

# Human Resources Newsletter

October 2020



## In This Month's Issue:

- "Not Eligible for Rehire" Status: An Overview
- Spotlight on Training and Development Courses
- Updated Wellness Release Time Application Available
- October Wellness Events
- Annual Substance Abuse Prevention Program Notice

And More!

## I-9 Reminder for Hiring Managers

Please note that due to federal law, new employees must complete the federal form I-9 on or before their first day of work or training. This includes TrainTraQ or any training conducted by the department.

Employees must present the following original, [acceptable I-9 documents](#) in person:

- one item from list A, OR
- one item from both list B and C

If an employee does not complete Section I of the federal form I-9 on or before their start date, they will be out of compliance and issued a non-compliance notice.

I-9s are being conducted by appointment only. Please contact [Devante.Lampkin@tamuc.edu](mailto:Devante.Lampkin@tamuc.edu) to schedule an I-9 session.

## Communication Allowance Requests

FY21 [communication allowance request forms](#) are being processed by Compensation and should be sent to [HR.Compensation@tamuc.edu](mailto:HR.Compensation@tamuc.edu) or dropped off at BA 171.

## TAMUC Opts Out of Tax Deferral

Based on guidance from the Texas A&M University System, A&M-Commerce will not implement the optional federal Social Security tax deferral. The Social Security tax deferral allows employers to temporarily stop taking Social Security tax out of eligible employee paychecks. The tax would need to be repaid at a later date requiring payroll to deduct double Social Security tax from employee paychecks.

Direct any questions to [Payroll@tamuc.edu](mailto:Payroll@tamuc.edu).

## **“Not Eligible for Rehire” Status: An Overview**

Texas A&M University- Commerce has a responsibility to hire fully qualified individuals to minimize the risk to the university. When an employee is dismissed, Workday affords the Manager an opportunity to classify the employee as Not Eligible for Rehire (NEFR) within the Texas A&M System. However, the Employee Relations Administrator or the Chief Human Resource Officer must review the facts surrounding the employee’s dismissal to determine whether the dismissed employee will be designated as NEFR. Texas A&M System Policy 32.02.02:

All decisions regarding assigning a NEFR designation to a former employee will be reviewed by the Office of General Counsel.

An employee who is dismissed from the university may be ineligible for rehire for one or more of the following reasons:

1. Failure to perform combined with multiple acts of gross insubordination; or
2. Gross or egregious misconduct resulting in policy violations that warrant immediate dismissal (e.g. sexual harassment or misconduct, research misconduct, fraud, theft and violence/threat of violence).

Simple inability to perform, which is outside of the employee’s control (e.g. medical or physical limitations) cannot be used to justify NEFR.

The NEFR designation remains in effect for five (5) years and applies to potential hiring at any Texas A&M System Member. If an employee’s behavior has been determined to merit the NEFR designation, the Employee Relations Administrator or the Chief Human Relations Officer will be responsible for notifying the dismissed employee.

For more information about the NEFR classification, please email your questions to [HR.EmployeeRelations@tamuc.edu](mailto:HR.EmployeeRelations@tamuc.edu).

## **Verify Your Information Is Up-to-Date**

Have you had any life changes lately, such as changing your legal name or moving into a new home? Have your emergency contacts changed?

Please log in to Workday to ensure that your data is correct as we move into the new academic year. Here are some tips to help you get started:

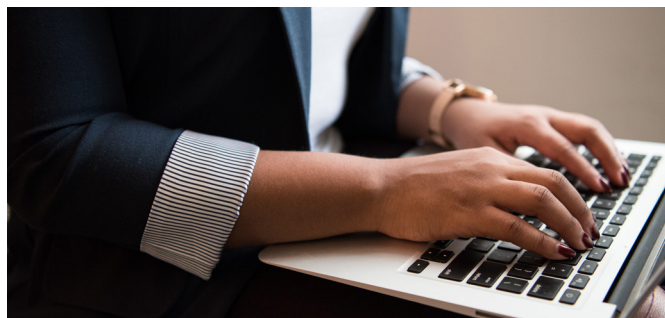
- refer to the [Workday job aid, “Manage Your Personal information,”](#) for instructions
- under Work Contact Information, use your TAMUC email as your primary email
- ensure that your Date of Birth is correct
- ensure that the contact information for your Emergency Contacts is accurate



## **Termination Reminders**

Please remember to terminate student workers who did not return for the Fall semester and end additional positions that were added for the Summer semesters. If you are unsure how to initiate End Job/Termination processes in Workday, please email [training](#).

Additionally, Termination Portal users are encouraged to log in and complete pending tasks.



## Spotlight on Training Courses

Training and Development is offering several courses during the month of October to supplement employee learning at all stages:

Wednesday, October 7th

### *Active Shooter and Panic Button Training*

This training will familiarize you with the Lynx Panic Button System and inform you how and when to use the system in an emergency.

