Most employees spend more waking hours at work than at home; the office, shop, field, classroom or auditorium become the environment where we lend our expertise, connect with customers, learn our trade, and hopefully without injuring ourselves or co-workers.

Although the university is not subject to the same Occupational Safety and Health Administration (OSHA) federal regulations as private industry, Texas A&M cares about their employees’ health and well-being and actively promotes a safe work environment through dedicated programs aimed at increasing awareness about safety.

Promoting and managing workplace safety is a benefit to the university – it protects employees, minimizes lost work time, improves services, boosts employee morale, and contributes to a healthier, happier workplace. In 2012, the U.S. Department of Labor reported nearly 3 million non-fatal private sector workplace injuries and illnesses. Fortunately, incidents have declined over the past decade.

Babette Perkins, Safety Specialist, with Environmental Health & Safety, trains supervisors and employees how to avoid accidents, and helps establish departmental safety teams to act as advocates for workplace safety and to speak up when something looks like an accident waiting to happen. She also encourages employees to report their work-related injuries because not only is the right thing to do, it leads to improvements because an employer can take action, fix hot spots, and avoid future injury.

Key to workplace safety is awareness, training and using equipment and resources wisely because one employee’s actions can impact the

Continued on page 2
Are you currently employed in more than one job, whether at Texas A&M or somewhere else? If you do take on a second job within the A&M System or with another State employer, you need to notify your supervisors and you will probably need to complete a Dual Employment Agreement form. This form and process is used to assure the University remains compliant with federal and state regulations.

When an employee works in two or more positions for a State of Texas employer, whether a part of the A&M System or not, all hours worked must be considered as having been performed for a single employer. If the second or third job is not occasional and sporadic and in a different capacity, the total hours worked may need to be combined for calculating overtime.

Most off-campus employers in the BCS area are probably not State agencies or institutions and therefore work hours do not have to be combined for Dual Employment purposes. But there are some you may not think of: Sam Houston State, TxDot and Blinn College are some examples of State of Texas employers in the area.

If you work in two or more jobs for the State of Texas, you are probably in a Dual Employment situation and you must complete the form each fiscal year.

Contact Human Resources at 979.845.4170 or hrcomp@tamu.edu if you have any questions.

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**FEATURED ARTICLES**

**Working in Two Jobs? It Might be Dual Employment!**

Are you currently employed in more than one job, whether at Texas A&M or somewhere else? If you do take on a second job within the A&M System or with another State employer, you need to notify your supervisors and you will probably need to complete a Dual Employment Agreement form. This form and process is used to assure the University remains compliant with federal and state regulations.

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**Safety in the Workplace**

Continued from page 1

customers or coworkers around you.

When there is an injury at work, The Texas A&M University System workers’ compensation insurance program provides reasonable and necessary medical coverage and disability payments: it’s an employee benefit that is valuable if the worse happens. (Read more about Workers’ Comp on p. 5)

Babette states, “I want to help employees have a mindset of motivation and participate in a culture that values safety. I want employees to have a good day at work, go home to their family, and come back to work healthy.”

Visit the Environmental Health & Safety website for more about workplace safety.
September 1 was the beginning of the FY2015 benefit plan year and with it came two enhanced benefits for members of the A&M Care Health Plan.

1. Your new coinsurance amount is 20%, with the insurance plan picking up 80% of network charges once you have satisfied your deductible. This means that your portion of a $1,000 bill (assuming deductible is satisfied) will be $200 instead of $300—a savings for you!

2. Your office visit copays ($30 primary care and $45 specialist) will now apply towards the maximum out-of-pocket limitation. This will help limit your total out-of-pocket expenses—another savings for you!

Remember, it’s a good idea to start the new benefit year by doing the following:

☑ Review your current benefit coverage online through iBenefits under My Benefits and contact Benefit Services immediately if your intended selections are not reflected.

☑ Review your current contact information under the My Personal Data option in HR Connect and make appropriate updates.

☑ Go to Benefit Services for more information concerning ID cards, premiums, deductibles, and much more.

**Flexible Spending Account**

**Grace Period Ends Nov. 15**

Flexible spending accounts allow you to set aside tax-free dollars for eligible medical, dental, vision, hearing or dependent daycare expenses—helping you save money in your paycheck.

Did you participate in the flexible spending account during FY2014? Do you still have a remaining balance in your FY2014 account? Are you unsure? You can view your current balance by accessing your online account through the PayFlex website. If you have a remaining balance, you can still incur expenses that can be claimed against the FY2014 balance through the grace period which ends on Nov. 15, 2014.

