

Human Resources Newsletter

July 2020



In This Month's Issue:

- **Open Enrollment 2020: Updates and Tips**
- **Virtual Retirement Planning Sessions**
- **Additional DocuSign Training Opportunities**
- **Wellnes Webinars for Nutrition, Business Skills, and Healthcare**
- **How to Choose Sunscreen**

And More!

Performance Evaluations Due Soon

This year's evaluation format is different; please be sure to complete evaluations by July 17th.

Reminder: COVID-19 Training

If you have employees (including student workers) working from home, they are still required to complete the COVID-19 TrainTraq training. Any training not completed by June 14th became past due. It does not matter when they plan on returning to campus, the training is due now. Employees must forward proof of completion to their supervisors before returning to campus.

If you have student employees that are not working and are not going to be terminated yet, please contact [our office](#) so we can work out a training plan.

Understanding Racial Trauma

GuidanceResources, TAMUC's Employee Assistance Program (EAP) provider, has created a brief guide to racial trauma. This publication covers microaggressions and common responses to trauma. Click [here](#) to view the guide.

COVID-19 and Benefits Update

The following will be continued through August 31, 2020:

- a waiver of the copay for MDLive services
- a waiver of any copay for telehealth services for in-network physicians
- a waiver for medically necessary cost-sharing for COVID-19 testing/treatment

Read more about COVID-19 benefits [here](#).

Open Enrollment 2020

July is Open Enrollment! Review Workday and the information below prior to making your benefits elections. Check [MyEvoke](#) to make sure you have completed your wellness exam and your [incentive status](#) has been updated.

Premiums and Costs

- The vision premiums are increasing slightly and include polycarbonate lenses and standard anti-reflective lenses covered in full for both participants and dependents enrolled in the vision plan.
- The employee premium for full-time employees and retirees enrolled in the A&M Care Plans will remain the same for the fifth year in a row. Part-time and graduate student employee premiums are changing slightly. Remember that if you are changing to a different age bracket for life insurance, for example, 65-70, your premium may increase.



New Benefits Features

- The MDLIVE Virtual Visits copay will decrease from \$20 to \$10 for the A&M Care, J, and 65 Plus plans. To register for MDLIVE, click [here](#) and enter the information found on your ID card.
- The MyEvoke Incentive Checklist is expanding. Flu shots, nutritional counseling, and preventive skin exams will be added as options for the two-step incentive program in FY21.

- Family, group, and marriage counseling will now be covered by the A&M Care, J, and 65 Plus insurance plans.
- Livongo for diabetes and hypertension, Omada for pre-diabetes and prehypertension, and Hinge Health for musculoskeletal conditions are being added as BlueCross BlueShield partner programs.
- Beginning May 1, 2020, Dependent Life Insurance Plan B was split into Spouse Life B and Child Life B. The premium for Spouse Plan B is \$1.05 and for Child Plan B is \$0.32 (for one or multiple children).



- The credit hour requirements to enroll in the Graduate Student Employee Plan (Grad Plan) for voluntary graduate students will be changed from 6 to 5 hours. Continuation coverage for the Grad Plan will be reduced from 6 months to 3 months. The plan will also exclude coverage for Inter-Collegiate Sports.
- The Hartford will be the new life insurance carrier for FY21, however, there will be no plan changes.

Tips for Open Enrollment

- If you would like to remain enrolled in a Flexible Spending Account, you must re-enroll every year.
- It has been determined there is no provision to name an alternate beneficiary for Dependent Life Insurance. The beneficiary is the employee or retiree, and if deceased as well, the benefit will go to the estate.

Tips for Open Enrollment (cont.)

- If adding a dependent to coverage for the first time, you should add them in the Dependents section in Workday before beginning the Open Enrollment task. This will allow you to easily add the dependent to coverages during the enrollment process. Please select the Reason for Adding which most closely represents your situation.
- If you are an employee or retiree covering your grandchild as a dependent, you should recertify your dependent by submitting new documentation to HRConnect Legacy. Accepted grandchild documentation is a copy of the portion of your most recent income tax return that states you are claiming your grandchild as a dependent. You may redact (cross out) any proprietary information.



- If you want to enroll in or increase your Optional or Dependent Life coverage, you must provide Evidence of Insurability (E of I). If you choose your coverage and amount in Workday, you will receive a notice to wait until August 1st. At that point you will receive an additional notice to return to Workday to answer your E of I questions. Once completed, it should be a short time until your E of I application is approved or denied unless additional information is needed. Your application will be approved or denied and become effective the first of the month following your receipt of notice.

