Time Off for Voting

UNT World encourages employees to exercise their right to vote. Texas statute allows for institutions to provide leave time to vote in national, state or local elections. Employees will be provided a reasonable period of time off during the regular work day to vote in each national, state or local election. The employee shall notify the supervisor of the intent to use work time prior to election day if they do not have sufficient time to vote on their own time. There is no need to record the time taken to vote; this time is reported as time worked.

UNT Policy
UNT System Administration Policy
UNT HSC Policy
UNT Dallas Policy
Take advantage of upcoming Well-Being Workshops through our "In the Green" initiative for Physical, Interpersonal and Financial health!

The benefit of building savings
It’s “America Saves” week. All financial advisors will tell you that saving is extremely important. Yes, we need to save towards retirement, for example. However, did you know that most financial advisors suggest you first make sure that you have an Emergency Fund that is equal to at least 3x your monthly expenses, before working towards your retirement savings goals? Some advisors even suggest you save 6x your monthly expenses. Of course, if you can save towards both your emergency fund and retirement at the same time – even better. This week is a great time for a savings checkup. Are you prepared for an unforeseen loss of income? What about an emergency home repair, medical issue, or car maintenance? Are you anxious about the idea of saving 3x your monthly take home pay? Starting small/just starting somewhere could begin a new habit that will help you reach that goal sooner than you think.

Some resources to check-out about building emergency savings:

https://www.thebalance.com/easy-ways-to-build-emergency-fund-453608
https://www.nerdwallet.com/blog/banking/savings/life-build-emergency-fund/
https://www.daveramsey.com/blog/4-quick-ways-to-build-your-emergency-fund


**What’s it going to cost me?**

One of the first questions that come to mind when we learn we need a medical procedure is how much will it cost. As a participant in the HealthSelectSM plans you have a resource to help you find the answer. By logging into Blue Access for MembersSM, your online benefits portal, you can search [Provider Finder](#) to get estimates and compare costs for different providers.

[Provider Finder](#) also allows you to research specific procedures and their estimated costs at in-network providers.

**By using Provider Finder, you’ll be able to:**

- compare costs for in-network providers and procedures,
- compare quality ratings for those providers,
- estimate out-of-pocket costs,
- consider your treatment options and
- save money and make the best use of your health care benefits.

**REMINDER: One time option to join Blue Cross Blue Shield’s HealthSelect Fitness Program with no enrollment fee ends February 29**

HealthSelectSM members and their covered dependents can [join the Fitness Program](#) without paying the enrollment fee. In February 2020, the enrollment fee will be waived for all HealthSelect participants who use the code **fit4feb** during registration.

**To enroll:**

1. Log in to [Blue Access for Members](#) and under "Quick Links."
2. Choose “Fitness Program.” Here you can enroll, search for nearby fitness locations and learn more about the program.
3. Click "Enroll Now."
4. Search and choose the fitness location that is best for you. Or, you can enroll by calling (888) 762-BLUE (2583), Monday through Friday, between 7 a.m. and 7 p.m. CT (6 a.m. and 6 p.m. MT). After signing up, employees and enrolled family members can visit any participating fitness locations.

Weight Management Program: What is Real Appeal?
Thursday, Feb. 27, 1–1:30 p.m.

Do you want to learn more about the Real Appeal Weight Management Program?

Join the 30-minute webinar to learn how Real Appeal works and how you can get started at no cost. The program can be tailored to your goals, preference and lifestyle. Participants join in weekly online group session led by a Transformation Coach.

Click here to register to join the online webinar and learn how Real Appeal works and how you can get started.

REMINDER: Important change Texa$aver 401(k) / 457 accounts
March 6, 2020

In December, the Employees Retirement System of Texas (ERS) notified employees enrolled in the Texa$averSM 401(k) / 457 Program that we are discontinuing the following two mid-cap investment options in the Texa$aver program:

- First Eagle Fund of America Y
- Victory Mulder Mid-Cap Growth Fund
These options will be replaced with BlackRock Mid Capitalization Equity Index F. If you have a balance in these funds, the fund(s) will be transferred automatically to the BlackRock Mid Capitalization Equity Index F fund on March 6, 2020. And, any scheduled future contributions to one or both current funds will be invested after March 6 in the BlackRock Mid Capitalization Equity Index F fund. You will not need to take any action for these transfers and future investments to occur.

