



Human Resources Newsletter

April 2020



In This Month's Newsletter:

- Employee Benefits Updates
- Announcements for Student Workers and Supervisors
- Online Training and Professional Development Opportunities
- Resources For Living and Working During COVID-19
- Interview with Devante Lampkin, Administrative I-9 Specialist

And more!

Leave and Payroll Reminder



Time worked and leave taken still need to be entered in Workday, even when working from home. Time sheet due dates and approval dates are still required as previously provided.

For the 3/22/2020 – 4/4/2020 pay period:

Time sheets are to be submitted by employees by Friday, 4/3/2020, no later than 5:00 p.m.

Time sheets are to be approved by managers by Monday, 4/6/2020, no later than 12:00 p.m.

COVID-19 and Benefits



As of March 16th, the co-payments, co-insurance, and deductibles for COVID-19 **testing** consistent with the guidance issued by the Centers for Disease Control and Prevention (CDC) have been waived by all A&M System health plans, until further notice.

Information regarding the Coronavirus (COVID-19) is changing rapidly and being made available as the situation changes. Texas A&M University System Benefits Administration is monitoring the news and updates. Please click [here](#) for COVID-19 updates from the System.

Click [HERE](#) to visit the Human Resources COVID-19 Resources webpage.

Telehealth Copays Waived

The copay for [MDLIVE telehealth services](#) has been temporarily reduced to a \$0 copay beginning Thursday, March 19th, for all A&M Care members until further notice. MDLIVE Virtual Visits is a telehealth feature through the A&M Care health plan that can be accessed via phone, video, or computer 24/7 to treat non-emergency, medical and behavioral health conditions. In addition, the copay for MDLIVE through the graduate student employee plan has also been reduced to a \$0 copay through April 30th.



Wellness Incentive Deadline Extended



Due to COVID-19, many doctor's offices are not scheduling wellness appointments – please note you can complete the [Two-Step Wellness Incentive](#) by completing 2 wellness activities

on your list (accessible in the [MyEvide portal](#)) and still be in compliance with the due date. The A&M System Benefits Administration office has extended the wellness incentive program completion date to **August 31, 2020**. There are several checklist activities, such as Well onTarget Self-Management Programs, educational HealthQuests, and MDLIVE registration, that can be completed digitally/virtually and we encourage members to participate in those programs to promote their health and wellbeing during this stressful time. Not all members have the same checklist items and further information can be found on your MyEvide account.

Some of these options can take 4-6 weeks of online interaction. Please start the requirement early so you can meet the due date. Completing any two steps on your MyEvide Personalized checklist will ensure that you have the lowest rate for your health insurance premiums.

Highlights of the Wellness Incentive:

- Complete two wellness activities between September 1st and August 31st.
- Applies to employees AND covered spouses enrolled in the A&M Care Plan.
- A premium reduction of \$30 per month will be applied for each individual (you and your spouse) who completes the wellness exam and second task by the June 30th deadline.
- Retirees will automatically receive the lower premium.
- You can verify your completion status for the wellness premium incentive by logging into or registering for your MyEvide account at tamus.myevive.com.

If you choose not to participate in the wellness premium incentive program, you will not receive the \$30 premium reduction. Contact [MyEvide member services](#) if you believe you have completed a task but the information is not reflected in your MyEvide account. (Note: remember that it can take six to eight weeks from the time of your wellness exam for the claim to process and the incentive to show on your MyEvide account).



Other Benefits Updates

[Express Scripts](#), prescription drug vendor for the A&M System, has authorized pharmacy payments for up to a 90-day supply of any prescription medication for individuals, regardless of when the prescription was filled, provided the member has refills remaining. This applies to both retail pharmacies and Express Scripts mail-order.

Also, due to the closing of day cares and employers directing employees to work from home, enrolled employees are eligible to reduce their dependent day care flexible spending account contributions through a Life Event Benefit Change. Email HR.Benefits@tamuc.edu for instructions and required documentation.



Updates for Student Workers and Work Study Students

Human Resources will no longer be hiring Work Study students at this time and asks that you **not** terminate them if you are trying to get their award disbursed.

News of this disbursement came from an email sent by Financial Aid. They announced that Work Study students will no longer work on campus, remotely, or turn in a timesheet as of March 23, 2020. Instead, if a student was hired, employed, and earning pay during the Spring semester, prior to March 9, 2020, the Office of Financial Aid is going to convert their Work Study award to a grant and make the payments to their student account over the remaining pay periods (last possible pay date = 5/22/20). However, please do not terminate Work Study students in Workday.

The amount paid to the student's account is supposed to be based on the pay rate and the schedule that was developed between student and supervisor when they were hired. Please contact [Financial Aid](#) if you have not been in touch regarding work schedules. Note that students who were terminated are not eligible for the grant per Financial Aid Interim Director Lester McKenzie.

For more details about the grant, please contact FAO.Workstudy@tamuc.edu or [Christina Yoakum](#).



Student workers (not Work Study) ARE allowed to work remotely and need to submit the [Laserfiche Flexible Work Arrangements Form](#). They must gain approval prior to working from home. If you have a student worker who is already working from home who has not submitted the form, please have them submit as soon as possible.



Feeling Anxious? Need Help?

Uncertainty about health, finances, family, and legal issues can be stressful. Employees have access to help through our Employee Assistance Program (EAP), [Work/Life Solutions by GuidanceResources](#). Benefits include counseling, legal assistance, budgeting help, and [more](#).

