



HUMAN RESOURCES NEWS BRIEF



Lamar University / Lamar Institute of Technology Newsletter

February 2016

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/>.



EMERGENCY NUMBERS

**Police Dept
(409) 880-8311**

**Discrimination
and Misconduct
Concerns
(409) 880-8375**

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.



LAMAR UNIVERSITY
MEMBER THE TEXAS STATE UNIVERSITY SYSTEM™

In This Issue:

Pg 1 - Veteran's Employment Preference, I-9 Compliance Reminder

Pg 2 - HR Project List

Pg 3&4 - Lamar Remembers...

Pg 4 - HR Info Meeting

Pg 5 - Great Colleges to Work For Survey, Hostile Workplace

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.

Paperless transaction for the entire staffing process.	Goal: Summer 2016. Electronic approvals, job descriptions, open position posting, resumes, screening, offers, background check, references and progress tracking.
Job Descriptions Online	Goal: Summer 2016. 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.
Staff Performance Evaluations, Online process.	Goal: Summer 2016 ⇒ Customize the competencies for each job ⇒ Employee writes self-evaluation ⇒ Gather input from key stakeholders ⇒ Focus on developmental progress ⇒ Each employee evaluated, annually
Communication (two way) and reporting	⇒ Newsletter- will be a scorecard for progress ⇒ Surveys- participating in "Great Colleges to Work For" Survey, Spring 2016. (See p 5) ⇒ Regular Meetings of HR Facilitators from both campuses. (See P. 4) ⇒ Focus Group(s) where appropriate will act as sounding boards for possible changes. ⇒ Campus Announcements – periodic email updates ⇒ Workshops and online training will be provided where needed to facilitate change.
Policy Review	Goal: End of calendar year 2016. Assess need for update of HR policies; develop plan with milestones; preview plans with stakeholders.
Process Review	Goal: Summer 2016. Review Banner HR functionality via external consultants; develop plan and milestones for changes to what Banner does for us.
Employment and promotion preference to Veterans.	See Page 1 of this newsletter. Now incorporating into screening matrix.
Change to Fair Labor Standards Act, in regard to definition of jobs to be considered exempt from Overtime regulations.	This federal change is pending. More information will be forthcoming when the Department of Labor's announcement is public.
Voluntary Donation of Sick Leave from one state employee to another, within the same agency.	More information will be forthcoming in the next newsletter.



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

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

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 orientated 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*



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



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

ANNOUNCEMENT

THE CHRONICLE'S GREAT COLLEGES TO WORK FOR PROGRAM

IT'S YOUR CHANCE TO TELL US WHAT YOU REALLY THINK!

Lamar University is participating in The Chronicle's Great Colleges to Work For program, a study designed to recognize institutions that have built great workplaces. Part of the program involves an employee survey distributed to our full-time Faculty, Administrators, Exempt and Non-exempt Staff. This survey was designed specifically for higher education.

On March 14, you will receive an email invitation encouraging you to take part in this **confidential** survey. When you receive the invitation, please take a moment to complete the survey. You will have until April 8 to complete the survey, which takes about 20 minutes. The results of the survey will be factored into the overall scoring process that will ultimately determine the institutions recognized.

Please note: To ensure the confidentiality of your responses, your survey will be processed by ModernThink LLC, a research and consulting firm focusing on workplace excellence. Our institution will not be given any information that would enable us to trace survey data back to any one individual. For information about how ModernThink maintains employee confidentiality, go to <http://chroniclegreatcolleges.com/participation/confidentiality/>



After The Chronicle publishes the findings this July, Lamar will receive a report that summarizes responses to the survey

questions. This is a confidential report that measures the strength of certain organizational competencies and relationships that most directly impact and influence an institution's culture.

The Human Resources Department will publish the summary results in the newsletter, and will use the survey results to identify goals and priorities for the future. Your participation and honest feedback are critical to the assessment process.

We encourage everyone's participation! A high response rate helps ensure accurate results and demonstrates the commitment of our workforce. Thank you, in advance, for your participation.

Please contact Dindy Robinson or Donna Franklin in Human Resources for more information.

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.

Is his behavior appropriate? Absolutely not! Is the environment unpleasant? Very definitely. Is it a hostile workplace? Not legally.

Most hostile workplace claims don't meet the legal definition because the behavior, while appalling, is not discriminatory. In order to 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 that 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 histrionics, 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, Jenna 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
Broussard, 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.	Deaf 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	LAMAR UNIVERSITY DEPT	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 Doct	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
Simpson, Rayvon L	Special Events
Stretcher, Nancy L	Accounting Technology
Vasefi, Seyedeh M	Allied Health



**WATCH FOR THE MAY ISSUE
FOR AN
ADJUNCT INSTRUCTOR SECTION**

You may know that the Spindletop Museum and employees are part of Lamar University, but did you know Gladys City has event rooms that can be booked for university or private occasions?

Call 409-880-1750 to book your space.