Click [here](#) for Open Enrollment information.

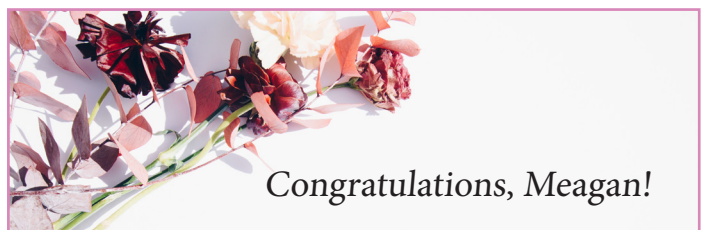
Retirement Planning Sessions Scheduled for July 8, 2020

David Cook, TAMUC's representative from AIG Retirement Services, will be available via phone or Webex, Wednesday, July 8th, from 8:30 a.m. until 6 p.m. to help you enroll, increase your contribution, or make investment changes to your 403b TSA Retirement Plan and/or the 403b Optional Retirement Plan. He can also prepare a complimentary financial plan for you, and answer questions about TRS. To schedule an appointment, click [here](#).



Data Colleague at System Selected as Employee of the Quarter

Meagan Kuitu, IT Business Analyst in the System Enterprise Applications department at the Texas A&M University System offices, was recently awarded employee of the quarter by System Office Staff Council. Since starting with the System three years ago, Meagan has made substantial contributions that have resulted in saving the System countless hours and resource costs. Her expertise is only surpassed by her positive and enthusiastic attitude and "can do" spirit. Meagan works closely with our university and supports many of our initiatives like Shared Services, reporting, and data visualization. On behalf of Human Resources we would like to congratulate Meagan and thank her for her constant assistance.



Congratulations, Meagan!

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 Workflow Session (1 hour)

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

Agenda: DocuSign 301 Session

- 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 to set up your training.

Employee Wellness Quick Links

Employee Wellness at TAMUC has a multitude of resources for our staff. The quick links below will take employees to resources on various wellness topics:

- July is [Be Safe in the Sun Month](#)
- [IT Band Syndrome](#) Injury Spotlight by Airosti
- [podcast](#): Myth-Busters on three common myths about sun safety
- [healthy summer treats](#): take a bite out of summer with this quick video for a few sweet treat ideas
- [more information](#) on summer safety
- [Welcoa](#): "At Home Workouts and Tips for Success"



Upcoming TAMUC Webinars

Employee Wellness has several webinar opportunities for employees:

- July 10th: "Love Your Heart, Eating Heart Smart" by HEB Nutrition brought to all BlueCross BlueShield-covered employees. [Register.](#)
- July 21st: "The Art of Communicating with Tact, Professionalism, and Diplomacy" by Julie Burch. [Register.](#)
- August 18th: "Developing Your Emotional Intelligence" by Julie Burch. [Register.](#)

Get the latest on Employee Wellness by joining the distribution list. To sign up, please contact Crystle.Mcilveene@tamuc.edu.

“Get the Doctor You Need and the Care You Deserve” by 2nd MD

2nd MD, a virtual medical consultation service available to TAMUC employees, is hosting a free webinar on July 30th at noon. In this session, Dr. Pamela F. Gallin discusses COVID-19’s impact on the healthcare industry and how telehealth can help you better advocate for yourself. Click [here](#) to register.



Free Virtual Fitness Courses Available

Tivity Health - Well onTarget® Fitness program is introducing Prime® Live Virtual Classes, made available through Tivity’s Prime Network. Participants can enjoy a variety of live, full-length fitness classes hosted through Zoom from the comfort of home and at no additional cost. You do not have to be a Fitness program member to participate, since the classes are open to everyone.

Classes include:

- boot camp
- yoga
- dance
- strength training
- cardio-interval workouts
- and more

How does it work? In these interactive sessions, a fitness instructor uses a live video platform to lead each class.

Click [here](#) to register.

LiveHealthyLions for Personal and Financial Wellbeing

We are all adapting to our new routines in the wake of COVID-19, but it is important to remain focused on your health and wellbeing. With the group challenge being postponed, we would like to extend the following additional resources to you through the LiveHealthyLions portal.

Personal Challenges

Address health topics important to you with personal challenges, which can be joined at any time. The portal’s library includes options addressing eight key categories referred to as the Power of 8: Purpose, Physical, Mindfulness, Nutrition, Social, Balance, Financial and Community. Simply select Challenges at the top of your portal dashboard to browse all of the available options.

