

HR Bulletin

Sept.  2020

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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



FY2021 Holiday Schedule Released

The official holiday schedule for FY21 has been approved by the Texas State University System Chancellor and posted on the [HR website](#). We will have six designated energy conservation days, one at the winter break and five at spring break. Also listed are the designated essential offices that must stay open with a skeleton crew on the energy conservation days.

Remember that the official holidays are defaulted into the SAP timekeeping system, so employees do not need to enter anything unless working on those days. Energy conservation days are considered regular work days, so employees who take off those days must enter accrued leave or leave without pay.

Questions may be directed to the [HR Benefits team](#).



Insurance Updates!

All changes made during summer enrollment are effective September 1 and premium changes will be reflected on your October 1 paycheck. If you added a new plan or increased TexFlex dollars, you can begin using them as of September 1.

Please review your benefits statement in your [ERS Online account](#) to ensure the changes you made during summer enrollment are in place. If you see any errors, please contact the Benefits team as soon as possible. If you wait too long to contact us, we may not be able to correct the error.

If you added a new dependent to your plan, be on the lookout for the Dependent Eligibility Audit notification and be sure to provide the necessary documents to Alight Solutions to ensure your dependents remain covered. Failure to provide all the required documents will result in your dependent being dropped from coverage!

For additional information, please contact the [Benefits team](#).



Remote Work Agreement Policy Update

Effective immediately, employees utilizing the remote work policy are directed to follow the guidelines published in [UPPS 04.04.01 General Workplace Policy](#).

Remote Work is defined as a short-term arrangement of up to 30 calendar days. Telecommuting is defined as a long-term arrangement of more than 30 days. The main difference is the level of approval required for each.

When the university transitioned quickly to remote working in March, the new policy had just been launched. With the volume of workers needing to work remotely very quickly, an exception to normal policy was granted to allow employees to check the remote work box on the form even though the date span exceeded 30 days.

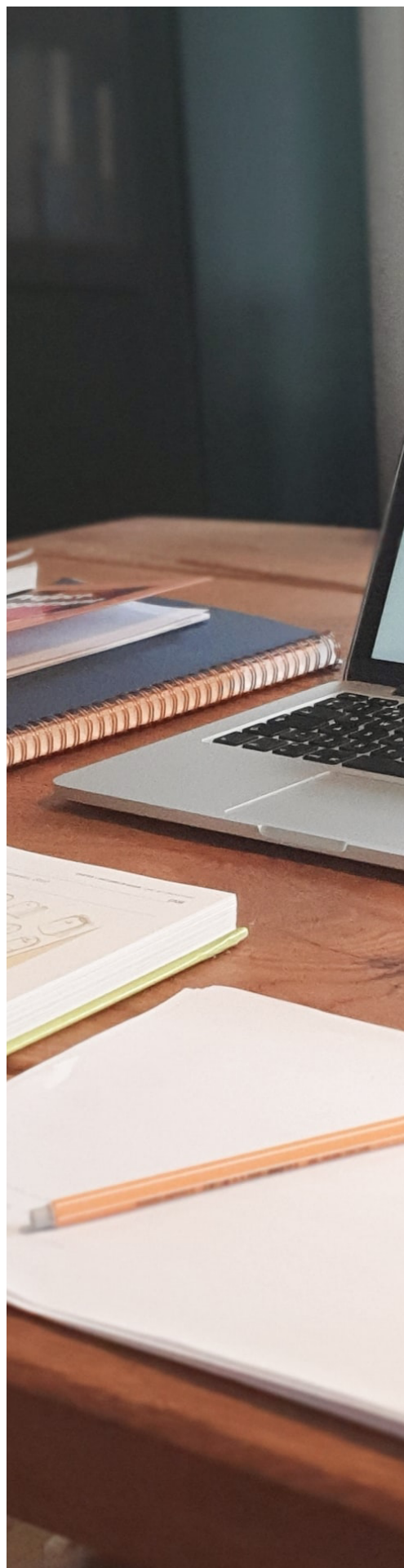
If an employee already has a remote work agreement that exceeds 30 days, it will remain in effect until it expires. Any additional agreements requested must follow the 30-day requirement. Otherwise, any request longer than 30 days must be marked as a telecommuting request and vice presidential approval is required.

Workplace Modifications

If an employee has an approved COVID-19 Workplace Modification Agreement, the 30-day requirement is waived until expiration of the workplace modification agreement.

Supervisors are able to view their employees' remote work and telecommuting agreements in SAP by using transaction ZRWT3 - Remote Working/Telecommuting Agreement Department Report.

Questions may be directed to the [HR Benefits team](#).



