WELCOME TO THE

Teacher Retirement System of Texas!

Check in, Security badges, and I-9 forms
should be administered now

TRS Culture and You

Our Work is at the heart of the Mission

TRS Vision:

Earning your trust every day.

TRS Mission:

Improving the retirement security of our members by prudently investing and managing the Trust assets and delivering benefits that make a positive difference in their lives.

Culture: the way of life of a group of people; the customs, <u>values</u>, morals, attitudes and goals shared by group of people.

Inclusive

The Culture Wheel

GREATER COMMUNITY

KNOWLEDGE & STORIES

VALUES

LANGUAGE

FOOD & DRINK

TRADITIONS & RITUALS

THE ARTS

TOOLS & OBJECTS

TECHNIQUES & SKILLS

TRS Culture

"Our values represent a mutual understanding about responsibilities, expectations and communication in the way we treat each other and those we serve."

Earning your trust every day.

TRS VALUES

Our Mission

Improving the retirement security of our members by prudently investing and managing the Trust assets and delivering benefits that make a positive difference in their lives.

Member Focus
We exist to serve our members.

Ethics
We act with integrity in everything we do.

Respect
We build and maintain trusting relationships by working collaboratively, embracing our differences, and treating each other with kindness.

Excellence
We are accountable for our performance, striving to exceed expectations and deliver superior service.

Innovation
We explore and embrace new ideas to create efficiencies and optimize business outcomes.

Our values represent a mutual understanding about responsibilities, expectations, and communication in the way we treat each other and those we serve.
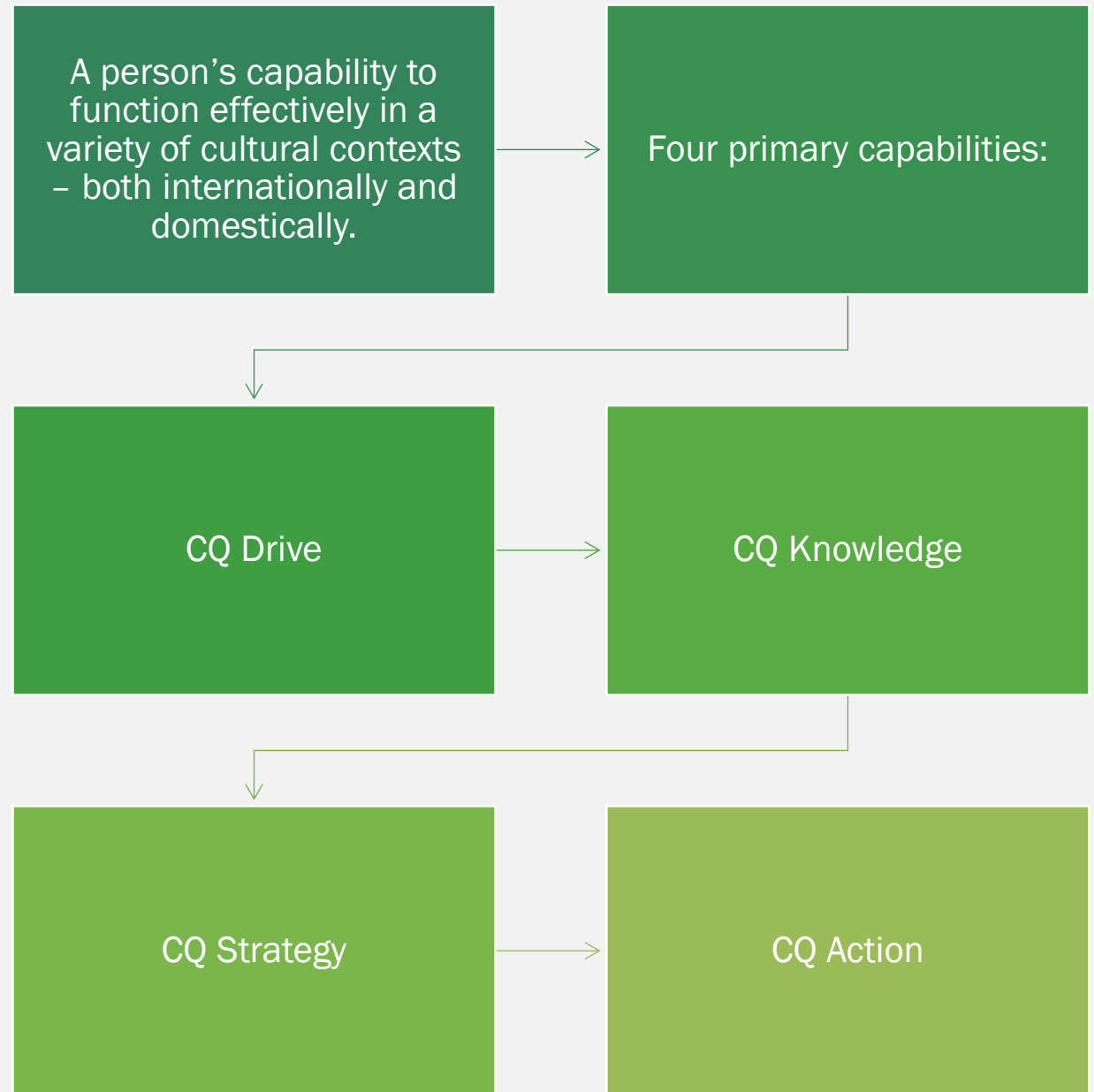
"What if we don't change at all ...
and something magical just happens?"

~Brad Veley

Cultural Intelligence (CQ)

A person's capability to function effectively in a variety of cultural contexts – both internationally and domestically.

Four primary capabilities:

CQ Drive

CQ Knowledge

CQ Strategy

CQ Action

CQ ACTION

Your ability to adapt when relating and working in multicultural contexts.

CQ Quick Self-Assessment
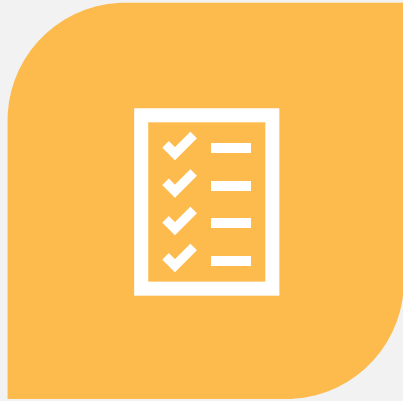
TAKE THE SELF-ASSESSMENT

SCORE YOURSELF

SELF REFLECTION

CQ Quick Self-Assessment

Rate the extent to which you agree with each statement, using the scale:

1=strongly disagree, 2=disagree, 3=neutral, 4=agree, 5= strongly agree

1=strongly disagree, 2=disagree, 3=neutral, 4=agree, 5= strongly agree

CQ Knowledge
CQ Strategy

1. If I encounter something unexpected while working in a new culture, I use this experience to figure out new ways to approach other cultures in the future.

2. I plan how I am going to relate to people from a different culture before I meet them.

1=strongly disagree, 2=disagree, 3=neutral, 4=agree, 5= strongly agree

CQ Action

1. I easily change the way I act when a cross-cultural encounter seems to require it.

2. It is easy for me to change my body language (for example, eye contact or posture) to suit people from a different culture.

1=strongly disagree, 2=disagree, 3=neutral, 4=agree, 5= strongly agree

CQ Drive

1. I am confident that I can deal with a cultural situation that is unfamiliar.

2. I am certain that I can befriend people whose cultural backgrounds are different from mine.

CQ Quick Self-Assessment Scoring

For each section, add and divide by 2. Not a representative score, but perhaps an indication for further exploration.

The more extensive assessment will give you a sense of where you are in each CQ category. If you are interested in taking the assessment, please contact Kellie at kellie.sauls@trs.Texas.gov.

