HR Highlights is the Official Newsletter of UNT System Human Resources. If you have an HR question or topic you’d like covered in the newsletter, please email HR@untsystem.edu.

New HR Web Site.

HR Launches New Website to Better Serve All Institutions

We are excited to announce the launch of our new web site for UNT System Human Resources that will better serve all of UNT World.

Now live, fully-functional and available both through the UNT System home page, as well as by directly visiting http://hr.untsystem.edu, the new site is designed to make critical information easier to find. The HR site now features streamlined navigation and includes clickable drop-down menus in the main navigation bar, as well as static link menus on the homepage, to make finding key information and forms related to benefits, careers, employee resources, hiring processes and equity, diversity & inclusion easier than ever.

While a vast upgrade from our previous HR site, please be advised that our web team is still running tests for minor bugs or glitches that sometimes occur when new sites are launched. Should you encounter any errors or missing information, please email untsweb@untsystem.edu. Look for content improvements and additional functionality upgrades in coming weeks, as we continually work to make the user experience better.

Benefits.

Flu Season Is Upon Us

Pharmacy Benefits: If you get your flu shot (or any covered vaccine) at the pharmacy, please use your prescription card OptumRx®. Regular flu vaccines are covered at 100% when employees use in-network retail
pharmacies.

For a list of network pharmacies, go to:

1. Go to [www.HealthSelectRx.com](http://www.HealthSelectRx.com),
2. Click on *Find a network pharmacy*.
3. Click on *Filters and advanced search*.
4. Check *Vaccines/immunizations* from the drop down list.

For more information about flu and the flu vaccine, click *Education information* at [HealthSelectRx.com](http://HealthSelectRx.com), and see *Flu Awareness & Prevention* under *Current topics*. For additional questions call OptumRx toll free at (855) 828-9834 (TTY: 711).

**Network Doctor’s Office or a health clinic:** If you get your flu shot (or any covered vaccine) at your doctor’s office or health clinic, use your health plan ID card. This includes a retail health clinic within the pharmacy, such as MinuteClinic at CVS, RediClinic at HEB or one of the health clinics at Walmart.

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**Campus Updates.**

**UNT Dallas Plants Community Garden**

On Thursday, Oct. 24, UNT Dallas and St. Vincent de Paul of North Texas officially launched the Community Garden, a joint initiative in which UNT Dallas Urban Agriculture Community Gardening students will plant and maintain garden beds on the property of the St. Vincent Center in Lancaster. Vegetables and herbs grown in the garden will be donated to the adjacent Jan Pruitt Community Pantry, operated by St. Vincent de Paul of North Texas, Catholic Charities Dallas and the North Texas Food Bank.

About two dozen UNT Dallas students under the direction of professor Jerrod Tynes planted broccoli, radishes, spinach, carrots and other vegetables and herbs. As part of their course work, the students will maintain the gardens and then harvest the crops. At Thursday’s launch event, UNT Dallas provost Betty Stewart spoke of the importance of this project will supply fresh vegetables to residence who do not have easy access to whole foods.

"**UNT is Out of This World!**"

UNT’s Homecoming 2019 is this week, with a full slate of activities planned.

Highlights include:

Thursday, Oct. 31, 12:30 PM

**Homecoming Halloween Hullabaloo**
Free food, organization fair, and costume party  
Library Mall

Friday, Nov. 1, 8:00 PM  
**Bonfire**  
Apogee Stadium North Parking Lot

Saturday, Nov. 2, 9:30 AM  
**Parade**  
Highland Street to Denton Square

2:30 PM  
**Mean Green Football vs. UTEP**  
Apogee Stadium

For a more detailed list of events, click [here](#).

**UNTHSC President Michael Williams and Sen. Jane Nelson Pen Opioid Crisis Op-Ed**

"The national opioid epidemic affects every community, including North Texas. The opioid-related overdose death of Los Angeles Angels pitcher Tyler Staggs in Southlake this summer was a highly publicized reminder.

Fort Worth paramedics respond to about three opioid overdoses every day, and nearly 1,500 Texans died from opioid-related overdoses in 2017."

--excerpt from "Every Texan can play a role in defeating the opioid addiction crisis"

The UNT Health Science Center is preparing future providers in its six schools to innovate solutions to the epidemic, Williams and Nelson write. To read the full column, which appeared Oct. 24 in the *Star-Telegram*, click [here](#).

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**Deadline to Give Back via the SECC.**

Tomorrow, October 31, is the deadline for UNT World faculty and staff to give back through the State Employee Charitable Campaign (SECC).

Did you know faculty and staff can help North Texas recover from this month’s tornado strikes by contributing to the SECC? UNT System Chief Communications Officer Paul Corliss, whose North Dallas neighborhood was in the direct path of the strongest twister’s path of destruction, explains how in the short video linked below.
For more than 25 years, State of Texas employees have embraced fellow Texans through the SECC, contributing millions of dollars annually. Last year alone, UNT World team members raised more than $180,000 among UNT, UNT Dallas, UNT Health Science Center and UNT System Administration.

