Human Resources

The Families First Coronavirus Response Act (FFCRA) provides two NEW paid leave programs to assist employees impacted by COVID-19. These programs are effective on April 1, 2020, and apply to leave taken between April 1, 2020, and December 31, 2020 and is available to all employees.

FFCRA leave is accessible only when there is an assigned function/role that is capable of being performed either at an onsite or remote location, but the employee is unable to perform the assigned duties for certain, specified COVID-19-related reasons.

The Emergency Paid Sick Leave Act (EPSL) provides up to 80 hours (prorated for part-time employees) of paid sick leave for employees who are unable to work/telework and who meet one of six COVID-19 qualifying reasons listed below.

1. Employee is subject to Federal, State, or local quarantine or isolation order.
2. Employee advised by a health care provider to self-quarantine due to COVID–19.
3. Employee is experiencing symptoms of COVID–19 and is seeking a medical diagnosis.
4. Employee is caring for individual subject to or advised to quarantine or self-isolate.
5. Employee is caring for their child due to closed school or unavailable childcare provider due to COVID–19.
6. Other condition specified by government officials.

Weeks 1-2 of EFMLA are unpaid. However, an employee may elect to use EPSL or other earned leave during the initial two-week period. Employees are eligible to take leave under the EFMLA Act if they have been employed at least 30 calendar days. Regular FMLA leave taken on or after September 1, 2019, will be applied toward the 12-week cap. Additional information about the new FFRCA Paid Leave programs can be found in the Time Off section of the HR Coronavirus web site.

Compliance

Please join your fellow Islander staff, faculty, and students on May 6 for the 23rd annual Islander Development Day, CLIMB (Continuous Learning, Islanders Made Better). This collaborative effort between F&A, Student Engagement and Success, the Center for Faculty Excellence, and Staff Council will bring a diverse new group of professional development offerings for everyone—all in an online format. Please visit http://it.tamucc.edu/climb/ and If you have questions, please contact employee.relations@tamucc.edu.

The Emergency Family and Medical Leave Expansion Act (EFMLA) amends and expands the FMLA on a temporary basis to provide qualifying employees 12 weeks of job protection and pay if the employee is unable to work, including telework, due to the need to care for the employee’s child (under 18 years of age) if the child’s school or place of care is closed or the child care provider is unavailable due to a public health emergency.

Hurricane Season is June 1 through November 30. Make sure to update your emergency information in Workday and contact information in Code Blue in order to receive emails, texts, and prerecorded messages in the event of an emergency. All faculty and staff are encouraged to sign up for Code Blue. Click here to update your information.

For information on how to prepare your home, evacuation routes, basic preparedness tips and the State of Texas Emergency Assistance Registry (STEAR), visit Texas Ready and Ready Corpus Christi.
Information Technology
DoIT is hosting a tech track during the C.L.I.M.B. event on Wednesday, May 6, 2020. The topics being covered during the program are:

- Crossing the Digital Canyon: Rethinking Business as Usual
- Toward a Paperless Office & Beyond
- Team Up with Microsoft Teams
- Don’t Email, Collaborate!
- First Look at Microsoft Forms
- Powerful & Productive Online Meetings
- Universal Data Visualizations that Make Data Accessible to Everyone

DoIT is announcing the launch of the Tutorials & User Guides (TUGs) page. This page serves as the repository of technological resources and solutions available to enable the teaching, learning, research, and University business functions at TAMU-CC.

As a complement to Laserfiche Electronic Forms, DocuSign is now available to help employees reduce the amount of paper and time spent on creating, signing and routing electronic information. This fully digital signature system is designed to improve, simplify, and secure the document approval workflow by making it accessible from anywhere at any time. Documents signed with DocuSign are valid and legally enforceable with a visible audit trail for tracking. To set up and begin using your account, please visit DocuSign and log in with your Island ID and password. If you have any questions or need help with DocuSign, contact the IT Service Desk at 361.825.2692.

DoIT has created TAMU-CC branded background images approved for use during online meetings. The virtual backgrounds are available for download on the IT website.

Elevator Program – Library cab 1 is substantially complete. PAC and CCH elevators are in progress. USC will have a projected cost estimate in two weeks. Students Services Center, Faculty Center, Furgason Engineering Building and Center for the Arts are at various stages of review.

Furniture – Reupholster furniture for the following buildings are in progress: Island Hall (complete) and CCH 2nd floor (in progress).

Staff Council
Dorothy Yeater was a cherished staff member who worked at the Campus Store and left boundless memories of kindness and laughter. To honor her memory, the Staff Council created the Dorothy Yeater Memorial Scholarship Fund. The Dorothy Yeater Scholarship is offered to full-time benefits eligible staff who are enrolled in classes at TAMU-CC. Applications are being accepted now through May 15 for both Summer I and Summer II. For more information please Click Here.

Comptroller
Due to the COVID-19 issues and remote working requirements to stay safe, Accounts Payable will only print checks once a week on Thursdays. All checks that are printed and are marked for pick up will be available at the Business Office Monday and Thursday between 11 a.m. -5 p.m. An email will be sent to the contact for each check with pick up instructions and pick up time. All other checks will be mailed out on Thursdays. As a reminder, please encourage all Vendors/Payees to sign up for Direct Deposit as required by TAMU System, if possible.

Central Receiving continues to be open with the normal operating hours of Monday through Friday, 8 a.m. -5 p.m., however, will NOT be making deliveries across campus. If you are expecting a delivery or receive notification from Central Receiving, please email to make arrangements to receive shipment.

Mark your Calendars
April 1-June 15 – Staff annual evaluations available in Workday
May 6 – Employee Development Day: C.L.I.M.B. via online

Facilities
COVID-19 – As a reminder, if someone enters a building, he/she should notify SSC either by calling ext. 2324 or via email so the area can be disinfected again.

Roofs Update – The UC roof project is in progress with an estimated completion date of August.