



July 19, 2022

AGENDA

Topic:	Presenter(s):
Welcome	<i>Dani Dalrymple</i>
Snow Cone Event, Bobcat Buddies	<i>Samantha Williams, Carole Clerie</i>
HR Reminders <i>(Summer Enrollment, Salary Spread, Remote Work, etc.)</i>	<i>Carole Clerie</i>
Performance Plan Reminder	<i>Tammy Coyle</i>
Leadership Essentials Certificate Program	<i>Tami Johnson</i>
HB1027	<i>Martha Fraire-Cuellar</i>
Compliance Training Updates	<i>Bobby Mason</i>
Talent Acquisition Updates	<i>Alicia Barthel</i>



HOUSEKEEPING RULES:



Your microphone and camera are automatically off.



Submit your questions using the Q&A button located at the bottom of your Zoom screen.

(Avoid putting questions in the chat, as they may not be seen by our presenters)



SNOW CONE EVENT

Samantha Williams

Org Development &
Communications
Representative
Human Resources

SNOW CONE EVENT

It's SNOW COOL to be a Bobcat employee!

- San Marcos Campus
 - When: Friday, July 29th from 2-4 p.m.
 - Where: JCK Parking lot by the Theater building
 - Who: Staff & Faculty
- Round Rock Campus
 - When: Friday, July 29th from 2-4 p.m.
 - Where: Avery Building Room 204
 - Who: Staff & Faculty





BOBCAT BUDDIES

BOBCAT BUDDIES

Carole Clerie

Assistant Vice President
Human Resources

BOBCAT BUDDIES



OF BUDDIES

An estimated 50 Buddies are needed to serve ~350 regular new hire staff employees each year



OF PAIRINGS

Each Bobcat Buddy will be paired with up to 8 New Hires per year (no more than 2 concurrently)



TIME COMMITMENT

The time commitment may vary, but the estimated minimum is 20 hours over 90 days

PROGRAM OVERVIEW

WHAT

- New hire welcome program that pairs current TXST employees with new hire staff employees

HOW

- Extension of the N.E.W. program and will be integrated into the onboarding process