SPINDLETOP GLADY CITY BOOMTOWN ADMISSION

Museum Hours

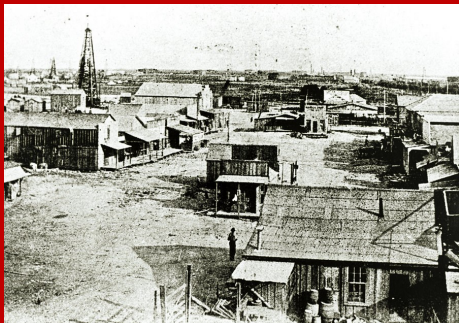
- Tuesday-Saturday, 10 a.m. to 5 p.m.
- Sunday, 1-5 p.m.
- Last admission time is 4:20.
- Gift Shop closes at 4:20.
- Closed Mondays, Christmas Eve, Christmas Day, New Year's Day, Easter & Memorial Day.

Admission

- Adults \$5
- Seniors 60+ \$3
- Children Ages 6-12 \$2
- Children 5 & younger Free

UNIVERSITY DISCOUNT: Students, faculty, staff, retirees and alumni of Lamar University or LIT are admitted free, w/valid ID. Students only from other institutions within the Texas State University System receive free admission with a valid student ID.

MILITARY DISCOUNT: Active military personnel, including Reservists & National Guard members, receive free admission year-round with a current military ID. During the annual Blue Star Museums program (Memorial Day to Labor Day) sponsored by the National Endowment for the Arts, the immediate families of active duty military also receive free admission.



Spindletop, Gladys City



ON JANUARY 10, 1901, THE GREAT LUCAS GUSHER AT SPINDLETOP FOREVERMORE CHANGED THE TEXAS ECONOMY BY HELPING TO USHER IN THE PETROLEUM AGE.



GLADYS CITY

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.

**HEALTHSELECT OF
TEXAS OUT-OF-
POCKET MAXIMUM
NOW INCLUDES
PRESCRIPTION DRUG
EXPENSES**

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.

Benefits

DID YOU KNOW?

**UNITEDHEALTHCARE MEMBERS CAN CALL 866-336-9371
AND SPEAK TO A REGISTERED NURSE 24/7**

**NEW HEALTH INSURANCE OPTION COMING
SEPTEMBER 1, 2016**

INTRODUCING THE CONSUMER DIRECTED HEALTH PLAN

The 84th Texas Legislature tasked ERS with a consumer-directed health plan (CDHP) that includes a high-deductible health plan coupled with a health savings account. The new plan will be available to members not eligible for Medicare. You don't have to switch health plans, but during the upcoming Summer Enrollment period, you can select this new health coverage option to start September 1, 2016.

HOW IT WORKS

There are two components to a CDHP: a high-deductible health plan (HDHP) and a health savings account (HSA).

UnitedHealthcare will administer the HDHP and feature the same network doctors as HealthSelect of Texas. The key feature of an HDHP is in its name: the high deductible. Participants will have to pay an annual deductible before the plan will pay most medical and prescription benefits, with the exception of preventive services such as annual check-ups, screenings and vaccines, which will still be covered at 100%.

The in-network deductibles will be \$2,100 for member only coverage, and \$4,200 for family coverage. The out-of-network deductibles will be \$4,200 for member only coverage and \$8,400 for family coverage. In the HDHP, preventive services don't include prescription drugs. Once a participant meets the annual deductible, the HDHP pays 80% for in-network services and 60% for out-of-network services until the participant (or family) reaches the applicable out-of-pocket maximum. For 2016, the in-network, out-of-pocket maximum is \$6,550 for an individual and \$13,100 for a family. The out-of-network, out-of-pocket maximum is \$13,100 for an individual and \$26,200 for a family.

Prescription drug expenses count toward the deductibles and out-of-pocket maximums. This is very different from HealthSelect of Texas and the HMOs, which have deductibles only for prescriptions, out-of-network, and out-of-area services. The ERS Board of Trustees will vote on the HDHP premium at its May 16 meeting.

For the HDHP, an individual must pay \$2,100 before the plan will pay any costs for non-preventive benefits. Because participants will be responsible for higher medical costs, the HDHP is paired with an HSA to help pay for those expenses.

UnitedHealthcare will also administer the HSA, which is like a nest egg for health care expenses. An HSA allows participants to use pre-tax funds for eligible health care expenses. UnitedHealthcare won't approve or deny reimbursements. Participants enjoy tax-free interest earnings and, in some cases, can decide how to invest their funds. Unused funds will roll over to the next year. The State of Texas will contribute \$45 per month (\$540 per year) for member only coverage and \$90 per month (\$1,080 per year) for family coverage. Employees and retirees not eligible for Medicare also can contribute to their own HSAs, up to a certain amount set by the Internal Revenue Service every year. More information will be provided at a later date.



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



FAREWELL, KATHY!

*Kathy Russell
signs her final
retirement document.*
**Happy Retirement,
Kathy!**

DID YOU KNOW?

**YOU SHOULD CONTACT TRS AT
800.223.8778 SIX MONTHS PRIOR TO YOUR
RETIREMENT TO ORDER YOUR PACKET.**



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
HR Specialist
Staff Employment
(409) 880-2212

Lorelei Alfred
HR Assistant
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