



**Human  
Resources**  
A&M-COMMERCE

**TEXAS A&M UNIVERSITY-COMMERCE | HR NEWS – MAY 2022**

## This issue will cover:

- ✓ Benefits – **DEADLINE** approaching for Open Enrollment this year!
- ✓ Policies – Policy in Action: Birthday Leave.
- ✓ Wellness – May is Mental Health Awareness Month. Join us on May 5<sup>th</sup> for Well-Being Day.
- ✓ Reminders – your “AH-HA” or “oh-yeeaaaah” located throughout the newsletter.
- ✓ Informative articles – what do you know about Performance Improvement Plans (PIPs)?



### HR Website Links

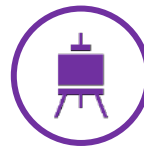
Meet the Team via our external link:

<https://www.tamuc.edu/human-resources/?redirect=no> or find internal resources for employees via our internal website link:

[https://inside.tamuc.edu/facultystaffservices/humanResources/default.aspx?\\_ga=2.158536115.821107930.1650981251-378396592.1580137515](https://inside.tamuc.edu/facultystaffservices/humanResources/default.aspx?_ga=2.158536115.821107930.1650981251-378396592.1580137515)

### Community Feedback

Do you have suggestions to improve our communications? Email [Kasey.Britton@tamuc.edu](mailto:Kasey.Britton@tamuc.edu) with suggestions or comments. It's a tool to aid in connecting you to resources available through HR.



### Hiring Managers: I-9 Federal Form **Required** for New Employees

Attention Hiring Managers and Personnel: new hires must complete the federal form I-9 before working or training, including departmental training and online A&M System training in TrainTraq.

I-9s are by appointment only. To schedule an appointment, please call Rita Jones at 903-886-5080 or feel free to send an email to [HR.DOCUMENTS@tamuc.edu](mailto:HR.DOCUMENTS@tamuc.edu).



*"Nothing is impossible. The word itself says 'I'm possible!'" - Audrey Hepburn*

## What are Performance Improvement Plans (PIPs)? by Dave Giles, Ph.D.

University managers and supervisors have Performance Improvement Plans (PIPs) available to help underperforming employees understand the actions that they need to take to meet goals and anticipated job performance. Using a PIP, instead of terminating or demoting an employee, can lead to a better organizational culture and empower morale, minimize employee turnover, save time and resources while providing an opportunity for growth, development and improvement. Before administering a PIP, the manager/supervisor should secure the review of the proposed PIP document by reaching out to HR. For assistance with Performance Improvement Plans, or related employee relations matters, please contact Dr. Dave Giles at [dave.giles@tamuc.edu](mailto:dave.giles@tamuc.edu) or [HR.EmployeeRelations@tamuc.edu](mailto:HR.EmployeeRelations@tamuc.edu).

The PIP form can be found on our website under Resources/Forms/Performance Improvement Plans →

<https://inside.tamuc.edu/facultystaffservices/humanResources/resources/forms/performance-improvement-plan-.aspx>



What resources do employees have for disputes and grievances?

When an employee files a formal complaint, they often do not realize that they have abandoned all outcome control: a third-party administrator eventually decides the dispute's outcome after an exhaustive investigation triggered by the formal complaint. Furthermore, the entire process is documented in the employees' files.

In order to prevent triggering this process, employees are encouraged to contact the Dispute Resolution Office (DRO), housed within Human Resources, to determine alternatives to filing a formal complaint. The DRO's problem-solving processes vary depending on the type of dispute or conflict. Our services, from coaching and negotiation to facilitation and mediation, give participants ultimate control over resolution outcome.

See more on our website, including a few examples, by following this link:

<https://inside.tamuc.edu/facultystaffservices/humanResources/dispute-resolution.aspx>



Website:

[www.tamuc.edu/human-resources/](http://www.tamuc.edu/human-resources/)



Contact:

903-886-5080



Email:

[HR@tamuc.edu](mailto:HR@tamuc.edu)

# Policy in Action: Birthday Time Off

[Policy #31.03.03.R0.01](#)

Texas A&M University-Commerce awards all vacation-eligible employees paid time off for their birthday. Birthday Time Off is an A&M-Commerce employee benefit for individuals who are vacation eligible and the University reserves the right to continue, change or discontinue Birthday Time Off at any time.

Each month HR receives questions about how to enter time off in Workday. In addition, we often receive questions about different scenarios for taking birthday time off such as: splitting hours across multiple days or using the time in months other than the employees birthday month. Policy states an employee must take their birthday time off in their birthday month and employee must use all 8 hours in one day.

For more information and step-by-step instructions for Workday entry, please reference the policy located via this link:

<https://inside.tamuc.edu/aboutus/policiesproceduresstandardsstatements/rulesProcedures/31CompensationAndBenefits/31.03.03.R0.01.pdf>



## ▶ **LinkedIn** Learning

Did you know all Faculty, Staff and GA/Student workers have access to LinkedIn Learning for Professional and Personal Development? YES, totally awesome!

Sign up today by following the steps below and start learning!



- ▶ **For Faculty and Staff** → Go to myLeo\Apps to find LinkedIn Learning. Next use your Active Directory account information to log in; lastnamefirstname and then the password you use to log in to your computer...start learning! (If you do not have a LinkedIn profile, you will need to create one then link it to LinkedIn Learning.)