THE EMPLOYMENT TEAM IS MOVING

Dear Faculty and Staff,

Effective September 1, 2020, the Employment/Talent Acquisition team and the Office of Equity and Inclusion will transition and merge the staff members and services to Institutional Inclusive Excellence.

In June, Dr. Trauth announced the reorganization to elevate DE&I at the university including the merger and transition of the Talent Acquisition with the former Office of Equity and Inclusion.

The two teams worked together to merge services and expand capacities to continue support for departments to hire through the university job board postings in the PeopleAdmin system. The expanded capacity will include support to talent retention, inclusion, and equity initiatives to support the Institutional Inclusive Excellence mission and goals.

The transitioning team members will include LynnAnn Brewer, Alicia Barthel, Carol Alvarez, Deana Townsend, and Leah Brown from the Office of Human Resources and Annalisa Turner from the Office of Equity and Inclusion. The team will be reporting to Dr. Stella Silva, Assistant Vice President for Diversity, Equity, and Inclusion- Staff and Faculty Initiatives. The team will be available remotely and accessible for their normal support services for PeopleAdmin job postings, rec for hires, and Hire Right through Microsoft Office Teams by way of chat, calls, and email.

The future new offices will be located at LBJ Student Center 2-20.9, and the new phone number is 5.2278.



HEALTHY HABITS TO SLASH STRESS!

By: Jill Zambito, Jane Rha, & Lindsay Luen

Doctor of Physical Therapy Students and WellCats Staff

Now more than ever, stress levels are soaring. In the wake of what is going on in the world, it is imperative that we use health tactics to combat stress. The [WellCats](#) team is here for you as we are sharing our top three tips that you can implement today for how to reduce stress including: create a morning routine, move every day, and nourish your mind and body! Take a deep breath...you got this!

Physical activity increases the production of endorphins in the body, which are also known as the “feel good” hormones. As a result, we feel less anxious and stressed, our mood is improved, and we get better sleep, further reducing stress.

Just as we create fitness routines, we must create routines for our mental health. Routines provide for normalcy in our lives which creates a calming effect. Indumathi Bendi, MD, says that having routine in your life reduces stress by making the situation seem more “controllable and predictable.”

Morning routines allow you to slow down from your busy life and set a positive tone for the day. Now more than ever, do your best to establish and follow a morning routine.

Our final tip? Grab a cookbook or look up a recipe online and try a new dish! Not only will cooking distract you from the stress and anxiety that you may be experiencing, but certain foods have been proven to reduce stress including dark chocolate (rich in antioxidants), whole and unrefined grains (increase levels of serotonin), avocados (high in omega-3s), fatty fish (high in omega-3s), nuts and seeds (high in magnesium), citrus fruits (high in vitamin C), and dark leafy greens (high in fiber). These foods contain different vitamins and nutrients that work together with your body's natural chemistry to produce stress lowering effects. For example, nuts are full of B vitamins and magnesium which have both been linked to reducing stress and anxiety. Below you can find a list of ideas for how you can put these health habits into action!

CREATE A MORNING ROUTINE

- Create a gratitude list
- Plan out your day
- Breathe or meditate
- Make your bed
- Get some sunlight
- Drink water (try adding some natural flavor with lemon or cucumber!)

MOVEMENT

- Walk your dog
- Join a WellCats virtual class during your lunch break
- Find a fun at home workout that requires no equipment!
- Every hour that you are working, get up and take a lap or do some jumping jacks or pushups at your kitchen counter

NOURISH

- Cook at home with a loved one
- Try a new recipe every week and share your favorites with a friend!
- Eat plenty of fruits and veggies
- Sip a warm cup of herbal tea for its calming effects
- Avoid processed and sugar-loaded foods

Sources:

<https://www.mayoclinic.org/healthy-lifestyle/stress-management/in-depth/exercise-and-stress/art-20044469>

<https://www.piedmont.org/living-better/why-routines-are-good-for-your-health>

<https://www.everydayhealth.com/diet-nutrition-pictures/how-to-reduce-stress-with-diet.aspx>

Fall 2020 Paid Class Release Time!

Are you thinking about taking academic courses this fall? Our team would like to remind you that if you are a full-time benefits-eligible employee and in good academic standing, you can participate in university credit courses and have certain fees and designated tuition waived. You may receive paid class release time to attend courses, if held during your normal work hours. A new form is available in SAP.

WHO SHOULD SUBMIT THE NEW FORM?

