



Human Resources Newsletter

March 2020



In This Month's Newsletter:

- **New Procedure for Involuntary Terminations of Student Workers**
- **Reminder: Complete Wellness Incentive for Insurance Discount**
- **Peace Officer Academy Featured in A&M-Commerce News**
- **Human Resources Hosts Police Recognition Ceremony**
- **Center for Professional Development (CPD) Attends Career Fair**

COVID-19 Information



In response to COVID-19, the university has created the ["Stay Healthy Lions!"](#) page which features FAQs, letters from the President, and more. Please continue to monitor "Stay Healthy Lions!" for updates.

Additionally, Human Resources has a list of [Coronavirus FAQs](#) to address questions about leave, work arrangements, and more.

Wellness Events: COVID-19 Updates

Employee Wellness has decided to postpone the [March health screening fair](#). To stay up-to-date on Wellness event announcements, please check with [Crystle McIlveene](#) to make sure you are on the Wellness email distribution list.



Free Counseling from GuidanceResources



Uncertainty about health, finances, work, and other aspects of life can be a source of anxiety for many. We would like to remind employees that we have an employee assistance program (EAP) available. The program, [Work/Life Solutions by GuidanceResources](#), offers many resources to employees, such as free short-term counseling.

To get started with Work/Life Solutions, please use the following contact information:

Call: 866.301.9623

TTY: 800.697.0353

Online: [GuidanceResources.com](#)

App: GuidanceNow

Web ID: TAMUS

New Procedure for Involuntary Terminations of Student Workers

Texas A&M System's Office of General Counsel (OGC) has instructed Human Resources that they are to be involved in all involuntary student terminations.

Voluntary termination status is only appropriate when the student has resigned by providing a written resignation or the position, contract, or grant has ended. All other terminations are considered involuntary.

The below actions should be taken **PRIOR** to informing the student of their terminated status, as approval must be obtained first.

1. Upon entering an involuntary termination via Workday, add detailed comments along with all supporting documentation to justify the involuntary termination. Supporting documentation should include any written or documented correspondence and thorough records with dates of counseling, warnings, or progressive discipline given.
2. The comments and documentation provided will be forwarded by HR's Student Hiring Specialist to OGC and HR's Employee Relations representative for concurrent consideration.
3. The termination will remain in HR's Workday inbox until both OGC and HR's Employee Relations representative have approved the grounds for involuntary termination.
4. Once written approval is obtained from OGC, the written approval will be attached to the termination in Workday by HR and the involuntary termination task will be finalized.
5. Only after approval is obtained can the department notify the student that they have been terminated along with advising them of the [Student Employee Grievance and Appeal Procedure](#).

Thank you for your assistance!

Reminder: Complete the Two-Step Wellness Program to Save on Health Premiums



To receive the lowest rate on health insurance premiums, employees are encouraged to complete the [two-step wellness incentive program](#).

Your personalized wellness checklist, accessible through [MyEvide](#), may contain up to 5 activities such as your annual wellness exam, preventive screenings, Well onTarget Self-Management Programs, MyEvide HealthQuests, health tool registrations and more. You only have to choose two to complete by June 30th to receive your wellness credit for FY21.

To read more information about the two-step program, the discount, and how to register and use [MyEvide](#), please visit the Texas A&M University System [Benefits Administration website](#).

Tobacco Cessation Resources



Effective January 1, 2020, A&M-Commerce became a [smoke-free campus](#). Tobacco cessation help is available to employees on A&M Care plans. The Texas A&M

University System's [tobacco cessation website](#) contains a list of covered cessation products and links to cessation resources.

Peace Officer Academy Featured in A&M-Commerce News



The TCOLE Basic Peace Officer Academy was recently featured in an [A&M-Commerce news article](#). The academy is hosted by Human Resources' [Center for Professional](#)

[Development \(CPD\)](#) and instruction is provided by the Hunt County Sheriff's Office. For more information about the academy, please see the [CPD website](#).



Human Resources Recognizes Campus Police with Ceremony



On March 6, 2020, Human Resources recognized the University Police Department (UPD) for their service to campus. The ceremony, held in the Alumni Center, included remarks from Tammi Thompson, Associate Director of Human Resources, Dr. Mark J. Rudin, President and CEO of A&M-Commerce, and Alicia Currin, Vice President for Business Administration and CFO at A&M-Commerce.

UPD staff members were individually recognized with awards during the ceremony. Officers received "challenge coins" (medallions) and administrative staff received crystal clocks.

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Human Resources would once again like to thank our UPD staff for their continued dedication and service to our campus.



Center for Professional Development Attends Spring 2020 Career Fair



On February 20th, Human Resources' [Center for Professional Development \(CPD\)](#) attended the Spring Career Fair in the Rayburn Student Center. Job seekers, recruiters, and certification providers were in attendance.

The CPD attended the career fair to connect with college students who might be interested in pursuing certifications provided by the CPD. Attendees were eager to learn about opportunities such as Real Estate, Society for Human Resource Management (SHRM) Essentials of Human Resources, the SHRM Certification Prep Course, and the Hunt County Sheriff's Office Law Enforcement Academy (hosted at A&M-Commerce).

To learn more about the CPD's certification offerings, course schedules, and cost of attendance, please visit the [CPD website](#).



HR Staff Spotlight



The HR Staff Spotlight is an opportunity for the campus to learn more about Human Resources employees and their roles within the department.



*Name: Danielle Trevino
Position: HR Administrative Coordinator and Data Analyst*

Tell us about your journey: what is your career/educational background and how did you end up at A&M-Commerce in your current position?

I hold a Bachelor's degree in English with a concentration in Native American Studies. When I graduated college, I thought academic librarianship might be a good career path for me. I was interested in the technical aspect of it—metadata/cataloguing and digital archives were trendy topics at the time. However, I ended up taking my first post-college job at Texas A&M University-Kingsville. I worked in Institutional Research and Effectiveness for approximately three years where I became entrenched in data before coming to TAMUC to be an Executive Assistant to Noah Nelson (now retired). Upon his retirement, I joined Human Resources and have returned to working with data.

How long have you worked at A&M-Commerce?

I have been at this campus since October 2018. I have been with Human Resources since June 2019.

How would you describe your role in Human Resources?

I wear many hats. As a data analyst, I respond to internal requests, assist in the completion of external reporting, examine data for quality issues, and am currently working on Tableau dashboards for our department. I manage the Human Resources website and handle other aspects of HR communications such as our email list serve and the compilation of our monthly newsletter. I also handle purchasing for my department.

What are some of the challenges of your role?

My main challenge is having my attention divided among so many tasks (a problem not uncommon for our employees, I know!). I would love to have a beach vacation so I can work on my tan and my data visualizations in peace.

What are some of the positive aspects or highlights of your role?

I love increasing HR's visibility through digital communications (newsletter and list serve). I also love working with university data and investigating the many mysteries of Workday.

Is there anything else you would like for us to know about you?

I like plants, pottery, reed diffusers, and making my living/working spaces comfortable and enjoyable.

