

Human Resources Newsletter

September 2020



In This Month's Issue:

- **Hiring Information and Reminders**
- **Upcoming Wellness Events**
- **FY21 Benefits Updates**
- **Tips and Resources for New Employees**
- **New Opportunities for Professional Development**

And More!

Welcome, New Employees!

Human Resources would like to welcome new employees to Texas A&M University-Commerce. The [Human Resources office](#) assists our employees through their journey with the university, from the hiring and onboarding process to benefits, wellness, professional development, retirement, and more. For this month's newsletter, we have created a list of tips (page 4) to assist new employees in learning about many resources available to them at the university.

Human Resources distributes information to employees on a regular basis. Our email listserv is used to distribute weekly announcements as well as the monthly newsletter. Please add HRannouncements@tamuc.edu to your contact list to ensure you receive our news, deadlines, event updates, training opportunities, and more.

Updates to COVID-19 Healthcare

The following [COVID-19-related employee benefits](#) are scheduled to be continued through **September 30, 2020**:

- A waiver for the copay for MDLIVE Services
- A waiver of any copay for telehealth services for in-network physicians

The end of the waiver for medically necessary cost sharing for COVID-19 *treatment* will be **October 23, 2020**.

A waiver for medically necessary cost sharing for COVID-19 *testing* will be continued until the declared end of the Health and Human Services public health emergency.

Important Information for Hiring Managers

Please note that new employees are not allowed to begin working or training until they have completed the I-9 with Human Resources, which is by appointment only. To set up an appointment, email Devante.Lampkin@tamuc.edu.

For departments interested in hiring student workers, the [Fall 2020 student hiring calendar](#) is now available online. This calendar includes start dates and the recommended deadlines to submit pre-hire forms. See more [student hiring information](#).



Additionally, please note the following information about task workers:

- Temporary task workers are wage positions created to accommodate temporary labor needs. These positions do not appear in the budget and are funded from a lump-sum budget category.
- Task worker positions do not require formal posting in Workday, however, if the department chooses to post, then they must follow the same recruitment/hiring steps as other formal posts.
- Task workers may work for 4.5 months if working 14 hours or less per week, or 3 months if working more than 14 hours per week. Task workers should not exceed 40 hours per week.

Please contact HR.studenthiring@tamuc.edu or HR.hiring@tamuc.edu if you have questions.

Upcoming Wellness Events

September 11, 2020 (Friday)
1:15 P.M.

[“Navigating Behavioral Challenges with Remote Schooling for Parents” a webinar](#) from Mental Health America.

September 17, 2020 (Thursday)
10 A.M.

[“Flu and COVID: Know the Differences” a webinar](#) from 2nd.MD, a virtual second medical opinion provider for the A&M System.

September 23-October 28, 2020
3 P.M.

[“Prevent Burnout and Build Resilience,” a paid interactive workshop](#) to learn about the science of burnout and how to bolster employee wellbeing.

September 24, 2020 (Thursday)
9 A.M.

[Well with WELCOA virtual workout](#): join the Wellness Council of America for a workout.

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



Employee Wellness Quick Links

- September is [National Cholesterol Education month](#)
- [low back pain injury spotlight](#) by Airrosti
- podcast: Myth-Busters on three common [myths about work-life balance](#)
- more information on [work-life balance](#)
- a short video on [burnout during COVID-19](#)

FY21 Benefits Updates

The benefits plan year began September 1, 2020 and includes several value-added benefits and new features. The [MDLIVE Virtual Visits](#) co-pay will decrease from \$20 to \$10 for the A&M Care, J, and 65 Plus plans.

The [MyEvive 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.

Discounts on [LASIK eye surgery](#) and [hearing aids](#) are now available for Delta Dental members.

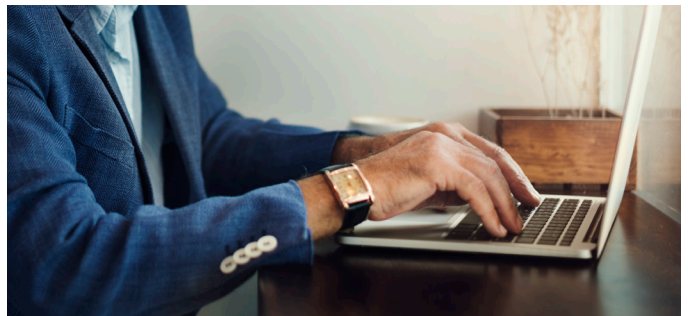
The Hartford will be the new [life insurance carrier](#) for FY21. Take advantage of [Hartford's value-added services](#):