TIPS:

1. Sign up for and participate in Cultural Intelligence training offered at TRS.

TIPS:

2. Access and peruse the OCE site available through TRS intranet.

Outreach, Culture & Engagement @ TRS

Cultural Intelligence (CQ)   Connections and Inclusion Calendar   About us   Edit

+ New ⌄   ⚙ Page details   📊 Analytics

Check it Out

Your Video Lil

OCE Council & ERGs

Community Partners & Events

OCE Strategy

Activity Calendar

Ask OCE Director

Virtual Book Club

March 2024

March includes the following and more: *Women's History Month, National Developmental Disabilities Awareness Month, National Irish American Heritage Month, Ramadan, St. Patrick's Day, Naw Rúz/Norooz, Holi, Easter .*

Activity Calendar

Recommended Book for March and April 2024:

Quick Poll: Each month we feature a one-question anonymous poll to learn more about the mosaic that makes up the TRS community.

Blue Hour

TIPS:

3. Be curious about your new colleagues and get to know as many of them as you can.

Kaleidoscope

A Message from Kellie Sauls (she/her/hers)

Pride Month

It's June, and that means it is Pride Month! We hope that you have visited the "Love Is Love" series on the DE&I site where the TRS Employee DE&I Council has curated features that highlight various works by Texans who happen to be part of the LGBTQ+ community. A major part of the work we are engaged in at TRS is to normalize diversity and inclusion in all that we do to make it a part of our normal business practices, such as when we plan events, engage with business partners, and invite guest speakers.

Historical recognition months are reminders to understand the importance of diversity, equity, and inclusion, and an opportunity for us to recognize such contributions throughout our history and, by so doing, acknowledging the contributions of all at TRS. To highlight the varied societal contributions of key LGBTQ+ role models, the individuals below are featured in the book *We Make It Better*, by Eric Rosswood and Kathleen Archambeau.

TRS' Got Talent — Christine Hoang

I wrote my first play in 2015. It was called *People of Color Christmas: The White Elephant in the Room*. It was a Christmas comedy set in a white elephant gift exchange party. I think the tag line on the poster was something like: "See what secrets these friends reveal, and what zany gifts they steal . . ."

To put the play on its feet, I had to wear all the hats. In December 2015, I directed, produced, and performed the show at Ground Floor Theatre in Austin. People loved it. One of the cast members wrote an original rap song, and we ended the show by inviting the audience to the stage to join us in a dance party.

Now, over five years later, I have written two full-length plays, a musical, a feature screenplay, and a TV pilot. My most recent work is a radio play that Austin Community College's Drama and Creative Writing Departments commissioned me to write, which I am adapting into a short film.

You can listen to my seven-minute radio play *TAKE A PIZZA MY HEART* here. It stars Austin singer/songwriter BettySoo and Austin actor Vanessa Hoang Hughes.

I went to law school to create a stable career. But in my free time, I write and tell stories to create hope and personal fulfillment. It is extremely rewarding to create something that connects with audiences, something that makes them laugh, cry, think, and feel less alone.

I'd like to remind TRS that everyone has a story to tell, and we tell our stories in different ways — through poems, songs, food, dance, painting, and more. Find what makes your spirit soar and go for it. It can be liberating for you and the people who share in it.

Christine Hoang's solo as a Fly Girl

TRS COVID-19 Vaccine Clinic: 130 shots administered

TRS Vaccine Team from left to right: **Michael Sullivan** (Security), **Lisa Brown** (Security), our three vaccine pharmacists, and **Robert Sosa** (Security)

JUNE 2021

TRS CHALKBOARD

TIPS:

4. Get to know the OCE Council members and talk to them about your interests.

TRS Employee OCE Council – Fiscal Year 2025

OCE Council Members

Medina, Christina
EX-TALENT ACQUISITION GROUP

Guzman, Derrick
EX-SAFETY AND SECURITY

Rye, Cui
EX-INTERNAL AUDIT

Goodwin, Cynthia
FN-ACCOUNTING AND REPORTING

Sarsalari, Sam
BS-TELEPHONE COUNSELING CTR-T8

Lopez, Lisa
EX-IMD LEGAL & COMPLIANCE

Bridgeman, Kathy
EX-CONTRACT MANAGEMENT OFFICE

Rodriguez-Diaz, Roselinda
EX-SECURITY

Reyna, Savanna
BS-TELEPHONE COUNSELING CTR-T4

Brodie, Chris
BS-BENEFITS OPERATION SUPPORT

Turner, Shylee
NV-EMERGING MANAGERS

McCullough, Craig
NV-INVESTMENT OPERATIONS

Klekman, Jon
NV-EXTERNAL PUBLIC MARKETS

Udas, Sanjog
BS-BENEFIT PROCESSING RET EST

Richmond, Heather
BS-TELEPHONE COUNSELING CTR-T5

Heard, Angelica
BS-BENEFITS OPERATION SUPPORT

Ding, Tina
NV-INVESTMENT OPERATIONS

Bassari, Saeideh
EX-ORGANIZATIONAL CHANGE MGI

Khan, Saira
EX-IMD LEGAL & COMPLIANCE

Dela Cruz, Joan
EX-ENTERPRISE PROGRAM MANAGEMENT

Clay, Bryan
FN-ACCOUNTING AND REPORTING

Faz, Veronica
FN-EMPLOYEE PAYROLL & TIME ADMI

Marquez, Ashley
HB-HEALTH ANALYTICS

Gabaldon, Catherine
HB-HEALTH OPERATIONS

Altamirano-Hopper, Yessi
FN-ENT RISK,STRATEGY&PERFORMANCE

Vengayil, Anjali Krishna
HB-HEALTH ANALYTICS

Traugott, Danalynn
EX-INFORMATION SECURITY OFFICE

TRS Employee Resource Groups 2024

To join an ERG, please complete the interest form on the OCE sharepoint site.

Questions?

A Warm Welcome
from the Executive Council

About Us

TRS Mission

Improving the retirement security of our members by prudently investing and managing Trust assets and delivering benefits that make a positive difference in their lives.

Core Programs

Benefit Services	Health	Investment Management

Support Services

Information Technology	Finance	Organizational Excellence	Legal & Compliance
Strategy	Internal Audit	Administrative Services	Contract Services

Governmental Relations	Communications

TRS Strategic Plan 2023 - 2027

GOAL 1 | Sustain a financially sound pension system.

GOAL 2 | Continuously improve our benefit delivery.

GOAL 3 | Facilitate access to competitive, reliable health care benefits for our members.

GOAL 4 | Ensure that people, processes, and technology align to achieve excellence in the delivery of services to members.
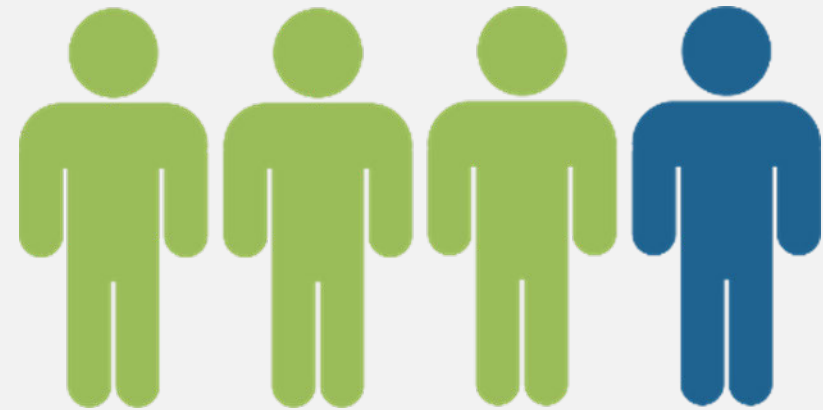
Our History

Established in 1937

by Texas legislation and governed by a Board, Executive Director and Executive Management staff.

