VETERAN’S EMPLOYMENT PREFERENCE

We are committed to providing employment preference to veteran applicants who meet minimum qualifications for the position to which they apply. This does not mean we are required to hire veterans over any candidate; it means that if an eligible veteran's assessment is equal to or higher than that of a non-veteran, the veteran has preference.

WHO’S COVERED?

Senate Bill 805, 84th Legislature, Regular Sessions, Section 657.003 requires State agencies to give veteran’s preference in employment and retention. The following are entitled to veteran's employment preference:

1. A veteran qualifies for a veteran’s employment preference if the veteran (a) served in the Army, Navy, Air Force, Coast Guard, or Marine Corps of the United States or the United States Public Health Service under 42 U.S.C. Section 201 et seq., as amended; the Texas military forces as defined by Section 437.001; an auxiliary service of one of those branches of the armed forces; and (b) was honorably discharged. Auxiliary services are noted as the women's units (WAF, WAC, WM, and WAV).

2. A veteran’s surviving spouse who has not remarried qualifies for a veteran’s employment preference if the veteran was killed while on active duty.

3. A veteran’s orphan qualifies for a veteran’s employment preference if the veteran was killed while on active duty.

In order to receive veteran’s preference, applicants must provide verification documents at the time of application.

For more information on Veteran’s Preference in Employment or if you have any questions regarding the statutes, email Human Resources’ Veteran’s Employment Liaison at jobs4vets@lamar.edu. For related information, please visit www.texas.gov or http://www.dol.gov/vets/.

HOMELAND SECURITY & I-9 COMPLIANCE

By federal law, all I-9 verifications must be completed within three days of an employee's start date. If employees, including student workers, start the job before completion of the I-9 form, we are in violation of Department of Homeland Security law. Please help us stay in compliance by sending the employee to HR to complete this form BEFORE they start work! One time pays may present a special problem but must complete their I-9 in HR no later than the day of employment.

EMERGENCY NUMBERS

Police Dept
(409) 880-8311

Discrimination and Misconduct Concerns
(409) 880-8375

In This Issue:

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Pg 6 - New Hires, Retirees and Retirement Package Reminder
Pg 7 - Spindletop - Gladys City and Lucas Gusher Re-enactment
Pg 8 - Important Benefits Information
Pg 9 - Farewell to Kathy Russell, & Welcome to Dindy Robinson, Who’s Who in HR

HAVE I-9 QUESTIONS OR CONCERNS?
CALL SANDRA STRINGER AT (409) 880-7893
**HR Project List**

*Human Resources has developed the following plan for progress in the coming months. Projects were drawn from diverse sources including Lamar University’s Strategic Plan, the need for administrative efficiency, feedback from the LU community, federal and state legislative requirements, and our own ability to deliver change at a responsible pace.*

<table>
<thead>
<tr>
<th>Project</th>
<th>Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paperless transaction for the entire staffing process.</td>
<td>Summer 2016. Electronic approvals, job descriptions, open position posting, resumes, screening, offers, background check, references and progress tracking.</td>
</tr>
<tr>
<td>Job Descriptions Online</td>
<td>Summer 2016.</td>
</tr>
<tr>
<td></td>
<td>We want to fill in the library of job descriptions from previous postings and your files. The ones we cannot find will be written and added to the file. All will be searchable in the Lamar HR Web pages.</td>
</tr>
<tr>
<td>Staff Performance Evaluations, Online process.</td>
<td>Summer 2016</td>
</tr>
<tr>
<td></td>
<td>Customise the competencies for each job</td>
</tr>
<tr>
<td></td>
<td>Employee writes self-evaluation</td>
</tr>
<tr>
<td></td>
<td>Gather input from key stakeholders</td>
</tr>
<tr>
<td></td>
<td>Focus on developmental progress</td>
</tr>
<tr>
<td></td>
<td>Each employee evaluated, annually</td>
</tr>
<tr>
<td>Communication (two way) and reporting</td>
<td>Newsletter- will be a scorecard for progress</td>
</tr>
<tr>
<td></td>
<td>Surveys- participating in “Great Colleges to Work For” Survey, Spring 2016. (See p 5)</td>
</tr>
<tr>
<td></td>
<td>Regular Meetings of HR Facilitators from both campuses. (See P. 4)</td>
</tr>
<tr>
<td></td>
<td>Focus Group(s) where appropriate will act as sounding boards for possible changes.</td>
</tr>
<tr>
<td></td>
<td>Campus Announcements – periodic email updates</td>
</tr>
<tr>
<td></td>
<td>Workshops and online training will be provided where needed to facilitate change.</td>
</tr>
<tr>
<td>Policy Review</td>
<td>End of calendar year 2016. Assess need for update of HR policies; develop plan with milestones; preview plans with stakeholders.</td>
</tr>
<tr>
<td>Process Review</td>
<td>Summer 2016. Review Banner HR functionality via external consultants; develop plan and milestones for changes to what Banner does for us.</td>
</tr>
<tr>
<td>Employment and promotion preference to Veterans.</td>
<td>See Page 1 of this newsletter. Now incorporating into screening matrix.</td>
</tr>
<tr>
<td>Change to Fair Labor Standards Act, in regard to definition of jobs to be considered exempt from Overtime regulations.</td>
<td>This federal change is pending. More information will be forthcoming when the Department of Labor’s announcement is public.</td>
</tr>
<tr>
<td>Voluntary Donation of Sick Leave from one state employee to another, within the same agency.</td>
<td>More information will be forthcoming in the next newsletter.</td>
</tr>
</tbody>
</table>
Lamar Remembers...

