

# Human Resources Newsletter

August 2020



## In This Month's Issue:

- **FY21 Holiday Schedule**
- **Vacation Leave Accrual and Carryover Rates**
- **Hiring Information**
- **Additional DocuSign Training Available**
- **Upcoming Wellness Events**
- **Wellness Incentive Deadline Reminder**

**And More!**

## Changes in Human Resources

Effective August 1, 2020, Stephanie Keahey is employed in the Payroll department. Questions about benefits, leave, workers compensation, and wellness should be directed to the following email addresses:

[HR.benefits@tamuc.edu](mailto:HR.benefits@tamuc.edu)  
[HR.leave@tamuc.edu](mailto:HR.leave@tamuc.edu)  
[Wellness@tamuc.edu](mailto:Wellness@tamuc.edu)

Please click [here](#) to view the most recent staff list and contact information.

## Back to School and COVID-19

2nd.MD is offering a free webinar about the latest research on children's risks of COVID-19 and how schools can reopen safely. Register [here](#).

## Update Your Information in Workday

Please check your profile in Workday and ensure that it reflects up-to-date information including phone number, email address (please use your TAMUC email address as your primary email address), and mailing address.

Please click [here](#) to access the Workday job aid to assist you in locating and updating your personal information.



## FY21 Holiday Schedule

The holiday schedule approved for Texas A&M University-Commerce is as follows:

Holiday	# of Days	Dates
Labor Day	1	Sep. 7, 2020
Thanksgiving	2	Nov. 26-27, 2020
Winter Break	7	Dec. 24, 2020-Jan. 1, 2021
MLK, Jr. Day	1	Jan. 18, 2021
Spring Break	2	Mar. 11-12, 2021
Memorial Day	1	May 31, 2021



## Vacation Accrual and Carryover

Full-time employees (100% effort) accrue vacation leave and may carry it forward to the next fiscal year\* in accordance with the following schedule:

Years of Total State Employment	Vacation Hours Accrued Per Month of Full-Time Employment	Max. Hours Carried Forward for Full-Time Employees
less than 2 years	8	180
at least 2 years but less than 5	9	244
at least 5 years but less than 10	10	268
at least 10 years but less than 15	11	292
at least 15 years but less than 20	13	340
at least 20 years but less than 25	15	388
at least 25 years but less than 30	17	436
at least 30 years but less than 35	19	484
35 years or more	21	532

Hours of unused vacation leave that exceed the maximum number of hours allowed (proportionate for part-time employees) will be credited to the employee's sick leave balance on the first day of the next fiscal year.

\*Fiscal years run from September 1st through August 31st.

## Reminder for Hiring Managers

New employees are not allowed to begin working until they have completed the I-9 with Human Resources, which is by appointment only. To set up an appointment, please contact [Devante.Lampkin@tamuc.edu](mailto:Devante.Lampkin@tamuc.edu).



## Fall 2020 Student Hiring Calendar Now Available

The student hiring calendar for Fall 2020 is now available online. This calendar includes start dates and the recommended deadlines to submit pre-hire forms. For additional information about student hiring, click [here](#).



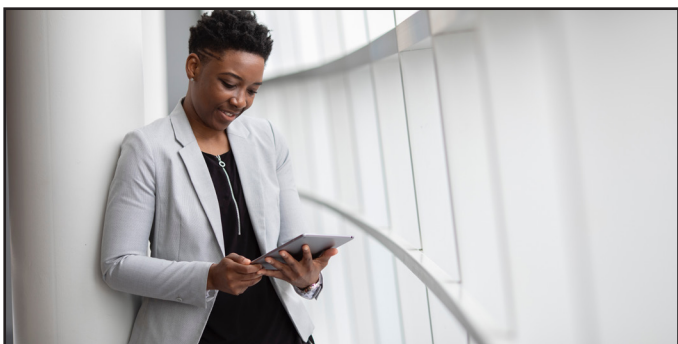
## Important: Complete Your Two-Step Wellness Incentive

The deadline to complete the two-step wellness incentive is August 31st. This incentive allows employees enrolled in the health plan to save money on their monthly premiums. Click [here](#) for more information about the incentive and how to verify your completion status.



### Sign Up for Nutrition Consultations

H-E-B Health and Wellness offers BlueCross BlueShield-covered employees unlimited yearly visits with an H-E-B registered dietitian. You can find help with meal planning, diabetes management, athletic performance, and more. Please click [here](#) for more details.