TRS Member Demographics

Over 2 million members

44

10 YEARS

Active members average 44.7 years old with 10.2 years of service

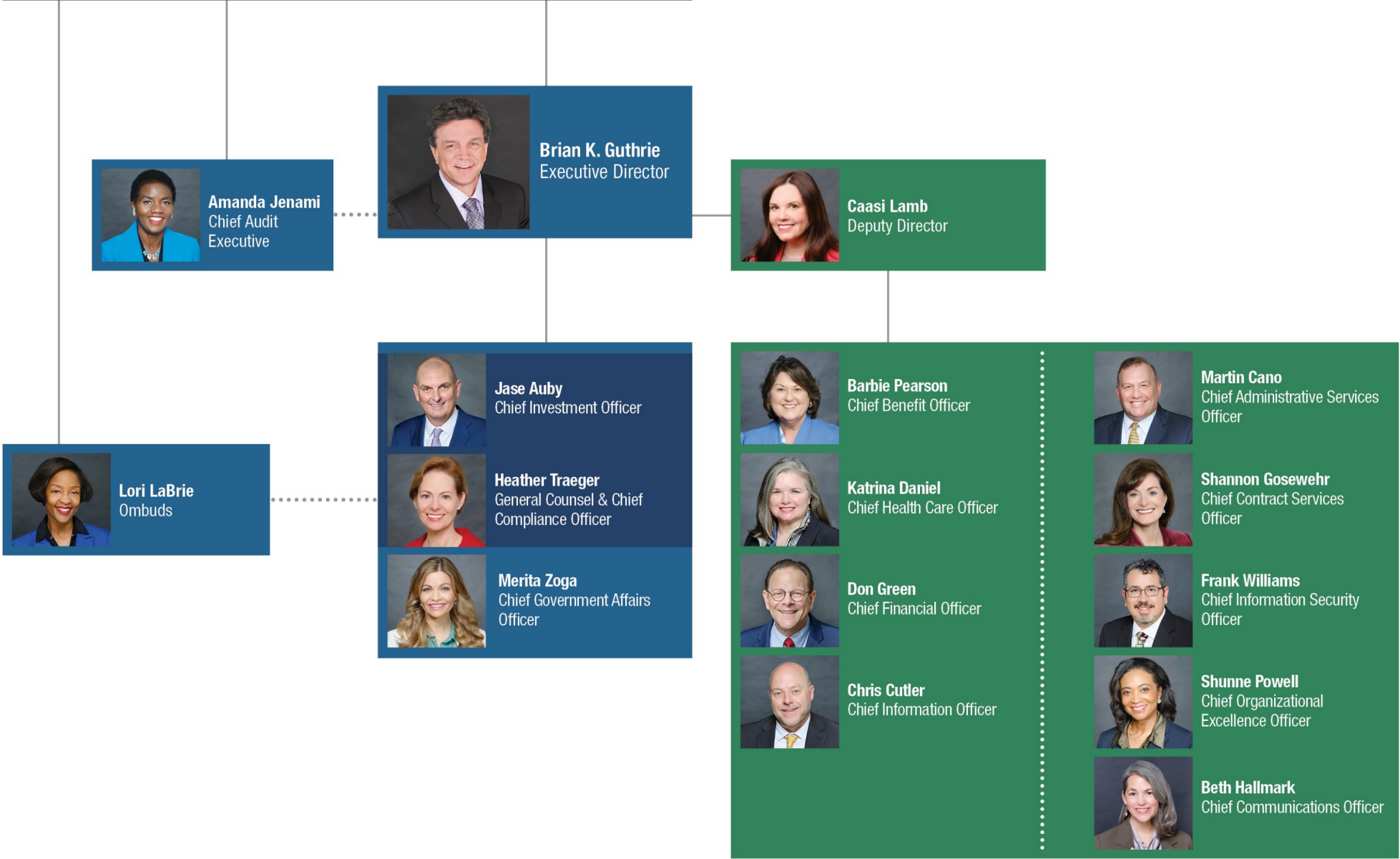On average members retire at age 60.6 with 24 years of service credit

RETIREE 60

24 YEARS

Average salary of retirees in FY24 was $50,049

Average age for all retirees is 72.7 years

Teacher Retirement System of Texas 2025 Executive Council

TRS Board of Trustees

Amanda Jenami
Chief Audit Executive

Brian K. Guthrie
Executive Director

Caasi Lamb
Deputy Director

Lori LaBrie
Ombuds

Jase Auby
Chief Investment Officer

Heather Traeger
General Counsel & Chief Compliance Officer

Merita Zoga
Chief Government Affairs Officer

Barbie Pearson
Chief Benefit Officer

Katrina Daniel
Chief Health Care Officer

Don Green
Chief Financial Officer

Chris Cutler
Chief Information Officer

Martin Cano
Chief Administrative Services Officer

Shannon Gosewehr
Chief Contract Services Officer

Frank Williams
Chief Information Security Officer

Shunne Powell
Chief Organizational Excellence Officer

Beth Hallmark
Chief Communications Officer

Executive

Brian Guthrie

Executive Director

Caasi Lamb

Deputy Director

Core Programs

Investment Management:
Jase Auby

Health:
Katrina Daniels

Benefit Services:
Barbie Pearson

Support Services

**Finance:
Don Green**

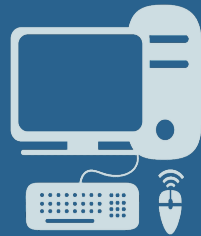**Organizational Excellence:
Shunne Powell**

**Administrative Services:
Martin Cano**

Support Services

Information Security: Frank Williams

Information Technology: Chris Cutler

Contract Services: Shannon Gosewehr

Support Services

Communications: Elizabeth Hallmark

Outreach, Culture and Engagement: Kellie Sauls

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TRS Workforce Profile

Average age is 43.5 years

Average tenure with TRS is 6 years

Employees are located in one of six divisions and may be located in the Red River, Mueller, El Paso or London offices.

Pie chart values: 403, 81, 29, 15, 13, 53, 223, 2, 71, 18, 17, 239, 57, 4%

Legend:
- Benefits
- Administrative Svcs
- Contract Svcs
- Communications
- Executive
- Financial
- Information Technology
- Government Affairs
- Health
- Information Security
- Internal Audit
- Investment
- Legal & Compliance
- OE
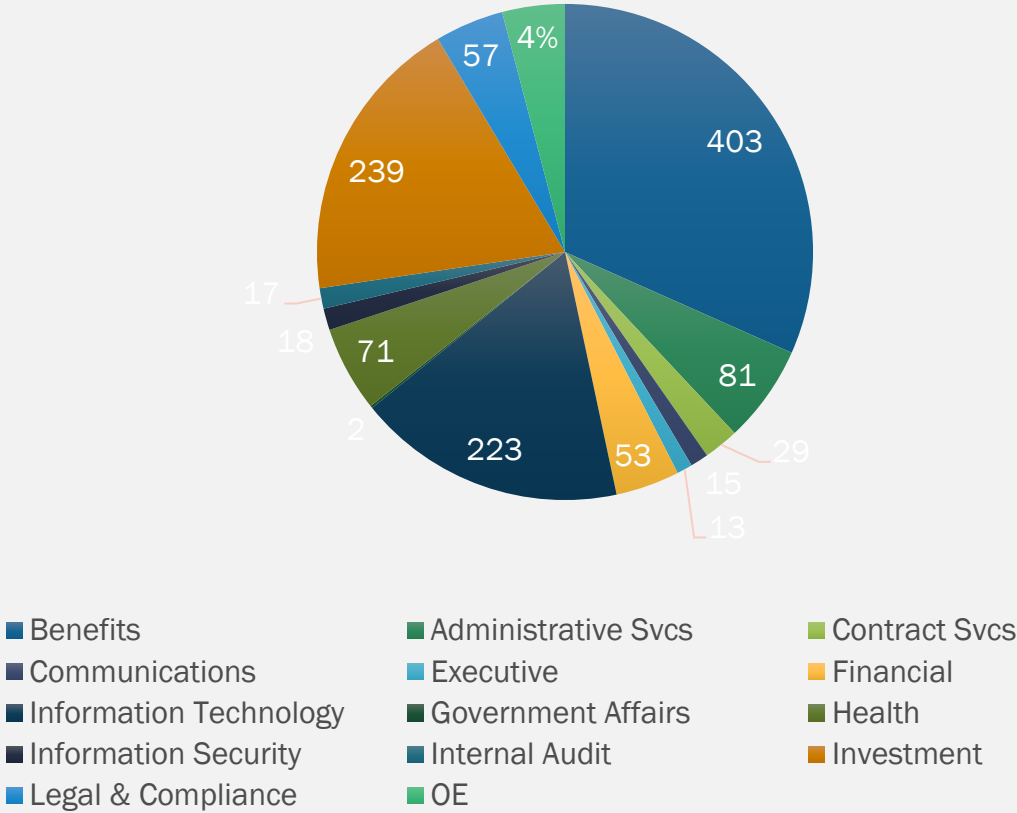
Payroll

General Information:

- CAPPS is the system used to enter timesheets and process payroll.