Call: 866.301.9623

TTY: 800.697.0353

[GuidanceResources.com](https://www.guidanceresources.com)

Mobile App: GuidanceNow

Web ID: TAMUS

Families First Coronavirus Response Act (FFCRA)

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

PAID LEAVE ENTITLEMENTS
Generally, employers covered under the Act must provide employees:

- Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:
 - 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
 - ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
 - Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅓ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.
- A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

ELIGIBLE EMPLOYEES
In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19
An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

<ol style="list-style-type: none"> 1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19; 2. has been advised by a health care provider to self-quarantine related to COVID-19; 3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis; 4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); 	<ol style="list-style-type: none"> 5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or 6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.
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ENFORCEMENT
The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd

WH-142 REV. 03-20

Online Training Opportunities

Do you feel a sudden rush of productivity? Are you looking for learning opportunities? Some free training courses available to you through [TrainTraq](#) (via the Single Sign-On Portal) include:

2111254: Professional Presence - EOD

2112548: Tips for Better Email Communication

2111243: Introduction to Diversity and Inclusion

For more in-depth training, [Fred Pryor](#) has 20+ business training categories including Computer Skills & Software, Human Resources, Management, OSHA & Workplace Safety and more. These trainings require payment or a membership but if one person in your department already has a membership, membership is half off for each additional employee. Conferences and seminars are included in the price. Select trainings will provide you with a certificate. This is a good resource for employees who perform administrative work.



Are you Prepared to Handle Your Day-to-Day HR Challenges?

Register today for the Society for Human Resource Management (SHRM) Essentials of Human Resources [course](#). It is 100% online. Registration closes May 31, 2020. Summer classes begin on June 15th and end July 24th. For more information, email SHRM@tamuc.edu or visit our [website](#).



Register now at rebrand.ly/2ndMD

Sign Up for Remote Financial Planning with AIG

David Cook, TAMUC's representative from [AIG Retirement Services](#), will be available via phone or Webex, Wednesday, April 8th, from 8:30 a.m. until 5:00 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](#).

Civility on Campus

The world is full of kind people.

If you cannot find one, be one.

Civility pays.



Resources for Working and Living During COVID-19

Are you struggling with sudden transitions in your work environment or home life due to COVID-19? Check out this list of resources to help keep you on track.

- Access counseling, budgeting help, legal assistance, and more through our Employee Assistance Program (EAP), [Work/Life Resources by GuidanceResources](#)
- Read ["How to Manage Your Coronavirus Anxiety"](#) by psychologist Nick Wignall
- Read ["5 Tips for Working from Home Amid COVID-19"](#) from Psychology Today



- Check out this guide from Employee Wellness for [exercising at your desk](#)
- Campus Recreation and Fitness has a [list of resources](#) for being "active anywhere" including links to free exercise videos
- Keep up with your physical wellness by completing personal challenges through your Well onTarget account. To access Well onTarget, log in to [Single Sign-On \(SSO\)](#) and select MyEvive > My Benefits > Well onTarget > Explore > Personal Challenges.

Below is an example of a challenge:

Gotta Stretch

Give yourself a 5-minute stretch break every day this week.

Stretching relaxes you and increases blood flow to your muscles. It improves your flexibility and range of motion. Even five minutes a day can make a big difference in how you feel. This week, give it a try and see for yourself.

GOAL: Take a five-minute stretch break every day for the next week.

Stretching: [Lower Body and Abdominals](#)

Duration: 7 Days

Category: Physical activity



- Do you find yourself snacking out of stress or boredom? Check out the [April 2020 Healthbreak newsletter](#) from Well onTarget about intuitive eating
- If you want to skip the television tonight, you can [read eBooks](#) courtesy of the campus library (search for a title and then use the "Available Online" filter)



- Read ["How to Talk to Children About COVID-19"](#) from Texas A&M Today
- Caregivers can find educational resources at [Khan Academy](#) for pre-K through 12th grade
- See this compilation of [virtual park, museum, and zoo tours](#)
- Check out this [large list of children's learning resources](#) at the Journal

HR Staff Spotlight

The HR Staff Spotlight is an opportunity for the campus to learn more about Human Resources employees and their roles within the department.



*Name: Devante Lampkin
Position: Administrative I-9
Specialist*

Tell us about your journey: what is your career/educational background and how did you end up at A&M-Commerce in your current position?

I earned my bachelor's degree in Business Administration from A&M-Commerce and I am currently working on my master's in Business Management here. As far as my career, I started as a Student Worker in the Human Resources department. After I received my bachelor's degree, I began my master's degree and became a Graduate Assistant for the department. After being the Graduate Assistant for about a year, a full-time position became available in HR so I applied. I always thought the position was one that I enjoyed since I worked so closely with the people who performed those duties before me.

How long have you worked at A&M-Commerce?

I began working at the university as a student worker back in June 2016. I was hired into this full-time position in December 2019.

How would you describe your role in Human Resources?

I would say my role is one that ensures that everyone is on their "A game" in a way. My job requires me to track and report how many I-9s are done within a given month while also making sure that they are done in a timely manner. I also help with the front office day-to-day functions, be it answering the phones or just helping anyone that may come in with questions.

What are some of the challenges of your role?

One of the challenging parts of my job is getting in communication with people to come in and complete their I-9 form, as not everyone answers. However, we always seem to find a way to get it done.

What are some of the positive aspects or highlights of your role?

I pretty much get to meet everyone that works at the university due to the nature of my job. At some point, they come by and see me and that allows me to get to know each employee. I also enjoy the fact that I get to help people if they have questions about something at the university.

Is there anything else you would like for us to know about you?

I like to build computers, play different card games such as Magic the Gathering with my friends, and I love traveling and seeing new places in my free time.