All eligible expenses for FY2014 must be incurred by November 15 and the claims for reimbursement must be filed by the Dec. 31, 2014 claims submission deadline. A comprehensive list of eligible and ineligible expenses may be found at the PayFlex website.
TO YOUR BENEFIT

Upcoming Wellness Works Events for Fall

Our Wellness Works Program focuses on Physical, Financial and Interpersonal wellness to encourage Texas A&M employees to live healthier lifestyles and create a culture of wellness on campus! Save the date for these fall events:

☒ **October 16 – Retirement & Financial Planning Fair**  To focus on *Financial* well-being and in honor of October as Financial Planning Month; Texas A&M Human Resources invites you to attend the 2014 Retirement & Financial Planning Fair on Thursday, October 16 in the Memorial Student Center. The fair will include vendor exhibits and several free informational sessions designed to help you get your short- and long-term finances healthy. Representatives from both the Teacher’s Retirement System (TRS) and the Social Security Administration will be in attendance. Watch for more details.

☒ **October 27 & 28 – Flu Vaccine Clinic**  As a step to encourage *Physical* well-being, Human Resources is partnering with Scott & White Clinic to host our annual flu vaccine clinic on October 27 & October 28. Stay healthy by getting the flu shot or nasal mist at no cost to you.

Wellness Works activities will expand throughout the year, so stay tuned for new information to be posted online and follow us on [Twitter](https://twitter.com).

Wellness Exam Incentive Program Update

Congratulations! Texas A&M University scored an “A” for having a 94% completion rate on Wellness Exams! Of course, we want to be at 100% completion to prevent employees from paying extra premiums. If you (or your spouse) have not completed your Wellness Exam, please schedule your doctor appointment now and the additional premium will be removed *prospectively* after the information is recorded with System Benefits Administration.

The Wellness Exam Incentive Program is an ongoing initiative to help individuals continue to have an engaged relationship with a medical provider. To continue qualifying for the lower premium in future years, schedule your next annual exam by June 30, 2015. Visit our [webpage](https://example.com) for more information related to the ongoing Wellness Exam Incentive Program.
Workers’ Compensation Insurance – What You Should Do

If one of your employees gets hurt on the job, your initial focus should be to help the employee seek any necessary medical treatment. After that, turn your focus to the proper reporting processes which includes notifying Human Resources (HR) of the incident for Workers’ Compensation Insurance (WCI) purposes.

Report ALL (even minor) injuries to HR by contacting your department’s HR Liaison who will assist you or connect you with the appropriate individual in your department. Supervisors provide the information for the Employer’s First Report of Injury form that is sent to HR as soon as possible following the incident. Additional paperwork may be necessary based on the circumstances. Visit our webpage for detailed information on WCI, or contact Benefit Services at 979-862-1718 or benefits@tamu.edu for additional guidance.

Strategies for New Employee Success

The initial experience of new employees critically impacts their success and job satisfaction. It’s vital that supervisors have a clear plan for welcoming and transitioning new hires. Employee & Organizational Development (EOD) has an array of resources to assist you in welcoming your new employees and quickly integrating them into your department.

The TAMUNew (New Employee Welcome) Orientation gives new hires a high-energy introduction to the culture, history and resources at Texas A&M University. The TAMUNew website, new.tamu.edu, is designed to deliver the most needed web resources directly to your employees’ fingertips.

Whether new to Texas A&M or not, your new hire will need a development plan. Visit the Strategies for Promoting Employee Development webpage, for worksheets and assistance in developing your employee. When discussing job expectations, it is also important to clarify behavioral competencies. Visit our webpage to view definitions, training recommendations and resources for each competency that will be on the employee’s performance evaluation.

An online tutorial, Hiring Supervisors: Strategies for New Employee Success (TrainTraq #2112304), offers resources for helping your new hire enjoy a quick and successful transition.

Contact EOD at EODinfo@tamu.edu if you have questions or need assistance.
HR EXPRESS - FALL 2014

TIPS FOR CAREER SUCCESS

Promoting Texas A&M at Local Career Fairs

Career fairs provide excellent opportunities for Texas A&M to be visible as the largest employer in the Bryan/College Station area. Human Resources participates in job/career fairs to promote open staff vacancies within the university, which is helpful to you whether you are recruiting for a staff position in your department, or considering other opportunities yourself. We also participate in several on-campus job fairs for A&M graduates, students and other community events to Texas A&M employment.