Financial Wellbeing Resources

Timely video learning resources to help ease financial worry. Access this new information by scrolling to the bottom of your portal dashboard.

How to Register

Go to www.livehealthylions.com.

New Users

Select JOIN NOW.

1. Create your account by entering your name, email address, username, and password.
2. You will receive a confirmation email; select the link to confirm your account information.
3. Log in to your account and complete your profile.

Returning Users

Select SIGN-IN in the upper right corner, enter your username and password, and click Log In.

HOW TO SELECT A SUNSCREEN

Choosing the right sunscreen can help reduce the risk of skin cancer and early skin aging caused by the sun.

SUNSCREEN IS AN IMPORTANT TOOL

in the fight against skin cancer, including melanoma, the deadliest form of skin cancer.

1 in 5

Americans will develop skin cancer in their lifetime.



The American Academy of Dermatology recommends choosing a sunscreen that states the following on the label:



BROAD SPECTRUM

This means a sunscreen protects the skin from ultraviolet A (UVA) and ultraviolet B (UVB) rays, both of which can cause skin cancer.

SPF 30 OR HIGHER

This indicates how well a sunscreen protects you from sunburn.

WATER RESISTANT

While sunscreens can be "water resistant" (for 40 minutes) or "very water resistant" (for 80 minutes), sunscreens are not waterproof or sweatproof and need to be reapplied.



Most adults need about one ounce of sunscreen, **ENOUGH TO FILL A SHOT GLASS,** to fully cover their body.



SpotSkinCancer.org



TAKECHARGE

WELCOA'S SELF-CARE BULLETIN

Stuttering

MORE COMMON THAN YOU THINK

Stuttering is a communication disorder in which the flow of speech is broken by repetitions (li-li-like this), prolongations (lllllike this), or abnormal stoppages (no sound) of sounds and syllables. And it affects more people than you might think. Roughly 3 million Americans have this speech disorder. Scientists are learning about what causes people to stutter, and genes tell a big part of the story.

People with stuttering know exactly what they want to say. They're just unable to say it at the rate they would like. Stuttering affects about 1 in 20 children. Most will outgrow the disorder on their own or with the help of a professional called a speech-language pathologist.

However, about 20–25% of children who stutter will continue into adulthood. This condition is known as persistent developmental stuttering. Overall, about 1% of adults stutter, and it's much more common in men than women.

CAUSES OF STUTTERING

Researchers are still working to fully understand what causes stuttering but they do know that it often runs in families. It's 15 times more likely that a sibling of a person who stutters will stutter than a random person in the population.

By studying families with multiple people who stutter, researchers have identified several genes that can cause stuttering. Mutations in these genes have now been found in people around the world who stutter. These



studies suggest that genetics likely play a role for many people who stutter.

All the genes identified so far are involved in a process inside the cell called intracellular trafficking. This process helps direct things in the cell to their proper locations. Problems with intracellular trafficking have recently been recognized in other neurological disorders, like Parkinson's and Alzheimer's disease. However more research is needed to understand how it impacts speech and stuttering.

Scientists are also using brain imaging scans to better understand brain activity in people who stutter. This may help show why some children outgrow stuttering and hopefully lead to better treatments one day.

COPING WITH STUTTERING

For those who stutter, communicating with others can be difficult. It can cause anxiety about speaking and

lead them to avoid talking. This, in turn, can affect relationships, self-esteem, and quality of life.

It's common for people who stutter to be able to speak without stuttering when in a low-stress environment. They may have no problem speaking fluently with a pet or baby, for example. Singing or speaking together in a group can also lessen stuttering. But stuttering often gets worse if they're feeling tired or anxious.

For now, treatment for stuttering involves therapy with a speech-language pathologist. Many of the current therapies aim to make speech smoother. Some work to change the thoughts that can bring on or worsen stuttering. Electronic devices are also available to help those who stutter manage their speech.

While stuttering can be an obstacle, there are many resources to help overcome it.



HOW YOU CAN HELP THOSE WHO STUTTER

- » Be patient and focus on what the person is saying.
- » Listen attentively when the person speaks and wait for them to say the intended word. Try not to finish sentences or fill in words.
- » Avoid saying things like “relax” or “slow down.”
- » Speak at a relaxed pace and pause often. This can help reduce time pressures the person may be experiencing.
- » If your child is stuttering, set aside some time each day to talk with your child when he or she has your undivided attention and contact a speech pathologist if stuttering lasts over six months.