



**Human  
Resources**  
A&M-COMMERCE

**TEXAS A&M UNIVERSITY-COMMERCE | HR NEWS – AUGUST 2022**

## Employment Special Edition! This issue will cover:

- ✓ HR Employment Information and Links Throughout
- ✓ Employment Practices, Rules, Regulations and Procedures for Staff, Faculty and Student Workers
- ✓ Policy in Action: Internal Promotion and Transfer 33.99.04
- ✓ You Asked; We Delivered! Supervisor Training Recommendations
- ✓ Employee Disabilities Assistance (ADA)
- ✓ Involuntary Terminations for Student Workers



### HR Employment Info Links

Links for Employment Information:

<https://www.tamuc.edu/human-resources/employment/?redirect=none> or find internal resources for employees via our internal website link:

<https://inside.tamuc.edu/facultystaffservices/humanResources/employment/default.aspx>

### Community Feedback

Do you have suggestions to improve our communications? Email [Kasey.Britton@tamuc.edu](mailto:Kasey.Britton@tamuc.edu) with suggestions or comments. It's a tool to aid in connecting you to resources available through HR.



### Employees:

Did you attend New Employee Orientation? If you are an employee or transfer and did not participate in NEO, we invite you to sign up today! Join us to learn about our rich history, employee programs (free lunch!) and a tour across campus. Meet new people and network with other departments. Contact us today at [training@tamuc.edu](mailto:training@tamuc.edu) and say "sign me up!"



*"Hire for passion and intensity; there is training for everything else." – Nolan Bushnell*

## POLICY IN ACTION: INTERNAL PROMOTION & TRANSFER 33.99.04

System Regulations and University Procedures - Texas A&M University system regulations [33.99.01 Employment Practices](#) and [33.99.04 Promotion, Transfer and Voluntary Moves](#), provide allowance for promotion or transfer of qualified internal candidates to fill positions without posting a notice of vacancy. Our University Specific procedure [33.99.04.R0.01 Non-Faculty Promotion, Transfer & Voluntary Moves](#) clarifies the difference between a promotion and transfer.

### TEXAS A&M-COMMERCE EMPLOYMENT PRACTICES

For assistance, please contact [HR.Hiring@tamuc.edu](mailto:HR.Hiring@tamuc.edu)

Texas A&M University-Commerce will provide equal opportunity to all employees, students, applicants for employment and the public regardless of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Furthermore, A&M-Commerce will maintain an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression. This procedure is required by and implements the requirements of [System Regulation 33.99.01 Employment Practices](#) to ensure a consistent recruiting and hiring process for all budgeted positions that is fair and equitable. This procedure does not cover student positions (SEE BELOW FOR STUDENT EMPLOYMENT PRACTICES).

#### **STAFF AND FACULTY**

Per University Procedure [33.99.01.R0.01 Employment Practices](#), use the following [Hiring Procedures and Guidelines](#) for detailed instructions for recruiting and hiring all budgeted positions. For additional hiring information including appendices and forms, follow this link to our internal HR Employment page: <https://inside.tamuc.edu/facultystaffservices/humanResources/resources/forms/hiringemployment.aspx>

#### **STUDENT EMPLOYMENT**

Per University Rule [Student Employment 33.99.08.R1](#) this rule defines student employees, lists employment provisions, outlines responsibilities of various departments, summarizes work study programs requirements and introduces the right of student employees to file a grievance/appeal. This rule includes wage tables for Undergraduates and Graduate Assistants. There are several steps associated with hiring student employees. Some steps are managed in HireaLion Powered by Handshake (the student job posting website), whereas other steps are managed in Workday by HR. Follow this link for information regarding the hiring process for students: <https://inside.tamuc.edu/facultystaffservices/humanResources/employment/student-employment-opportunities.aspx>

**ALL EMPLOYMENT POSITIONS ARE REQUIRED BY FEDERAL LAW TO COMPLETE THEIR I-9 DOCUMENT!**

#### **UNPAID INTERNSHIPS / VOLUNTEERS**

Departments, HR and Texas A&M University-Commerce as a whole are **required to follow federal law** and System regulation with respect to volunteers and interns. Federal law limits qualifications for unpaid interns and volunteers, therefore, departments are encouraged to contact HR for assistance with determining whether or not they can have an unpaid intern or volunteer. Follow this link for information on unpaid internships and volunteers: <https://inside.tamuc.edu/facultystaffservices/humanResources/employment/unpaid-internships--volunteers.aspx>



Website:  
[www.tamuc.edu/human-resources/](http://www.tamuc.edu/human-resources/)



Contact:  
903-886-5080



Email:  
[HR@tamuc.edu](mailto:HR@tamuc.edu)

## You Asked, We Delivered! Supervisor Training Recommendations!

Start today by using one of the best resources for professional development offered to campus employees, LinkedIn Learning. We will include a monthly recommendation for supervisor training in each newsletter. The great news is you can log in today (follow directions below) and choose your own courses to chart a path of learning. Also, you can create collections if you want your employees, including student employees, to take courses specific to your area. Call or email us today to help you build relevant collections. We are happy to assist!