- Timesheets drive payroll!

- Employees can access earning statements, W-2 forms and can also update personal information such as address, emergency contacts etc.

Confidential Treatment of Information Acknowledgement (CTIA):

- Users complete the CTIA before accessing any Comptroller systems or databases, including CAPPS.

- All agency personnel must formally acknowledge that they will comply with the security policies and procedures of the agency.

- Look for an email from the Payroll Team which will contain a Payroll New Hire Onboarding Details document. This document will contain a link for CTIA.

- Complete the acknowledgement and forward the confirmation email that you will receive to: "DL Comptroller Security Access."

Initial Login:

- After your CTIA completion confirmation is received, your CAPPS login credentials (User ID and Texas Digital Identity Solution- TDIS enrollment link), will be delivered via two emails.

- You must register in TDIS **within 72 hours** after receiving the email or your enrollment link will expire.

- **Immediate action required:** Once you login successfully, you are required to enter your Direct deposit banking information and your W-4 information into CAPPS.

Texas Digital Identity Solution (TDIS) Enrollment

Texas Digital Identity Solution (TDIS) Login

CAPPS Employee Self Service Dashboard

CAPPS Employee Self Service (ESS):

My Time and Leave

➡️

- **Report Time**
- Time Summary
- Payable Time
- Leave Balances
- Time Certification
- Employee Monthly Time Report
- Leave Balance Detail Report
- TX FMLA Balance Inquiry

Capps Employee Self Service (ESS):

My Pay

Last Pay Date **05/01/2024**
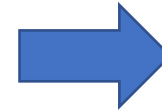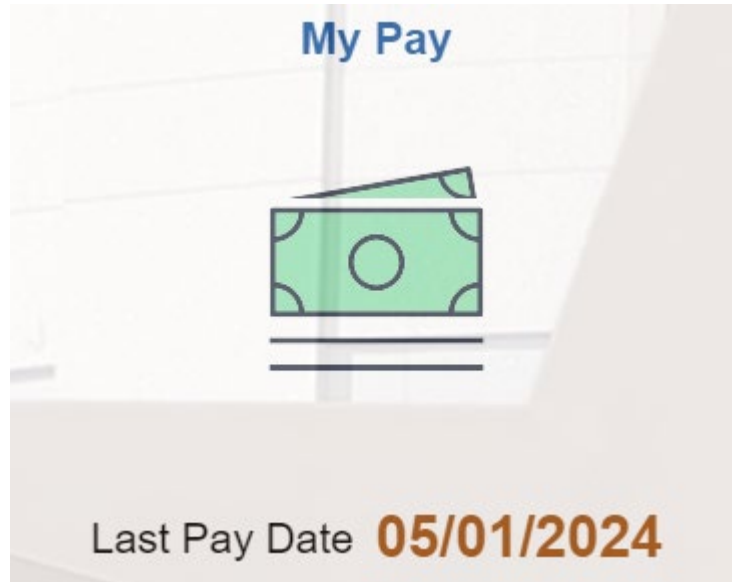
Paychecks

- W-4 Tax Information ⭐
- W-2/W-2c Consent
- View Form 1095-C
- Form 1095-C Consent
- View W-2/W-2c Forms
- Voluntary Deductions
- View/Edit Direct Deposit ⭐
- View Compensation History
- Charity Deductions

CAPPS Employee Self Service (ESS):

My Profile
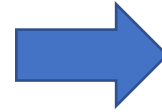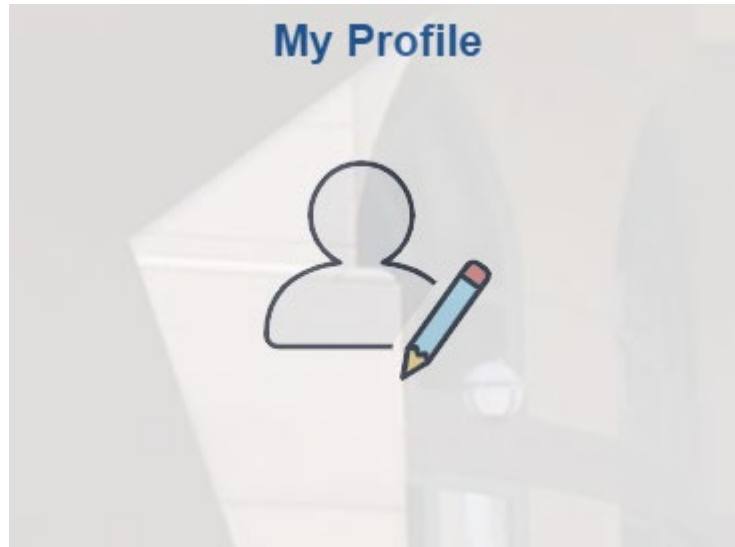
Home Address

Contact Details

Name

Emergency Contacts

Additional Information

Release Indicators/CPO

Educational Achievements

CAPPS Employee Self Service (ESS):
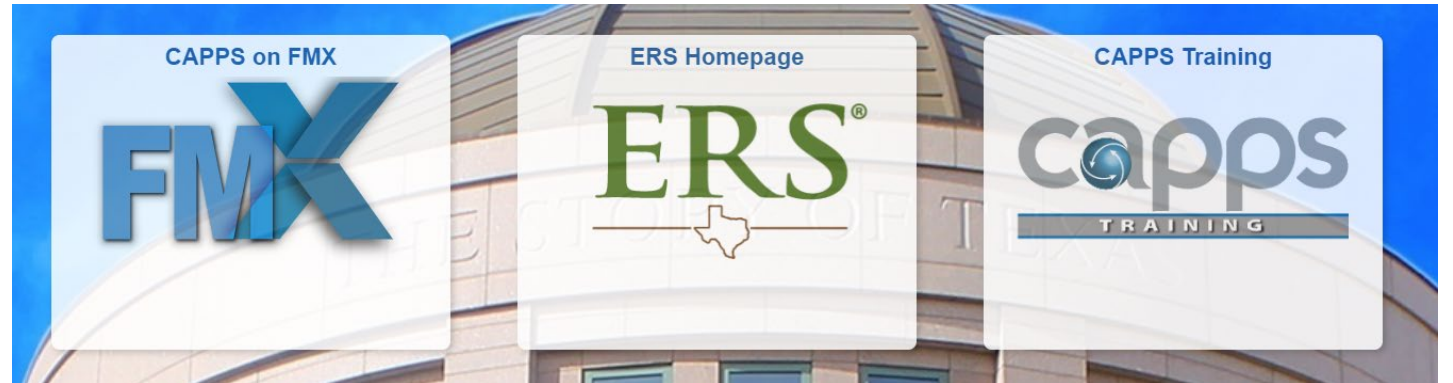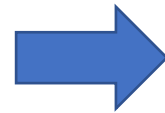
Payroll

Payday	Name	**Tax Deductions** Important: please contact us directly if you are currently present in the U.S. on an F-1 student visa.
W4	Direct Deposit	Prior State Service

Leave Accounting

Exception Time Reporting (Schedules)	Hourly Time Reporting	Certification
Accruals	Leave Without Pay	Holidays

Employee Payroll & Time Administration

Contact Us

Moehlman, Brian

Bond-Allen, Kita

Metoyer, Marcey

Faz, Veronica

Green, Wesley

Arias Cordero, Juan

Ramos, Amy

Caballero, Arlene

DL Payroll Team: PayrollTeam@trs.texas.gov

TRS — Payroll Support Request System

Warrant Pick Up: Cashier's Window- E434

Break
10 minutes

Workplace Accommodations & Employee Benefits

Workplace Accommodations & Employee Benefits Team

Cynthia Walker

WA Coordinator

Kendra Alvi

Benefits Coordinator

Tori Penland

SR. Benefits
Coordinator

Laura Velasquez

Team Lead

What can we help you with?