The change may result in an increase or decrease in the your investment risk exposure and may or may not be consistent with your target strategy or investment style. All affected Texa$aver participants are encouraged to review their accounts before and after the change and, if necessary, make adjustments to their asset allocations. You can change your future contribution allocations or move existing balances to other available investment options at any time.

If you do not want your existing balance(s) or future contribution elections to transfer automatically to the BlackRock Mid Capitalization Equity Index F fund, you must take action before market close on March 6, 2020 and reallocate their balance(s) and future contribution elections to other Texa$aver investment options.

Participants can review Texa$aver investment options and make changes to their accounts by doing one of the following things:

- logging in to your Texa$aver account online or
- contacting a Texa$aver representative at (800) 634-5091 (TTY: (877) 606-4790) between 7 a.m. and 9 p.m. CT any business day or Saturdays between 8 a.m. and 4:30 p.m. CT.
Phyllis Finley, a Certified Instructor with the Denton County MHMR Center will be on campus to teach a four-part series on mental health. This program will teach the risk factors and warning signs of specific types of illnesses, like anxiety, depression, suicidal behavior and substance use. Each course is two hours, and if you are not able to stay for the entire session, please attend for as long as possible to gain real-life experience and be prepared when the time comes to help someone in crisis. Participants who are able to attend all four sessions will receive a certificate for taking the Mental Health First Aid course from MHMR. All sessions will take place at System BSC from 9:00 a.m. – 11:00 a.m. To register for any of the following sessions, click on the links below.

**Monday, March 2 – Mental Health First Aid, Room 4202A**
- What is Mental Health First Aid?
- Statics of mental health in the U.S.
- First Aid Action Plan
- Understanding depression and anxiety

**Thursday, March 17 – First Aid for Suicidal Behavior, Room 4202B**
- Facts about suicidal thoughts and behaviors
- Warning signs
- Non-suicidal self-injury
- Use listening skills
- Learn how to take action

**Tuesday, March 23 – First Aid for Panic Attacks, Room 4202A**
- Symptoms of a panic attack
- Effects of a traumatic event
- Understand disorders in which psychosis may occur
- Acute psychosis

**Monday, March 24 – Substance Use Disorders, Room 4202A**
- Understand substance use disorders
- First Aid for overdose
- First Aid for withdrawal
- Using Mental Health First Aid
Mind & Body – Mindfulness Workshop
Wednesday, March 4
Lacy Wolf, Health Promotion Administrator from ERS will be on campus to conduct a workshop on mindfulness. Please plan to join this 60-minute workshop to learn about the science and practical application of mindfulness.

Click on the title above to enroll and select your location:
- BSC in room 4202A from 10:00 – 11:00 a.m. or
- HSC in Lib110 from 2:00 – 3:00 p.m.,

This evidence-based skill set has been proven to:
- Improve productivity
- Reduce blood pressure
- Improve sleep
- Decrease anxiety and depression
- Improve immune function

You will leave this workshop with an understanding of why and how mindfulness can help you effectively manage stress and you will have strategies to apply this skill in your daily life.

Suicide Prevention Workshop with Arlene Rivero-Carr, Assistant Director–Training and Counselor for UNT
Tuesday, March 10
Learn how to recognize the signs, and know what to do or to say to someone who might be at risk for suicide.

You will walk away with the resources on where and how to refer someone who is depressed or considering suicide. To register for this session from 9:00 a.m. – 11:00 a.m., in SSB102, click on the title above.

Campus Updates.
UNT's 2020 Rilke Prize Winner Explores Themes of Impermanence, Change

One thing Greek philosopher Heraclitus was sure about – things are constantly changing.

