



**PRAIRIE VIEW
A&M UNIVERSITY**
Office of Human Resources

Addressing the needs
of the faculty and staff

Employee *emphasis*

SPRING 2014

Employment

Upcoming Open Hire Orientation Dates of New Full-time Staff

The Office of Human Resources will offer "Open Hire" days every Tuesday and Thursday **May 22, 2014 – June 19, 2014.**

FOR MORE INFORMATION ABOUT THE NEW EMPLOYEE ORIENTATION (NEO) SESSION CONTACT: Human Resources Employment Services:
employmentteam@pvamu.edu



PV TALENT: The Next Generation.....

As many of you may know, the old PV PAWS System will be put to rest in the next couple of months to make room for the new system position description management and applicant tracking systems. The design phase of the process has been completed. The next phases of the new systems' will include validating the system to ensure that it has been built to the University's specifications and meets the needs of our customer base, testing with focus groups (the user community) to provide feedback for system improvements and then training all user groups before the system goes live.

The new position description management and applicant tracking systems will be released to the University in the next couple of months. This system will set the tone for streamlining University recruitment efforts and also focus on making the employee on-boarding process more mainstream. The University's long-term goal for the system is to develop an integrated talent management system that will help the University with talent acquisition for key faculty, staff and student positions. In addition, the system will help departments track key position description and hiring actions through useful reports that can be done directly from the system.

Testing of the system and computer aided trainings have begun for all user groups. Please continue to monitor campus announcements for the available training dates and secure your place for the required training(s) by emailing the employmentteam@pvamu.edu. As our business partner, it is important that you know the new system which will help you track and hire faculty, staff and students. But last and not least *"You are part of the next generation of PV Talent!"*



Summer Flex Days are around the Corner!

As a small token of appreciation, the University will again offer flexible summer hours this year. This summer each full-time staff member will have the opportunity to take ...





Benefits

PV Pathway to Wellness Fair on April 16th, 2014 was a Success!

This Kick-Off Event was one of many for the Employees of Prairie View A&M University. The event was held on Wednesday April 16, 2014, in the Willie A. Tempton, Sr. Memorial Student

Center Ballroom and ran from 9 am to 4pm. The Wellness Fair was well attended by various invited participants to showcase physical wellness, mental wellness, and financial wellness. Biometric screenings were provided onsite for a "Know your Numbers" component. A full scope of informative presentations were provided highlighting immunizations, stress, and financial wellness. If you missed this event, no worries, please plan on attending other up and coming fairs to increase your awareness of the importance of wellness.

FOR MORE INFORMATION, PLEASE CONTACT:

Patricia Hinojosa at (936) 261-1727 or Takeisha Hurt at (936) 261-1731

Have you had your Annual Wellness Exam yet? Did you know it will affect your premiums if you don't have one?

As mentioned recently in the Office of Human Resources, SPRING 2014 newsletter, a System-Wide Wellness Initiative has been implemented that spotlights our effort to make employees' health and well-being top priority.

One very important part of the initiative could impact your life and your pocketbook. The requirement that all employees and their spouses enrolled in our Blue Cross Blue Shield medical plan will be encouraged to have a wellness exam between January 1, 2013 and the deadline date is June 30, 2014.

Things to know about your Annual Wellness Exam incentive:

- There is no co-pay for an annual well-woman exam or annual physical.
- If you had an annual exam anytime during 2013, your requirement has been met for this year.
- To verify that you have met your requirement, enroll in the Blue Cross Blue Shield web tool called Blue Access for Members to check your status:

<https://members.hcsc.net/wps/portal/bam>

The incentive is not mandatory BUT, if you choose not to take charge of your wellness your insurance premiums for you and your covered spouse will be impacted.

Beginning September 2014, your premium will increase by \$30.00 for each of you. This this could reduce your paycheck by as much as \$60.00!

TRS Contributions increasing on September 1st

As a result of Senate Bill 1458, Employees will see an increase in their contribution rates beginning with their September paycheck. The current rate for TRS active members is 6.4% and will increase to 6.7%. The employer contribution was raised from 6.4% to 6.8% as of September 1st, 2014. This rate of 6.8% will remain in place for the fiscal year 2015. Beginning September 1, 2015, if the state contribution rate is reduced below 6.8%, the employer contribution rates are reduced by an equivalent percentage.