FMLA
- Serious medical condition
- Must meet eligibility requirements
- Provides job protection and continuation of health insurance coverage

Parental Leave
- Unpaid job protected leave for birth, care, adoption or foster care placement of a child.

Special Leave
- Statutory Parental Leave, Jury Service, Bereavement, Military, Veteran's Medical, Sick Leave Pool, Extended Sick Leave, Family Leave Pool, Employee to Employee Donations.
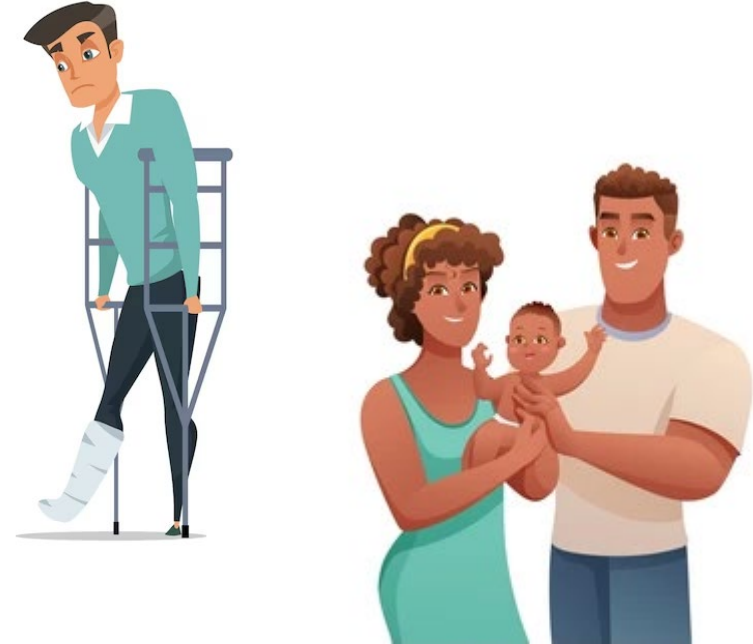
Workplace Accommodations

- Individual with a qualified disability or an employee who has a temporary or minor physical or mental impairment
- Provides reasonable accommodations for employee to perform the essential functions of the job

Medical Documentation

- Do not provide any medical documentation to your department
- Send all medical documentation to the Workplace Accommodations Coordinator

Ergonomic Assessments

- Design and arrange individual workspaces to fit the people who use them.

Resources

Employee Assistance Program

- Alliance Work Partners

- All services are confidential

  Services

  - Counseling

  - SafeRide

  - Legal and

  - Financial services

awp

Accommodation

Cynthia Walker

Laura Velasquez

WorkplaceAccommodations@trs.texas.gov

TRS

Housekeeping Items

REVIEW ENROLLMENT INSTRUCTIONS

REGISTER YOUR ACCOUNT WITH ERS

ERS.TEXAS.GOV

REVIEW NEW EMPLOYEE BENEFITS GUIDE

REVIEW TRS BENEFITS HANDBOOK (RETIREMENT)

TRS

When do I Enroll?

Optional add-on benefits

- Enroll within 31 days of hire – optional coverage begins the first of the following month

Health Coverage

- Enroll within 60 days of hire – health coverage begins on the first of the month, following your 60th day of employment.

Page 23

Enrollment opens on your 2nd day of employment.

Dependents:
Who can enroll?

- **Spouse**

- **Eligible Dependents***

Dependent Eligible Coverage

- Medical
- Dental
- Vision
- Voluntary AD&D
- Dependent Term Life Insurance

*All dependents must be certified through Alight Solutions

Page 5-6

Understanding Your Health Plan Options

BlueCross BlueShield of Texas

Plan Options		
HealthSelect of Texas		**CONSUMER DIRECTED HealthSelect**
Point-of-Service Plan (POS)	Out-of-State Plan	High-deductible plan with Health Savings Account (HSA)

Page 7-22

TRS

HealthSelect
of Texas and
Out-of-State

Key Plan Features

- Primary Care Physician (PCP) Required*

- Specialist Physician Referrals Required*

- No deductible

- Copays and Coinsurance

- In-network Preventive Services Covered at 100%

Out-of-state coverage does not require selection of a PCP or specialist referrals

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TRS

Consumer Directed **Health**Select

1 High-Deductible Health Plan

- No PCP
- No Specialist Referrals
- Upfront Deductible
- Coinsurance after deductible
- In-network preventive services covered at 100%

2 Health Savings Account - HSA

- Contribute money pre-tax
- Pay for qualified medical & RX expenses tax free
- Earn interest on the account tax free
- TRS monthly contribution

Page 10-12

Health Plan Comparison

Benefit Feature	HealthSelect of Texas and Out-of-State		Consumer Directed HealthSelect	
	In-Network	Out-of-Network	In-Network	Out-of-Network
PCP	$25	40%	20%	40%
Specialty Physicians	$40	40%	20%	40%
Diagnostic x-rays and lab tests	20%	40%	20%	40%
Routine Preventive Care*	No Charge	40%	No Charge	40%

*Under the Affordable Care Act, certain preventive and women's health services are paid at 100% (at no cost to the participant) dependent upon physician billing and diagnosis.

TRS

Prescription Drug Coverage

Benefit Feature	HealthSelect of Texas and Out-of-State	Consumer Directed HealthSelect
Deductible	$50 for each covered individual	Expenses applied to medical deductible
Copay/Coinsurance	Tiered copays	20% coinsurance after deductible
Mail Order	Yes	Yes
Extended Day Supply	Yes	Yes
Out-of-Network Benefits	Yes	Yes

www.HealthSelectRx.com

Health Insurance Opt-Out Credit

- Up to $60 credit full-time employees *($30 part-time employees)*

- Health coverage equal to or better than that offered *(excluding Medicare & other state health coverage)*

Opting-out waives:

- Medical Insurance

- Prescription Drug Coverage

- $5,000 Basic Term Life Insurance

TRS

Certify and Verify

ERS Child Certification*

- Certify each child when you enroll them in any coverage in ERS Online

Alight Solutions Dependent Verification

- Must verify that each dependent enrolled in health coverage is eligible by providing documentation to Alight Solutions

*Certifying dependents in ERS does not meet standard for verification through Alight Solutions.

Page 5

TRS

Dental Insurance

Benefit Feature	DeltaCare® USA DHMO	STATE OF TEXAS DENTAL CHOICE PPO
Primary Care Dentist (PCD)	Yes*	No
Deductible	No	Yes
Copay/ Coinsurance	Yes	Yes
Maximum Calendar Year Benefit	Unlimited	$2,000 40% after maximum met

DELTA DENTAL

➢ Lower out-of-pocket at in-network provider

➢ Add eligible dependents

➢ Orthodontic coverage – child & adult

Services must be provided and coordinated through an in-network PCD.

