



HR Notes

ASU DEPARTMENT OF HUMAN RESOURCES

September 2011

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Employee Assistance Program Begins Sept. 1

A new Employee Assistance Program (EAP) has been established at Angelo State University to provide assistance to all employees and their immediate family members who face personal or work-related problems that may occur in daily life. These issues may include marital troubles, family situations, finances, legal questions or perhaps alcohol and drug problems. The EAP reflects ASU's concern for its employees and efforts to maintain a productive and healthy work force.

Effective Sept. 1, the new EAP is available to provide many services to you, your household members and our organization.

UT Employee Assistance Programs provides access to services for all employees and their household members at no cost. You may visit their website at www.uteap.org and they are available 24 hours a day, seven days a week by calling toll-free to 800-346-3549.

ASU is excited to offer this benefit to help you experience many great (and less stressful) weeks ahead!

Please see Lori Chandler in the Human Resources Office or call 325-942-2168 if you have any further questions or need assistance in accessing EAP services.



Sexual Harassment Training for Faculty and Student Workers



performance review for one or more employees (including staff and students). Each presentation is approximately 15-20 minutes in length. The training presentations are to be accessed through the university's Blackboard system to give the university the ability to authenticate employee access and to track the completion of the training by each employee.

As most of you know, sexual harassment in the workplace is a serious compliance matter across the country, and is considered just the same by Angelo State University and the Texas Tech University System. Federal and state regulations require strict adherence to sexual harassment provisions, and the judicial courts typically ask about an employer's training programs on this subject should there be any litigation. From the perspective of maintaining a positive workplace environment and educating our employees, sexual harassment training makes business and common sense, and we urge all ASU employees to adhere to our sexual harassment policy and take this training seriously.

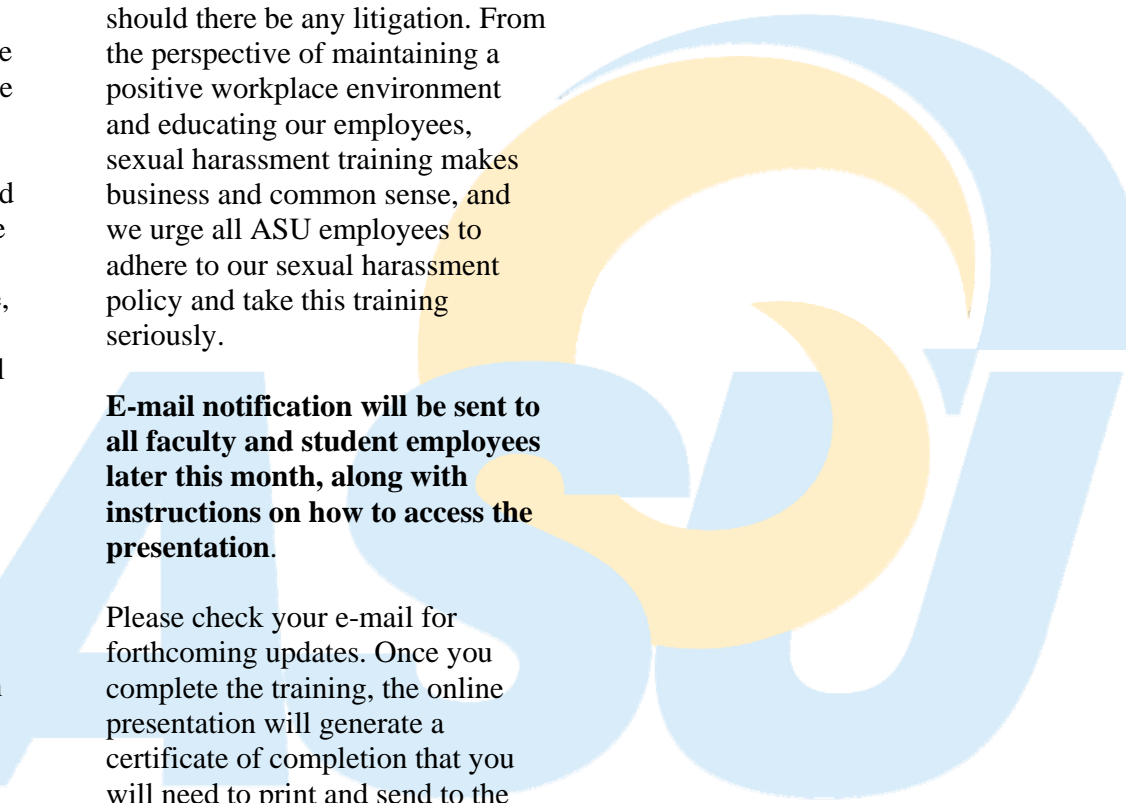
E-mail notification will be sent to all faculty and student employees later this month, along with instructions on how to access the presentation.

Please check your e-mail for forthcoming updates. Once you complete the training, the online presentation will generate a certificate of completion that you will need to print and send to the Human Resources Office to be placed in your personnel file as a record of your training.