If you request paid leave, wish to opt-out of the waiver, or request to have tuition and fees paid by your department, you must complete the form available in SAP, under ESS+. Please review the [Employee User Guide](#) and [Supervisor User Guide](#) for more instructions. Please note that you do not need to complete this form to receive fees and designated tuition waivers. Student Business Services (SBS) will identify eligible employees and apply the waivers after grades post.

FORM SUBMISSION DEADLINE FOR FALL 2020.

All approved forms are due by September 9, which is the 12th class day of the fall semester.

WHERE CAN I FIND MORE INFORMATION?

For more information, please visit the [Academic Release & Tuition Support website](#). You may also review [UPPS 04.04.35 Professional Development and Educational Opportunities](#) for more details on the requirements and restrictions of this program.





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, September 11, 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 July 1 - July 31

AIYANNA SIMONE BARDWELL

Child Care Teacher
Child Development Center

ANA SOFIA HERNANDEZ-ACEVEDO

Undergraduate Admissions Counselor
Office of Undergraduate Admissions

COLETTE K. KELLEY

Police Officer
University Police

DANIEL FLORES HERRERA

Undergraduate Admissions Counselor
Office of Undergraduate Admissions

DAVID ANTHONY DYKMAN THOMAS

Undergraduate Admissions Counselor
Office of Undergraduate Admissions

ERIC ROBERT MARSH

Dispatcher
University Police

JADA SIMONE SMITH

Child Care Teacher
Child Development Center

SHANNON DANIEL MARSHALL

Student Development Specialist I
Athletic Academic Center

SIANA GABRIELLE SHEPHERD

Undergraduate Admissions Counselor
Office of Undergraduate Admissions

VALERIE ROSE BARNES

Grant Specialist
Texas School Safety Center

BOBCATS ON THE MOVE

Congratulations to the following employees who were promoted or reclassified.

Employees promoted or reclassified between July 1 - July 31

ADRIAN BUITRON

Promoted to Head Controls Technician
from Controls Technician II,
Utility Operations

EMILY K. BOYD

Promoted to Associate Director
from Systems Support Analyst,
Office of Undergraduate Admissions

CHRISTINA CARLIN VAUGHAN

Promoted to Senior Administrative Assistant
from Administrative Assistant III,
McCoy College of Business Administration

DENNIS J. PENNINGS

Promoted to Controls Technician I
from Plant Operator I,
Utility Operations

HANNAH MARIE COLLINGS

Promoted to Grant Specialist
from Grant Specialist,
Upward Bound

JOSEPH LEHI HARE

Promoted to Head Controls Technician
from Controls Technician II,
Utility Operations

LANCE PATRICK JOHNSON

Promoted to Head Controls Technician
from Controls Technician II,
Utility Operations

LAWRENCE NIMROD BALDING

Promoted to Grant Coordinator
from Grant Specialist,
ALERRT Center

MARIVEL GARZA

Promoted to Coordinator, Financial Aid &
Scholarships
from Financial Aid & Scholarship Program
Specialist,
Office of Financial Aid and Scholarships

NOEL G. ALVAREZ

Promoted to Head Controls technician
from Controls Technician II,
Utility Operations

ROBERT RAY NORMAN

Promoted to Controls Technician I
from Plant Operator I,
Utility Operations

TARA BRITTANY EARLE

Promoted to Grant Coordinator
from Grant Specialist,
Texas School Safety Center

TERRY LEE PITTMAN

Promoted to Controls Technician I
from Plant Operator I,
Utility Operations



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!

Quick Quote | Compare home, auto, renter's, and condo insurance rates from multiple trusted providers to know that you're getting the best rate.

Learning Care Group | Prepare your kids for success and inspire a lifelong love of learning with programs for kids ages 6 months to 12 years.

Shipt | Spare yourself a grocery trip and get same day deliveries from stores you love, including Target, with \$50 off your first year of Shipt membership and free delivery on all orders over \$35.

SEPTEMBER

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
7	8	Finding and Using Copyright Compliant Images and Music Online Promoting Financial Wellness	Student Emergency Services	11
14	Diversity 101	LGBTQIA Allies Training	WellCats Educational Series: Coping with COVID-19 ^{NEW}	18
21	22	23	24	25
28	29	30		

[GED PROGRAM](#) | September dates to be announced.



Lindy Warner, Patti Giuffre, Chad Smith, Eugene Bourgeois

EMPLOYEE OF THE MONTH | **AUGUST 2020**

Lindy Warner

Graduate Program Specialist, Department of Sociology

Lindy Warner, Graduate Programs Specialist, Sociology was selected as the Texas State Employee of the Month for August 2020.