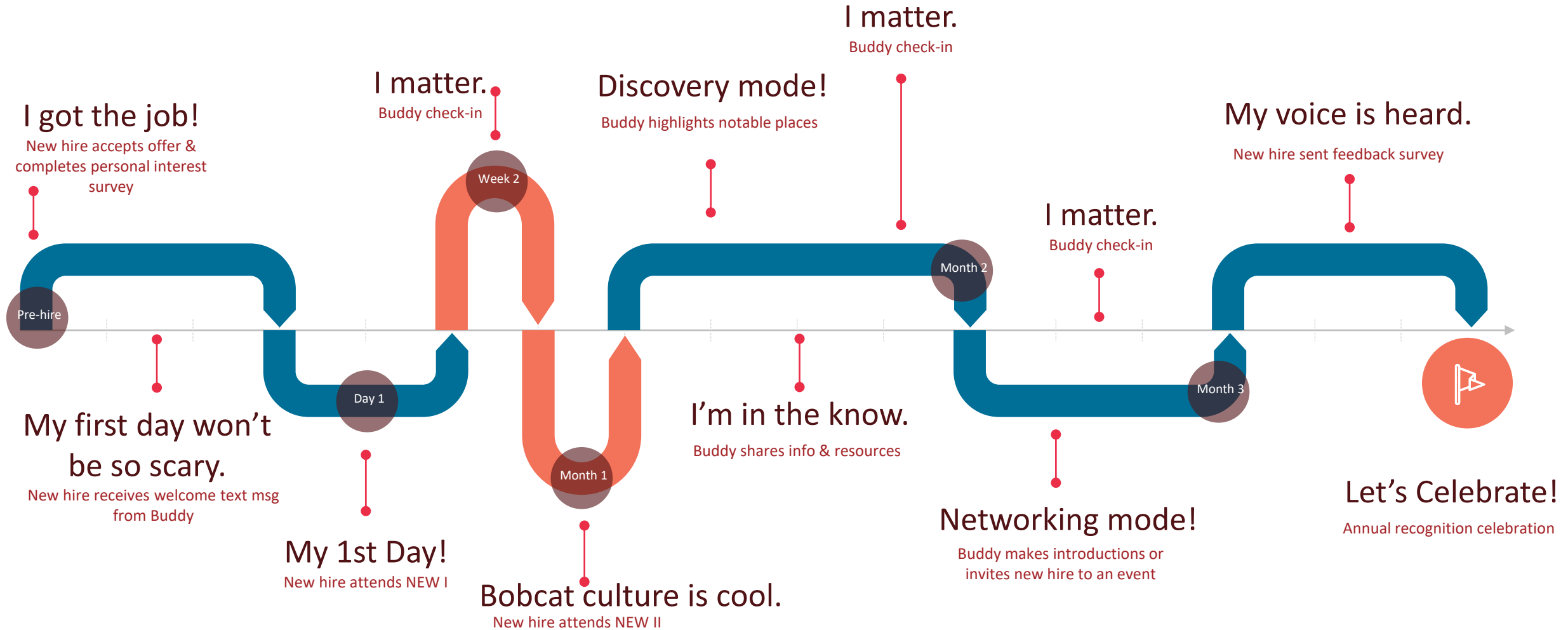
WHEN

- Each new Bobcat staff employee will be assigned a Buddy at hire (following offer acceptance)

HOW LONG

- Proposed length of the formal program is 90 days

NEW HIRE EXPERIENCE



INFO SESSION

A 1-hour virtual information session will be held to provide a detailed overview of the Bobcat Buddies program and answer questions from potential participants.

- When: **Thursday, July 21** at 10 - 11:00 a.m.
- Where: Zoom

CONTACT US

ORGANIZATIONAL DEVELOPMENT & COMMUNICATIONS/HUMAN RESOURCES



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GENERAL HR REMINDERS

*Summer Enrollment
Salary Spread
Remote Work*

Carole Clerie

Assistant Vice President
Human Resources

Summer Enrollment

- Summer enrollment for insurance benefits, including TexFlex, ends ***Friday, July 22***
- Make changes by selecting "Benefits Enrollment" in your www.ers.texas.gov account, call ERS directly at 877-275-4377, or stop by the Benefits Office in JCK 360 to complete a paper enrollment form. If coming by the Benefits Office, please do so by noon on Friday so we have time to enter your changes before the deadline.
- **Don't want to make any changes?** Your elections continue through next year. No action required.
- **Did you apply for life insurance or disability coverage?** Be sure to complete the Evidence of Insurability process or coverage will not be granted.
- **Did you add a dependent?** You must complete the dependent eligibility verification to cover your dependents. If you do not submit your documents, your dependents **WILL BE DROPPED FROM COVERAGE**

Salary Spread

- Faculty, staff, and graduate student employees that have a less than 12-month appointment are eligible to elect or discontinue participation in salary spread. **The deadline to enroll is August 19** (forms must be signed by this date but can be received up to September 9).
- **What is salary spread?** It is an IRS program that allows employees paid less than 12 months to withhold a portion of their salary each month to be paid during the summer. For our employees that choose to participate, 25% of an employee's salary from September through May is withheld and then paid in three payments over the summer.
- If you work over the summer, then you would receive your salary spread payment in addition to wages for work performed.
- If you are not enrolled in salary spread, reminders are sent in April for options on paying insurance premiums for coverage during the summer months
- Enrolling in salary spread **does not** change contract dates. If a contract is not renewed, salary spread payments will be paid and benefits will end with contract end date.

