Wellness Exam Incentive Program – An Ongoing Requirement

The wellness exam incentive that began last year continues to be something you need to do on an annual basis. If either you or your covered spouse does not complete the wellness exam (annual physical) each benefit plan year, you will not qualify for the lower wellness premium rate, and will instead pay a premium differential of $30 per month for each individual who does not complete the wellness exam.

To make sure your premiums are at the lower rate, be sure to have your wellness exam (annual physical) by the June 30 target date. This allows enough time for the claim to be processed and recorded before the September paychecks are calculated.

So what steps should you take right now?

1. If you have NOT already had or scheduled your appointment with a medical provider, please call and schedule it NOW.

2. If you have completed your exam, check your Blue Access for Members (BAM) account to ensure that the completion has been properly recorded. It usually takes 2-3 weeks from the time BlueCrossBlueShield (BCBS) receives the claim until they record it in BAM.

Detailed information, including a question and answer section and instructions for checking your BAM account, is available on the Wellness Works webpage under On-going Events. Please ensure you (and your covered spouse) get your annual exam so that you qualify for the lower premium rate for your FY16 health insurance!
Changes on the Horizon for Texas A&M Staff Classifications

Texas A&M University currently has a Classified Pay Plan for most hourly-paid positions, in addition to established career ladder titles and pay ranges for many other staff positions on campus. A compensation project led by the Texas A&M System could lead to changes in these titles and pay ranges for staff employees in the near future.

Why is this being done? In an effort to streamline titles, and promote consistency among System Members, the A&M System engaged a consultant to develop a classification system with titles and pay structures to be used by all A&M System Universities and Agencies.

The consultant is developing job descriptions for staff titles, based on existing position descriptions, with working groups from System member HR offices providing feedback. Although the work is in progress and implementation timelines have not been determined, staff employees should be aware and watch for additional communication in the future. Stay tuned.

Staff Appreciation – Keep it Going!

Thank you to the University family for making the 2nd Annual Staff Appreciation Week at Texas A&M University a great success! HR and University Staff Council measured our success using feedback we received in our follow-up survey and from participation in our campus events.

- Over 900 employees visited the "Celebrating Staff" events at Rudder Plaza and Olsen Field
- Over 7,500 individual entries were submitted for the prize drawings
- Over 100 prizes were awarded, plus hundreds of give-away items at the "Celebrating Staff" events, all donated from campus departments, colleges, and from local, private businesses.

- Over 650 staff members responded to our survey: 80% reported that their department hosted inter-departmental events; a 23% increase over last year! Whoop!
- 96% enjoyed the week and want to keep it going.

We are very thankful to all of the administrators, managers, and faculty who took time to show their staff that they matter. Our hope is that this demonstration of gratitude will keep going throughout the year!

Read more about our success and view the list of our generous sponsors on the University Staff Council website. We look forward to making 2016 Staff Appreciation Week even better!
TO YOUR BENEFIT

Affordable Care Act (ACA) Update

The ACA recently celebrated its 5 year anniversary, but there was no fanfare or cake to mark the occasion. In fact, most regulators and employers still have questions about this complex legislation. The great news is that as employees of Texas A&M University, we already have access to comprehensive benefits – many of which exceed ACA requirements!

A new ACA requirement that does impact our plan will go into effect September 1, 2015. This requirement mandates that health plan co-pays for medical providers ($30 for generalist or $45 for specialist) and prescription co-pays paid under the pharmacy portion of your A&M Care plan will be included in the maximum out-of-pocket calculation. This is good news for you because it means that you may reach your out-of-pocket maximum sooner.

There are still outstanding items that need clarification and we are working to get guidance to address these unresolved issues so stay tuned as we learn more. In the meantime, more information pertaining to the Affordable Care Act, including employment considerations impacting ACA benefit-eligibility determination, is available on our ACA webpage.

Life Insurance: Providing Peace of Mind to You & Your Family

Enrolling in life insurance (whether basic life, optional life or dependent life) provides peace of mind that funds will be available to your beneficiaries should something happen to you or a covered dependent. However, did you know that the life insurance plan administered by Minnesota Life includes more than just life insurance?