- funeral planning and concierge services by Everest
- EstateGuidance will services
- Beneficiary Assist counseling services (including HealthChampion)
- travel assistance and ID theft and protection services



[Cigna](#), the A&M System provider for long-term disability insurance, offers the following:

- 90-day money coaching program
- 50% discount on tax planning and preparation services
- discount on continued money coaching program past the 90 days
- 50% discount on health and wellness products and services (weight management, vision and hearing care, tobacco cessation, chiropractic, massage, mind/body, fitness and yoga, vitamins, health and nutrition)
- education on how to identify and avoid ID theft



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. These programs are based on eligibility or diagnosis, and include digital tools to assist with these chronic conditions such as a scale or virtual therapy courses.



For additional information please visit [Open Enrollment 2020](#) and view the carrier presentations.

Tips and Resources for New Employees

Human Resources would like to offer this list of tips and resources to help new employees feel at home at A&M-Commerce.

Read about the [history of A&M-Commerce](#) and the [Texas A&M University System](#).

Sign up for the [campus and community tour](#) offered by Training and Development.

Bookmark the [virtual campus map](#) to guide your way (you can download a print-friendly map in the upper-right hand corner of the screen).

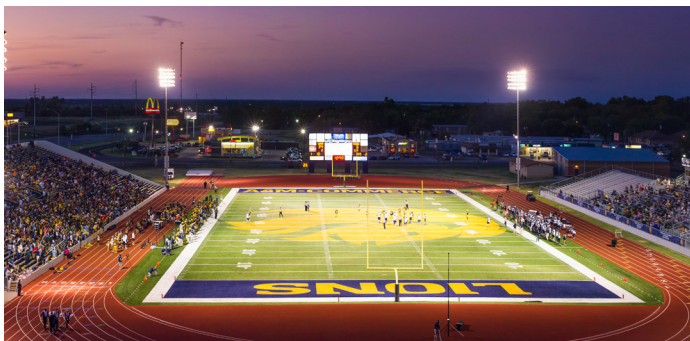


Bookmark the [Community Calendar](#) to see upcoming campus events.

Check out A&M-Commerce [news](#) to read about the accomplishments of our students, faculty, staff, and alumni.

Stay up-to-date with campus perspectives with [The East Texan](#), a student news publication.

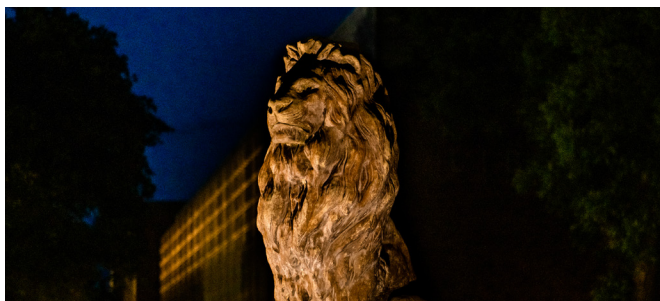
Listen to music and read news from [88.9 KETR](#), A&M-Commerce's own radio station and provider of NPR programming.



Save the contact information for the [Center for IT Excellence \(CITE\)](#) in case you need to call or email the IT help desk.

Sign up for the [Pride Alert Warning System \(PAWS\)](#) to be notified of campus emergencies via phone.

View a list of [services offered by the University Police Department \(UPD\)](#).



Add the [campus dining options](#) to your bookmarks.

Sign up for [membership at the Morris Recreation Center \(MRC\)](#).

Check out the [walking and biking trail map](#).



Contact [Marketing and Communications](#) for a headshot and then post your photo in Workday.

[Browse the library's selection](#) and submit the [Print Book Request Form](#) if you would like to borrow a book.

Make sure you get your [Lion ID card](#) to ensure you get your [employee discounts](#).

Online Courses to Boost Skills and Knowledge Now Available through CPD

The Center for Professional Development (CPD) has new course opportunities to help individuals supplement their job skills and seek career training. These two programs offer a variety of content that covers many industries and skill sets.



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

The [professional skill development courses](#) cover numerous and diverse topics such as Microsoft Office, web design, grant writing, speed Spanish, medical terminology, and SQL.

Courses are non-credit and may be instructor-led with a cohort or self-paced and allow immediate access to all course lessons.

Alternatively, individuals may be interested in the [online career training courses](#) which help prepare learners for certification exams. Many career paths and employable skills are covered by the courses, such as certified administrative professional, certified Six Sigma black belt, project management with PMP Prep, digital court reporting with legal transcription, teacher's aide with ParaPro Prep, and more.

For more information, please view the program webpages or contact CPD@tamuc.edu.