TRS

STATE OF TEXAS VISION

Lower cost for routine eye exam
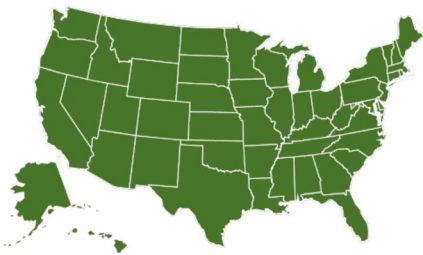
Providers available in all 50 states

Save money using in-network providers

$200 Allowance toward frames or contacts

or

You must enroll before enrolling eligible dependents

TRS

Life Insurance

- Optional Term Life Insurance

- Dependent Term Life Insurance

- Voluntary AD&D

Page 27-28

SECURIAN®

Optional Term Life Insurance

Who can enroll?
You only

Premium
Based on coverage selection

Coverage options
Elections 1, 2, 3, or 4

Double indemnity
Yes

Evidence of Insurability
No – 1 & 2 – initial enrollment

TRS

Voluntary AD&D

Who can enroll?
You only or you plus family

Premium
Based on coverage selection

Coverage options
$10,000 up to $200,000

Double indemnity
No

Evidence of Insurability
No

Disability Insurance

Short-term Disability

· Up to 66% of salary

· Up to 5 months

· 14 day waiting period

Long-term Disability

· Up to 60% of salary

· 12 months up to Social Security retirement age

· 180 day waiting period

Enroll in one or both.

❖ Must use all available sick leave before eligible for pay out

❖ Pre-existing conditions subject to certain exclusions

Page 28-29

inspira FINANCIAL™   TEXFLEX℠

Flexible Spending Accounts - FSA

- Health Care
- Limited-Purpose
- Dependent Care

Where to start....

- **Determine** the type of FSA you need and your annual expenses.

- **Divide** expenses by the number of paychecks you receive in a plan year.

- **Enroll** and set aside the amount pre-tax in a spending account for eligible expenses.

Page 30-31

Health Care FSA

TexFlex

Who can participate?	Employee and tax dependents
Eligible Expenses	Medical, Dental, Vision, and Prescription Drugs
Pledge Amounts	$180 up to $3,200
Debit Card	Yes
Carryover	Up to $640

TRS

Limited-Purpose FSA

TexFlex

CONSUMER DIRECTED HealthSelect℠

Who can participate?
Employee and tax dependents

Eligible Expenses
Dental and Vision only

Pledge Amounts
$180 up to $3,200

Debit Card
Yes

Carryover
Up to $640

TRS

Dependent Care FSA

TexFlex

Who can participate?
Dependents only

Eligible Expenses
Dependent care expenses

Pledge Amounts
$180 up to $5,000

Debit Card
No

Carryover
None; 2.5-month grace period

TRS

TRS Defined Retirement Benefit Plan

- 8.25% mandatory pre-tax monthly contribution

- Earn service credit toward retirement eligibility

- Lifetime annuity

- No loan options

Contacts:

Courtney Alexander

Alejandro Martinez

www.trs.texas.gov

TEXA$AVER

- 401(k) or 457 Program

- Pre-tax contribution

- Automatically enrolled at 1%

- Transfer funds

Page 33

Discount Purchase Program

Treat Yourself to Cool Deals

DISCOUNT Purchase Program
administered by BENEPLACE

Ready to Save?

- Shop online for discounted prices
- No membership fee
- Just shop and save!

TRS

Resources

Employees Retirement System (ERS):

· **Call Center**: (877) 275-4377

· **ERS Website**: www.ers.Texas.gov

Employee Benefits:

· TRSEmployee.Benefits@trs.texas.gov

Kendra Alvi

Tori Penland

Laura Velasquez

Lunch

Next Session Starts at

1:00 pm

Ice Breaker Activity

Ethics and Compliance

Ethics & Compliance Team

Heather Traeger
General Counsel &
Chief Compliance
Officer

Chris Bowlin
Sr. Compliance
Counsel

MaryEllen O'Neill
Mgr. Data Risk &
Compliance / Privacy
Officer

Michael Schaff
Compliance
Counsel

Adam Costa
Sr. Compliance
Officer

Carlos Montoya
Compliance
Officer

Elena Barreiro
Compliance
Officer

Soha Khan
Data Governance
and Ethics
Compliance Officer

Email: TRSCompliance@trs.texas.gov
Site: https://trstexas.sharepoint.com/sites/legalhub/SitePages/Ethics-and-Compliance.aspx

Day-to-Day Compliance Obligations

Agenda

- Gifts and Entertainment: Permissive Benefits
- Gifts and Entertainment Reporting
- Outside Business Activities
- Confidential information
- Material Non-Public Information (MNPI)
- Personal Trading
- Insider Trading
- Protected Health Information (PHI)
- Protecting all Confidential Information
- Fraud, Waste & Abuse
- Reporting Options

Day-to-Day Compliance Obligations: Gifts/Entertainment

An employee **shall not** solicit, accept, or agree to accept from any donor a benefit that:

- Is a consideration for the employee's decision, opinion, recommendation, vote or other exercise of discretion.

- Is a consideration for a violation of a duty imposed by the law.

- Might reasonably tend to influence the employee in the discharge of their duties.

- Is not identified or the employee knows or has reason to know the benefit is offered through an intermediary.

- Creates a foreseeable conflict of interest.

An employee may accept certain benefits under $50 if they are infrequent, unsolicited and meet certain requirements.

Benefits Examples

Gifts

- Any items regardless of value

Cash

- Cash
- Gift Cards
- Stock

Entertainment
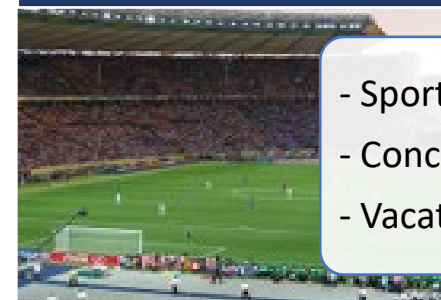
- Sporting Events
- Concerts
- Vacations

Day-to-Day Compliance Obligations: Gifts/Entertainment

An employee may accept certain benefits **under $50** from a Restricted Donor if they are infrequent, unsolicited and meet certain requirements.

Restricted Donor:
- Persons or entities with which TRS does business;
- Persons or entities seeking to do business with TRS or with whom TRS is considering doing business;
- Non-publicly traded entities in which TRS invests or is considering investing;
- Publicly traded entities in which TRS invests or is considering investing, but only if the Employee knows that the publicly traded entity is interested in or likely to become interested in a TRS contract, purchase, payment, claim or transaction;
- Persons or entities seeking official action from TRS; or
- Any other person or entity who gives the Benefit because of the Employee's official position with TRS.

✓ GIFTS UNDER $50

✗ CASH, GIFT CARDS, ETC.

✗ GIFTS OVER $50

Day-to-Day Compliance Obligations: Gifts/Entertainment
Ethics Reporting Log (ERL)

Business Meals
- Is the business meal **over $100** per person?
- If yes, **report** it on the ERL

Gifts
- Is the gift $50 or more?
- If yes, **report** it on the ERL and **return** to sender

Entertainment
- Executive Director's approval required
- **Contact** TRS Compliance for guidance

Ethics
Reporting
Log

Ethics
Reporting
Log

Day-to-Day Compliance Obligations: Outside Business Activities (OBA)

- Outside Business Activities are:

  - business or employment activities, whether compensated or not, including self-employment;

  - volunteer activities where the employee owes fiduciary duties.

- Prior approval is required.

