YEAR END HOLIDAYS

The holiday schedule listed below allows Lamar University to be closed for two energy conservation days this holiday season. **Employees will be required to use vacation or compensatory time for the Energy Conservation Days on December 21-22, 2015.**

Since compensatory time cannot be advanced to employees, those without sufficient vacation time available will need to acquire the necessary comp time for the energy conservation days prior to those days. Where vacation or comp time is not currently available, supervisors are encouraged to provide ample opportunities for employees required to be off on the energy conservation days to earn the comp time prior to those days.

YEAR END HOLIDAY SCHEDULE

- **Thanksgiving:** November 26-27, 2015
- **Christmas Break:** December 21-22, 2015*  
  December 23-31, 2015
- **New Year’s Day:** January 1, 2016

A state employee is entitled to observe Rosh Hashanah, Yom Kippur, Good Friday, and Cesar Chavez Day in lieu of any state holiday where a skeleton crew is required.

*Energy Conservation Days: Skeleton crews for essential offices required. Accrued compensatory time/vacation will be used to observe energy conservation days.

Questions concerning the scheduled holidays and energy conservation days, as well as timekeeping procedures for these days, should be addressed to the Leave Coordinator in Human Resources at 409.880.7373.

DEAN BRENDA NICHOLS NAMED ASSOCIATE PROVOST AT LAMAR UNIVERSITY

Long-term college dean Nichols named associate provost at Lamar University. Nichols earned associate and bachelor’s degrees in nursing and a master’s degree in education from the University of Evansville, completing her doctoral degree at Indiana University. Her areas of expertise include nursing administration, research and international health care. She has published in a number of journals centering upon patient care and nursing administration. Nichols joined Lamar University as dean of the College of Arts and Sciences and professor of nursing in 2001, making her the longest tenured dean among the university’s six colleges.

EMERGENCY NUMBERS

Police Dept  
(409) 880-8311

Discrimination and Misconduct Concerns  
(409) 880-8375

In This Issue:

Pg 1 - Year End Holidays, Lamar University Associate Provost Appointment, December Payroll Due Dates

Pg 2 - Sexual Misconduct/Title IX Information, Contacts and Resources

Pg 3 - Benefits: Aon Hewitt Dependent Eligibility Verification, TexFlex Balance/Carryover, TRS/ORP Retirement Info

Pg 4 - Car Pooling, I-9 & E-Verify Instructions, Who’s Who in Human Resources

EARLY PAYROLL DUE DATE FOR DECEMBER:  
12/9/15 (LU & LIT)
What is Title IX?
Title IX, a federal law that is part of the Education Amendments of 1972, provides in part: No person...shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. The Texas State University System's (TSUS) Sexual Misconduct Policy and Procedures can be found by visiting www.lamar.edu/titleix/.

What does Title IX do?
Title IX prohibits sex discrimination in educational institutions, programs and activities. Examples include:
- Sexual Assault, stalking and intimate partner violence/dating violence
- Hostile work environment, quid pro quo harassment and sexual stereotyping
- Discriminatory treatment because of sex, pregnancy, or marital or parental status

Who is protected by Title IX?
- University students
- Faculty, staff and interns
- Applicants for employment or education
- High school students participating in Tech-Prep Dual Enrollment or other programs
- Home and visiting student athletes and other campus visitors

What are the university's responsibilities?
Upon notice, the university is required to take immediate and appropriate steps to determine what occurred and take prompt and effective steps reasonably calculated to end the conduct at issue and remedy its effects.

What are my obligations as an employee of the university?
- If victim is not safe, report immediately to Lamar University Police Dept. Otherwise: ensure faculty, staff, students, athletes and visitors experience a non-discriminatory environment.
- Report any conduct that may be a potential violation as soon as it is known to the Title IX Coordinator, a Deputy Title IX Coordinator or to Lamar University Police Department.

What are my obligations as a student, contractor or campus visitor of the university?
If victim is not safe, report immediately to Lamar University Police Dept. Otherwise, report to a Lamar University staff member or, report online by visiting www.lamar.edu/titleix/ to access the online reporting link.

How will I know if the conduct violates Title IX?
You may not, so...when in doubt, report it! Visit www.lamar.edu/titleix/ for the online reporting link.

Who should I contact if I become aware of a potential situation or need more information?
- Title IX Coordinator or Deputy Title IX Coordinators
- Supervisors, Directors, Chairpersons, Deans or other Administrators
- Human Resources employees
- Associate Vice President & Dean of Students
- Coaches or the Athletic Director
- Student Health Center
- Campus Police
Aon Hewitt Dependent Eligibility Verification

Who is Aon Hewitt and why are they part of the dependent eligibility verification process?