Texas Labor Code, Section 21.010, and Texas Administrative Code, Title 40, Section 819.24, require state agencies to conduct sexual harassment awareness training for all employees every two years. The Office of Human Resources will be releasing the online training to all employees this year in two phases via the Blackboard portal (accessed through your RamPort log in). The first rollout for all staff employees occurred during the month of June, and the time has come for the second phase to be rolled out to all faculty and student employees in September.

The training will be available online, and can be accessed from any computer that has an Internet connection and audio speaker capability. The training module consists of one online presentation for employees and two online presentations for supervisors. Supervisors are required to view both presentations. For the purpose of this training, a supervisor is defined as an employee who is responsible for conducting a

If there are any questions or problems accessing the training presentations, please contact Lori Chandler in the Human Resources Office at 325-942-2168 or lori.chandler@angelo.edu.



September is Prostate Cancer Awareness Month

From <http://zerocancer.org>

Washington D.C. – September is National Prostate Cancer Awareness Month, and although strides have been made in the fight against prostate cancer, it remains the most commonly diagnosed cancer and the second leading cause of cancer deaths in men. Through initiatives such as the Summit to End Prostate Cancer, the Great Prostate Cancer Challenge and the Drive Against Prostate Cancer, ZERO – The Project to End Prostate Cancer raises awareness and funds that are critical to fight this disease that affects so many men and their families.

“More than 240,000 men will be diagnosed with prostate cancer this year alone,” said Skip Lockwood,

CEO of ZERO – The Project to End Prostate Cancer. “Breast cancer affects one in every eight women – with prostate cancer its one in every six men. Yet, there are significantly more federal dollars, more attention and more support for breast cancer research. Prostate cancer needs to be just as much of a national public health priority.”

Research has shown that men with certain risk factors are more likely than others to develop prostate cancer. The biggest risk factor is age along with a family history of the disease. Men with a father or brother who have been diagnosed with prostate cancer have more than twice the risk of being diagnosed. Race is also a risk factor. Rates of prostate

cancer in the United States are 60-percent higher among African-American men, and their mortality rate is two-and-a-half times that of Caucasian men.

Early detection and treatment are the key factors in addressing prostate cancer. Testing for prostate cancer consists of a simple blood test and brief physical examination, which takes less than 10 minutes and could save a man’s life.

Go to <http://zerocancer.org> to read more about Risk Factors and Early Detection.

ERS News

Some women’s services paid 100 percent

Starting Sept. 1, the Affordable Care Act (ACA), also known as federal health care reform, will make certain preventive health care services in the Texas Employees Group Benefits Program (GBP) payable at 100 percent (i.e., at no cost to the member), depending on how a physician bills the service and the physician’s diagnosis.

In some cases, health plan members will still be responsible for payment on certain services. Preventive care follows established health screening guidelines. This includes women’s preventive health care services, such as mammograms and screenings for cervical cancer.

The Department of Health and Human Services has also adopted additional ACA guidelines for women’s preventive services, including contraception, well-woman visits and breastfeeding equipment. These guidelines, which make those services payable at 100 percent, will go into effect for the GBP on **Sept. 1, 2012**. ERS will provide more information on these services soon.

Drug deductible starts over Sept. 1

Remember that from Sept. 1 to Aug. 31, you and each of your covered dependents must pay separate \$50 deductibles before the plan begins to cover drug costs. For example, if you have two dependents, you would have a total family deductible of \$150 per

plan year for prescription medications if all of you fill at least \$50 worth of prescriptions.

One of the best ways to save money on your health care is to make sure you take generic drugs whenever you can. Always consult your doctor before switching medications. New generic drugs come onto the market all the time. It is important to know when generics become available because they generally cost less and they have the lowest copay. Plus, if a generic is available and you buy the brand-name drug instead, you will pay the generic copay plus the difference between the cost of the brand-name drug and the generic drug.

Temporary and Casual Employment Policy Reminder

Periodically, there may be times when your department needs to hire temporary employees to fill in for a permanent employee on extended leave, to assist with a special assignment or to help during periods of peak workloads. The university offers the option of hiring temporary/casual employees in these special cases.

Even though temporary/casual employees work for a short period of time, they are subject to federal, state and university rules and regulations.

Please remember that temporary/casual employees cannot be employed by the university for a period longer than four-and-a-half months in a fiscal year if they are working full time, or for more than six months in a fiscal year if they are working part time. Full time is considered 40 hours a week, and part time is considered 20 hours a week or less. No temporary/casual employees may exceed these limits in any fiscal year. They are ineligible to work in any other temporary/casual assignment the rest of that fiscal year.

ASU students are not eligible to be hired as temporary/casual employees. They must be hired as student workers.

To hire a temporary/casual employee, the hiring department can either recruit through the Office of Human Resources, or contact a prospective employee directly. Once a candidate is identified, the hiring department must complete a Student

Temporary Casual Employment Form (blue form) and submit it to the Office of Human Resources before the date of hire. The hiring department determines the temporary/casual employee's rate of pay and the duration of the employment (within the time frames listed above).