Wednesday, October 28th

### *Microsoft Access 2016: The Fundamentals of Databases*

In this class, you will learn the basic elements of Access 2010. You will create and edit a table. You will also use simple table validation.

Thursday, October 29th

### *First Time Supervisor*

You have made it from player to coach..now what? Learn how to deal with the challenges of supervising for the first time. This session is for new supervisors or supervisors that want to refresh their supervisory skills.

[Register online and view other course offerings.](#)



## Employee Wellness Quick Links

The quick links below will take employees to resources on a variety of wellness topics:

- October is [National Breast Cancer Awareness Month](#)
- [Lower Cross Syndrome injury spotlight](#)
- podcast: Myth-Busters dispels a few [myths about self-care](#)
- a video on the [basics of self-care](#)
- more [self-care and mental health information](#)

## Employee Assistance Program Available

Employees have access to employee assistance program (EAP) [Work/Life Solutions by GuidanceResources](#). Benefits include legal guidance, retirement planning, access to vouchers for free counseling, and more.

Call: 866.301.9623

TTY: 800.697.0353

[GuidanceResources.com](#)

Mobile App: GuidanceNow

*If prompted for a web ID, enter TAMUS.*



## Sign Up or Renew Your Wellness Release Time

It is that time of year again! Submit your new [Wellness Release Time application](#). Please note that policy has been updated to reflect current Texas Legislation Sec. 664.061:

- 1) allow each employee 30 minutes during normal working hours for exercise three times each week

If you have submitted an application for this fiscal year with more than a 30-minute increment, you will need to resubmit your application with the allowed 30-minute increment.

Employees should maintain a record of their Wellness Release Time usage, as managers are allowed to ask for the record at any time. Employees may choose, but are not required to use, the [activity tracking sheet Appendix B](#).

Application forms are valid from September 1st through August 31st of each year.

## Upcoming Wellness Events

Wednesday, October 7th  
12 P.M.

[Lunch & Learn: Nutrition & Weight Status](#)

Thursday, October 15th  
10 A.M.

[15-minute workout from Well with WELCOA](#)

Wednesday, October 21st  
12 P.M.

[Lunch & Learn: Injury & Violence Prevention](#)

Thursday, October 22nd  
12 P.M.

["Impacts of Stress with GI Issues" webinar](#)

Thursday, October 29th  
9 A.M. - 12 P.M.

[Employee flu shot clinic](#)

BCBS employee insurance will cover the flu shot at 100%; simply bring your insurance card to the clinic. Most other insurances cover the cost of the flu shot. You can also pay \$25 cash.

Thursday, October 29th - Friday, October 30th  
8 A.M. - 3 P.M.

[Employee wellness checkups from Catapult](#)

Register now to reserve your time slot!

Wednesday, November 4th  
12 P.M.

[Lunch & Learn: Physical Activity](#)

Get the latest on Employee Wellness by joining the distribution list. To sign up, please contact [Crystle.McIlveene@tamuc.edu](mailto:Crystle.McIlveene@tamuc.edu).



## Online Courses to Boost Skills and Knowledge Available through CPD

The Center for Professional Development (CPD) has online opportunities for [job skills training](#) and [career training](#). These two programs offer a variety of content that covers many industries and skill sets.

For more information, please view the program webpages or contact [CPD@tamuc.edu](mailto:CPD@tamuc.edu).

CENTER FOR PROFESSIONAL DEVELOPMENT

## ONLINE PROFESSIONAL SKILL DEVELOPMENT COURSES

Develop your professional skills with courses beginning every month. Increase your proficiency in subjects such as **Business, Computer Programming, Test Prep and more.**

QUESTIONS?

➔ 903.886.5089

➔ CPD@TAMUC.EDU

VIEW ALL ONLINE COURSES

➔ TAMUC.EDU/FUNDAMENTALSKILLSTRAINING

CENTER FOR PROFESSIONAL DEVELOPMENT

## ONLINE CAREER TRAINING COURSES

Elevate your knowledge with our Career Training courses. Areas of study include **Art, Healthcare and Fitness, Information Technology and more.**

QUESTIONS?

➔ 903.886.5089

➔ CPD@TAMUC.EDU

VIEW ALL ONLINE COURSES

➔ TAMUC.EDU/CAREERTRAINING



# EFFECTIVE INTERACTION WITH OTHERS



Human beings have been deprived of in-person social interaction for several months, and learning to re-engage within the many parameters of the new physical space will be a learning process. Boundaries now exist in the physical environment where there previously were none. The pendulum had swung so far to open workspace and collaboration and now it has gone to the opposite end of the spectrum, encouraging people to physically distance from others. Below are some ways to be more cognizant of your interactions to ensure you're as effective as possible when you return to the workplace.