Remote Work Reminders

- Policy and procedure: [UPPS 04.04.01 - General Workplace Policy](#)
- Short-Term Remote Work:
 - Supervisors may approve up to 30 days per fiscal year (proportionate to FTE)
 - Unused days do not roll over
 - Department heads should work with supervisory teams to develop guidance for their departments
 - Time entry guidance is available on the [HR website](#)
- Long-Term Remote Work:
 - Agreements are submitted via SAP Employee Self-Service
 - Located in ESS+: Remote Work Request
 - VP-level approval required

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BENEFITS/HUMAN RESOURCES



512.245.2557 (Option 1 for Benefits)



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www.hr.txstate.edu/benefits





REMINDER: **PERFORMANCE PLANS DUE JULY 31!**

Tammy Coyle

Employee Relations
Manager
Human Resources

CONTACT US

EMPLOYEE RELATIONS/HUMAN RESOURCES



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LEADERSHIP ESSENTIALS CERTIFICATE PROGRAM

Tami Johnson

Training Specialist /
Human Resources

What is Leadership Essentials?

- Leadership Certificate Program
 - Hybrid – In person and Virtual Sessions
 - 20 Participants
- 6 months (September to February)
- Benefits
 - Experience Monthly Leader Presentations
 - Learn New Innovative Ways to Lead
 - Add new tools, techniques and resources to your Leadership Toolkit
 - Gain a Network of Contacts
 - Receive a Free Common Reading Book
 - Take a free personality assessment and debrief with a personal coach

How Can Someone Join?

- Visit Webpage
 - HR > ODC > Employee Certifications
- Requirements
 - Be an active, full-time employee of Texas State University for at least one year.
 - Receive supervisor approval to participate in the program.
 - Be an excellent performer!
- Nominations
 - Deadline August 1st
- Supervisor Approval
- Time Commitment
 - 2 sessions per month



For More Information

Leaders@txstate.edu

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HB 1027

Martha Fraire-Cuellar

University Registrar

What is House Bill 1027?

- A requirement for Public Institutions to disseminate a course schedule list that includes required and recommended course materials no later than **30 days before the start of classes**.
- The institution must prominently provide textbook/course material information with associated cost to the student.
- The institution must provide information on courses that require course material in electronic format and allow students an opportunity to opt out of the fee or charges.
- The institution must establish deadlines for faculty to submit information to be included in the course schedule and course materials.
- The institution must ensure this information is searchable and can provide searchable lists of open educational records and low course material costs.
- For more information, please visit [HB 1027](#).

What is required?

1. Compile a course schedule with the following information 30 days before the semester starts
2. List required/recommended course materials:
 - Retail price
 - Author
 - Publisher or provider
 - Most recent copyright date
 - ISBN – International Standard Book Number
 - if the course material is OER – Open Educational resource
 - any associated free or charge

Course Material – textbook, supplemental material or open education resources

HB1027 states...

“To allow for timely placement of course material orders by students, each institution of higher education shall establish a deadline by which faculty members must submit information to be included in the course schedule and course materials required.”

What are the deadlines?

Deadlines – 30 days before the first day that classes are conducted for each semester. The institution must provide students search functions for course material that is recommended, OER, and low course material costs.

Notifications to faculty before the first day of classes	Fall 2022	Spring 2023
Follett's adoption for Inclusive Access	Feb 1	Sept 1
Follett's adoption for Traditional Textbooks	April 15	Oct 15
90 days	May 24	Oct 19
60 days	June 23	Nov 18
45 days +Notification to the Deans	July 8	Dec 3
30 days	July 22	Dec 18
First day that classes	August 22	January 17

Additional HB1027 requirement

Identifying and allowing sections to be searchable

Affordable Learning Materials (**ALMS**)
Inclusive/Digital Direct Access (**DDAC**)
Open Educational Resource (**OER**)

In July, when we have a better percentage of completion, the Registrar will work with Follett to gather information to help us identify these sections based on the price. The Affordable Learning Material threshold will be \$50 or less. Therefore, any adoption that is \$50 or less will need to be assigned the **ALMS** section attribute in Courseleaf CLSS. The Inclusive/Digital Direct Access (**DDAC**) sections have already been assigned. The **OER** sections will also be identified in Follett's allowing these types of sections to be searchable by students.

