



Where Do I Report My Concerns?

Whether you direct the work of others or you are responsible for carrying out those directions, problems in the workplace can create conflict and bring your productivity to a halt. Human Resources has staff to help you address problems that may be negatively impacting your work environment.

Employee Relations can help

- Assist with conflicts with supervisors and/or co-workers
- Address poor employee performance
- Find workplace solutions to improve individual and operational performance
- Contact Employee-relations@tamu.edu or 979.862.4027

Policy & Practice Review can help

- Respond to potential discriminatory actions by coworkers, supervisors or third-parties
- Review and investigate workplace complaints
- Report suspected fraudulent, wasteful or abusive activities. If you want to remain anonymous, you may contact the University's Risk, Fraud and Misconduct Hotline at bit.do/tamu-hotline online or call 888.501.3850.
- Contact hrpolicy@tamu.edu or 979.862.3331

Employee Assistance Program can help

- Assist faculty and staff through crisis intervention and counseling services
- Direct management responses to individual and work group conflict
- Contact eap@tamu.edu or 979.845.3711

Each of these HR areas has staff to visit with you to sort through the many possible strategies to help you resolve problems in the workplace before they feel overwhelming. Let us know how we can help!



HUMAN RESOURCES
TEXAS A&M UNIVERSITY

NEWSLETTER CONTENTS:

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NEWSLETTER ONLINE:
employees.tamu.edu/HRExpress

Newsletter Readership Survey

It's been two years since we launched the Human Resources newsletter "HR EXPRESS" to keep you on track with HR-related services and information that you need to know as an employee of Texas A&M University. Please give us your feedback by taking our readership survey. Your feedback will be used to make the newsletter meaningful and successful.

CHANCE DRAWING! Complete the survey by February 22 for a chance to **win a portable power bank charger**; great for keeping your electronic devices fully charged at the office or on the go. Take the survey at surveymonkey.com/r/HR-Express-Survey

Identity Protection Resources

Human Resources is collaborating with Texas A&M Information Technology to promote identity protection awareness. We encourage all employees to be vigilant in safeguarding their identity at work, home and on the go. Resources on how to detect if your identity has been stolen and what to do if it has can be found at security.tamu.edu. For more identity protection information, please visit employees.tamu.edu/spotlight/identity-protection-campaign on the Human Resources website.



Staff Appreciation Week Starts February 29th

Staff Appreciation Week is back for our 3rd year! The Office of the President along with Human Resources, University Staff Council, SSC and Chartwells invite all Texas A&M University staff to participate in Staff Appreciation Week, beginning Monday, Feb. 29!

[Staff Appreciation Week](#) (SAW) will be full of fun, engaging activities and daily prizes designed to ensure you get the recognition and professional development opportunities you so richly deserve.

- **Monday, Feb. 29:** President's Meritorious Service Awards & Kick-off of Staff Appreciation Week
- **Tuesday, March 1:** President Young's Backyard Picnic
- **Wednesday, March 2:** Maroon & White Wellness Walk & Rally
- **Thursday, March 3:** Happy Brain, Happy Life: Strategies for Managing Stress
- **Friday, March 4:** Department Appreciation Day
- **Saturday, March 5:** Field Day – A special gift from President Young!

President Young is encouraging 100% participation in unit-hosted events/activities on Friday and is adding an extra incentive to encourage participation. One unit will be awarded a \$1,500 grant to be used for future staff appreciation and/or professional development efforts in 2016! So, how does your unit enter to win? Units are invited to share photos of their department events on [Texas A&M Human Resources' Facebook page](#) using #SAW2016, with captions detailing their appreciation for staff as an integral part of the Aggie Family. The Staff Appreciation Week Planning Committee will randomly select a winning photo. Visit the Staff Appreciation Week website at tamu.edu/saw2016 for full contest rules, events details, and additional information.

Make plans to come and enjoy any of the activities planned and be sure to submit your department event photos using #SAW2016! Remember, your event could win the \$1,500 unit grant! See you at Staff Appreciation Week!