**Oney Fitzpatrick**

…I sat in the front row of Dr. "Fitz's" Psychology 101 class. What an incredible class and teacher! Dr. Fitz never failed to make the material interesting while challenging us. I distinctly remember him telling us, "Now, don't be thinking that since you know a little bit of the basics of psychology that you should hang out your shingle and start giving folks psychiatric advice."

~ Lindsey (Cauthen) Minter

**Debbie Graves**

I believe the music of the gospel band will be a little brighter and more beautiful.

~ Jim DeFord, Family Friend

**Francis Crawford**

Darriel Francis Crawford served the students, faculty, and staff of Lamar Institute of Technology as the Coordinator of Student Services. The absence of Darriel's (Mrs. Francis's) warm, caring, and welcoming demeanor, extreme professionalism, and service oriented heart leaves a huge void in the division of student services that is difficult to fill.

~ Jason Smith, VP of Student Services, Lamar Institute of Technology

**Patti Parrott**

She was adored by her students, and she loved them back. I got to see this first hand at every graduation ceremony I photographed when she hugged each student who walked across the stage at the end of every semester.

The LIT family has lost another piece of its heart.

~ Melanie Lanuza
Lamar Remembers...

Weldon Gibson

He was the great connector... connecting people... connecting businesses... connecting history... and most importantly connecting with his heart. I have a fond memory of him driving by The Giving Field and honking his horn... as if to say... "keep going"... the sight of his car always brought a smile to my face... that was Weldon, full of genuine love for all.

~Mary P. Mahlie San Marcos, Texas

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The First HR Facilitator’s Meeting!!!

For: Department Admin Assistants, Executive Assistants, Budget Managers or Unit Heads

What: Forum for discussion of HR and Financial Services Information, Processes and Policies

Tuesday March 8
10:30—11:30 AM
2:00—3:30 PM (repeat session)
LIT Multi-Purpose Center
When Does the Workplace Become a “Hostile Workplace?”

Some people are a pain to work with, and there are times when even the most amiable of bosses can lash out in a fit of temper. At what point does bad behavior cross the line and create a hostile workplace?

Let’s look at TV chef Gordon Ramsay. Who would want to work for him? He calls his employees names, (“Donkey!”) and seems to be unable to speak a complete sentence without dropping the F-bomb. He’s made grown men cry by ridiculing their risotto and gets right up in people’s faces, waving the kitchen implement of the moment at them in a threatening manner.


Most hostile workplace claims don’t meet the legal definition because the behavior, while appalling, is not discriminatory. In order make a legal hostile workplace claim, the conduct must meet 2 criteria:

1. The actions, communication or behavior must be so pervasive that it makes it impossible for the employee to do the job.
2. The behavior, actions, or communication must be discriminatory in nature.

Yes, Ramsay is a jerk, but he’s an equal opportunity jerk. He is obnoxious to everybody. He doesn’t pick on people because of their age, sex, race or religion. He picks on them because they don’t meet his extremely high standards.

So let’s say your boss yells at you because you are late. Are you in a “hostile workplace”?

Look at our legal description:

1. Is the behavior pervasive and severe enough to keep you from doing your job?
   a. How often does your boss yell at you? All day? At least once a day? Only when you are late to work?
   b. Does the boss do anything besides yell- does s/he slam things, call you names, invade your personal space, threaten you physically?

2. Is the behavior discriminatory?
   a. Are you a member of a protected class? If so, does the boss only yell at employees who are in the same protected class or does s/he yell at everybody?
   b. Does the boss make comments specifically directed at you because of your age, race, sex, ethnicity or religion – ex: “You old folks just can’t figure out this new equipment! Your generation doesn’t understand the technology!”