August Supervisor Training recommendation:  
Customer Service: Motivating Your Team

<https://www.linkedin.com/learning/customer-service-motivating-your-team/motivate-your-team?autoplay=true&resume=false&u=79322132>



### ▶ **LinkedIn** Learning

Did you know all Faculty, Staff and GA/Student workers have access to LinkedIn Learning for Professional and Personal Development? YES, totally awesome!

Sign up today by following the steps below and start learning!



- ▶ **For Faculty and Staff** → Go to myLeo\Apps to find LinkedIn Learning. Next use your Active Directory account information to log in; lastnamefirstname and then the password you use to log in to your computer...start learning! (If you do not have a LinkedIn profile, you will need to create one then link it to LinkedIn Learning.)

- ▶ **GA's and Student workers** → use this link:  
[https://www.linkedin.com/checkpoint/enterprise/login/79322132/?application=learning&authModeName=/TAMUC\\_SSO\\_PROD](https://www.linkedin.com/checkpoint/enterprise/login/79322132/?application=learning&authModeName=/TAMUC_SSO_PROD) Use your lastnamefirstname and then the password you use to log in to your school account. Do not use your CWID.

Email our office at [training@tamuc.edu](mailto:training@tamuc.edu) and we can help you create learning paths specific to your office. Also, check out this month's quick, fun challenges sent via our listserv on Monday's!

*"People work for people, not for companies. A worker's regard for his supervisor will affect his opinion of his employer. Production is related to attitude, so much so that an organization which disregards this human equation will not achieve as much as it could achieve."*

– Gerard R. Griffin



Website:  
[www.tamuc.edu/human-resources/](http://www.tamuc.edu/human-resources/)



Contact:  
903-886-5080



Email:  
[HR@tamuc.edu](mailto:HR@tamuc.edu)

# EMPLOYEE DISABILITIES ASSISTANCE (ADA)

For assistance, please contact [HR.Accommodations@tamuc.edu](mailto:HR.Accommodations@tamuc.edu)

Texas A&M University-Commerce does not discriminate in the hiring and advancement of employees on the basis of disability. The University is committed to compliance with the Americans with Disabilities Act of 1990 (ADA) and Sections 503/504 of the Rehabilitation Act of 1973. Accommodations can be for all employment positions here are the University (student worker, Graduate Assistant, task worker, staff and Faculty member). Students (non-employee worker) inquiring about accommodations can be directed to [StudentDisabilityServices@tamuc.edu](mailto:StudentDisabilityServices@tamuc.edu). Employees should contact [HR.Accommodations@tamuc.edu](mailto:HR.Accommodations@tamuc.edu) for assistance with accommodations.

## Procedure for Involuntary Terminations of Student Workers

Texas A&M System's Office of General Counsel (OGC) instructed Human Resources to be involved in all involuntary student terminations. Voluntary termination status is only appropriate when the student has resigned by providing a written resignation or the position, contract, or grant has ended (student must be made aware at the time of hiring. Contact HR for recommendations). All other terminations are considered involuntary. The below actions should be taken PRIOR to informing the student of their terminated status, as approval must be obtained first.

1. Upon entering an involuntary termination via Workday, add detailed comments along with all supporting documentation to justify the involuntary termination. Supporting documentation should include any written or documented correspondence and thorough records with dates of counselling, warnings, or progressive discipline given.
2. The comments and documentation provided will be forwarded by HR Employment Coordinator to OGC and Human Resources representative for concurrent consideration.
3. The termination will remain in HR's Workday inbox until both OGC and Human Resources representative have approved the grounds for involuntary termination.
4. Once written approval is obtained from OGC, the written approval will be attached to the termination in Workday by HR and the involuntary termination task will be finalized.
5. Only after approval is obtained can the department notify the student that they have been terminated along with advising them of the [Student Employee Grievance and Appeal Procedure 33.9.08.R1.01](#).

Please reach out to Human Resources with questions or assistance.



"Acknowledgement of another culture does not require the devaluing of our own."  
Dr. Cephas Archie – [quote from TAMUC presentation, March 29, 2022 at 1.37.07 mark.](#)