



**Human  
Resources**  
A&M-COMMERCE

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

## This issue will cover:

- ✓ Benefits – BIG, BIG CHANGES for Open Enrollment this year!
- ✓ Policies – a new section called “Policy in Action”... check it out!
- ✓ Wellness – ready for a healthier you? This section is for YOU!
- ✓ Reminders – your “AH-HA” or “oh-yeeaaaah” located throughout the newsletter.
- ✓ Informative articles – do you work in a toxic environment?

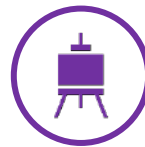


### HR New Phone Number

Just a friendly reminder HR has a new phone number. You can connect with HR by calling the new line at 903-886-5080. The line 903-468-8741 will remain active until phased out.

### Community Feedback

Do you like the new layout? Do you have suggestions to improve our communications? Questions or just wanna send a shout-out? Drop a line to [Kasey.Britton@tamuc.edu](mailto:Kasey.Britton@tamuc.edu). This newsletter is for YOU. It's a tool to aid in connecting you to all 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).



*"If your actions inspire others to dream more, learn more, do more, and become more, you are a leader." ~ John Quincy Adams*

# Benefits – BIG, BIG Changes for FY22!

NO GRACE PERIOD!? Wait...what does this mean?

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/>



## The Hartford Optional Life Open Enrollment



This year, you'll have the opportunity to increase your Optional Life insurance coverage without providing Evidence of Insurability (EOI). Choosing the right amount of Optional Life insurance coverage is among the most important decisions you can make for your family.

Learn more → <https://www.tamus.edu/business/hartford-special-optional-life-open-enrollment/>

## OG Benefits serves as customer support for The Hartford



OG Benefits has partnered with The Hartford Life Insurance to help serve the employees of the Texas A&M University System. OG Benefits provides a year round customer service line to answer Life, Dependent Life and Retiree Life Insurance questions.

Learn more → <https://www.tamus.edu/business/hartford-life-insurance-added-services-through-og-benefits-llc/>

## 2nd.MD Specializing in Medical Certainty



As part of your benefits through Texas A&M University System, you have access to 2nd.MD, a life-changing service that offers expert medical consultations via video or phone within a matter of days from the comfort of your home.

Learn more → <https://www.tamus.edu/business/2nd-md-specializing-in-medical-certainty/>

# Dodging Toxic Work Environments

by Dave Giles, Ph.D.

A workplace where empathy, feedback, and clear goals have been set and are on full display is hard to find. The stress from working in a toxic work culture impacts every dimension of your life. Unresolved workplace stress can spiral out of control and ruin both your work and personal life to the point where friends and family may notice a change in your behavior and attitude. [In a 2021 article](#) (<https://careersherpa.net/toxic-work-environment/>), Hannah Morgan emphasizes that importance of the recognition of the red flags of a toxic work environment.

At the core of her article, Morgan asserts that “toxic work cultures happen for a variety of reasons – poor leadership, lack of communication, lack of respect, but more importantly, it happens when our psychological safety is threatened.” Amy Edmondson, an organizational behavioral scientist at Harvard defines that one aspect of [psychological safety](#) (<https://www.cnbc.com/2020/10/05/why-psychological-safety-is-important-at-work-and-how-to-create-it.html>) is when “a workplace where one feels that one’s voice is welcome with bad news, questions, concerns, half-baked ideas and even mistakes.”

A recent [article in Career Contessa](#) (<https://www.careercontessa.com/advice/toxic-work-environment/#bad-communication>) succinctly identifies 10 signs of a toxic work environment and how to navigate them.