Your boss may be a jerk. Your co-workers may be bullies, but you can’t claim “hostile workplace” unless both parts of the description come into play. However, the conduct might violate Lamar University’s policies against workplace misconduct or harassment. Under Policy 5.4, Corrective Review Procedure, discourteous treatment of the public, students or other employees is a violation of Lamar University policy and can result in either verbal or written performance reminders being entered into an employee’s record. Repeated occurrences or abusive, unruly, indecent or obscene conduct is a major violation of Lamar policy and may subject an employee to a performance or disciplinary probation, demotion, decision making leave (suspension) or discharge.

So if your boss yells at you because you are late, it could be considered discourteous treatment. If your boss constantly yells at you, calls you names, or otherwise intimidates you, the conduct may rise to the level of being a major violation of Lamar policy. And if your boss is Gordon Ramsay, well, let’s just say that he will need to clean up his foul language and stop his histronics, or Lamar University will show him the door.
LU New Hires
(Since December 2015)

NAME HOME ORGANIZATION
Adams, Krista M. Purchasing
Afolayan, LaTanya D. University Advancement
Alvarez, Jennia M. Dean Education—Human Development
Anderson, Faye R. Center for Water & Air Quality
Arnold, Courtney M. Electrical Engineering
Baldo, Melissa M. Accounting and Business Law
Besharati-Givi, Maryam Mechanical Engineering
Blount, Taheera N. Dean Education—Human Development
Brousard, Jodi L. Recreational Sports
Bulgherini, Ethel A. Deaf Studies and Deaf Education
Carothers, Rory E. Academic Services
Celeste, Renee T. Higher Education Partnership
Chance, Ellen K. Dean Education—Human Development
Chandler, Matthew R. IT Network Support
Chiasson, Cain A. Deaf Studies and Deaf Education
Chimene, Steven M. Police Department
Davis, Marion W. Police Department
Dowell, Gregory C. Controller
Flores, Robert H. IT Administrative Systems
Gilder, Latisha A. Police Department
Gill, Aaron M. Strength Training
Goines, Lyle T. Physics
Gonder, Christopher R. Higher Education Partnership
Grudier, Christi L. Academic Services
Harbert, Lindsey E. College of Engineering
Hawkins, Gregory K. Police Department
Holeman, Stephen Womens Soccer
Jones, Robert G. Center for Water & Air Quality
Kea, LaTarsha R. Custodial Services
Lewis, Cheri A. Registrar
Lin, Ching-Chieh Center for Water & Air Quality
Mann, Lyman J. Dean Studies and Deaf Education
Manning, Kasandress L. Custodial Services
McManus, Abby B. Small Business Development Center
Miller, Dennis A. Custodial Services
Miller, Katherine E. Associate VP Facilities Management
Paine, William M. Purchasing
Palmer, Troy J. Nursing
Rather, Summer B. Registrar
Renfro, Justin J. Custodial Services
Robbins, Jocelyn L. Career and Testing Center
Robinson, Dindy L. Human Resources
Sanders, Christopher M Police Department
Schietz, Randi Dean Education, Human Development
Scott, Ashley D. Logistical Support
Sethna, Bishar M. Institutional Research & Reporting
Sheppard, Kallun A. IT Micro Computer Support Services
Smith, Sean C. IT Micro Computer Support Services
Stanley, Charles E. Custodial Services
Thomas, Bonnie L. Student Service Fee Administration
Thomas, Kiara R. Police Department
Toups, Amanda M. Public Relations & Marketing
Wofford, Paula J. Associate VP Facilities Management
Young, Kelsey E. Athletic Development

LU Retirees

NAME HOME ORGANIZATION RETIRED
Bahr, Sandra M. Mgmt and Marketing 12/31
Barker-Milstead, Barbara Deaf Studies, Deaf Ed 12/31
Bean, Wendell Electrical Engineering 1/31
Clay, Calvin M. Grounds Maintenance 1/31
Eikenberg, Babette M. Online Education Doc 12/31
Hogan, Michael E. Design and Construction 1/31
Hopper, Jack Chemical Engineering 1/31
Kirklin, Lillian F. Custodial Services 1/31
Licatino, Diana M. Distance Education 1/31
Rivers, Kenneth T. Engl & Modern Lang 12/31
Romero, Judy A. Accounts Payable 11/30
Russell, Kathy Human Resources 1/31
Simpson, Frances S. University Advancement 12/31
Spears, William M. Administration 1/31
Stanley Capps, Katherine Electrical Engineering 12/31

LIT New Hires

NAME HOME ORGANIZATION
DeMoss, Michelle Allied Health
Finkenbiner, Emma M Custodial Services
Marken, Alys M Academic Programs
NoNo, Jean-Jules Chemistry Laboratory
Offord, Roszella M Distance Learning
Romero, Judy A. Special Events
Simpson, Rayvon L Accounting Technology
Stretcher, Nancy L Allied Health
Vasefi, Seyedeh M Allied Health