Start planning your departmental events NOW! For "no cost or low cost ideas" and a list of suggestions for "Department Appreciation Day" visit our online [employee recognition resources](#).

Project Helios on the Move

The Texas A&M University System Project Helios Team is making progress with the software and system integrator partners, Workday and Deloitte. In the future, employees will have access to a modern, integrated HR and Payroll system from any computer or mobile device!

To keep you informed and help with the transition to Workday, Texas A&M University has identified two [Project Coordinators](#) – Barbara Bayer (faculty) and Laura Dohnalik (staff) – to work along with a [Change Champion](#), Jeannie Laird. You will hear more from these individuals as the project progresses. In the meantime, you can visit it.tamus.edu/projecthelios for project-related updates.

TO YOUR BENEFIT

Healthy Resolutions: Let *Wellness Works* Help You!

Do you make New Year's resolutions and then have a hard time keeping them? One study showed that 88% of those who set resolutions fail. Don't be discouraged - be part of the 12%! Set realistic goals, stick with it and let Wellness Works help you keep those healthy New Year's resolutions.

If your resolution was to stop using tobacco products, we have [tobacco cessation resources](#). Want to save more, we have [voluntary retirement plans](#). Need to manage stress, see our [EAP services](#). Want more activity or increased health awareness, check out these Wellness Works programs:

- **Fitness Sessions** – Free fun workout sessions (Tuesdays & Thursdays). [Flyer](#)
- **Walk Across Texas - February 6 thru April 2** - form your teams now! [Flyer](#)
- **Maroon & White Walk & Rally – March 3** – Stroll through campus as part of Staff Appreciation Week. [Flyer](#)
- **BCS Chamber Water Cooler Fun Run/Walk - April 7** - Details coming soon.
- **Health Awareness Bulletins** – Monthly bulletins to increase your awareness levels. [Bulletins](#)

Take advantage of these FREE programs and other [Wellness Works](#) resources to help you achieve your New Year's resolution and live a healthier lifestyle for years to come. Wishing you a healthy and happy 2016!

TIPS FOR CAREER SUCCESS

EOD Technology Programs and Resources

In our world of technology it is important to keep your skills current. We often hear “you don't know what you don't know.” This means many of us use technology and software programs daily but never realize the extensive capabilities until someone shows us.

This is where Employee & Organizational Development comes in! We offer a variety of services to help you refresh your current skills as well as develop new ones, including:



- **Classroom Training** – all classes allow you to learn and practice with the guidance of an expert instructor. Topics include:
 - **Microsoft** – Access, Excel, OneNote, PowerPoint, Project, and Word
 - **Adobe** – Acrobat, Dreamweaver, Illustrator, InDesign, and Photoshop
- **Certificate Programs** – classes and independent projects allow you to concentrate your learning to develop a specialized skill set in one of these areas:
 - **Microsoft Office Essentials** – create, edit and format documents, spreadsheets, presentations, and email
 - **Microsoft Office Advanced** – develop advanced proficiency with the most commonly used office productivity software
 - **Desktop Publishing** – create professional publications for print and web
 - **Graphics and Illustration** – create professional graphics for print and web projects
 - **Web Development** – create and modify static webpages using HTML and CSS
- **Online Technology Courses** – self-paced tutorials are accessible from TrainTraq on color models, web accessibility, email management and more
- **Resources and Computer Tips of the Week** – printable resources include a new technology tip each week

View our EOD webpages for information on [technology courses](#), [certificate programs](#), [online training](#), and [technology resources](#) to help you stay ahead with your technology skills.

Human Resources Employee & Organizational Development staff offers a variety of workshops, programs and consulting services designed to enhance the professional growth and effectiveness of Texas A&M University's staff and faculty.