- Toxic work environments breed unrest, competition, low morale, constant stressors, negativity, sickness, high turnover, and even bullying.
- Toxic workplaces rarely stay at work—they follow you home.
- Toxic workplaces steal your sleep, cause worry, general stress, deplete self-esteem and lead to “burnout”



## 10 Signs of a Toxic Workplace

1. “Workplace burnout” - Recognized by WHO as a legitimate medical diagnosis
  - Underchallenged burnout
  - Frenetic burnout
  - Wornout burnout
2. Poor communications
3. Cliques or exclusive gossip
4. Poor leadership
5. Unmotivated coworkers
6. Workplace has little or no forward movement
7. A “gut feeling”
8. Stifled growth
9. High turnover
10. Uncaring attitude about work-life balance

How are you dealing with stress? Or do you feel like your work environment is toxic? Someone is available to talk 24/7. Faculty/Staff call our Work/Life Solutions Program by Guidance Resources 886-301-9623 / TTY: 800-697-0353 or website [www.guidanceresources.com](http://www.guidanceresources.com) (enter TAMUS for Web Id) Students call 24/7 to talk with a crisis counselor 903-886-5145.



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: Care of Children and Adults

[Policy #33.99.99.R0.02](#)

Texas A&M University-Commerce values its employees and strives to support them through family-friendly employment policies and benefits. Work-life balance is important for employee productivity and job satisfaction. However, the University also believes that the workplace is not a proper venue for employees to provide personal care to others.

Specifically, it is inappropriate for children or adults who are the responsibility of an employee to be in work areas for several reasons, including the potential liability to the University, risk of harm, and distractions and disruptions to students and employees. Therefore, the University cannot allow employees to provide personal care to family members and others at an employee's work site or at work off site in lieu of other care arrangements. This guideline is not intended to prohibit individuals from campus when the purpose of their visit is to attend educational, cultural, or other events open to the public. Limited temporary exceptions to this guideline require the approval of the employee's supervisor. Employees who do not abide by this guideline may be subject to disciplinary action.



## 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. Performance evaluations are here! Set goals for your employees in their performance evaluations to achieve professional skills using LinkedIn Learning.

*"The beautiful thing about learning is that no one can take it away from you." ~ B.B. King*



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



Contact: 903-886-5080



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

# Employee Wellness: Invest in **YOU** today!!

Did you know we send out a Weekly Wellness Newsletter? YES and it's totally awesome! Sign up today to receive it straight to your inbox by sending an email to [Wellness@tamuc.edu](mailto:Wellness@tamuc.edu) and say "Sign me up for the super awesome weekly wellness newsletter!" This week was about gardening.

## Podcasts for People!

Check out these amazing podcasts for April:

- [Relaxation Techniques](#)
- [Finding Your Balance](#)
- [Keep a positive spirit - The Gift of Gratitude](#)



**ALSO, CHECK US OUT ON [FACEBOOK](#) or [INSTAGRAM](#) 😊**

## Upcoming Wellness Events – Mark your calendars!



1. How 2nd.MD Cares for You, **Thursday, April 14** - During this webinar, 2nd.MD senior nurse, Connie Dias, and Dr. Gross, a 2nd.MD Specialist, will share stories of how they support members physically and mentally throughout the consultation process.
2. Avoiding Burnout for Adults and the Impact it has on Families, **Thursday, May 12** - Dr. Klaybor will discuss strategies to help you and your families reduce stress, increase motivation and lead happier lives.
3. In honor of Mental Health Awareness Month, HR is hosting a Well-being day on **Thursday, May 5**. Each year millions of Americans face the reality of living with a mental illness. We encourage you to join us in bringing awareness to mental health and finding your inner peace. More information to follow in upcoming HR and Wellness emails. Stay tuned!



## Fitness offerings

- ★ Wellable On-Demand Workout videos | [account registration](#)
- ★ Tai Chi | Employee Services Building | **Mondays** | 12:00 – 1:00pm | [Register here](#)
- ★ Running Club | NHS Building | **Tuesdays & Thursdays** | 6:00am | Instructor: Lauren Rhodes

*"Hard work is a two-way street, you get back exactly what you put in." ~ Author unknown*