FOR MORE INFORMATION, PLEASE VISIT: www.trs.state.tx.us

DID YOU KNOW?

Another benefit offered at PVAMU for you.....

The Employee Assistance Program provides cost-free, face to face, confidential professional consultation for University employees who are experiencing work and personal-related difficulties. Your Spouse/partner and other immediate family members in your household are also eligible for EAP services. The services include but are not limited to: Mental Health Counseling, Financial Planning and Legal. For more information call (713) 500-3327 or check out the website: www.uteap.org



Training & Development

New & Upcoming Trainings Programs

Keep your eyes on our Business Affairs Training Calendar for some exciting trainings being offered in the upcoming months: Behavioral Interviewing; Resolving Conflict; Delegation; Correcting Performance Problems; Goal Setting; Addressing Emotions at Work; and Project Management just to name a few!

New Management Series Training

We are excited to announce a new training program for managers. This course, introduced in Fall 2014, is mandatory for all newly hired and promoted managers, and recommended for incumbent managers. It provides the necessary references for and knowledge of University policies and procedures, as well as an understanding of his/her role as a manager at PVAMU.

Managing Successfully at PVAMU will be offered in Summer 2014.

Look for it on the Business Affairs training calendar.

TO LEARN MORE, PLEASE CONTACT:
LaDonna Harris at laharris@pvamu.edu

Organizational Accountability..... Everyone's Responsibility

Organizational accountability is the obligation of an organization to account for its activities, accept responsibility for them, and to disclose the results in a transparent manner. It also includes the responsibility for money or other entrusted property. The main objectives with organizational accountability are to be accountable, accept responsibility and disclose results in a transparent manner. The bottom line with accepting organizational accountability improves compliance with federal and state law, TAMUS policies and regulations, University administrative procedures (UAP) and rules.

It takes time to build an accountable workplace. Here are a few tips to help your department achieve and maintain organizational accountability with the hiring processes:

1. Check the web for updates on a regular basis using Hiring Guides available in the Manager Toolkits on the HR website.
2. Add the hiring process deadlines to your Outlook calendar. HR sends out email reminder a few days before each required hiring process deadline to remind you the deadline is approaching.
3. Keep the lines of communication open. If you run into a problem during the hiring process, please contact HR so that we can help you be proactive in getting solutions to the problem.
4. Follow-up by tracking the necessary documents needed to bring your hiring aboard, especially the Hiring Proposal and the EPA. These two documents have the greatest number of approval required.
5. Know your UAPs. The UAP on Employment Practices has been updated to address a number of hiring matters including requests for potential exceptions.

FOR MORE DETAILS RELATED TO ORGANIZATIONAL ACCOUNTABILITY, PLEASE REFERENCE:
UAP 33.99.99.P0.02 Organizational Accountability.

IF YOUR DEPARTMENT WOULD LIKE TRAINING ON THE HIRING PROCESS OR ORGANIZATIONAL ACCOUNTABILITY, PLEASE CONTACT: trainingteam@pvamu.edu



Compensation Services

When is a reclassification needed?

Has the scope of the position changed? Have the qualifications needed to perform the job changed? Has there been a significant change in the job duties required of the position? If so, perhaps a reclassification is needed.

The Compensation Team classifies the JOB, not the individual performing the job. The Compensation Team receives inquiries daily about classification, with the most common misconception revolving around person-position distinction. Classification is based solely upon the duties assigned to a position, not the qualifications of the incumbent.

Person related factors that are NOT taken into consideration when classifying a position include:

Longevity

"Rodney's been here ten years and he's great at his job. We have to reward his loyalty to the organization". Employees are awarded for longevity via longevity pay.

Quantity of work performed

"Sue produces a larger quantity of worker than the others". How fast a person can perform his/her job or how much they can produce compared to others in the job is a factor of performance. Reclassifications do not take into account an employee's job performance, merit raises address performance.

Retention

"Thomas has been offered another job at a XYZ company. I have to match or exceed the offer or I will lose my best employee". The Compensation Team understands and empathizes with your dilemma. However, the fear of losing an employee cannot be considered in classification decisions.

