



HR LIAISON NETWORK NEWS

March 26, 2020 | **SPECIAL NETWORK NEWS MESSAGE**

Hiring Approval Announcement from President Young

President Young recently announced a new hiring authorization process requiring his approval for all recruiting, selection, and hiring activities for the foreseeable future. [The full PDF of his message is available online.](#) Talent Management is working on the logistics for obtaining President Young's approval for filling essential staff positions and will distribute further instructions soon. In the meantime, HR Liaisons should consult the [FAQs](#) developed specifically to address the new hiring authorization process. These FAQs will be updated as additional information becomes available. Questions about hiring authorizations may be directed to jobs@tamu.edu.

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Essential Personnel Documentation for Jurisdictions Under Shelter in Place of Residence Orders

We have learned that law enforcement in some jurisdictions may pull over persons traveling on the road and question them about the purpose of their travel, in some cases asking the traveler to provide documentation that he/she is in fact in route to an essential job.

Attached is a letter that managers and/or department heads may provide to those employees who have been designated as essential personnel. This letter should be helpful if your employees are questioned by law enforcement about the purpose of their travel.

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Experiencing Emotional Challenges (such as anxiety) Due to the Coronavirus Outbreak

The outbreak of coronavirus disease 2019 (COVID-19), has been stressful for many people and communities. Fear and anxiety about a disease can be overwhelming and cause a host of emotional responses. [Counseling & Psychological Services has compiled a page with ways to care for your mental health](#) during these experiences and provides resources for more help. It also describes feelings and thoughts you may have during and after social distancing and/or self-isolation.

- Employees should contact their physician and/or [Work/Life Solutions Program by GuidanceResources®](#). Work/Life Solutions employee assistance program offers a variety of services including consultations with clinicians for anxiety, depression, stress, grief, loss, life adjustments, relationship challenges, marital conflicts, etc.. Additional information about Work/Life Solutions Program by GuidanceResources® available at <https://employees.tamu.edu/eap/>.
- Other resources:
 - [Emergency Resources](#)
 - [Counseling & Psychological Services COVID-19 Resources Page](#)
 - [CDC Guidance on Managing Anxiety & Stress during COVID-19](#)

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REMINDER: Employment-Related Information Concerning the Coronavirus (COVID-19)

We are continuously updating our [employment-related FAQs](#) as new or different information is made available to HROE. It is vital that HR Liaisons consult these FAQs frequently to ensure that they are providing the most up-to-date information to their customers.

FAQ Topics:

- [Brazos County Shelter in Place Orders](#)
- [Standard Protocols For Faculty, Staff Concerning the Coronavirus](#)
- [Telecommuting & Alternative Work Location](#)
- [Faculty and Staff Employees Who Traveled to High Risk Countries](#)
- Working Hours, Time Off & Leaves
 - [for Student Employees including Graduate Assistants, and](#)
 - [for Benefits-Eligible Faculty and Staff - \(includes Childcare FAQs\)](#)
- [New Employees and Onboarding](#)
- [HROE Employee Training and Events](#)
- [Employee Training and Events](#)
- [Non-Faculty \(Staff\) Performance Reviews](#)
- [Employee Resources & Questions](#)
- [University Business Meetings and Events](#)

As a reminder, all employment-related questions concerning the coronavirus, including the use of AWL duty or any type of leave, should be emailed to benefits@tamu.edu.

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The HR Liaison Network comprises approximately 300 employees who have been designated by their department head to perform HR functions within the department. As partners of the Human Resources organization, HR Liaisons play an important role — from creating a welcoming environment for [new hires](#) to maintaining workplace unity while supporting employees and management. Learn more at: employees.tamu.edu/liasons

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