

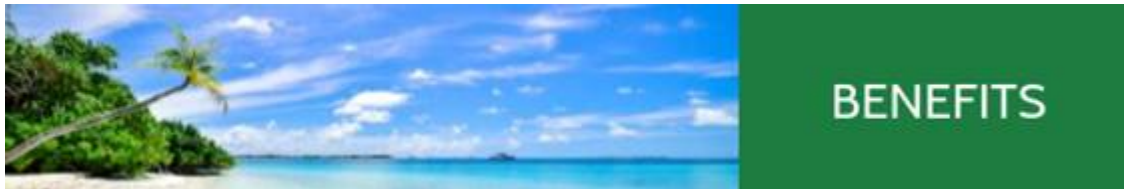


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DID YOU KNOW?

Did you know that you may be able to use up to eight (8) hours of sick leave per calendar year to attend a parent-teacher conference for your children, provided you are a parent of (or a person standing in parental relation to) a child who is a student attending a grade from prekindergarten through 12th grade. Reasonable advance notices must be provided to the supervisor.



HAVE YOU CHOSEN A PRIMARY CARE PHYSICIAN?

One of the most important things you can do to ensure high-quality, cost-effective health care is choose a primary care provider (PCP). In fact, if you're in HealthSelect of Texas®, you must have a PCP on file with the health plan. Your PCP coordinates your care, including making referrals to see specialists and writing orders for lab and imaging services.

To find a PCP in your area visit <https://healthselect.bcbstx.com/>

HAVE YOU CHOSEN A DENTIST OR DENTAL OFFICE?

Effective September 1, Delta Dental is our new dental carrier. For those enrolled in the DHMO plan, please visit: www.ERSdentalplans.com or call 888-818-7925 to confirm if your current dental provider is a participant. Otherwise

you will need to select a new dentist for the plan year 2019-2020.

You will no longer need an insurance card for dental. To help keep costs lower, active employees and dependents will not get ID cards, and participating Delta Dental dentists should not require them. In August, Delta Dental mailed a welcome letter to every employee and retiree enrolled in dental insurance. The letter will include the employee's Delta Dental ID number. A dependent can get coverage at an in-network dentist by giving their own name, or the employee's name, and Delta Dental member number.

If you do want a Delta Dental card, you can:

- Register for a Delta Dental online account to print an ID card
- Call Delta Dental in September to request they print a copy of your online ID card and/or
- Use the Delta Dental app to download a virtual card to your smartphone. (Dependents will not have access to the Delta Dental app.)

Please note: Only the employee's or retiree's name will be listed on the card. Dependents' names will not be listed.

Don't forget to destroy your old dental plan ID card after August 31. It won't be valid anymore. If you have questions about the change to Delta Dental or your dental benefits that begin on September 1, 2019 Delta Dental is ready to help!

Visit www.ersdentalplans.com or call Delta Dental toll-free at (888) 818-7925 (TTY: 711), Monday through Friday, 8 a.m. – 7 p.m. CT.



TRAINING:

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.

Enroll in Upcoming Training Sessions Today!

Foundations of Supervision

August 30, 9:00-11:00AM, UNT Dallas Founders Hall, FH-306

REGISTER TODAY!

Review the basic elements of supervision. Topics include; how to empower your staff, performance management, task management, problem solving, and personal management.

Effective Documentation

September 4, 2:00-4:00PM, UNT Support & Services Bldg., SSB-102 OR September 5, 2:00-4:00PM, UNT Dallas Bldg. 1, DAL1-212

REGISTER TODAY!

Good documentation practices give managers the resources needed to provide meaningful feedback to employees, provide specific examples when trying to correct unwanted performance or behaviors, and to provide a balanced evaluation of employees' performance during review time. Effective documentation also serves as an aid to future managers and HR professionals for historical perspective, audits, and legal claims. The Effective Documentation session explores the importance of managing and developing sound documentation practices.

Employee Lifecycle

September 10, 2:30-4:30PM, UNT Support & Services Bldg., SSB-102

REGISTER TODAY!

Explore key elements to the employee onboarding and exiting process. Discuss tips to aid in employee retention and create a strategic plan for the full lifecycle of your employees.

Personal & Professional Resilience

September 10, 12:00-1:00PM, Webinar

REGISTER TODAY!

This training focuses on flexible strength of resilient people, & the ways we develop those qualities within ourselves. Evaluate your approach to events & challenges that confront you, learn what you can do to better insulate yourself from stressors.

Supervisor Communication Skills

September 13, 10:00AM-12:00PM, UNT Dallas FH, FH-306

REGISTER TODAY!

Develop strong communication techniques such as; how to use body language, maintaining assertive communication, responding to feedback, and knowing how to handle emotionally charged conversations.

Questions? Email the Organizational Development & Engagement team at ODE@untsystem.edu.

Questions?

Do you have a question for the UNT System HR team that you would like to see answered in an upcoming issue of HR Highlights? Submit your questions to AskHR@untsystem.edu.