Financial Need

"Sharon just bought a new home." "Monica's expecting triplets." "Craig's son is getting ready to start college." Classification cannot take personal financial conditions into consideration.

Education Attainment

"John just completed his Master's or certification." Educational attainments do not necessitate a reclassification.

Future Projects or Responsibilities

"Janet will be responsible for the new facility we are building and have six employees reporting to her in the future". Compensation can only classify duties currently being performed, not those that might be added to a job down the line. As such, we suggest that reclassification requests be delayed until new projects or assignments have begun.

What, then, are some of the factors taken into consideration when making classification decisions? In brief, classification is based upon several factors, some of which include: education required to perform the job; leadership and supervisory responsibility; personal/organizational contacts; work complexity and budget authority; the authority and relative autonomy of the position, and experience.

Before submitting your reclassification action, take a moment to review and determine if the action being requested is due to person-related factors or if the action is JOB related.

REMEMBER THE COMPENSATION TEAM IS HERE TO ASSIST YOU.

YOU CAN REACH US AT: compensationteam@pvamu.edu or Takeisha Hurt directly at (936) 261-1731.

Prior State Service

When an employee begins employment at the University, it is imperative that the Prior State Service form be completed and turned into the Office of Human Resources the day of orientation. This form is necessary in order to verify any prior state service the employee may be entitled to which can affect the employee's leave accruals, benefits and longevity pay. Employees who have previous employment with the Texas A&M University System, and/or other institutions or agencies of the State of Texas, are responsible for providing the information from each prior state employer.

In order to receive longevity pay the employee must be a regular, full time employee with two or more years of state service. An employee is able to keep track of their longevity status by logging on to HRConnect, which is accessible through Single Sign-On and clicking the Personal Data tab. It will show the months of state service, indicated next to the Longevity Status in parentheses.

FOR QUESTIONS RELATED TO PRIOR STATE SERVICE, PLEASE CONTACT:

Desherria Campbell, Leave Administrator directly at (936) 261-1728 or by email ddcampbell@pvamu.edu



Student Employment Services

We are proud to announce the launch of the 2014 Prairie View A&M University Summer Training and Enrichment Program (PV S.T.E.P.)

Effective June 2, 2014, Prairie View A&M University will again offer the on-campus, centrally funded, paid summer internship program, now known as PV S.T.E.P.

PV S.T.E.P. will offer students the opportunity to gain meaningful career-related experiences in an area associated with their desired occupational goals. The 2014 internship term will last 10 weeks, beginning Monday, June 2, 2014 with the program ending on Friday, August 8, 2014.

All prospective student interns will be processed through the Student Employment Office. To qualify for a summer internship, a student must meet the following requirements:

- Be currently enrolled as an undergraduate or graduate student in Spring
- Undergraduate students must have completed 60 hours by the conclusion of Spring 2014
- Graduate students must be enrolled in at least three (3) graduate hours, preferably in his/her field of study
- Have at least a 2.5 GPA and be in good academic standing
- Be eligible to work in the U.S.
- Commit to working the entire internship experience (35 hours a week)
- Be registered for classes in Fall 2014
- Have paperwork completed and submitted by April 23, 2014.

FOR MORE INFORMATION PERTAINING TO PV S.T.E.P., PLEASE VISIT:

www.pvamu.edu/studentemployment/summer-internship or contact Student Employment Office at (936) 261-1793 or pvstep@pvamu.edu.

Updates and Changes in Student Employment

Volunteers All students volunteering in any department must complete the Volunteer Information and Volunteer Waiver Form. Both documents must be on file with the department that the student is volunteering for as well as the Student Employment Office. The forms are located in the Forms Library, under Human Resources and Student Employment.

Reduction in Hours for Graduate Students

Effective March 17, 2014, all non-teaching graduate students may only work a maximum of 25 hours weekly, while enrolled in graduate courses at Prairie View A&M University. Teaching/Research graduate assistants and graduate assistants holding an F-1 (student) visa may work a maximum of 20 hours weekly while enrolled in graduate courses. Work-Study and Student Hourly students may work no more than 20 hours weekly, while classes are in session.



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