Are you planning to or currently engaged in OBA? → **Submit an OBA form** → **Review** → **Decision**

Day-to-Day Compliance Obligations: Confidential Information

Confidential information is that information that is identified as such by federal or state law, TRS policies and procedures, as well as information typically excepted from public disclosure through specified statutory carve outs or through decisions by the Open Records division of the Texas Office of the Attorney General. Access to this information should be very limited; it should be limited to a "need to know" based on your role at TRS.

Employees are required to:

- Only request and be given authorized access to Confidential information only when access is necessary to perform their assigned duties to conduct TRS business. ("Need to know" basis)

- Protect Confidential information from unauthorized disclosure and not disclose or provide access to Confidential information except as permitted by law, regulation, or rule, or TRS policies and procedures.

- Only disclose the minimum amount of Confidential information necessary to accomplish the purpose of the disclosure.

Two examples of information Confidential by law we are going to look at:

- MNPI
- PHI

Day-to-Day Compliance Obligations: MNPI

Definition

MNPI is information that is both:

- Not yet publicly known about a company
- Likely of being considered important to an investor when making an investment decision regarding a security of the company.

CONFIDENTIAL

Your Role at TRS

- Treat all MNPI on a need-to-know basis and keep highly confidential.
- If you have MNPI about a security, you:
  - may NOT participate in investment decisions regarding the security on behalf of TRS or conduct a Personal Securities Transaction regarding the security, and
  - must provide a Conflict-of-Interest form if you have a personal interest in a security related to the MNPI.

Employees are required to **contact Investment Compliance IMDCompliance@trs.texas.gov** as soon as you come into possession of MNPI.

Day-to-Day Compliance Obligations: TRS Personal Trading Policy

- TRS takes an active role in preventing **front running** and **insider trading** by individuals who have access to, or knowledge of, potential TRS trades or **material non-public information**.

- The Trading Policy **applies to ALL TRS employees and certain Non-TRS Workers**.

- The TRS Trading Policy outlines the requirements for personal trading and can be found on the Investment Compliance intranet site at:

  https://trsnet/Pages/legal_compliance.aspx

Insider Trading:

- is buying or selling a security in breach of a legal or fiduciary duty while in possession of MNPI about the security

- pertains to trades conducted on behalf of TRS as well as TRS employees' personal trades

- is a very serious crime that can result in severe civil and criminal repercussions for both the employee and TRS, such as sanctions and jail time

Employees with knowledge of insider trading must promptly report the violation to the Chief Compliance Officer, Executive Director or by contacting the TRS hotline

Consult with Investment Compliance or your attorney if you think you have MNPI before you conduct a securities transaction.

Covered Persons are (1) Key Employees, (2) Investment Management Division Employees, (3) Legal & Compliance Employees who work primarily on TRS investments; (4) Non-TRS Workers assigned to the Investment Management Division or to Legal & Compliance to work primarily on TRS investments or investment compliance; and (5) Employees designated as a Covered Person by their department head or the Chief Compliance Officer.

Personal Trading

- TRS uses software to monitor and review personal trading activity of Covered Persons.

- Covered Persons must submit initial certification within 30 days of start.

Approved Brokers:

- Charles Schwab   Fidelity

- Goldman Sachs   Vanguard

- Raymond James   Interactive Brokers

- Merrill Lynch   Wealthfront

- RBC Wealth

Day-to-Day Compliance Obligations: Protected Health Information

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) sets forth **requirements for Covered Entities (such as TRS) to protect individual health information (Protected Health Information)** from being disclosed without the individual's consent.

Protected Health Information (PHI)= Individually identifiable Information (e.g. name, address, SSN, DOB, etc.) + health information.

- Health information examples: member health plan enrollment information, member health enrollment card, member claims data.

- All TRS employees are responsible for ensuring the protection of all member PHI.

- All requests for uses and disclosures of PHI must be approved by the TRS Privacy Officer: Privacyofficer@trs.Texas.gov

CONFIDENTIAL

Health Data Privacy

HIPAA
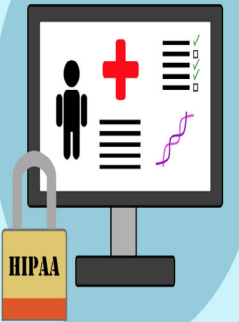
Day-to-Day Compliance Obligations: Maintaining/Guarding Confidential Information

If you encounter PHI, MNPI, or other Confidential information, regardless of whether it is part of your job, you have the responsibility to protect it.

If you have questions, or a concern, contact the TRS Privacy Officer: PrivacyOfficer@TRS.Texas.gov
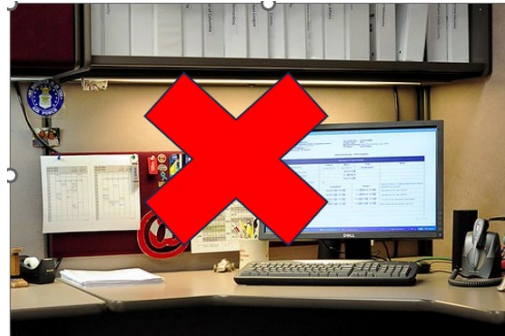
Employees are the key. If you are away from your desk, your computer, your file cabinets (whether working at a TRS office or remotely **including your home,**) lock them.

Never put Confidential information in your trash or recycle bin. It must be placed in a secure shred bin. These bins are in every office and can be recognized by the lock on the bin.

A clean desk is a happy desk. Keep your workspace clear of all Confidential information whenever you are away from your workstation.

Day-to-Day Compliance Obligations: Fraud, Waste and Abuse Policy (FWAP)

Fraud

Use of one's employment or business relationship with TRS either for the improper or unauthorized:

- Personal third-party enrichment or advantage

- Detriment to TRS, through the deliberate misuse or misapplication of TRS processes, resources, or assets.

Waste

May be the result of unintentional actions, thoughtlessness, or carelessness

Abuse

Is the intentional excessive or the intentional improper use of TRS resources to the detriment or potential detriment of TRS.

Like **Waste**, a single act of abuse may not be to the detriment of TRS, but an accumulation of such acts can be.
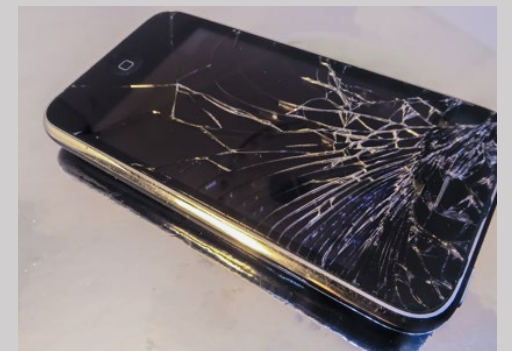
IF YOU SEE SOMETHING, SAY SOMETHING.

Employees can make a verbal or written report to any of the following:

- Senior Leadership Team
- Manager
- Compliance
- Fraud and Ethics Hotline
  - http://trstexas.ethicspoint.com
  - **1-866-897-5071**
  - Gives the option to remain anonymous
- Texas State Auditor's Office
  - https://sao.fraud.texas.gov/

Security and Safety

Who we are and what we do.

Security & Facilities Management works to provide a clean, comfortable and safe environment for all TRS personnel and visitors.

Hours: 24 hours a day, 7 days a week

* Apply Security and Safety Policies

* Monitor TRS Facility Activities

* Respond to Emergencies

* Provide Operational Support

Physical Security

TRS Security Department is responsible for:

- Issuing identification badges and building security access
- Monitoring building alarms & security cameras
- Responding to security & emergency events

TRS ID badges are **required to be visible** in plain sight at all times while on TRS property or while conducting business offsite on behalf of TRS.

The TRS ID is **YOUR responsibility** and access is **assigned to YOU** as authorized. Improper use of access will result in management notification.

*Please note:

- Each employee **must** use their own ID to gain access to TRS.
- Please **do not tailgate** behind another individual to get onsite.
- On the anniversary date, contact security so we can **reactive your ID permissions as they expire annually.**

Red River Parking

All TRS Parking by Permit Only

Elevators

Down to Parking

Go Slow and Keep Watch!