## MAINTAIN SAFE DISTANCES

As was the way of life during the pandemic, it will still be safest to maintain a healthy distance (6 feet) from others. Be mindful when in more common areas like restrooms, lobbies, and break rooms. Take note of new building policies for elevators, personal protective equipment (PPE), way-finding, new direction of foot traffic, etc. Be respectful and compliant of these new policies, as they are put in place for the health of you and others.

## RESPECT OTHERS OPINIONS

Each human being has a right to their own opinions and way of living. It is healthy to expose yourself to varying opinions and perceptions, and to allow yourself and others to come to your own conclusions. It is nobody's responsibility to manage how others perceive this pandemic nor how they choose to live going forward. When people share their opinions with you, it is healthy to inform them if you don't agree but that you respect their perspective. Everyone is learning to live in this new paradigm and mutual respect is crucial to a thriving environment.

## USE DISCERNMENT, NOT JUDGMENT

To be discerning is to use your intuition and insight to determine something. It implies that your perception is involved, and how you see the world will have an affect on your discernment, however it is not being discriminating. Judgment, whether of oneself or others, often takes discrimination into account. Through judging one is placing their thoughts/attitudes on another therefore discriminating. Practicing discernment to express your perspectives can be highly beneficial to self-leadership in addition to how you lead others.

## BE SELF-AWARE

Knowing yourself and your own emotional tendencies can help you respond versus react to the people and environment around you. Projection of our own feelings onto others is an escapist activity. Rather, if you feel irritable, upset or fearful first acknowledge these feelings within then practice self-care, mindfulness or breath work to process emotions and release tension.

## LEAD WITH KINDNESS AND COMPASSION

How you treat yourself is how you treat others. Be gentle with yourself during this time of transition. Set the example and lead yourself and others with kindness and compassion. Everyone is experiencing fear, stress and anxiety during this time. You are not alone.

# Prevention of Alcohol Abuse and Illicit Drug Use

## Annual Awareness and Prevention Program Notice to Texas A&M University-Commerce Employees

Alcohol abuse and illicit drug use disrupt the work and learning environment and create an unsafe and unhealthy workplace. To protect its employees and students and fully serve the citizens of Texas, Texas A&M University-Commerce prohibits alcohol abuse and illicit drug use that could negatively impact its mission. This brochure, which is distributed annually, serves as an awareness and prevention tool for Texas A&M University-Commerce employees by providing basic information about Texas A&M University-Commerce policy and regulations, legal sanctions and health risks related to alcohol abuse and illicit drug use. Information about counseling, treatment, and rehabilitation programs is included.

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As an employee of A&M Commerce, you must abide by local, state and federal laws on controlled substances, illicit drugs, and use of alcohol. In addition, you must comply with A&M Commerce policy, which states:

“Texas A&M University-Commerce is committed to providing a safe and healthy learning and working environment for its students and employees. The university abides by The Texas A&M University System (system) policy regarding the unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol on university property, in university vehicles, and while on official duty and/or participating in university activities.”

### Definitions

*Alcohol* refers to any beverage that contains more than one-half of one percent of alcohol by volume, which is capable of use for beverage purposes, either alone or when diluted.

*Alcohol Use Disorder* is a problematic pattern of alcohol use leading to clinically significant impairment or distress, which can impact:

- Physical or psychological functioning,
- Social adaptation,
- Educational performance, or
- Occupational functioning

*Controlled substances* include all prescription drugs, as well as those substance for which there is no generally accepted medicinal use (e.g., heroin, LSD, marijuana, etc.) and that possesses a chemical structure similar to that of a controlled substance (e.g. designer drugs).

Illicit drugs are:

- (a) Any drugs or chemical substances, the use, sale or possession of which is illegal under any state or federal law, which include drugs or substances that either stimulate (such as cocaine or amphetamines) or inhibit (such as heroin or sedative-hypnotics) the central nervous system or cause hallucinogenic effects (such as marijuana or LSD) or
- (b) Drugs that can be legally obtained but have not been obtained legally.
- (c) The term also includes drugs that are not legally obtained as well as prescribed drugs that are not being used for prescribed purposes.

### Health Risks

Alcohol abuse can lead to alcoholism, premature death through overdose and complications involving the brain, heart, liver, and many other body organs.

The abuse of illicit drugs can result in other health problems such as drug addiction, death by overdose, death from withdrawal, seizure, heart problems, infections (including HIV/AIDS), liver disease and brain dysfunction. Additional effects include occupational, social, and family problems as well as a reduction in motivation. Drug use by a pregnant woman may cause additional health complications in her unborn child.