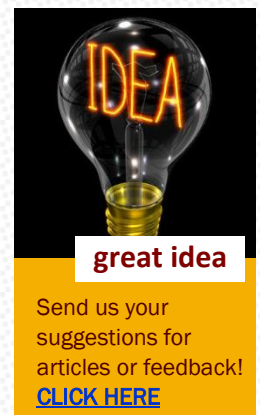
Promoting Texas A&M at Local Career Fairs

Are you looking for a new job? No, we don't want to lose you but there are many excellent career opportunities here on campus! Consider attending a career fair.

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 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 promote 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.

In the ongoing efforts to reach out to veterans for potential employment opportunities, **HR is participating in the Veterans in Government Event at The Brazos County Expo Center on February 10, 2016 from 11:00 a.m. to 2:00 p.m.** This is a joint event in conjunction with the [Texas A&M Veteran Resource and Support Center](#) and the Texas Veterans Commission. Details are found on our [career fairs webpage](#). 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

Multigenerational Workshop Helps Bridge Generational Differences

Remember the wonder and awe of looking through a kaleidoscope as a child—seeing shapes and colors that create unique patterns for us to enjoy? Like looking through a kaleidoscope, our experiences and influences color the way we see the world. Lenses of each generation are formed by common experiences that shape our shared values. These values frequently contrast, which contributes to clashes in the way we do our work. Often, we choose to assert our position rather than seek to find common ground.

Finding common ground comes from looking through the kaleidoscope of others to gain an understanding of their perspective. Employee & Organizational Development offers *Bridging the Gap: The Multigenerational Workforce* to help Texas A&M employees understand the events and influences that shaped each generation and their impact on the workplace. During this interactive workshop, you will gain insights on your generation as well as others. More importantly, you will discover strategies that will enable you to find common ground and bridge the differences for better work relationships.

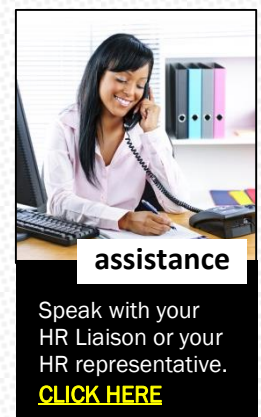
This workshop can be taken [independently](#) and is part of EOD's [Diversity and Inclusion in the Workplace](#) certificate program. It is also available to departments [upon request](#). Learn more about [this workshop](#) and sign up today!

Workplace Posters Informs You About Your Rights

Have you ever wondered why there are so many labor and employment posters on your office bulletin boards? As an employer, Texas A&M is required by federal and state laws to clearly display official labor and employment posters detailing federal and applicable state employment laws so they are accessible to all employees. These posters are there to inform you about your rights under those laws.

Your department's HR Liaison is responsible for keeping the posters current for your work area. HR Liaison's acquire posters from employees.tamu.edu/liaisons/required-posters on the Human Resources website. If you notice a poster is out of date or missing from your bulletin board, contact your HR Liaison (employees.tamu.edu/findliaisons). Many of the posters are required but some are only recommended. Failure to post required state and federal employment law notices can result in fines.

If you have questions about workplace posters, please contact HR Policy & Practice Review at hrpolicy@tamu.edu or 979.862.3331.



SUPER SUPERVISORS

Title IX: What's All the "Hoopla" About?

Title IX of the Education Amendments Act (Office of Civil Rights) prohibits discrimination on the basis of sex in education programs or activities and extends to employment and admissions to institutions that receive federal financial assistance. While this Act has been around for quite some time and Texas A&M has long held anti-discrimination policies in place, more attention has recently been focused on higher education institutions' efforts to prevent sex-based discrimination on campus. In particular, the Office of Civil Rights and the White House Taskforce have focused new directives at preventing and responding to campus sexual violence.

In support of these new directives Texas A&M University has dedicated resources to Title IX initiatives including investigations and education. President Young launched the university-wide sexual violence awareness and prevention campaign, "Step In Stand Up" in Fall, 2015. This new web-based portal, stepinstandup.tamu.edu, provides a wide array of information, advice and resources. Departments across campus have also been working together to enhance and expand services to further solidify Texas A&M University's effort in reducing campus sexual violence.