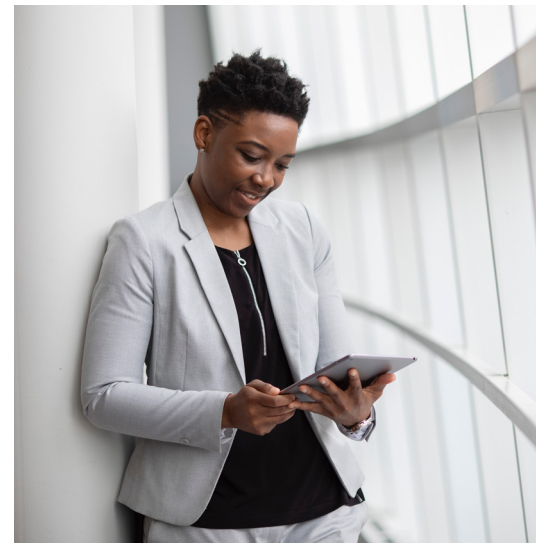


CENTER FOR PROFESSIONAL DEVELOPMENT

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





DAY IN DAY OUT
WELCOA'S ONLINE BULLETIN FOR YOUR LIFESTYLE

Struggling to Sleep?

DON'T LET APNEA STEAL YOUR SWEET DREAMS

Most people who have sleep apnea don't realize it. That's because this disorder only occurs during sleep.

Sleep apnea is when you have pauses in breathing while you're asleep. These pauses can last from seconds to minutes. You may have difficulty breathing a few times or dozens of times an hour.

These breathing pauses can be dangerous if they cause the oxygen level in your body to drop or disturb your sleep. When oxygen drops, your brain does whatever it can to get you to resume breathing. And then you may snore, gasp, snort loudly, or make a choking sound. A family member or bed partner might be the first to notice these disruptions in your sleep.

Sleep apnea is a common disorder. Anyone can develop it. "Sleep apnea can occur in both genders, in all races and ethnicities, and in people of all sizes and shapes," says Dr. Michael Twery, a sleep expert at the National Institutes of Health (NIH).

The most common type of sleep apnea is called obstructive sleep apnea. Any air that squeezes past a blocked airway can cause loud snoring. When you're awake, the muscles in your throat help keep your airway stiff and open. In adults, the throat muscles and tongue can relax during sleep, or fat tissue in the neck can narrow your airway to cause an obstruction. In children,



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

the airway may become blocked if their tonsils are so large they obstruct the airway opening.

The other type of sleep apnea is central sleep apnea. In central sleep apnea, the brain doesn't send the correct signals to your breathing muscles, so you stop breathing for brief periods.

So how can you tell whether you may have this disorder? One of the most common symptoms is excessive daytime sleepiness. "Anyone who feels so tired on a regular basis that this is a drag on their daytime function—that even if they allow enough time to get enough sleep on a regular basis and they still feel this way—then they need to discuss it with their doctor," Twery says.

Another common symptom is loud, frequent snoring. But not everyone who snores has sleep apnea. Other symptoms of sleep apnea may include feeling irritable

or depressed, or having mood swings. You may have memory problems or trouble concentrating. Or, you may wake up with a headache or a dry mouth.

Your doctor can diagnose sleep apnea based on your symptoms, a physical exam, and a sleep study. For a sleep study, your doctor may send you to a sleep lab or provide a portable sleep monitor. Sleep studies record things like heart rate and oxygen level while you sleep.

A sleep study can show whether apnea is mild or severe. “The largest proportion of the population with sleep apnea has mild sleep apnea,” Twery explains. “Mild may or may not be associated with any daytime symptoms.” People who are so sleepy that they’re at risk of a drowsy driving accident are probably in the moderate to severe range.

Doctors may prescribe breathing devices that pump air or mouthpieces that adjust the lower jaw or hold the tongue. Other treatments are available and may be considered with advice from a physician familiar with your health.

Everyone deserves a good night’s sleep. For self-care tips for breathing better while you’re sleeping, see the “Wise Choices” box. If you feel extremely sleepy during the daytime or your bed partner says that you stop breathing when you’re asleep, go talk with your doctor.



BREATHE EASY!

Try these tips for improving your breathing when you’re asleep:

- » **Avoid alcohol before bedtime and don’t take medicines that make you sleepy.** They make it harder for your throat to stay open when you’re asleep.
- » **Maintain a healthy weight.** Extra fat in the walls of your throat can make it narrower.
- » **Sleep on your side instead of your back.** This helps keep your throat open.
- » **Ask your physician about medicines.** Some medications can help open your nasal passages.