University Wellness Initiative

Our employees’ health and well-being is a top priority and concern of the University. As such beginning this year we will provide classes, fairs, and other wellness-related activities. The second part of this initiative centers on ensuring that employees are engaging with their physician. All employees enrolled in medical insurance and their spouses will need to have a wellness exam between January 1, 2013 and May 31, 2014. Beginning September 2014, there will be a $30 premium difference between those who elect not to participate. There is no cost to you for the annual wellness exam as long as you visit a network doctor. Look out for details about this program.

Blue Access

Are you a Blue Cross Blue Shield (BCBS) medical plan member? Have you heard about Blue Access for Members? Blue Access for Members is an online portal also known as BAM and it’s FREE. The BAM portal is one-stop shop, filled with helpful information for your WELLNESS and that of your plan members. You can receive credit on your deductible for completing the Health Assessment found online. You can also find information regarding your coverage as well as recent claim information. Are you searching for a specialist in your area? Do you have questions on co-pay amounts? Do you need a brief overview of your benefits? Perhaps you need to order a replacement ID card or print a temporary ID card for immediate use. All of these great tools are at your fingertips, just keystrokes away. Registration is a snap, just use the information that can be found on the front of your BCBS ID card. If you don’t have your card, contact your Benefits Specialist at (936) 261-1727 or via email to pvhinojosa@pvamu.edu to assist you with your enrollment.

Visit the following site for enrollment in BAM and take charge of your WELLNESS https://members.hcsc.net/wps/portal/bam

Express Scripts/Medco Formulary Changes

Beginning Jan. 2014 the formulary list of covered prescription drugs on the Express Scripts/Medco plan will change. Employees affected by the upcoming change will be notified. Express Scripts will offer alternate medications for the formularies no longer covered.

FOR MORE INFORMATION ABOUT WELLNESS INITIATIVES OR BENEFITS CONTACT: benefitsteam@pvamu.edu
Patricia Hinojosa at 936-261-1727 or pvhinojosa@pvamu.edu.
Benefits Corner

Vacation Policy Update

Our Vacation Policy has been updated and is effective as of September 24, 2013.

In the vacation policy you will find:

- Who qualifies for vacation leave?
- What happens to my vacation leave once I leave my state employer?
- Did you know that an employee’s vacation accrual amount is based on his or her confirmed years of state service?
- Review the policy to determine how many hours of vacation you can carry over each year based upon your years of service. For a direct link to the updated policy: TAMUS Policy Vacation 31-03-01

Workers’ Compensation

Workers’ Compensation is a form of insurance specifically designed to provide medical payments and, in some cases, financial payments to employees who suffer injuries, occupational disease, or work related death in the course and scope of their employment.

Employee’s responsibility

Any employee of Prairie View who suffers an accidental injury or occupational injury as a direct result of and in the course and scope of employment should immediately notify their supervisor. Failure to report the injury within 30 days of the occurrence of the injury (or manifestation of the occupational disease) may result in denial of the claim. The employee’s notification must include information as to the type of injury sustained, how the injury occurred, and the names of witnesses.

The employee is also responsible for contacting Human Resources to ascertain whether other benefits are affected by the compensation claim.

Supervisor’s responsibility

Complete an “Employers First Report of Injury” (DWC-1) form located on the Office of Human Resources website. Be sure to include witness names and note the form cannot be completed by the injured employee.

Forward the form to the Office of Human Resources immediately for processing.

If you have any questions about Workers Compensation please contact Takeisha Hurt at 936-261-1731 or tkhurt@pvamu.edu.

TRS Changes

Increase in normal-age retirement eligibility for non-vested members.

Normal retirement age increases to age 62 with the Rule of 80 and at least five years of service credit for all members who are not vested as of Aug. 31, 2014 and new members on or after Sept. 1, 2014. A member is considered vested when he/she has five years of service credit. For purposes of this bill, the service credit must be currently credited with TRS as of Aug. 31, 2014; withdrawn service credit and unreported service credit that has not been reinstated or purchased in full by that date will not be used to determine a member’s vested status. All members vested as of Aug. 31, 2014, are not subject to the new requirements and will experience no change in normal-age retirement eligibility.

Modifications in TRS-Care health plan eligibility requirements (current retirees are not affected).

For individuals who take a service retirement on or after Sept. 1, 2014, the minimum age of 62 to be eligible for TRS-Care 2 and 3. All service retirees affected by this limitation will be able to choose TRS-Care 2 or 3 when they turn 62 years of age. Eligibility requirements for participating in TRS-Care 1 were not changed by the bill.

A service retiree is not subject to the new age requirements if the sum of the person’s age and years of service credit is 70 or greater on or before Aug. 31, 2014; or if the person has at least 25 years of service credit on or before Aug. 31, 2014.