Departments	Registrar	Faculty	Follett
Assist faculty and track section and textbook information	Send notifications, lists and information to faculty, departments and Follett.	Submit book adoption information to Follett or department contact.	Assist faculty with submissions and provide Registrar information.

CONTACT

Follett Team



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Timothy Jackson 512-245-2273
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Watch a Follett Discover demo video to learn more:
<https://www.follett.com/discover/training.cfm>





COMPLIANCE TRAINING UPDATES

Bobby J. Mason

Assistant Vice President
Institutional Compliance
and Ethics

Compliance Training Updates

- Employee Training Update:
 - Preventing Harassment and Discrimination
 - Cybersecurity Training
 - Tools for an Ethical Workplace – **Rolled out July 5, 2022**
 - Discrimination Statement Clarification
 - CLERY – CSA Training Course – ***Under Review***

CONTACT US

INSTITUTIONAL COMPLIANCE & ETHICS



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TALENT ACQUISITION UPDATES AND REMINDERS

Alicia F. Barthel

Dir., Talent Acquisition
and Inclusion
IIE-Faculty and Staff
Initiatives

I-9 Form, Employment Eligibility Verification E-Verify Updates

- All flexibilities provided by DHS for I-9 processing due to COVID have ended.
 - Documents presented by the new employee which establish their identity and work authorization must be presented and examined in person.
- Social Security Administration Resumes E-Verify Operations.
- E-verify statuses and actions:
 - Employment Authorized
 - E-Verify Tentative Non-Confirmation
 - Pending Info Review
 - Pending Photo Match
 - Final Non-Confirmation

Reference Checks and/or Employment Verifications

- Reminders regarding reference checks for former employee. UPPS 04.04.03
 - **External Organizations** – Any reference check requests for current or former Texas State employees should be sent to Human Resources. Human Resources will verify dates of employment, job title, and salary information. Human Resources will not provide other information concerning the employee's official work history unless requested via release signed by the employee. Human Resources will not provide information concerning a former employee's eligibility for re-employment with the university.
 - **Texas State Departments** – When an individual who is a current or former Texas State employee has been selected to fill a position, the hiring manager must conduct a reference check with Human Resources before a hire can be approved. Human Resources will verify dates of employment, job title, salary information, reason for leaving, performance appraisal results, attendance records, performance improvement plans, and any disciplinary actions for the individual. Human Resources will also provide this information to the hiring manager upon request for current or former Texas State employees who are finalists or under serious consideration to fill a position.
 - **Note:** Supervisors are discouraged from responding to reference checks from other employers concerning former employees. Documentation contained in official university records must support an adverse response. An individual who gives out undocumented or unsubstantiated information on a reference check assumes personal legal liability for a resulting unfavorable hiring decision.

Affirmative Action and Equal Employment Opportunity Training for Supervisors

- This training fulfills the requirements set out by the Office of Federal Contract Compliance Programs (OFCCP) and Code of Federal Regulations (CFR) and provides links to relevant resources at the end of the training. According to the OFCCP and CFR ([41 CFR 60-741.44 \(j\)](#) and [41 CFR 60.300.44 \(j\)](#)), Texas State University is required to provide training to all personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes about the contractor's EEO obligations and affirmative action commitments under Section 503 and VEVRAA.

Coming Soon

- Rec for Hire required documents: Interview notes will be required in the PeopleAdmin Rec for Hire process along with the matrix, employment verifications, and background authorization form.
- Internal Job Board
- Form I-9 and E-Verify Workshop

CONTACT US

TALENT ACQUISITION



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QUESTIONS?

Please use the **Q&A feature** to submit your question.



THANK YOU!

We hope to see you at
our next HR Connections event
on **October 18!**

CONTACT US:



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