HUMAN RESOURCES

Inclement Weather and the Impact on Leave Records

Mother Nature has dealt the Brazos Valley a recent spell of wintery weather which has generated inquiries as to how to handle time and leave during such situations. Below provides some guidance on the University’s official action related to closures/delays for inclement weather and the proper routing for leave requests.

- **Thursday, January 23 & Friday January 24** – The University was officially closed from 8:00 pm on Thursday, January 23 until 10:00 am on Friday, January 24. Two hours were added into TimeTraq for Emergency Leave with Pay for Unsafe Working or Travel Conditions by the central administrator for the core University hours 8:00am -5:00pm. Department Leave Administrators should make appropriate adjustments for those working a non-traditional schedule or who were already on approved leave. Employees who missed work beyond the official University closure/delay wishing to request additional emergency leave will need to route a leave request memo through the department head to their division Vice President for approval.

- **Tuesday, January 28** – The University officially remained open with no delay or closure. Employees who missed work because of the travel conditions wishing to request Emergency Leave for Unsafe Working or Travel Conditions will need to route a leave request through the department head to their division Vice President for approval.

- **Thursday, February 6** – The University officially remained open. However, understanding that some employees were delayed or prevented from commuting because of hazardous conditions, the Office for the Vice President for Safety and Security has delegated the authority to approve emergency leave with pay for unsafe working or travel conditions to the deans and department heads. Employees requesting this leave should route a memo or request to their respective dean or department head for approval.

As wintery weather may continue, employees are encouraged to monitor the situation and be aware of the procedures in place for a campus closure or delay. Updates, information and resources can be found online at the Human Resources website [http://employees.tamu.edu/benefits/leave/closure/](http://employees.tamu.edu/benefits/leave/closure/), the Texas A&M homepage [http://www.tamu.edu/](http://www.tamu.edu/), the campus emergency page [http://emergency.tamu.edu/](http://emergency.tamu.edu/), or alerts from Code Maroon [http://codemaroon.tamu.edu/](http://codemaroon.tamu.edu/).
A special HR Liaison Network Spring Meeting – A Silver Celebration – celebrating the 25 year partnership between Human Resources and the HR Liaison Network is planned for Tuesday, March 4 at the Memorial Student Center. Registration opens soon; please mark your calendars now!

Here’s a sneak peak of the events:
- Booths and networking
- General Session featuring Dr. Ben Welch
- Health and Wellness “Lunch & Learn”
- Breakout sessions on the electronic I-9 system, setting performance goals, international hiring, identity management of university resources, health and fitness, dealing with difficult people, personal career plan, benefits services, classification and compensation, and recruitment
- Special breakout sessions presented by HR Liaisons on topics such as employee onboarding, motivating and rewarding employees, student employment, and processing differences between academic, non-academic and research positions
- A Silver Celebration dessert bar honoring you, the HR Liaison Network!

Please watch for your invitation to register and make plans to attend this special event 25 years in the making.

Call for Volunteers
HR Liaisons are invited to be a part of the upcoming HR Liaison Network Spring Meeting on March 4 by partnering with the staff of Human Resources to help host the Silver Celebration. We are seeking volunteers to help with registration and to serve as moderators during the sessions. If you would like to work one-on-one with Human Resources at this event, please contact ldohnalik@tamu.edu by Wednesday, February 19.

“HR EXPRESS” Newsletter, Spring 2014 Issue
All aboard for the newest issue of the HR EXPRESS newsletter! Articles in the spring issue include; “Your PATHway to Success Starts Now!”, “Staff Appreciation Week March 3-7”, “Wellness Exam Incentive Deadline June 30”, “Voluntary Benefits At Your Fingertips”, and much more. Be sure to complete our online readership survey by February 28 for a chance to win a Roku streaming player! This entertainment device connects your home internet with your TV for over 1,000 entertainment channels instantly, with no fees!

Remember, the purpose of this newsletter is to keep employees on track with HR-related services and information they (and you too!) need to know as an employee of Texas A&M University, so be sure to pass this on to the employees in your work area. Read the full issue at http://employees.tamu.edu/resources/hr-express online.

Wellness Exam Incentive – Employee Communications Sent
The Texas A&M System Wellness Exam Incentive communications were sent to all active employees enrolled in the A&M Care Plan on Friday, February 7. Many questions related to the wellness exam incentive are answered in the comprehensive website developed for this program http://employees.tamu.edu/benefits/wellness-exam/. Employees with questions related to the verification of completion of the wellness exam or the claims payment process may contact BlueCross BlueShield directly at 1-866-295-1212. If employees have additional questions, they should be directed to Benefit Services at benefits@tamu.edu or 979-862-1718.

If your department is holding a staff meeting and you would like a representative from Benefits Services to speak about the wellness exam incentive or another benefits related topic, please contact Benefits Services at benefits@tamu.edu or 979-862-4956.

EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

PATH Performance Management
Thank you for your support of the implementation of the PATH Performance Management module. Please make note of the following and share with employees in your department as relevant:

Performance Plan
- The performance plan is created by the supervisor and consists of three areas: job duties, behavioral
competencies, and performance goals. When creating the performance plan, the supervisor only enters the Performance Goals, which outline specific goals and expectations for the performance review period. The behavioral competencies, which are consistent for all employees, are automatically populated into the performance plan, as are the rating definitions. The job duties do not appear in the performance plan, though they can be viewed in an employee’s position description (PATH Position Management module).

- Once the performance goals are entered into the performance plan, the supervisor can Save Draft and print the plan using the printing option in the browser (e.g., Internet Explorer). After discussing this draft with the employees, the supervisor can then complete the performance plan in PATH, making it available for the employee to read and acknowledge.
- For more information on creating the performance plan, please see: [http://eodinfo.tamu.edu/media/248159/creating_the_performance_plan.pdf](http://eodinfo.tamu.edu/media/248159/creating_the_performance_plan.pdf). To learn more about how to write performance goals, you can attend the session on SMART Performance Goals at the HR Liaison Network Meeting on March 4, 2014 (watch for more details about this event).

Email Notifications

- Email notifications are sent each evening when there is a newly available task. However, an employee does not need to wait to receive the email notification to access PATH and perform an available task (e.g., creating the plan and acknowledging the plan)

Additional Demo

- Additional demo – We encourage you to attend “PATHways to Success: Performance Management Process Overview and PATH Demo” on February 13 from 3:00 to 4:30 (Registration: [http://training.tamu.edu/Courses/Detail/1726](http://training.tamu.edu/Courses/Detail/1726)). We will monitor enrollment and schedule additional demos as interest indicates.

For assistance with PATHways and the online PATH Performance Management system, visit the website at [http://eodinfo.tamu.edu/pathways/](http://eodinfo.tamu.edu/pathways/) or contact the PATHways support team at [HRPATHways@tamu.edu](mailto:HRPATHways@tamu.edu) or (979) 845-4153.

TIP OF THE WEEK

**COBRA Forms – Remember When to Send**

Do you know when you as the department HR Liaison should be sending out a COBRA form? This form should be submitted for employment related actions that result in the employee losing benefit eligibility, such as: leave without pay; reduction in effort below 50%; or, transfer to a non-eligible position of student worker. Remember to send the COBRA form to the employee with a copy to Benefits Services. More information on COBRA is at [http://employees.tamu.edu/benefits/insurance/cobra/](http://employees.tamu.edu/benefits/insurance/cobra/) online.

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