Aon Hewitt is the third-party administrator that ERS is working with to conduct the dependent eligibility verification. They also administer the Texas Income Protection Plan (TIPP) for ERS. For the verification, Aon Hewitt will:

- Send letters and emails to participants,
- Answer questions about the verification,
- Provide a secure verification website,
- Receive and review documents, and
- Destroy all hard-copies of your documents at their secure facility, after they complete the verification.

When will the dependent eligibility verification begin?

Anyone who adds a dependent to health coverage beginning July 2015 will be part of the ongoing verification and will be required to provide proof to Aon Hewitt that the dependent is eligible for coverage.

After ERS processes your dependent's enrollment in coverage, Aon Hewitt (our third-party administrator) will contact you to get copies of documents proving your dependents are eligible. Aon Hewitt will not accept documents signed by the county clerk after the dependent was enrolled.

If I have questions, whom should I contact?

If you have questions about the audit you should contact Aon Hewitt Dependent Verification Center toll-free at (800) 987-6605. Aon Hewitt is available from 7 a.m. to 10 p.m. CT, Monday through Friday.
Green Initiative

**Lamar University Encourages Carpooling**

Lamar University has joined the fight to improve air quality and alleviate traffic congestion in the area, and we need your help! We have partnered with Carpool South East Texas in an effort to encourage all of our students and employees to carpool to and from campus. Carpool South East Texas is a FREE program funded by the South East Texas Regional Planning Commission in partnership with the Texas Department of Transportation that serves travelers who live and work in and around Southeast Texas.

Have you ever considered the benefits of Carpooling?

- **Save money at the pump.** By carpooling with just one other person you can cut the amount of money you spend on gas in half.
- **Reduce vehicle wear and tear** by teaming up with other drivers to carpool.
- **Catch up on your reading while you commute.** By opting to take part in a carpool, you’ll have more free time to prepare for class, catch up on email, or even start that new book you’ve been meaning to read.
- **Commute faster in a carpool.** Fewer cars traveling to the same location means less time wasted sitting in traffic or fighting for parking.

Outreach staff from Carpool South East Texas will be on campus to tell you how you can take advantage of this exciting new program. Find out how you can...

- Find a carpool partner
- Enroll in the Emergency Ride Home Program
- Be eligible for regular prize drawings
- Access the rideshare database - Coming soon!

### Who’s Who in Human Resources/HR Contact Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cathy Blanchard</td>
<td>Associate Vice President</td>
<td>(409) 880-8375</td>
</tr>
<tr>
<td>Brenda Dixon</td>
<td>HR Compliance Officer</td>
<td>(409) 880-8373</td>
</tr>
<tr>
<td>Carolina Bryan</td>
<td>HR Specialist</td>
<td>(409) 880-7373</td>
</tr>
<tr>
<td>Donna Franklin</td>
<td>HR Specialist</td>
<td>(409) 880-2213</td>
</tr>
<tr>
<td>Cynthia Walker</td>
<td>Benefits Manager</td>
<td>(409) 880-2257</td>
</tr>
<tr>
<td>Michelle Mays</td>
<td>HR Specialist</td>
<td>(409) 880-7464</td>
</tr>
<tr>
<td>Jeff Bell</td>
<td>HR Director</td>
<td>(409) 880-2215</td>
</tr>
<tr>
<td>Kathy Russell</td>
<td>Associate Director</td>
<td>(409) 880-2208</td>
</tr>
<tr>
<td>Lorelei Alfred</td>
<td>HR Assistant</td>
<td>(409) 880-2206</td>
</tr>
<tr>
<td>Sandra Stringer</td>
<td>HR Assistant, Sr.</td>
<td>(409) 880-7893</td>
</tr>
<tr>
<td>Terri Jones</td>
<td>HR Specialist</td>
<td>(409) 880-7375</td>
</tr>
</tbody>
</table>

### 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**

### DID YOU KNOW - ALL I-9’S NEED TO BE COMPLETED AT HR BEFORE THE NEW HIRE PAPERWORK CAN BE PROCESSED?

**I-9 SECTION ONE:** If, and only if, the employee accepts the employment offer then the employee is to complete section one of the I-9 form no later than the first work day by visiting the HR Dept. at 1030 Jim Gilligan Way with their unexpired acceptable ORIGINAL documents from the list provided in the I-9 packet.

If an employee is a Foreign Student in F-1 Nonimmigrant Status participating in Curricular Practical Training and they select “An alien authorized to work until” on section one on the I-9 form, they must present all of the following documents:

- Foreign Passport
- Form I – 20
- Form I – 94

**I-9 SECTION TWO:** The Human Resources department is responsible for completing section two of the I-9 process. HR has three days from the date of hire to complete the I-9 and the E-Verify process but their new hire paperwork cannot be processed without the potential employee completing the I-9/e-Verify process.

Questions may be directed to Sandra Stringer at (409) 880-7893.