As part of the plan, you have access to Travel Assistance, Legacy Planning (services such as assistance with will creation and other important directives) and Legal Services. Your passing is never an easy subject to discuss but utilizing these services while actively employed may make a difference to your family and friends when they are dealing with the difficulty of loss.

If you are enrolled in life insurance, please check your beneficiary designations at least annually or following any family life status change to ensure the beneficiary desired is listed. Beneficiary designations are maintained in iBenefits located through Single Sign-On.

Visit this website for tips on designating a beneficiary. More information pertaining to life insurance is available on our HR website.
TO YOUR BENEFIT

Annual Enrollment in July – Start Planning Now

Annual Enrollment is July 1 – 31; the time to review and update your insurance selections for the next benefit plan year. Here in Texas, when the temperature rises, we know annual enrollment is right around the corner.

Here are actions you can complete now to prepare for Annual Benefit Enrollment:

☑ Verify personal information in HR Connect including email and mailing address.
☑ Track reoccurring or expected medical, dental, vision and hearing expenses to determine healthcare spending account contribution amount.
☑ Gather dependent verification documents for any dependents you want to add.

As information becomes available, including the finalized premium rates, it will be posted on the Annual Benefit Enrollment website. Be sure to attend one of the Annual Enrollment Benefits Fairs on Thursday, July 9 or Friday, July 10 which will feature the insurance carriers in a come-and-go format with breakout sessions. This is your opportunity to visit with the various insurance carriers and HR Benefit Services to get answers to your questions.

Please review the annual enrollment communications that you receive and take appropriate actions by July 31 to ensure you have your desired benefits for the upcoming benefit plan year starting September 1, 2015.

Congratulations, Jane Schneider, SEBAC Representative-Elect

Jane Schneider, Associate Vice President for Facilities and Operations with the Division of Finance and Administration has been elected as the SEBAC representative for Texas A&M effective Sept. 1, 2015 through Aug. 31, 2017.

Jane has worked with the University for over 30 years and will represent the interests of faculty, staff, graduate student employees and retirees to the best of her ability. She previously served on the SEBAC committee for six years.

SEBAC is an advisory group that studies the design, operation and administration of the various benefit plans and makes recommendations to the System Benefits Administration Office. Jane will serve beginning Sept. 1, 2015.

The current SEBAC Representative is Dr. Peter McIntyre whom we thank for his service. Remember, contact your SEBAC Rep with concerns or recommendations you may have regarding benefits and insurance plans.
**TO YOUR BENEFIT**

**PerksConnect – Employee Discounts, Identity Theft Services**

Texas A&M Human Resources partnered with PerksConnect two years ago to offer you discounts both on a local and national level at no cost to the University or to you. As part of the PerksConnect program, you and your family members have access to these discounts and many more offerings such as pet insurance, legal services, auto/home insurance, mortgage assistance, and supplemental insurance plans.

**TIPS FOR CAREER SUCCESS**

**Do You Have What it Takes to be Successful?**

There are five Behavioral Competencies that all employees are expected to display in their professional duties and interactions:

- Customer Service
- Collaboration & Teamwork
- Diversity & Respect
- Initiative
- Organizational Compliance & Safety

These five Behavioral Competencies deal with what you do (your technical knowledge, skills, and ability) and how you do it (the consistent behaviors you demonstrate). They help you to be successful at work and contribute to the success of Texas A&M.

These competencies are included in the annual performance evaluation for non-faculty employees. As you and your supervisor consider performance goals and expectations for the upcoming year, here are some tips for developing your behavioral competencies:

- Discuss organizational needs and how you might help meet them.
- Identify your career goals.
- Create a development plan in conjunction with your supervisor.
- Review the plan throughout the year to record progress and adjust as needed.

Visit the Behavioral Competencies website for helpful descriptive information and developmental activities for you to gain the knowledge and skills in each competency.