### Register Today for the SHRM Human Resources Course

Register today for the Society for Human Resource Management (SHRM) Learning System of Human Resources course. It is 100% online. Registration closes August 31st, 2020. Fall classes begin on September 14th and end on Dec 4th. For more information, email [SHRM@tamuc.edu](mailto:SHRM@tamuc.edu) or visit our [website](#).

## Additional DocuSign Training Available

Do you need more DocuSign training? We can schedule working sessions, Q&A sessions, or these advanced trainings:

### Agenda: Advanced Template 201 (2 hours)

- Doc Visibility
- Conditional Logic
- Formulas
- Auto Placement/Anchor Tagging
- Bulk Sending
- PDF Fillable Forms
- Comments

### Agenda: Advanced Recipient Workflow Session 301 (1 hour)

- Recipient Types – Versatility of Recipient Type Options
- Specify Recipients
- Update Recipients
- Allow All to Edit

### Agenda: Advanced Workflow DocuSign 401 (1 hour)

- Supplemental Documents
- Signing Groups
  - with Signing, CCs, and Specify Recipients
  - with PowerForms
- Reporting
- Envelope Custom Fields
  - Searching for Envelopes
  - Reporting Needs
  - Messaging Merge Field

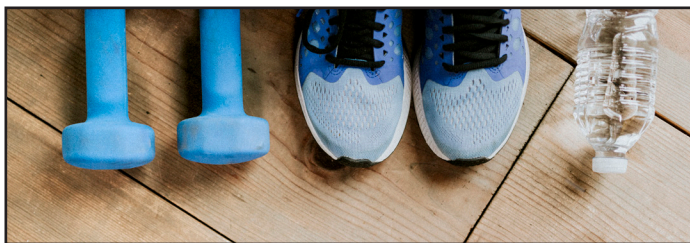
Contact us at [training@tamuc.edu](mailto:training@tamuc.edu) to set up your training.



## Employee Wellness Quick Links

The quick links below will take employees to resources on various wellness topics:

- August is [National Immunization Awareness Month](#)
- [Knee pain](#) injury spotlight by Airrosti
- [podcast](#): Myth-Busters on three common myths about snacking
- [tips](#) for snacking smarter



## Upcoming Wellness Events

Employee Wellness at TAMUC has a multitude of resources for our staff, including these upcoming events:

- August 10th and 11th: wellness exams with Catapult Health (more information below). Please bring your insurance card at the time of your appointment. There are no out of pocket copays or coinsurance. [Register here.](#)
- August 13th: mammogram bus from Hunt Regional Healthcare. Most insurances, including all insurances accepted by Hunt Regional, are accepted. See the picture below for the phone number to call to schedule your appointment.
- August 18th: "Developing Your Emotional Intelligence" by Julie Burch. [Register here.](#)

## Catapult Health is back with safety in mind!

Additional measures to ensure patient safety include:

- PPE for all Health Technicians
- 6' social distancing between stations
- Temperature reading
- COVID-19 assessment
- Opportunity to ask COVID-19 questions during NP consult
- NP follow up for patients with signs or symptoms
- Stations cleaned after each patient

YOUR OFFICE

YOUR PREVENTIVE CARE CHECKUP



## Thursday, August 13th



**SET UP YOUR TIME TODAY • CALL 903.408.5010**

# Healthy Living with Diabetes: Getting the Vaccines You Need

## What Vaccines do People with Diabetes Need?



### Why is Vaccination Important for People with Diabetes?

Each year, thousands of adults in the United States get sick from diseases that could have been prevented by vaccines. Because diabetes can make it harder for your immune system to fight some infections, you may be at higher risk of getting certain diseases if you are living with diabetes. Additionally, people with diabetes are also at higher risk of serious problems from some vaccine-preventable diseases.

Learn More at:

[www.cdc.gov/diabetes/vaccines](http://www.cdc.gov/diabetes/vaccines)



### Influenza vaccine

- Flu is a contagious respiratory illness caused by influenza viruses.
- People with diabetes are at high risk of serious flu complications, such as pneumonia, bronchitis, sinus infections, and ear infections, often resulting in hospitalization and sometimes, even death.

*A flu shot every year is the single best way to protect yourself from the flu.*

### Tdap vaccine

The Tdap vaccine protects against three serious diseases caused by bacteria:

- **Tetanus** causes painful muscle tightening and stiffness. It kills about 1 out of 10 people who are infected, even after receiving medical care.
- **Diphtheria** causes a thick coating to form in the back of the throat and can lead to breathing problems, heart failure, paralysis, and death.
- **Pertussis** (whooping cough) causes severe coughing spells, which can cause difficulty breathing, vomiting, and disturbed sleep.