“You can never step in the same river twice,” according to Heraclitus. The popular adage inspired the title of Kathleen Graber’s most recent collection of poetry, “The River Twice,” which has garnered her the University of North Texas’ 2020 Rilke Prize. The $10,000 prize recognizes a book written by a mid-career poet that demonstrates exceptional artistry and vision. It has been awarded annually since 2012 by UNT’s Department of English. To be eligible, the book must have been released within the preceding year.
Click here to read more.

UNT Dallas Announces SERCH Institute, Stars United Global Outreach Partnership

The #UNTDallas Urban SERCH Institute and Stars United Global Outreach, a nonprofit started by UNT Dallas alumna Star Williams in southern Dallas, are bringing the Blueprint for Success Entrepreneurship Program to local youth. The program will deliver life and leadership skills to students ages 10-18 through strong mentors and role models, and tools to start and grow a small business. The first cohort of this 32-week program is already underway. A second cohort will be selected in October from neighboring schools, partnership events and social media advertising.
Read more on the UNT Dallas Facebook page.

UNT Health Science Center Reveals New Brand Identity

The new look debuted Wednesday, Feb. 19 at an event that drew community and health leaders to campus to celebrate with students, faculty and staff. “This is a transformative moment for the Health Science Center,” UNTHSC President Dr. Michael R. Williams said. “The new visual identity honors five decades of improving health in Fort Worth and allows us to better tell the story of our innovative, entrepreneurial institution that is defining and producing the providers of the future.”
Click here to read more.
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)

**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, Feb. 27, 2020  10:00 AM-12:00 PM  
**Where:** UNTHSC, CBH-240

**Defusing Hostile Customers (EAP)**
If you provide service to others, you may often find yourself interacting with customers who are frustrated past the point of politely asking for help. It is important to know that your reaction and level of professionalism will dictate the outcome of this type of situation in most if
not all cases.
Topics include:

- Listening with empathy
- Identifying the problem behind the anger
- Knowing your triggers
- Remaining professional and helpful under any circumstance

**When:** Thursday, Feb. 27, 2020  12:00 PM-1:00 PM  
**Where:** Online

**Breaking the Q12 Code: Understanding the Elements of Employee Engagement – Q5 & Q10**

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:** Thursday, Feb. 27, 2020  2:00 PM-3:30 PM  
**Where:** UNT Support and Services Building, SSB - 102

**Resolving Conflict**

In managing relationships conflict will occur at times. Effectively resolving conflict can present a learning experience for you and your team members and can be a catalyst for positive change.

**When:** Thursday, February 27, 2020  10:00 AM-12:00 PM  
**Where:** UNTHSC, Everett Hall (RES-100)

**Art of Successful Coaching**

Coaching is a powerful tool and an important part of performance development. But what is coaching and what can it do? And, more to the point, how do you make
coaching work for you and your team? The Art of Successful Coaching session focuses on coaching skills and how to encourage individual performance, increase engagement and ultimately productivity. You will learn key elements to build a successful coaching relationship and begin implementing coaching with your team.

**When:** Monday, March 2, 2020  2:00 PM-4:00 PM  
**Where:** UNT Support and Services Building, SSB - 102

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**Employee Lifecycle**

Change in the workplace, such as hiring a new employee or a team member leaving can present a certain level of stress for supervisors. When those transitions do not go smoothly stress levels can increase, negatively affecting the workplace morale. The Employee Lifecycle session explores key elements to ensure a smooth transition in the employee onboarding and exiting process. This session will focus on a variety of topics, including identifying resources to use in orientating a new employee and also how to create a strategic plan for future employees.

**When:** Wednesday, March 4, 2020  10:00 AM-12:00 PM  
**Where:** UNT Support and Services Building, SSB - 102

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**Breaking the Q12 Code: Understanding the Elements of Employee Engagement – Q7 & Q9**

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, March 4, 2020  2:00 PM-3:30 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, March 11, 2020 2:00 PM-3:30 PM
**Where:** UNT Support and Services Building, SSB - 102

*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!*