For more information on how you can make a difference through the SECC, please click the appropriate link for your institution below. Together, we can make a difference.

UNT SECC Info - UNT Dallas SECC Info - UNTHSC SECC Info - UNT System Administration SECC Info

The Organizational Development & Engagement (ODE) area of Human Resources provides learning and development opportunities to promote employee engagement. ODE staff aim to help create a productive and successful organization that uses best practices to attract, develop and retain employees.

Enroll in Upcoming Training Sessions Today!
(click course titles to register)

Engagement Action Planning

Want to create an engagement action plan with your team but don’t know where to start? Join us in an
informative session where we will review a few ways to conduct an engagement conversation with your team and jump-start your plans!

**When:** Thursday, Oct. 31, 2019 2:00 PM-4:00 PM  
**Where:** UNT Support and Services Building, SSB - 102

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**Progressive Discipline**

Learn the process to deal with performance and conduct issues when other developmental opportunities fail. Evaluate how to consistently and fairly manage employee behavior and performance. Identify laws and policy requirements affecting discipline.

**When:** Friday, Nov. 1, 2019 10:00 AM-12:00 PM  
**Where:** UNT Dallas, DAL1-212

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**Using the ePAR System**

Covering ePAR standard functions (hiring, employee changes, transfers, terminations, approving, etc.) and important information regarding budget changes, additional pay items, timely approval, correcting errors, and related EIS functions.

**When:** Thursday, Nov. 7, 2019 10:00 AM-12:00PM  
**Where:** UNTHSC, CBH-240

**When:** Thursday, Nov. 14, 2019 10:00 AM-12:00PM  
**Where:** UNT Dallas, DAL 1-201D

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**Managing Leave and Attendance**

Explore factors to take into account when considering different types of leave and effective approaches to managing employee's overall attendance.

**When:** Monday, Nov. 4, 2019 2:00 PM-4:00 PM  
**Where:** UNT Support and Services Building, SSB - 102

**When:** Friday, Nov. 8, 2019 10:00 AM-2:00 PM  
**Where:** UNT Dallas, FH-136
Breaking the Q12 Code: Understanding the Elements of Employee Engagement – Q8

Join Campus HR as we describe each of the 12 elements of employee engagement in detail, including the two elements of focus for UNT for FY20 - Q1 and Q8. Each session will be informative, collaborative, and fun!

When: Wednesday, Nov. 6, 2019 10:00 AM-11:30 AM  
Where: UNT Support and Services Building, SSB - 102

Facilitating Evaluations

This session will outline an effective approach to performance evaluations that will help you use the annual evaluation as a tool to communicate performance expectations and goals, develop competencies, and evaluate performance.

When: Wednesday, Nov. 6, 2019 2:00 PM-4:00 PM  
Where: UNT Support and Services Building, SSB - 102

Diversity and Respect in the Workplace (EAP Webinar)

Cultural disrespect is not an "agree to disagree" situation. Recognizing and respecting individual differences is paramount to working comfortably and effectively in today's workplaces.

When: Thursday, Nov. 7, 2019 12:00 PM-1:00 PM  
Where: Online

Behavioral Interviewing

Explore how behavioral interview strategies can help identify top talent and improve your hiring. Practice developing great interview questions, identify what to look for in a candidate’s answer, and learn the legal guidelines for interviewing.

When: Monday, Nov. 11, 2019 1:00 PM-3:00 PM  
Where: UNT Support and Services Building, SSB - 102
Breaking the Q12 Code: Understanding the Elements of Employee Engagement – Q11 & Q12

Join Campus HR as we describe each of the 12 elements of employee engagement in detail, including the two elements of focus for UNT for FY20 - Q1 and Q8. Each session will be informative, collaborative, and fun!

**When**: Wednesday, Nov. 13, 2019 10:00 AM-11:30 AM  
**Where**: UNT Support and Services Building, SSB - 102

Electronic Communications for Supervisors

The Electronic Communications for Supervisors session focuses on how to use electronic communication, such as texting, instant messaging, videoconferencing, social media and email following appropriate and professional etiquette.

**When**: Wednesday, Nov. 13, 2019 10:00 AM-12:00 PM  
**Where**: UNT Eagle Student Services Center, ESSC - 152

Art of Successful Coaching

Grow your coaching skills. Learn how the right coaching conversation can empower and engage your team. Explore how coaching differs from managing, mentoring or counseling. Practice identifying powerful questions that inspire and catalyze new thinking.

**When**: Friday, Nov. 15, 2019 10:00 AM-12:00 PM  
**Where**: UNT Dallas, FH - 306

*If you would like assistance with creating a customized learning plan for your team, please contact the System HR Organizational Development and Engagement (ODE) team at ODE@untsystem.edu*

Miss an issue of HR Highlights? [CLICK HERE](#) to catch up!