EE Contribution Rate Change

Employee contribution will increase from 6.4% to 6.7% on 09/01/2014.

Employee contribution will increase to 7.2% on 09/01/2015.

Employee contribution will increase to 7.7% on 09/01/2016.

The employer contribution rate will be 6.8% for FY 2014 and FY 2015.

Employment After Retirement

- Retirees who retired on or before Jan. 1, 2011 may work without limit and without forfeiting a monthly annuity.
- Retirees who retired after Jan. 1, 2011 may work as a substitute or one-half time without forfeiting a monthly annuity. One-half time employment means working no more than the equivalent of four clock hours for each work day in that calendar month or if combining substitute employment and one-half time in the same calendar month—working no more than one-half of the work days in the month. In order to work more than one-half time, the retiree must serve a 12 full, consecutive calendar month break in service.
- Retirees who retired AFTER Jan. 1, 2011 and who exceed the equivalent of four clock hours for each work day in that calendar month forfeit their annuity, and the employer would owe the surcharge(s). Such retirees are subject to the work limits after retirement if they do not have the required break in service (12 full, consecutive calendar months).

TRS Customer Service - 1-800-223-8778; Monday - Friday, 7 a.m. - 6 p.m.

FAQ’s for Temporary Employee’s

When do I become eligible for……

- Insurance Benefits - after working four-and-one-half months at 50% or greater effort (Continuous employment)
- TRS/ORP – after working four-and-one-half months at 50% or greater effort (Continuous employment)
- Vacation – Temporary employees are not eligible
- Sick Time – Temporary employees are not eligible
- Paid Holidays – Temporary employees are not eligible
Successful Hiring Practices for Supervisors
A good understanding of the hiring processes is essential to all supervisors so that they may operate effectively to reach their departmental goal. This training will explore the following areas of the hiring process including: Access/Log in to PV PAWS, Creating, Reclassifying or Updating and Filling a Position, EEO Hiring Documentation and Evaluation Matrices, critical hiring actions for processing new hires and their associated deadlines, on-boarding new hires.

Effective Team Communication
Effective communication is important to ensure that a project or task is done right and on time. Communication helps employees understand one another and what needs to be done. Without communication you would have no team, and without a team you would have no organization! Communication is essential for understanding one another. This training will explore the following areas: your communication style, characteristics of open communication, guidelines for team communication, responsibilities of team members and effectively getting your message across.

Handling Employee Conflict
Employee Conflict can be detrimental to your department’s morale and business results. Having the skills to resolve conflict effectively at work is one of the biggest challenges in today’s business world and is vital to success. Being able to handle conflict in a productive way is frequently considered to be as one of the most challenging skills for people. This training will provide you with practical strategies in resolving interpersonal conflicts, and help you change your attitude and behavior so you can minimize conflicts or eliminate them altogether.

Awesome Customer Service
This training highlights why good customer service cannot be underestimated in today’s competitive world. It will help you to identify who your customers are, and discusses the various skills that combine to deliver outstanding customer service.

Seamless Exiting of Employees
Employees leave your department for a number of reasons. If this were to happen, what steps should you take? In this module you will understand your role as the supervisor who learns of an employee’s upcoming separation, the immediate multiple departmental actions that must occur within a small timeframe and to ensure your employee’s exit process is smooth and complete.

FOR MORE INFORMATION OR TO RESERVE YOUR SEAT:
LaDonna Harris - Training Specialist at laharris@pvamu.edu or 936-261-1724
Student Employment Office

Now that the Fall semester is in full swing, departments may start thinking about their student staffing requirements for the interim between the Fall and Spring semesters. However, a note of caution: No students may work during the interim period without supervision during all work hours.

Now for the information to place your student(s) on the SEO Holiday Roster Schedule – Supervisors who intend to have students working during the interim period between the semesters must complete a Holiday Roster Form and submit the form to the Student Employment Office (SEO) by Monday, December 9. The form must be completed in its entirety, including the Department Head name, signature, and date, and the justification for continued employment. Students who are working during the winter holiday break must be preregistered for classes for the spring semester. A spring 2014 class schedule must be attached to this form and submitted to the SEO for every student who intends to work through the winter break.

Please keep in mind that the monies earned during the winter break for students who are on Texas or Federal work study will be deducted from the student employee’s FY13-14 award amount during FY2014.

Employment Services

R.I.P. – PV PAWS

REST IN PEACE, PV PAWS! Departments can look forward to laying the current PV PAWS to rest in FY2014. As we all mourn the loss of our old Position Description Management System and Applicant Tracking System (ATS), also known as PV PAWS and PV PATH, new, complete and intuitive systems will be released to the campus and applicants soon.