As the Sociology Graduate Programs Specialist, Lindy has gone above and beyond with the recruitment and retention of the Sociology students for the graduate programs. Lindy joined the Sociology Department with a MA in Sociology and with a background as a Career Advisor in Career Services. She

has used her knowledge and proficiencies in research, writing, marketing strategies, diversity, and inclusion to develop, create, and organize recruitment events, career events, informal events for graduate students and faculty.

Lindy has worked closely to ensure that students' and alumni accomplishments, accolades, jobs, and other successes are highlighted on Facebook, Instagram, and

webpages. She also used her proficiencies with the software, In Design to create a better department newsletter.

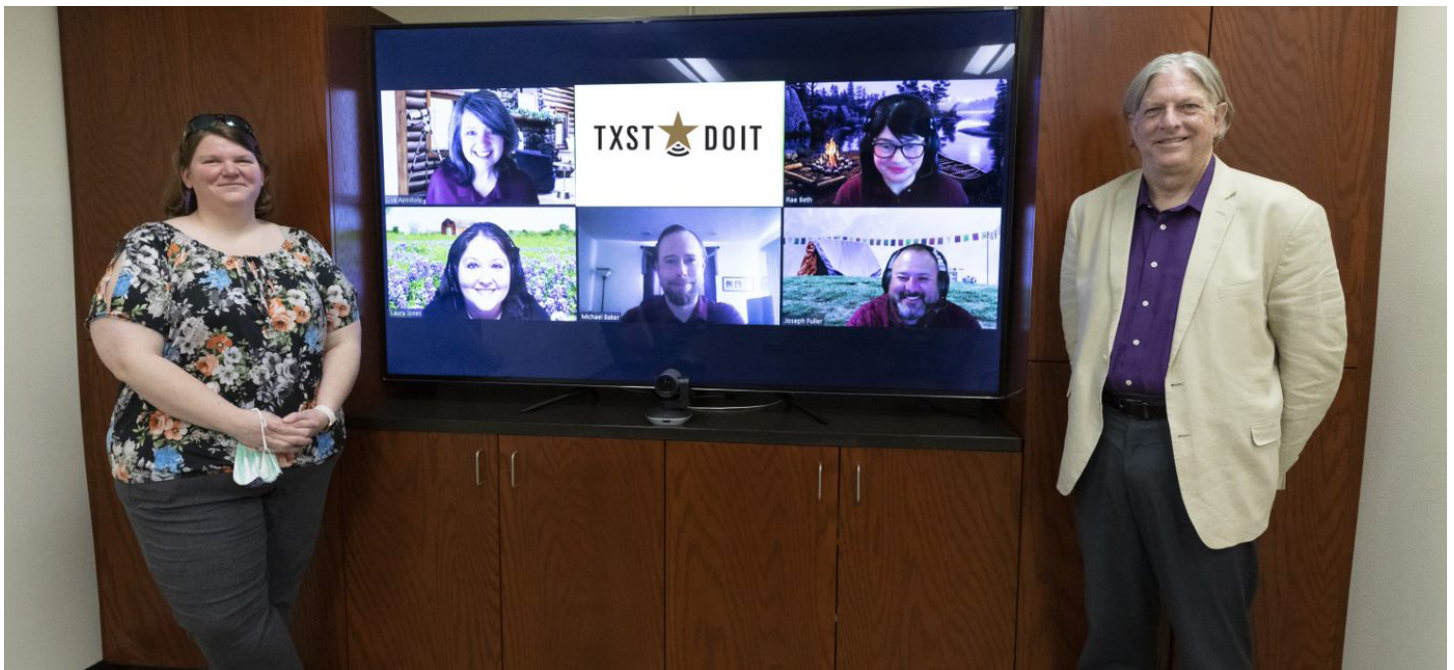
Lindy is responsible for most of the record-keeping related to the Sociology graduate students. There are four graduate programs, and on average, over 100 students total enroll in these programs. She has created sophisticated, clear, and organized Excel spreadsheets so that student data is current.

The department offers four graduate programs: MS in Applied Sociology, MA in Sociology, MS in Dementia and Aging Studies, and MS/MA in Sustainability Studies. Information collected from students during exit interviews, often mention Lindy Warner as one reason why they were successful. In fact, the students mention her as a strength of their graduate school experience and being a supportive resource.

Lindy is compassionate, knowledgeable, confident and humble, independent or collaborative as needed, organized, professional, and mature. It is primarily because of Lindy's dedication and commitment to her work, the Sociology department, and to the students at Texas State.

“Lindy has gone above and beyond with the recruitment and retention of Sociology students”

Congratulations, Lindy, on being recognized as the August 2020 Employee of the month!