On the first day of employment, a temporary/casual employee must visit the Office of Human Resources to complete all necessary employment paperwork. Temporary/casual employees are not eligible for university employee benefits, insurance, leave or retirement.

To report time worked, temporary/casual employees must complete and submit a Monthly Time Record to their supervisor for approval each month.

Finally, when a temporary/casual employee's period of employment has expired, the department must complete a Student and Hourly Termination of Employment Form.

For any questions regarding the employment of a temporary/casual employee, please call the Office of Human Resources at 325-942-2168.



Non-Exempt Web Time Entry Town Hall Meeting Dates

The town hall meeting dates for the Non-Exempt Web Time Entry and Semi-Monthly Payroll Project are scheduled for 2 p.m. on Thursday, Sept. 22, in MCS 100, and for 2 p.m. on Wednesday, Sept. 28, in MCS 100.

Town hall discussions will be held so that employees and their supervisors can learn more about the project and ask any questions they may have.

The project is currently on track to go live in December. More information on the project, including Frequently Asked Questions and Important Dates, can be found on the Projects page of the Human Resources website. http://www.angelo.edu/dept/human_resources/non_exempt_web_time_entry.html

Training dates planned for October and November will be announced via e-mail, on the Human Resources website and in the October *HR Notes* newsletter. Stay tuned for more information!

New to ASU

Gary Baker – Accounting, Economics and Finance
Adria Battaglia – Communication, Mass Media and Theatre
Laura Behrens – English and Modern Languages
John Blumentritt – Security Studies and Criminal Justice
Melissa Brackett – Multicultural Center
M. Scott Burt – Biology
Charlene Bustos – Teacher Education
Anthony Celso – Security Studies and Criminal Justice
Lenore Cortez – Nursing and Rehabilitation Sciences
Larry Counts – University Police
Debbie Cunningham – English and Modern Languages
Jeffrey Dailey – Security Studies and Criminal Justice
Joey Erickson – English and Modern Languages
Ashlee Fuchs – Mathematics and Computer Science
Diane Gierke – Curriculum and Instruction
Michelle Hanby – Psychology, Sociology and Social Work
Dinah Harringer – Nursing and Rehabilitation Sciences
Christopher Hobbs – Chemistry and Biochemistry
Crystal Kreitler – Psychology, Sociology and Social Work
Jan Lentz – Psychology, Sociology and Social Work
Eden Leone – English and Modern Languages
Melissa McDowell – Nursing and Rehabilitation Sciences
Gabrielle Miller – Communications and Marketing
Nicholas Negovetich – Biology
Sandra Pate – Management and Marketing
Robert Pullin – Security Studies and Criminal Justice
Brandy Ramirez – English and Modern Languages
Janine Ray – Nursing and Rehabilitation Sciences
Donna Rich – Nursing and Rehabilitation Sciences
Leslie Rodriguez – Communication, Mass Media and Theatre
Jerry Rychlick Jr. – University Police
Patricia Simpson – Nursing and Rehabilitation Sciences
Elaine Smith – Mathematics and Computer Science
Alonzo Soto – Materials Management
Tonya Starkey – Psychology, Sociology and Social Work
Amy Thomas – University Police
Karnisorn Wongsrichanalai – History and Political Science

ASU Employee Birthdays - September

Bailey, Mark	Louie, Kathryn
Bible, Linda	Madero, Flor
Blair, Frank	Marsh, Deleise
Blount, Katherine	Maxwell, Terry
Boatright, Linda	McAnanama, Judith
Bonenfant, Timothy	McCloud, Daniel
Boudreaux, Kevin	Mears, Philip
Braden, Debra	Meeks, Alan
Bryant, Tanner	Meyer, Daniel
Burrell, Christine	Montes, Michelle
Cody, Karen	Mowrer, Robert
Cortez, Lenore	O'Rear, Judy
Counts, Larry	Olson, Edward
Crowther, David	Osborne, Mandy
Cullins, Billy	Owens, Corey
Darby, Pamela	Pacheco, George
Elkins, Eleanor	Pate, Dennis
Fisher, Landon	Price, Jack
Flores, Kristi	Reid, James
Gaskamp, Justine	Rodriguez, Eddie
Gentry, Shawn	Salisbury, Micheal
Gordon, Evelyn	Schell, Kraig
Gurley, Jay	Schow, Kimberly
Halbert, Jay	Scott, David
Hama, Mark	Seidel, Sandra
Hamilton, Paul	Simpson, Carole
Hammer, Stephen	Simpson, Patricia
Hartin, Cynthia	Stanley, Kristin
Hawkins, Jonathan	Starkey, Tonya
Hernandez, Elisa	Swenson, Dwain
Hirt, Mark	Tinajero, Maria
Howry, Sierra	Valle, Heather
Jones, Richard	Villarreal, Orlando
Klein, Steven	Walden, Matthew
Kramer, Jessica	Walker, Molly
Lacy, Seth	Ward, Kathryn
LeGrand, Robert	Yenny, Michael
Levario, Amanda	
Lisoski, Edward	
Livengood, Kimberly	