ANGELO STATE UNIVERSITY
MEMBER, TEXAS TECH UNIVERSITY SYSTEM

HR Notes

ASU DEPARTMENT OF HUMAN RESOURCES

June 2013

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SB 1414: Child Protection Training

Senate Bill 1414 requires all higher education employees who work in campus programs involving contact with minors to complete ***SB1414: Child Protection Training***. SB1414 was enacted in September of 2011 with a compliance date of June 1, 2012.

This training must be completed within the first five days of employment (with the program) and program operators/directors/coordinators must submit a verification form to the Department of State Health Services (DSHS) within five days of the start of the program, verifying that each employee of the campus program has complied with the training requirement. Training must be re-taken every two years.

Many ASU employees received the training last year. If you took the course last year and are involved with a summer camp program this year, you do not have to re-take the training as it is valid for two years. Please contact the Office of Human Resources to get a copy of your completion certificate to provide to your camp program director.

If you did not participate in the training last year or were not an employee last year, please see the instructions below on how to complete your training.

Who Needs to Take SB1414 Training?

SB 1414 Child Protection Training will only be required for faculty, staff or student workers having contact with a minor(s) as part of a camp or program under any of the following scenarios:

- The camp or program with minors lasts six hours or more on any given day.
- The camp or program with minors continues for multiple days, no matter what the duration is per day.
- The camp or program requires an overnight stay.

If a **volunteer** acting as a guest speaker or entertainer, or a person visiting for a limited purpose or limited time, has **no direct and unsupervised interaction** with minors – that person does not have to take this training.

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ERS News

Annual Enrollment 2013
In July, you will receive your ***Personal Benefits Enrollment Statement*** mailings, which include information on your benefits, Annual Enrollment choices and two-week enrollment period. Our enrollment period is July 22 – Aug. 4. As in past years, you will have several ways to make benefit changes, including signing in to your online account on the ERS website, contacting Human Resources at 942-2168 or calling ERS toll free at 866-399-6908. Annual Enrollment is your opportunity to make benefits changes without experiencing a qualifying life event change. All changes made during Annual Enrollment will go into effect on Sept. 1.

ERS Annual Enrollment Fair

Thursday, Aug. 1
Texas Department of Transportation (TxDot)
4502 Knickerbocker Road
9 a.m. to noon (presentation starts at 10:30 a.m.)

ERS and its partners will be traveling around the state this summer, hosting fairs designed to help you make informed decisions when it comes to choosing your benefits. All fairs are free and open to all employees.

TexFlex Health Care Limit to Change
The ERS TexFlex program currently allows participants to contribute up to $4,996 a year into a health care account. As of Sept. 1, changes to federal law

will lower the health care maximum annual contribution from $4,996 to $2,496. On Sept. 1 of each year, you are automatically re-enrolled in TexFlex accounts at your same annual contribution level unless you make a change during Annual Enrollment. If your Plan Year 2013 annual contribution is more than $2,496, ERS will automatically reduce the annual contribution to $2,496 for the upcoming plan year. This change does not affect day care accounts, which will still have a maximum contribution of $4,996 a year. There is no change to the administrative fee or the optional TexFlex debit card fee. The administrative fee is $12 a year for each account. The optional debit card fee is $15, even if you have both health care and day care accounts.

Employee Assistance Program (EAP)

Summer Is Just Around the Corner!

Summer is lots of fun. But it is also a time when you need to take certain precautions. For instance:

- Remember to wear sunscreen when you go outdoors. Keep in mind that you can get sunburned even on a cloudy day. Also remember that kids burn more easily than adults. So keep your kids protected!
- If gardening or working outside, cover up. Wear light clothing with long sleeves and cover your legs and feet. Always wear a hat.
- Drink lots of water. It is important to stay hydrated year round. But in hot weather, you need to pay even more attention to drinking water. Older adults need to be particularly cautious about staying hydrated.
- If you have a pool, kid-proof it. Repair any holes in the fence around your pool and check the gate and latch. Be sure that kids cannot get to your pool without an adult being present. If your kids ever go missing in your home, check your pool first!

When you go swimming, always keep an eye on the younger set. At the beach, home or town pool, never take your eyes off kids in the water. Accidents take only seconds.

Be on the lookout to keep everyone safe.

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June is Men's Health Month

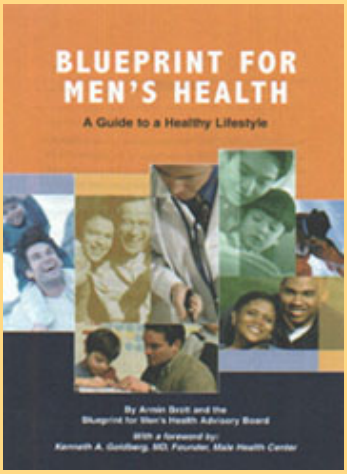
Anchored by a Congressional health education program, Men's Health Month is celebrated across the country with screenings, health fairs, media appearances, and other health education and outreach activities.

The purpose of Men's Health Month is to heighten the awareness of preventable health problems and encourage early detection and treatment of disease among men and boys. This month gives health care providers, public policy makers, the media and individuals an opportunity to encourage men and boys to seek regular medical advice and early treatment for disease and injury.