Texas State Quarterly Team Award

ITAC Client Solutions- Customer Engagement Team

The team members include: Joe Fuller, Laura Jones, Lisa Apostolo, Rae Beth Holt and Michael Baker

Since March 2020, this team has met with and taught over 700 faculty and staff in more than 57 training workshops and consulting sessions.

In response to the Covid-19 pandemic and to transition from TRACS to Canvas, this team created and facilitated 39 unplanned workshops, in addition to their existing projects and normal job duties, with the primary focus of helping move faculty, staff, and students to remote teaching and learning - all in a very short time frame.

This team rallied and collaborated with

each other as well as the Office of Distance and Extended Learning and Faculty Development to address content needs. They put in significant overtime and were dedicated to getting things completed accurately and professionally. Courses were developed in a short time-frame and were delivered morning, mid-day, afternoon, and sometimes after hours to accommodate faculty schedules. All training workshops and content (planned and unplanned) were adapted and moved to online delivery, some overnight. More classes were added weekly as registration filled up due to high demand. Curriculum was continuously revamped to address questions received by workshop attendees,

as well as to address technical changes and features in modified applications. Special circumstances resulted in consultations via Zoom with departments to determine immediate solutions to immediate needs.

This team's actions benefited the institution by providing training, knowledge, support, and camaraderie in equipping faculty and staff to use technology to teach online. Their efforts helped ease panic, share information, and indirectly enhance online learning for students.

The rush to equip faculty to teach online in an almost immediate time-frame was challenging, but exciting. Within a week's time, the Customer Engagement Team had developed and made available a substantial number of online sessions for Zoom, Teams, Canvas, Mediaflo, and Adobe Sign to help faculty and staff prepare for the new working from home environment. Through online instruction using Zoom, the faculty were equipped with the knowledge and tools to get their courses ready for the transition, and staff were shown tools to help continue communication and collaboration with their departments.

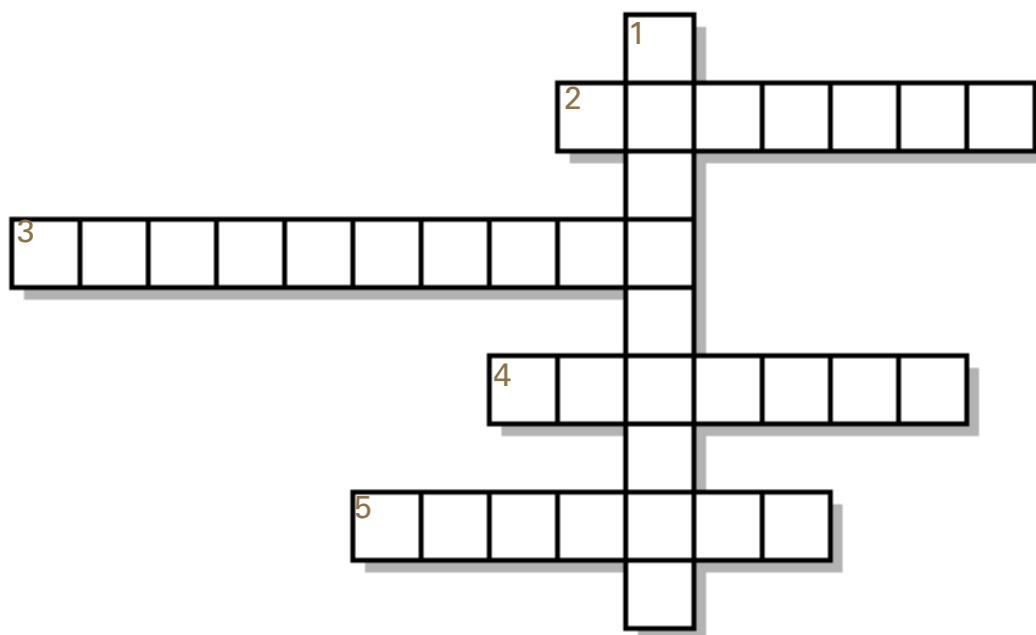
This team fostered positive, informative relationships with faculty and staff

from around the University, including The Texas State University System staff TSUS who also attended Teams training. Survey responses consistently report that the team members are personable, understandable, and relatable, which made the respondents comfortable and allowed them to learn more.

Congratulations to the 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 One great way to slash stress is to create a ____ list when you wake up in the morning!

ACROSS

2 August's Employee of the Month is a Graduate ____ specialist for the Department of Sociology.

3 ITAC's Customer ____ team has taught over 700 faculty and staff in more than 57 workshops since March.

4 Any insurance premium changes will be reflected on your ____ paycheck.

5 The Official ____ schedule for FY21 can be found on the HR website!



Photo by Jeremy Thomas



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