Some of the fresh and new, features that you can expect from the upcoming systems:

- Win/Win Hiring Processes
  Integrated “one-stop shop” for the hiring of all faculty, staff and students. You get your hire much quicker, with the compliance you need.

- Improved Efficiencies
  Workflow design strategically developed to fit all hiring groups, sharply increase operational efficiencies and reduce the time spent on hiring.

- Communication Nirvana
  Increased organizational communication and transparency will be achieved through improved email communications customized in the systems.

- Automated EEO Process
  EEO Hiring Process documents can be submitted and reviewed by the Office of Equal Opportunity electronically.

- No More Paper
  Paper processes for a number of job posting and hiring activities will be eliminated, so you will not have to run around the campus tracking paper documents that have shifted between offices. Attachments of offer letters and background checks forms, inclusion of a faculty reference portal and much more...

So, where are we now? The “design phase” for the new systems is currently underway. More details to come on the next phase of “testing and implementing” and that definitely includes you!
The Best Advice for New Grads with New Jobs

Starting a new job after graduation usually means a new boss, new tasks and a new salary. It also means new financial challenges, as young workers figure out how to navigate the world of retirement savings, a post-work social life and professional demands. Here is a six step guide to taking control of your money when you start your career:

- The people who work in the HR department are good to know. They can help with signing up for benefits, filling out the correct tax forms and getting the rest of the paperwork in order to maximize benefits. They can also assist with any trouble concerning vacation days or tax form mix-ups. Getting a head start on those benefits is important, because it can pay off big-time later. According to TD Ameritrade’s calculations, savings of $100 a month between ages 21 and 41 will grow to $471,358 by age 67, assuming a return of 8 percent per year.
- Keep paperwork organized. Being a new employee means getting all kinds of forms thrown your way. Much of it might seem boring now, but anyone who ends up needing to switch insurance providers or revamping retirement investments will want to have access to that paperwork. Investing in a file system or three-ring binder to keep it all handy can help. Some employers make it even easier by offering online documents.
- Don’t let the size of your new paycheck go to your head! Getting a bigger salary compared with the pre-diploma days is thrilling, but one of the biggest mistakes new employees make is spending all that extra cash in celebration. While a few indulgences are hard to avoid, continuing to live like a student makes it much easier to build up a solid savings account.
- Do an outstanding job.
- Ask for feedback. Many employers have formal annual performance reviews, but there’s no need to wait that long before hearing what the boss thinks. After completing a project, new employees can ask for suggestions or critiques. Even though such feedback can be hard to hear, it increases the chances of doing a better job next time.
- Volunteer for extracurricular activities. Participating in company softball games or volunteer groups gives new employees a chance to meet other people in different parts of the University.

Lost Words In the letter square below, a number of words used in the context of rewards and recognitions are hiding. How many can you spot? Check your results with the list provided!


Office of Human Resources

FALL 2013

Human Resources Team
ALBERT R. GEE
Assistant Vice President for Human Resources
936-261-1741 | argee@pvamu.edu

RADHIKA AYYAR
Director of Human Resources
936-261-1723 | raayyar@pvamu.edu

JANA SMITH
Manager of Employment
936-261-1729 | jsmith@pvamu.edu

TAKEISHA HURT
Manager of Human Resources Operations
936-261-1731 | thurt@pvamu.edu

LADONNA HARRIS
Training Specialist
936-261-1724 | lharris@pvamu.edu

PATRICIA HINOJOSA
Benefits Specialist
936-261-1727 | phinojosa@pvamu.edu

EVELYN MCGINTY
Immigration Services Associate
936-261-1725 | ejmgingty@pvamu.edu

SHATERICA THOMPSON
Compensation Specialist
936-261-1723 | sthompson@pvamu.edu

DESHERRIA CAMPBELL
Leave Administrator
936-261-1728 | ddcampbell@pvamu.edu

MAGAN CURRY
HR Generalist
936-261-1741 | mccurry@pvamu.edu

LAWRENCE JOHNSON
HR Records Management Specialist
936-261-1730 | lawjohnson@pvamu.edu

Student Employment Office
CHARMAINE VALENCE
Student Employment Manager
936-261-1798 | cdvalencia@pvamu.edu

KISHA QUALLS
Employment Specialist
936-261-1797 | kqualls@pvamu.edu

BREHON EVANS
Employment Specialist
936-261-1798 | bdevans@pvamu.edu

EMAIL LINKS:
General Questions: hrteam@pvamu.edu
Employment: employmentteam@pvamu.edu
Benefits: benefitsteam@pvamu.edu
Leave: leaveteam@pvamu.edu
Compensation & classification: compensationteam@pvamu.edu
Immigration (faculty or staff): immigrationteam@pvamu.edu

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Production Services
Prairie View University
Crosby, Texas 77301
(936) 261-1730
hrteam@pvamu.edu