*CDC recommends all adults get the Tdap vaccine once, and a Td vaccine booster dose every 10 years, to protect against tetanus, diphtheria, and pertussis.*

### Zoster vaccine

- Shingles is a painful rash caused by the same virus that causes chickenpox. After a person recovers from chickenpox, the virus stays in the body. Years later, it may cause shingles.
- For some people the pain can last for months or even years after the rash goes away — known as post-herpetic neuralgia (PHN).
- Zoster vaccine reduces the risk of developing shingles and PHN in people who have been vaccinated.

*Herpes zoster vaccine is approved for people age 50 years and older. CDC recommends vaccination. People with very weak immune systems should not get the zoster vaccine.*

### Pneumococcal vaccine

- Pneumococcal disease is an infection caused by pneumococcus bacteria.
- People with diabetes are at increased risk for death from pneumococcal infections, which include pneumonia (lung infection), bacteremia (blood infection), meningitis (infection of the lining of the brain and spinal cord), and ear infections.

*CDC recommends people with diabetes get pneumococcal vaccines once as an adult before 65 years of age and then two more doses at 65 years or older.*

### Hepatitis B vaccine

- Hepatitis B is a liver infection caused by the hepatitis B virus (HBV) and transmitted through blood or other body fluid. Chronic hepatitis B can lead to serious health issues, such as cirrhosis or liver cancer.
- People with type 1 or type 2 diabetes have a higher risk of hepatitis B virus infection.
- Hepatitis B can be spread through sharing of blood sugar meters, finger stick devices, or other diabetes care equipment, such as insulin pens. To prevent hepatitis B infection, never share diabetes care equipment.

*CDC recommends hepatitis B vaccination for all unvaccinated adults with diabetes who are younger than 60 years of age. Many people have had the hepatitis B vaccine as a child, so check with your doctor to see if you have been vaccinated already. If you are 60 years or older, talk to your doctor to see if you should get the hepatitis B vaccine.*





# TO YOUR HEALTH

WELCOA'S ONLINE GENERAL WELLNESS BULLETIN

## A Closer Look at Yoga

### AND ITS IMPACT ON HEALTH & WELL-BEING

It seems like more and more people are giving yoga a try. In fact, according to the National Center for Complementary and Integrative Health, one in seven adults in the U.S. has practiced yoga in the past year. Yoga may help bring several health and wellness benefits. Here's a closer look.

#### WHAT IS YOGA?

Based in Indian philosophy, yoga involves both the body and mind. It began as a spiritual practice. Modern yoga focuses more on physical poses, breathing techniques, and meditation. Meditation involves exercises that help you clear and calm your thoughts.

There are many types of yoga. Some are slower and focus on holding poses. Others involve flowing movements that connect to your breathing.

#### WHAT ARE THE HEALTH BENEFITS?

Research suggests that yoga may help improve general wellness. In studies, yoga has helped some people manage stress, improve mental health, lose weight, or quit smoking.

There's also evidence that yoga may be helpful for some medical conditions. Yoga may help lessen pain and menopause symptoms. It improved sleep in studies of older adults and people with cancer.



Talk with your doctor if you have any concerns about your health.

Several studies have shown that yoga can help those with chronic low back pain. Some experts now recommend it as a first-line treatment for low back pain, among other non-drug treatments. Experts do caution that more high-quality research is needed to confirm yoga's health benefits, and yoga shouldn't replace treatment from your health care provider.

Research into yoga is ongoing. Studies are now looking at whether yoga is helpful for specific groups of people. For example, whether it can reduce chronic pain for military veterans or improve quality of life for people who have had breast cancer. New studies are also looking into whether yoga may help mental health conditions like anxiety, depression, and post-traumatic stress disorder (PTSD).

What should you know if you're thinking about starting yoga? Experts say to start slowly and carefully in

order to avoid any sort of injury. If you have a medical condition, talk with your health care provider before getting started.

Everyone's body is different. Yoga postures should be modified based on your abilities. Choose an instructor who is experienced and attentive to your needs.

You may also want to seek out a yoga therapist. Yoga therapists have more extensive training than that required of a regular yoga teacher. They're trained to work with different conditions and mostly work one-on-one or in small groups.

### GETTING STARTED WITH YOGA

- » Start with an appropriate yoga class. Look for ones called beginner level, "gentle" yoga, or senior classes.
- » Ask about the training and experience of the yoga instructor you're considering.
- » Talk with your health care provider before trying yoga if you're pregnant, older, or have a health condition.
- » Let your yoga instructor know about your individual needs and any medical issues.
- » Go slowly to prevent injury. Avoid extreme positions and forceful breathing. Listen to your body.

