistant II  
Texas School Safety Center

JOSEPHINE KATE WIELINSKI  
Coordinator, Campus Recreation  
Campus Recreation

SHANE ALLEN TEAGUE  
Police Officer  
University Police

DEYANIRA ROMO ROSSELL  
Public Information Specialist  
VP for Finance & Support Services

JUDITH KAY CRUMRINE  
Student Development Specialist II  
Dean of Students

SHANTEL L. SIMS  
Medical Assistant  
Student Health

EDWARD GOODMAN BRADSHAW, JR.  
School Safety Readiness Specialist  
Texas School Safety Center

JULIE ANN PUZAN  
School Safety Readiness Specialist  
Texas School Safety Center

STEPHEN CHRISTOPHER JONES  
Administrative Assistant II  
Equity and Inclusion

ERIC MICHAEL LEATH  
School Safety Readiness Specialist  
Texas School Safety Center

# BOBCATS ON THE MOVE

Congratulations to the following employees who were promoted or reclassified.

Employees promoted or reclassified between February 1 - February 29

## ANTHONY ALLAN MALKOWSKI

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

## ASHLEY A. CARTER

Promoted to Corporal  
from Police Officer,  
University Police

## DAVID DALE NOTEBOOM

Promoted to Field Maintenance Technician  
from Grounds Maintenance Worker II,  
Strahan

## LINDA MARGARET REA

Promoted to Administrative Assistant II  
from Administrative Assistant I,  
Transportation Services

## MATTHEW L. GREENGOLD

Promoted to Manager, Computer Lab  
from Coordinator, Microcomputer Lab II,  
University Libraries

## MICHAEL RAY RODRIGUEZ

Promoted to Corporal  
from Police Officer,  
University Police

## RODRIGO ALFONZO MANZANARES

Promoted to Sergeant  
from Corporal,  
University Police

## XIAOYUAN JIANG

Reclassified to Coordinator, Round Rock  
Campus  
from Senior Administrative Assistant,  
Round Rock Campus



*Andrea Golato, Andrea Hilkovitz, Eugene Bourgeois*

## EMPLOYEE OF THE MONTH | MARCH 2020

### Andrea Hilkovitz

#### Research Coordinator, The Graduate College

Ms. Andrea Hilkovitz, Research Coordinator, The Graduate College, was selected as the Texas State Employee of the Month for March 2020.

Since 2016, Andrea has continuously expanded and improved services for the Graduate College.

She created an extensive website with information regarding the graduate education funding landscape, the proposal writing process, and the description of services. She held the first workshops on external funding opportunities, helped students submit applications, and developed an appointment

booking process as well as communications about these services in a weekly newsletter. She created all this in record time and with very little direction and supervision.

Andrea has phenomenal organizational skills which have allowed her to single-handedly and without little supervision create an external fellowship office within the graduate college. She has a deep and unwavering commitment to supporting students, often going far beyond the call of duty in helping submit external funding applications. And she has had tremendous impact on the funding students have received. This in turn has positively impacted the recruiting and



retention efforts of outstanding students and has increased the reputation of Texas State with external funders.

The success and the impact of Andrea's work is considerable. Last year alone, her efforts in helping students prepare grant and external scholarship applications have resulted in students being awarded over \$650,000; in the three years that she has offered her support, the total award amount was \$1.5 million in June and is now approaching \$2 million. Andrea's tireless efforts have nearly doubled the funding available to graduate students.

Andrea establishes connections with agencies funding graduate study and graduate student research and participates in professional development opportunities in the area of funding systems both internal and external (federal, state, contracts, grants).

Andrea has been instrumental in encouraging research coordinators on campus to collaborate in order to improve services on campus. She has been similarly active in the National Association of Fellowship Advisors, an organization which has traditionally served fellowship advisors working with undergraduate students.

With her professionalism and warm hospitality with which she greets visitors, Andrea is also simultaneously putting Texas State graduate students on the radar of the most prestigious schools and furthering the reputation of Texas State at the national level.

“She has a deep and unwavering commitment to supporting students”

*Congratulations, Andrea, on being recognized as the March 2020 Employee of the month!*



# Texas State Quarterly Team Award

## Child Development Center Team

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The team members include:

**ADMINISTRATIVE STAFF-** Di Fontenot, Brittany Swain, Gwynne Hamer, Michelle Sanchez, and Meredith Kollman.

**TEACHING STAFF-** Pamela Brown, Megan Ancira, Geri Walker, Gabriela Aguero, Nathaniel Rodriguez, Sierra Herrera, Elisabeth Jones, Rachel Hamilton, Krista Gonzalez, Brittany Burns, Jennifer Guerra, Adrianna Weber, Katie Little, Tammy Potter, Latisha Rocha, Christina Smith, Gloria Hernandez, and Kasey Williams.