Watch for the May Issue
For an Adjunct Instructor Section
Patillo Higgins envisioned Gladys City before drilling ever started at Spindletop. The town was named after Gladys Bingham, a girl in Mr. Higgins’ Sunday School class. He wanted a city that would be an “industrial utopia.” Plans for the city were drawn with areas for oil and gas wells, factories that would be fueled with the oil that would be brought in and homes and stores for the workers. After the Lucas Gusher blew in, the area that was designated for Gladys City grew up quickly. It was not the model town that Patillo Higgins had planned but it was one of the tamer parts of the oil field. Alcoholic drinks were not sold in Gladys City, and it became the area where families chose to settle.
As of January 1, 2016, copays and deductibles for prescriptions count towards HealthSelect participants’ total out-of-pocket maximum. (The out-of-pocket maximum used to include only health deductibles, coinsurance and copays.)

If you’re in HealthSelect, your explanation of benefits (EOB) from UnitedHealthcare will show Prescription Drugs as Type of Service. Date of Service is the date on which Caremark, the third-party administrator for prescription drugs, processed the claim, not the date the prescription was picked up.

As a result, you may see a prescription copay or deductible listed in your EOB before you have picked up the prescription. If you have questions about your EOB or the total out-of-pocket maximum, contact HealthSelect customer service toll-free at (866) 336-9371.
HUMAN RESOURCES SPOTLIGHTS
DINDY ROBINSON

“I’ve been a kindergarten teacher, special ed teacher, a parenting educator, a writer, and a publisher. I’ve worked in Human Resources for about 20 years and love it because I have a direct impact on people’s lives. I’m moving to Beaumont from Arlington where all the stray dogs and cats know me as the Mother Theresa of animals, because I have never met a stray I didn’t instantly fall in love with and bring into my home menagerie. My happiest success in that line was crawling down a storm drain to rescue a stray hamster that had been chased down there by a very hungry cat. The hamster lived for 4 long happy years afterwards. I’ll be moving my 2 dogs, 4 cats and husband down to the Beaumont area with me.

“I worked at Texas Christian University for 4 years, and before that I worked at Collin College in McKinney. My husband and I have been married almost 36 years and have two brilliant daughters. One is a PhD student at the University of Nebraska and the other is a Licensed Professional Counselor in Crowley. I have 2 adorable grandchildren (also brilliant!), Brent, (5) and Gwen, (20 months). In my spare time I chase my grandkids and my dogs, follow Texas Rangers Baseball, and watch Grade B Creature Features. I love all things Star Trek and Doctor Who, and enjoy reading mysteries and science fiction. I am giddy with excitement over the release of the new Star Wars movie and can’t wait to see the next one and find out who Rey REALLY is.”

Dindy Robinson
Director, Compensation & Employment

DID YOU KNOW?
YOU SHOULD CONTACT TRS AT 800.223.8778 SIX MONTHS PRIOR TO YOUR RETIREMENT TO ORDER YOUR PACKET.

OFFICE OF SUSTAINABILITY
LAMAR UNIVERSITY

Please help Lamar's Sustainability Initiative by:
• Turning off lights in vacant classrooms and offices
• Printing and making copies only when you need to
• Recycling & reminding others to recycle

Thank you for helping Big Red Go Green!

EVENTS ARE BEING PLANNED FOR EARTH DAY, APR 22, 2016

Who’s Who in Human Resources/HR Contact Information

Brenda Dixon
HR Compliance Officer
Title IX, Training, Employee Relations, TWC
(409) 880-8373

Carolina Bryan
HR Specialist
Leave & Workers’ Comp
(409) 880-7373

Cynthia Walker
Benefits Manager
Benefits, Retirement
(409) 880-2257

Donna Franklin
HR Specialist
HRIS, Reporting & Communications
(409) 880-2213

Ebony Minix
HR Specialist Sr
Personnel, PR Actions
(409) 880-8973

Cathy Blanchard
Associate Vice President
(409) 880-8375

Jeff Bell
HR Director
Training, Title IX, Employee Relations, ADA
(409) 880-2215

Dindy Robinson
HR Director
Compensation & Employment
(409) 880-2208

Jackie Smith
HR Specialist
Benefits
(409) 880-1780

Jacqueline McCue
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(409) 880-2212

Lorelei Alfred
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Document Imaging
(409) 880-2206

Sandra Stringer
HR Assistant, Sr.
Onboarding, Budget
(409) 880-7893

Terri Jones
HR Specialist
LU Faculty & LIT Faculty/Staff Employment, Immigration
(409) 880-7375

Human Resources
Main HR Number: (409) 880-8375
Facsimile Number: (409) 880-8464
Annex Building’s Fax: (409) 880-7464
Post Ofc Box 11127, Beaumont, TX 77710
1030 Jim Gilligan Way (aka Florida), Beaumont, TX 77705