**Protect Yourself**

One of the most popular voluntary benefit programs available through PerksConnect is their Identity Theft services offered by LegalShield. Two different levels of coverage are available to help enrollees in protecting their identity, monitoring credit scores/reports and assist in restoration. [Log in to PerksConnect](#) to learn more about LegalShield’s Identity Theft Services.
Family Life Contributes to and Builds Diversity

“That’s not how we did it in my family.” Have you heard that comment and were surprised at the differences in what you thought was common tradition? Differences is what gives us diversity, and that’s a good thing for all of us.

Texas A&M’s Office of Diversity describes diversity as “the inclusion, welcome, and support of individuals from all groups, encompassing the various characteristics of persons in our community.” These “various characteristics” such as family status, socioeconomic status, and geographical location may not often be considered as building diversity; yet they do contribute to an organization’s success.

Where a person grew up, local norms, family size, income, and traditions laid the groundwork for who they are. Even differences in family life now as an adult contributes to the mosaic of thought and presence in our workplace.

Our university serves a global audience with many varied preferences, communication styles, likes, and interests. Departments that harness the viewpoints, perspectives, and talents from each unique employee will have a greater variety of solutions to develop the best strategies for providing services, delivering programs or using limited resources.

The next time you hear someone say “that’s not how my family did it”, ask to hear more about it. You both may gain something in the exchange that leads to a better understanding of not only what you have that’s different but what you have in common.

Using Leave for Work-Life Balance – Educational Activities Leave

Often times when we think about employer-provided benefits we only think about insurance or retirement plans, but our leave benefits can be just as valuable!

As a State of Texas employer, Texas A&M has a comprehensive leave benefit program for eligible employees including vacation, sick, holiday and other paid leave. Understanding leave benefits can help you juggle work needs and the needs of your family - striving to achieve the ever challenging work-life balance.

Did you know sick leave may be used for educational activities for your dependent children?

Continued on page 7
"SUPER SUPERVISORS"

Using Leave for Work-Life Balance – Educational Activities Leave

Continued from page 6

As the school year concludes or as the new academic year begins in the fall, remember that you may use up to eight hours of eligible sick leave with pay each fiscal year to attend an educational activity relating to your children in pre-kindergarten through 12th grade.

Examples of eligible school-sponsored educational activities include: teacher or school meetings, tutoring, field trips, a classroom program, academic competitions, school committee or volunteer programs along with athletic, music, or theater programs.

More information pertaining to leave benefits, including Educational Activity Leave, is available on our leave webpage.

"WORKING AT A&M"

“I like working at A&M because...”

...there is an awe-inspiring feeling of ownership and it’s great to be part of the experience that contributes to the development of tomorrow’s future leaders.”  

Jill George
Project Coordinator,  
Office of the President

...I get to work with an awesome group of people here in Tax Compliance & Reporting.”  

Karen A. McDade  
Financial Management Supervisor I,  
Tax Compliance & Reporting

...it’s a place full of tradition with excellent people and a great environment. The challenges and rewards are very worthwhile.”  

Laura Quirino  
Financial Manager,  
Payroll 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.

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

Newsletter Online:
employees.tamu.edu/
HRexpress

Newsletter Suggestions:
HR-feedback@tamu.edu

HR CALENDAR

Highlights for Summer 2015

JUNE
6/10 Benefits Orientation
& New Employee Welcome Orientation
6/25 HR Liaison Network Summer Meeting
6/30 Wellness Exam Incentive Deadline June 30

JULY
7/1 Annual Benefit Enrollment Opens
7/8 New Employee Welcome Orientation
7/9-10 Annual Enrollment Benefits Fairs
7/31 Annual Benefit Enrollment Ends

AUGUST
8/12 Benefits Orientation
& New Employee Welcome Orientation

SEPTEMBER
9/9 Benefits Orientation
& New Employee Welcome Orientation
9/22 HR Liaison Network Fall Meeting
9/29 EOD Certificate Program Recognition Reception

SAVE THE DATE
10/1-2 Flu Vaccine Clinic
10/6 Financial Wellness Fair

Remaining University Holidays for FY15:
Memorial Day
May 25, 2015

The University holiday schedule for FY 2016 will be established by the Texas A&M System Board of Regents at their summer meeting.
Learn more.