The staff at the Child Development Center (CDC) work together, with support from graduate and undergraduate assistants to support all children. The CDC staff serves nearly a hundred children aged 12 weeks to 5 years old each year. The parents and guardians of these children include Texas

State University students, staff, and faculty members.

The staff attends professional development conferences each year to receive the latest training and hone their skills as childcare professionals. The team is dedicated to the following principles: "Teachers respect, value, and accept children and treat them with dignity at all times.

Teachers make it a priority to know each child well. Teachers create an intellectually engaging, responsive environment to promote each child's development and learning. Teachers make plans to enable children to attain key curriculum goals across various disciplines, such as language arts, mathematics, social studies, science, art, music, physical education, and

health. Teachers foster children's collaboration with peers. Teachers develop, refine, and use a wide repertoire of teaching strategies to enhance children's learning and development. Teachers facilitate the development of responsibility and self-regulation in children."

Providing a high-quality childcare for students, staff and faculty allows individuals from across campus to focus on their mission. Students can study and learn without the financial and emotional stress of worrying about affordable supervision of their children. Faculty and staff benefit by having their children nearby and in an environment that support a diversity of needs. In fact, many departments use the CDC as a recruitment tool for faculty and staff. Thus, their work helps Texas State recruit and retain a top-quality workforce.

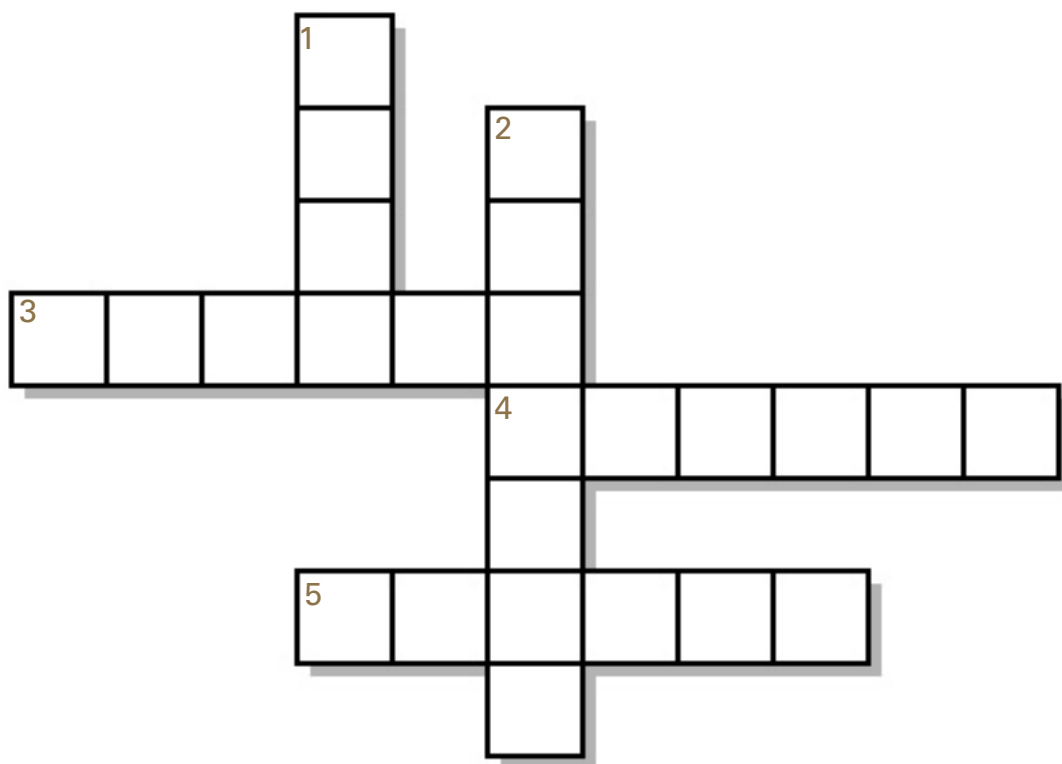
The CDC staff provide a safe, supportive, and enriching play-based learning program for children in the Texas State community throughout the year.

Congratulations  
to the Child  
Development  
Center Team on  
its achievements  
and outstanding  
efforts!



# 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

1 Instead of meeting in person, this Month's N.E.W. II will be held online via \_\_\_\_.

2 You can avoid the waiting room at the doctor's office with \_\_\_\_ visits!

## ACROSS

3 Some faculty, staff, and graduate assistants will be able to pre-pay their \_\_\_\_ insurance premiums.

4 To help prevent the spread of harmful germs, you should wash your hands for at least \_\_\_\_ seconds.

5 HBCC stands for health behavior \_\_\_\_ coaching.



*Photo by Jeremy Thomas*



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