A career fair has an abundance of information for the Brazos Valley job seeker, such as multiple employers in one place and access to employer websites. Job seekers get the opportunity to meet employers face to face, learn about application processes, work on interviewing skills, gain impromptu career guidance, and get the latest job vacancy information. There is also much to be learned by networking with fellow job seekers to get leads and/or provide support.

HR will be attending fairs on Oct. 17 and Nov. 13; visit our career fairs webpage for details. Bookmark this webpage for updates and also watch for announcements via the weekly HR Liaison Network News emails sent to your department’s HR Liaison. You can also contact us at jobpath@tamu.edu or 979-845-5154 anytime.

COMMON GROUND

Invisible Disabilities in the Workplace

"Don’t judge a book by its cover" is an age-old reminder to avoid judging a person’s value by outward appearances, and is paramount when considering seen or unseen disabilities.

In 2010, an estimated 18.7% of the U.S. population reported having a disability, and 16.6% of individuals with a disability were in prime working years, from ages 21 to 64. Oftentimes images of wheelchairs or prosthetics represent disability in the workplace, however nearly three-quarters of Americans with a severe disability use no such devices. They may endure debilitating pain or have learning differences not readily apparent to an observer and may also be inadvertently stereotyped by coworkers.

Onlookers may assume that a person in a wheelchair cannot do something because of the way they look; conversely, a person may appear to be capable of some task, but not able to do so without accommodation. Neither should be judged by appearance.

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Invisible Disabilities in the Workplace

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Employees living with invisible disabilities such as chronic conditions brought on by illness or injury can bring to the workplace distinctive experiences, perceptions and talents that add value beyond education or skills.

Diversity comes in all shapes, sizes, colors and backgrounds; having a variety of voices from individuals who’ve “been there, done that”, to champion awareness and mindfulness of other people’s strengths and needs is a benefit to any organization. Long-term or short-term disability can affect nearly everyone at some point during life; learning to look beyond what can be seen, or unseen, to value each person for their uniqueness may be the best thing you can do for your co-worker, family, or even yourself.

Visit HR’s web page about the Americans with Disabilities Act (ADA) for information on employment for individuals with a disability and reasonable accommodations.

WORKING AT A&M

“I like working at A&M because…”

...my coworkers are awesome and they are like family to me. I’m a 23 year employee of this great university!

Cynthia Ishaq
Parking Services Officer IV
Transportation Services

...we are building champions not only on the field, but in the classrooms of Texas A&M University!

Janie Lois Williams
Athletics HR Manager
Athletics

...I really enjoy helping our employees, and as a former student, I love being able to continue my affiliation with the university!

Andi Bednorz
Business Coordinator II
Student Health Services
**HR MISSION:**
We provide human resource programs, services and expertise that foster employee and organizational success.

**HR CORE VALUES:**
- **INTEGRITY**
  We demonstrate uncompromising commitment to honesty and accountability.
- **RESPECT**
  We treat all people with dignity, recognizing diversity and unique experiences, perspectives and contributions.
- **QUALITY**
  We strive for excellence in meeting our customers’ expectations.
- **EXPERTISE**
  We develop and apply the highest level of knowledge and skills to address our customers’ needs.

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Human Resources publishes **HR EXPRESS** three times per year to promote HR-related services and information for Texas A&M University employees.

Editor: Pamela A. Praesel, Communications Manager
Contributors: Human Resources Staff

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**HR CALENDAR**

### Highlights for FALL 2014

#### SEPTEMBER
- 9/19 Coffee Conversations- Hot Topics in Higher Education
- 9/25 EOD Certificate Program Recognition Reception
- 9/30 HR Liaison Network Fall Meeting

#### OCTOBER
- 10/1-31 Disability Employment Awareness Month
- 10/8 Benefits Orientation
- 10/8 New Employee Welcome
- 10/10 Coffee Conversations- Hot Topics in Higher Education
- 10/16 Retirement & Financial Planning Fair
- 10/17 HR Development/Technology Management—Career Fair
- 10/27-28 Flu Vaccines Clinics

#### NOVEMBER
- 11/12 Benefits Orientation
- 11/12 New Employee Welcome
- 11/13 TWC Hiring Red, White & You – Career Fair
- 11/14 Coffee Conversations- Hot Topics in Higher Education
- 11/27-28 University Holiday- Thanksgiving

#### DECEMBER
- 12/10 Benefits Orientation
- 12/10 New Employee Welcome
- 12/24–1/2 University Holiday: Winter Break