***Blueprint for Men's Health: A Guide to a Healthy Lifestyle -* Second Edition**

This book discusses the main health issues that men face today. Each chapter focuses on a single condition or group of related conditions effecting men. This 70-plus-page book discusses the factors that increase health risks, shows how to recognize symptoms and gives practical, easy-to-implement prevention strategies.

To make the information in this book as helpful as possible, every chapter was carefully checked by a professional with expertise in that particular field. While no book should be used as a substitute for professional advice about medical or lifestyle issues, the *Blueprint for Men's Health* is a resource and guide that may help you protect your health and get the most out of life.



Child Protection Training, cont'd.

Responsibilities

Program Operator/Director/Coordinator

- Determine who within your program needs to take the SB1414 training.
- Notify those who need the training.
- Ensure training is complete by receiving completion certificates from all employees.
- Retain all certificates of those who have completed the training.
- Complete the Campus Program for Minors verification form.
- The Tom Green County ID is 48451. County ID numbers can be found on the DSHS website at www.dshs.state.tx.us/chs/info/info_txco.shtm.
- The Course Approval Number will be printed on the individual completion certificates.
- Submit the form to the DSHS.

ASU Faculty and Staff

- Contact Lori Chandler in Human Resources at lori.chandler@angelo.edu or 325-942-2168 to request access to the electronic training program.
- Complete SB1414: Child Protection Training and certification test.
- Submit test to Lori Chandler and wait for completion certificate to be remitted to you.
- Print completion certificate and turn in to program operator/director/coordinator.

Non-ASU Employees

- Contact Greg Pecina in Business Services at 325-942-2021 to request your unique username and password.
- Login at www.SafeCamps.net.
- Complete SB1414: Child Protection Training and pass certification test.
- Print completion certificate and turn in to program operator/director/coordinator.
- Note: This training is only to be used by non-ASU employees who are involved in a summer camp on the ASU campus and have not already completed the SB1414 Child Protection Training.

Resource Links

The Campus Program for Minors verification form must be submitted to the DSHS by each program operator within five days of the program's start date. It is important that ALL people involved in programs including minors complete the SB1414 training and print their certificate when complete. The certificate should go to the assigned program operator/director/coordinator for submission to DSHS.

DSHS Rules Adopted on Campus Programs for Minors (Senate Bill 1414) provisions of the rules, found at 25 TAC Secs 265.401-265.405

DSHS website for Campus Program for Minors: www.dshs.state.tx.us/cpm/

Need Help?

Please contact the Office of Human Resources at 325-942-2168 or hr@angelo.edu.

EAP, cont'd.

Upcoming Webinars:

- NEW **June 5 - Stop to smell the roses: finding joy in life**
- NEW **June 11- Tips for summer safety**
- NEW **June 19 - Learning how to say "no:" an important life skill**
- NEW **June 25 - Retirement: What does it mean to you?**

Monthly EAP Newsletter: *Healthy Living – Taking care of you*

- Giving yourself the gift of "yes"
- Lose the clutter…find your inner organizer!
- Superfoods: Eating your way to better health
- e-Thoughts – Who are you becoming in 2013?

To access webinars, articles, discounts and other EAP resources, log in at www.horizoncarelink.com/loginUTEAP.aspx.
Login: UTEAP
Password: UTEAP

New to ASU

Please join the Office of Human Resources in welcoming the following new employees:

Michael Baker – Information Technology

Melissa Boyd – Office of Development

Brandy English – Visual and Performing Arts

Noelle Hayes – Enrollment Management

Georgana Kennedy – University Police

Ruben Limon – Facilities Management

Camille Perkins – Athletics

Riley Raschke – Information Technology

Marcia Revelez – Biology

Laurel Scott – Communications and Marketing

Zachary Villarreal – University Police

Damon Zak – Information Technology

ASU Employee Birthdays - June

Allan, Mark
Baccus, Casey
Baker, Tracy
Bishop, Kimbra
Blair, Debra
Bloomquist, Joseph
Braden, Heather
Bullion-Mears, Ann
Butler, Michael
Davis, Carla
Diminnie, Charles
Doyle, Tina
Ellery, Jon
Farr, Melissa
Ferguson, Jason
Garrison, Katherine
Harlin, Jessica
Hatch, Brian
Heineman, Kenneth
Hurley, David
Husein, Jamal
Irby, Jeane
Jackson, Karen
Kang, Woo Jin
Khanna, Dan
Koca, Paula
Lokey, Farrah
Martin, Chama
Maxedon, Sandra
McDowell, Melissa
Miller, Gabrielle
Moreland, Ellen
Morman, Tracey
Morris, Lee
Muelsch, Elisabeth
Nowlin, Tara
Paddock, Lawrence
Perchina-Ward, Valeria
Rich, Donna
Satterfield, Joseph
Sauer, Stacey
Scobel, Erika
Sefcik, Jeffrey
Siefker, Andrew
Stark, Justina
Stephens, Bryan
Storm, Scott
Sturm, Shannon
Swets, Paul
Swiderski, Jordan
Tafoya, Martha
Talamantez, Alexandra
Velasquez, Bruno
Wallace, Andrew
Whetsel, Christina