- ▶ **GA's and Student workers** → use this link: [https://www.linkedin.com/checkpoint/enterprise/login/79322132/?application=learning&authModeName=/TAMUC\\_SSO\\_PROD](https://www.linkedin.com/checkpoint/enterprise/login/79322132/?application=learning&authModeName=/TAMUC_SSO_PROD) Use your lastnamefirstname and then the password you use to log in to your school account. Do not use your CWID.

Email our office at [training@tamuc.edu](mailto:training@tamuc.edu) and we can help you create learning paths specific to your office. Also, check out this month's quick, fun challenges sent via our listserve on Monday's!

*"What you get by achieving your goals is not as important as what you become by achieving your goals." - Zig Ziglar*



Website:

[www.tamuc.edu/human-resources/](http://www.tamuc.edu/human-resources/)



Contact:

903-886-5080



Email:

[HR@tamuc.edu](mailto:HR@tamuc.edu)

# Benefits – DEADLINE fast approaching!



REMINDER – No grace period after the deadline July 31, 2022!

Open Enrollment Period FY22: July 1-31, 2022

Open Enrollment will be here before you know it. Now is the time to start reviewing your benefits. There are many questions to consider when thinking about next year's benefit elections.

Important changes for FY22 Open Enrollment:

- There will be **no grace period** to enroll or make changes after Open Enrollment **closes** July 31, 2022
- No corrections can be made in the month of August before the effective date of September 1
- Changes cannot be made after the first payroll deduction of the fiscal year as happened in previous years
- Mailed documents must be postmarked by July 31st (online enrollment preferred)
- **No Exceptions**

Learn more → <https://www.tamus.edu/business/get-ready-for-open-enrollment-2022/>

## MyEvive and Two-Step Wellness = Lowest Premiums! **DEADLINE JUNE 30<sup>TH</sup>!**

Completing any two steps on your MyEvive Personalized checklist\* will ensure that you have the lowest rate for your health insurance premiums.



### ▶ Highlights of the Wellness Incentive:

- Complete two wellness activities between September 1 and June 30.
- Applies to employees AND covered spouses enrolled in the A&M Care Plan.
- A premium reduction of \$30 per month will be applied for each individual (you and your spouse) who completes any two wellness tasks on your MyEvive Personalized Checklist by June 30.
- Retirees and graduate students enrolled in the Grad Plan will automatically receive the lower premium.

You can verify your completion status for the wellness premium incentive by logging into or registering for your MyEvive account at <https://tamus.myevive.com/> or look for the MyEvive link through your SSO account.

New employees have a grace period of the current plan year, plus the next plan year.

If you choose not to participate in the wellness premium incentive program, you will not receive the \$30 premium reduction. Contact MyEvive member services if you believe you have completed a task, but the information is not reflected in your MyEvive account. (Note: remember that it can take 6 to 8 weeks from the time of your wellness exam for the claim to process and the incentive to show on your MyEvive account)

See more on our Employee Benefits page at:

<https://inside.tamuc.edu/facultystaffservices/humanResources/Total%20Rewards/employeeBenefits/default.aspx>

# Employee Wellness: Invest in YOU today!!

How many of you signed up for our Wellness email? GOOD JOB! You took an active step towards a healthier you. Our Wellness Newsletter is stuffed full of informative and easy to implement ideas, tips-n-tricks, and suggestions for a healthier lifestyle. If you missed signing up last month, now is your chance by sending an email to [Wellness@tamuc.edu](mailto:Wellness@tamuc.edu) and say "Sign me up for the super awesome weekly wellness newsletter!"

For upcoming events and information, follow us on [FACEBOOK](#) or [INSTAGRAM](#)



Are you signed up for our Well-Being Day on May 5th? An informative and honest look into mental health and resources available to employees. Lots of great activities, too! See a schedule of events on our social media pages. Registration is required for classes due to limited space via this link (or click the picture below): <https://appsprod.tamuc.edu/td/coursecalendar.aspx?origin=shorturl-developu> We are excited to bring this event to all employees at TAMUC! This is a professional development day focused on your well-being. Coordination with your supervisor is encouraged but using sick time is not required.

**MENTAL HEALTH AWARENESS**

# WELL-BEING DAY

May 5th

Let's remove the stigma around mental health! Come learn about mental health, the services available to you through EAP and how to manage stress through activities.

**Guest Speakers**

- Dr. Covey with TAMU
- Lois Stevens with Hunt Regional ComPsych

**Other Sessions**

- Signs that you are in a Toxic Work Environment and How to Handle it
- Addressing Stress
- Dr. Patras and Team

**Activities**

- Massage Bus
- Game Bus
- DIY Galaxy Sensory Bottle craft
- DIY Heating Pad craft
- De-stress Coloring room
- Meditation
- Yoga
- Sensory room

Employee Services Building | May 5 | 9:00 AM - 4:00 PM

For more information see attached schedule

**Register here:** [www.tamuc.edu/developu](http://www.tamuc.edu/developu)

*Please note, due to limited space registration is required to attend.*

*"The true definition of mental illness is when the majority of your time is spent in the past or the future, but rarely living in the realism of NOW." ~ Shannon L. Alder, n.d.*