### Texas A&M University-Commerce Sanctions

Texas A&M University-Commerce’s drug and alcohol abuse policy and regulation are included in the System Orientation course reviewed by new employees as part of their orientation. The rule and procedure are posted online at: [34.02.01.R1 Drug and Alcohol Abuse and Rehabilitation Programs](#) and [34.02.01.R1.01 Drug and Alcohol Abuse and Rehabilitation Programs Procedure](#)

If your work-related performance causes suspicion of use of alcohol or a controlled substance, you may be tested under the provisions of the A&M Commerce policy related to testing and chemical screening. You also may be tested if necessary to comply with Department of Defense, Department of Transportation, or other regulations that cover certain employees. Refusal to submit to a test may be the basis for employment termination.

Off-duty use of alcohol, drugs or other controlled substances will not be tolerated if the use results in absenteeism, tardiness or impairment of work performance or is the cause of workplace accidents. Should this occur, you may be referred to an assistance program and subject to discipline, up to and including employment termination.

Any disciplinary action will be governed by regulations and procedures on discipline and dismissal and academic freedom, responsibility and tenure. System Regulation 32.02 Discipline and Dismissal of Employees, A record of the action will be placed in your personnel file. Infractions of local, state, or federal law will be reported to the appropriate law enforcement agency.

*This brochure is a summary of Texas A&M University-Commerce Rule 34.02.01.R1 Drug and Alcohol Abuse and Rehabilitation Programs. It does not include the complete policy or detailed information on applicable local, state or federal law. In case of any discrepancy between this brochure and policy or law, the policy or law will govern. Detailed information on health risks is available from accredited health care providers.*

# Prevention of Alcohol Abuse and Illicit Drug Use

Annual Awareness and Prevention Program Notice to Texas A&M University-Commerce Employees

## Legal Sanctions

Legal sanctions can include:

Misdemeanor	Jail Time	Fine
Class A	Up to one year	Up to \$4,000
Class B	Up to 180 days	Up to \$2,000
Class C	None	Up to \$500
Felony	Imprisonment	Fine
First Degree	5-99 years or life	Up to \$10,000
Second Degree	2-20 years	Up to \$10,000
Third Degree	2-10 years	Up to \$10,000
State Felony	180 days-2 years	Up to \$10,000

These sanctions may be imposed for many illegal actions including:

*Purchasing or making available an alcoholic beverage to a person younger than 21: **Class A Misdemeanor***

*Selling an alcoholic beverage to a person younger than 21: **Class A Misdemeanor***

*Appearing in a public place while intoxicated to the degree that you might endanger yourself or another person: **Class C Misdemeanor***

*Possessing an open container of an alcoholic beverage inside a motor vehicle or on a public roadway: **Class C Misdemeanor***

*Operating a motor vehicle, aircraft, or watercraft in a public place while intoxicated:*

First Offense: **Class B Misdemeanor** with a minimum confinement of 72 hours

Second Offense: **Class A Misdemeanor**

Subsequent Offenses: **Third-Degree Felonies**

*Causing serious bodily injury to another by accident or mistake while operating a motor vehicle, including motor aircraft for watercraft, in a public place while intoxicated: **Third-Degree Felony***

*Causing the death of another by accident or mistake while operating a motor vehicle, including motor aircraft for watercraft, in a public place while intoxicated: **Second-Degree Felony***

*Possession, manufacture, and/or delivery of a controlled substance is a violation of state and federal law. Penalties vary according to the type of substance, amount in possession, manufactured and/or delivered, and the number of previous violations. In addition, penalties increase if controlled substances are delivered within 1,000 feet of any premises owned, rented, or licensed by an institution of higher education.*

## Community Resources

If you have an alcohol or other drug abuse problem, you may want to seek information from one of the following local resources:

### Campus Resources

Work/Life Solutions (Employee Assistance Program)  
[www.guidanceresources.com](http://www.guidanceresources.com) 866-301-9612

Counseling Center 903-886-5145

Community Psychology Clinic 903-886-5660

Human Resources 903-468-8741

Student Health Services 903-886-5853

Residential Living & Learning 903-886-5797

University Police Department 903-886-5868

### Community Resources

Glen Oaks Hospital (Greenville) 903-454-6000

ATR Counseling (McKinney) 972-548-0209

Other community services include therapists, counselors, treatment centers and support groups. Community hospitals provide emergency care for drug or alcohol medical problems. You can contact the Human Resources at [HR.Benefits@tamuc.edu](mailto:HR.Benefits@tamuc.edu) or call your health plan member services number for information about plan coverage. The Texas Department of State Health Services can provide information on laws and services regarding drug and alcohol abuse: <https://www.dshs.state.tx.us/mhsa/>

### **For more information:**

Human Resources  
McDowell Business Administration Building  
Commerce, TX 75428  
(903) 468-8741

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