Visit urc.tamu.edu/title-ix to learn more about reporting incidents, resources for faculty, staff and students, and current training videos.



HR presented our student employees with "Step In. Stand Up." Campaign items, as a reminder that we stand together, encouraging everyone to take a stand against sexual violence on campus. Danielle Eckeberger, pictured above, was our first student to receive a gift bag.

Set Your Organization Up for Success

With the PATHways performance evaluation period right around the corner (April 1 - May 31), here are some best practices to help you and your employees get the most out of the performance evaluation.

To create a comprehensive evaluation, supervisors are advised to:

- Ask employees to complete a Self-Assessment to provide input on their accomplishments as well as any extenuating circumstances they wish for you to consider
- Review progress notes you've made over the year
- Consider customer feedback received during the evaluation period
- Double check that the evaluation is a fair and balanced reflection of the entire year's performance and demonstration of behavioral competencies.

To increase the effectiveness of evaluations, consider the following:

- Print the evaluation in draft form and give it to your employees prior to meeting so that they may review it and come prepared for a collaborative discussion
- Conduct a private face-to-face meeting with each employee
- Provide honest feedback about strengths and areas for improvement
- Discuss career goals and developmental needs.

By using these best practices, you set up your employees, yourself, your department, and Texas A&M for success.

For additional information about the performance management process, step-by-step instructions, and available training, please visit the [PATHways webpage](#).



HR services

View a list of our HR services and contact info for our offices.

LOOK HERE

HR CALENDAR OF EVENTS

Highlights for Winter/Spring FY15-16

FEBRUARY

- 2/6 [Walk Across Texas: February 8 – April 2](#)
- 2/10 [Benefits Orientation](#) & [New Employee Welcome Orientation](#)
- 2/12 [Coffee Conversations - Hot Topics in Higher Education](#)
- 2/16 [HR Liaison Network Spring Meeting](#)
- 2/29 [President's Meritorious Service Awards & Staff Appreciation Week \(SAW\) Kick-off](#)

MARCH

- 3/1 [SAW: President Young's Backyard Picnic](#)
- 3/2 [SAW: Wellness Walk & Rally](#)
- 3/3 [SAW: Growth Day](#)
- 3/4 [SAW: Department Appreciation Day](#)
- 3/5 [SAW: Field Day](#)
- 3/9 [Benefits Orientation](#) & [New Employee Welcome Orientation](#)
- 3/11 [Coffee Conversations - Hot Topics in Higher Education](#)
- 3/17-18 [University Holiday – Spring Break](#)
- 3/24 [EOD Certificate Program Recognition Reception](#)

APRIL

- 4/1 [Performance Evaluation Begins](#)
- 4/7 [Wellness Works: Water Cooler 5k Fun Run/Walk](#)
- 4/13 [Benefits Orientation](#) & [New Employee Welcome Orientation](#)
- 4/15 [Coffee Conversations - Hot Topics in Higher Education](#)

MAY

- 5/11 [Benefits Orientation](#) & [New Employee Welcome Orientation](#)
- 5/21 [Next HR EXPRESS newsletter published](#)
- 5/30 [University Holiday – Memorial Day](#)
- 5/31 [Performance Evaluation Ends](#)



REMAINING UNIVERSITY HOLIDAYS FY15-16

Spring Break
March 17–18, 2016

Memorial Day
May 30, 2016

Independence Day
July 4, 2016

[Who determines the University Holiday Schedule?](#)

OTHER CAMPUS CALENDARS

- ▶ [Texas A&M Calendar of Events](#)
- ▶ [EOD Training Calendar](#)



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.

HR EXPRESS is published three times per year to promote HR-related services and information for Texas A&M University employees.



NEWSLETTER ONLINE:
employees.tamu.edu/HRexpress

NEWSLETTER SUGGESTIONS:
HR-feedback@tamu.edu