Terminations
Consistent with System regulation all nonfaculty positions in the A&M System are “at will,” meaning that any non-faculty employee may be dismissed from employment with or without cause.

Engineering HR should be consulted before any dismissal of students, graduate assistants or staff. A supervisor must obtain appropriate higher level approval before dismissing any employee.

All A&M System agencies having premises located on the campus of Texas A&M University will follow the university’s rule with respect to those premises. Most buildings we dwell in are under the A&M Rule.

Effective notice under Texas Penal Code section 30.06 will be provided in such locations that prohibit licensed carry of concealed handguns.

Campus Carry
The 84th Legislature passed Senate Bill 11, expanding areas on public university campuses where individuals with appropriate licenses are authorized to carry concealed handguns. Each System member is required to implement a rule to go into effect August 1, 2016.

The U. S. Department of Labor has adopted changes to the minimum salary required for a position to be considered exempt from the overtime and record keeping provisions of the FLSA. Currently, employees who meet all of the following conditions are considered “exempt” from the overtime and record-keeping provisions of the FLSA:

- Employee is paid a predetermined and fixed salary not subject to reduction because of variations in the quality or quantity of work performed
- 1. Employee’s job duties primarily involve executive, administrative, or professional duties as defined by the regulations.
- The rule change to the FLSA has increased the salary minimum for an exempt position to $47,476/year. The rule was released May 17, 2016 and to be implemented by December 2016.

Job Postings
New site for faculty and staff vacancy announcements:
www.tamengineeingjobs.com
Vacancy announcements must be approved before posting and must be available to public for a minimum of 5 days.

Offer Letters & Onboarding
Offer letter must include monthly FTE, contingency statements, and must be signed by both hiring division and applicant. Templates available. Salary approval is required before extending an offer and/or getting offer letter signed.
Initiate to Hire (I2H) is an online process that expedites the onboarding process once offer is accepted.

Consult HR for additional preferences and resources for veterans as well as resources for employers to build applicant pools to meet your work force need.

Offer letter is a readily available resource.
Leaves
Absences (sick and vacation) should be documented in LeaveTraq prior to (vacation) or as soon as possible following the leave (sick).
Sick leave related to a "serious health condition" or when more than 3 consecutive days are missed should be communicated to the departmental HR representative.

The employee may be eligible for job-protected leave under the federal Family Medical Leave Act (FMLA).
Sick Leave Direct Donation—House Bill 1771 authorizes state employees to voluntarily donate sick leave to another state employee within the same agency when an employee is out of sick leave. There may be tax implications on the donation. More information is available at: engineering.tamu.edu/hr/leave-fmla.

Immigration
In partnership with ISS and ISPS we provide services and guidance on immigration matters including work authorization, exchange visitors and permanent residency.

Requests for J-1 Exchange Visitor should be made at least 2-3 months in advance. Online request form now available for all J-1 Exchange Visitors.

Changes in title, percent effort and duties may affect J1/H1B visa status and must be reported to HR prior to change. This includes H1B Researchers with teaching appointments.

Benefits & Retirement
Annual enrollment is July 1-31st each year. Changes made during AE go into effect on September 1.

Engineering HR can address your questions regarding benefits enrollment, in-network providers, benefit changes due to life events, insurance coverage, TAMUS retirement eligibility, and more.

On Campus Office Hours: MEOB 532
Tuesday/Friday 8:30—11:30 am.

System-Wide Pay Plan
System initiative to create a single pay plan for all System members for staff positions by reducing 12,000 titles to ~2500 titles and mapping those titles to market based pay grates.

In FY17 there will be title changes and a defined pay structure for most staff positions. Current titles may change slightly and certain market adjustments may occur for those below newly established minimums. New career ladders and focus toward more generic titles with the ability to utilize working titles.

A Pay Plan Administrator has been hired at System office to administer the pay plan and work with member representative subcommittees.

External Employment
External employment is to be disclosed when employees engage in work outside of their normal job.

Staff request is initiated by the employee through an online approval process. A copy of the approved request should be retained in the personnel file.
Access the online form and additional information on the HR website.

Faculty External Employment—Contact Engineering Dean’s office at 979-845-6210.

Performance Evaluation
Ongoing communication between supervisor and employee is the goal in evaluating performance.

Formal evaluations are required annually on non-faculty employees (part and full time), working retirees and employees in wage positions longer than 4.5 months.

A performance review is essential for documenting employee progress and to help verify that the employee is aware of the expectations of the job.

The review includes interaction between employee and supervisor to: review position description, determine goals and objectives, and discuss any questions. Completed and signed evaluations should be placed in the employees personnel file.

Offsite Work Location
When a division has a business necessity for an employee to work in a setting other than the designated headquarters (College Station) an Offsite Work Location request is to be processed. Request forms are on the HR website.

Staff Requests: routed through Engineering HR.
Faculty: Contact Engineering Dean’s office at 979-845-6210.

Wellness
Be Well with E-Well! Visit our website for details of events coming up and wellness resources.

Wellness Release time coming soon (30 minutes/3 days)
E-Well Weekly is our newsletter with event highlights and much more.

Employees (and covered spouses) enrolled in the A&M Care and A&M Care J health plans should have a wellness exam each year between September 1 and June 30, to ensure the lowest insurance premium rates for the following fiscal year.

Engagement
Engagement, development and training initiative for staff.
Focus on establishing Functional Groups bringing together employees with like tasks and responsibilities to work towards enhanced communication and best practices.

Lead by staff identified as an Engagement Leader, the initiative is a partnership with Engineering HR and ESAC.

Staff Ombuds
Confidential, impartial, neutral, informal resource for staff seeking guidance.

Office Hours on Campus (Wisenbaker) and at TSHB.
http://tees.tamu.edu/engrstaffombs/