Parking garage entrance on 11th St.	Parking level according to permit sticker
Only 1 vehicle may pass with each gate lift	Use safety mirrors on turns
One way corkscrew around elevators	No smoking / No idling
Emergency exits on Northwest and Southeast corners	Surface lot not accessible after 5 PM Thursday-Sunday

Alpha Parking

TRS does not own the Simond Avenue (Alpha) Garage

Parking garage entrance on Simond Avenue

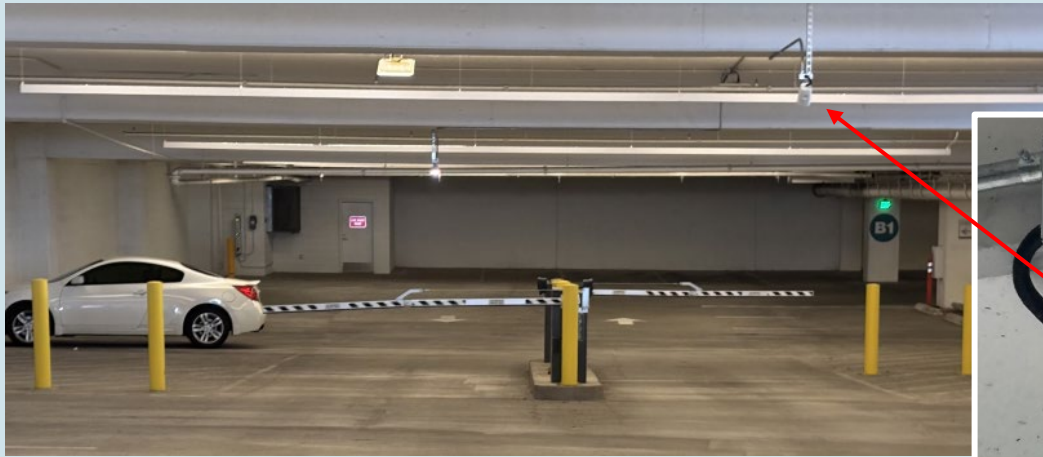Parking garage entrance on Robert Browning Street

1 entrance and 2 exits – Access by rear License Plate Reader

Register for Parking

Service Highlights Section

or

See your New Employee Tool Kit.

Register for a parking pass (Continued)

Register for a parking (Red River)

Red River Campus Option:

Enter your vehicle Information and click submit. The Security team will email you when your parking sticker is ready for pickup at the West Building Security Control.

Employee Information:

*Employee Name:	Guzman, Derrick	***Email:**	Derrick.Guzman@trs.texas.gov
*Department:	4280 - EX-SAFETY AND SECURITY	***Account Type:**	State Employee
*Access Type:	Red River Garage Access ⌄		

If any Employee Information is incorrect, please submit a **TRS Service Portal** for correction.

Current Vehicle Information: ⌃

Vehicle Information: Please Add, Update or Delete Vehicle Information and Click Submit when finished. Maximum of 4 vehicles. Vehicle registration is for Red River parking only.

＋ Add   ✎ Edit   ✖ Delete   ↻ Refresh

Selected Filter: Default ⌄ 🔧   Quick Search: All fields ⌄ ↻

TRSID	MAKE	MODEL	YEAR	COLOR	LICENSE PLATE NO.	CLASSIFICATION	TRS PERMIT NO.	TOLL PROVIDER	TOLL TAG NO.	STATUS
TRSKBS	Ford	F-150	2017	White	PNT9794	Standard	A1547			Active
TRSKBS	Nissan	Altima Coupe 2.5S	2012	White	TTC8876	Standard	C0283			Active

Submit

Register for Alpha parking
(Simond Ave Garage – Metropolis)

Alpha Parking Garage Option:

You will receive an email from Brian Johnson or DL Alpha Parking to register your vehicle via the Metropolis Application.

You must use our link to register to avoid fees.

If you have any questions or concerns, please email alphaparking@trs.Texas.gov.

Safety Committee

Department Safety Officers (DSOs) are located on each floor and are trained to assist in:

- Emergency situations and drills

- Spreading awareness and safety information

- Maintaining a safe and secure work environment

Accessing the Safety Handbook
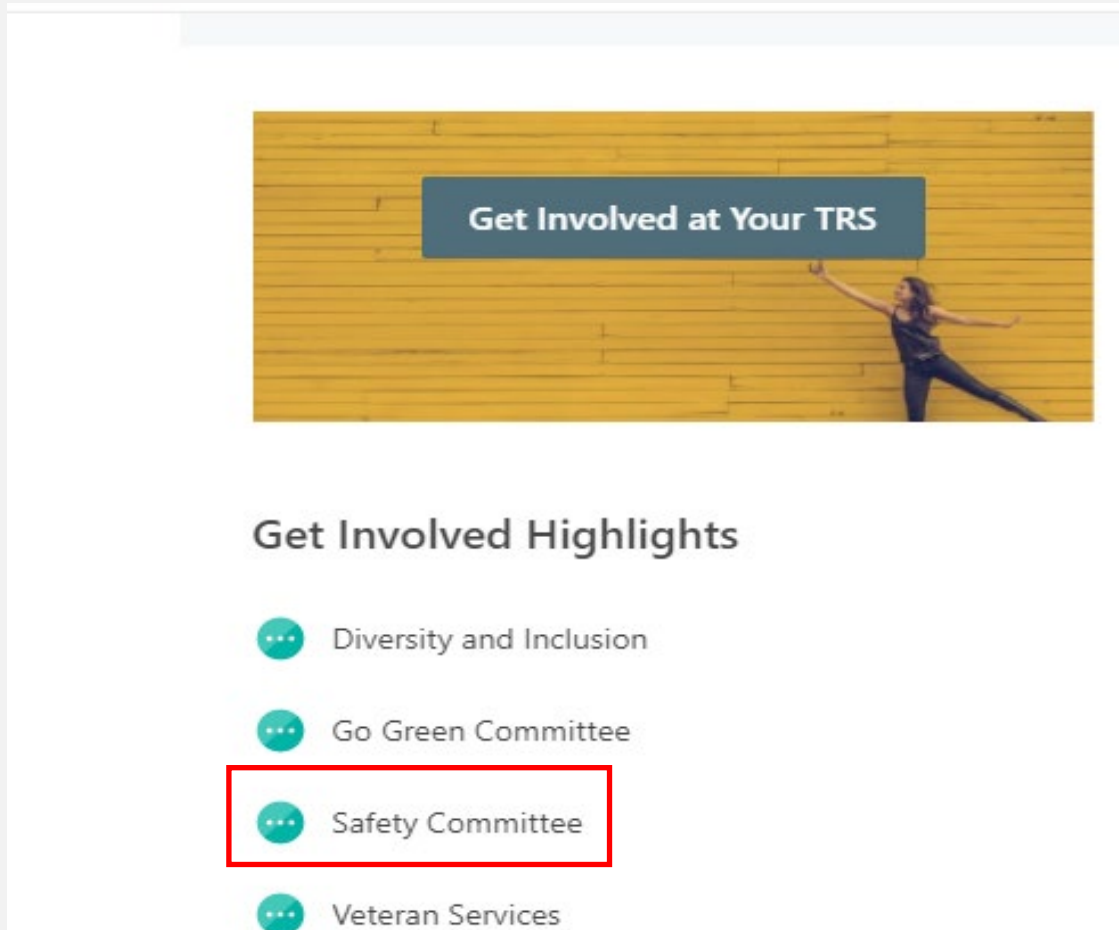
Please refer to the Safety Handbook located on the intranet for additional information regarding safety procedures

Red River Emergency Supply Locations

In Hallways:

1 Emergency Exits

2 AED

3 Evacuation Routes

4 DSO List

5 Safety Cabinet

- First Aid Kit
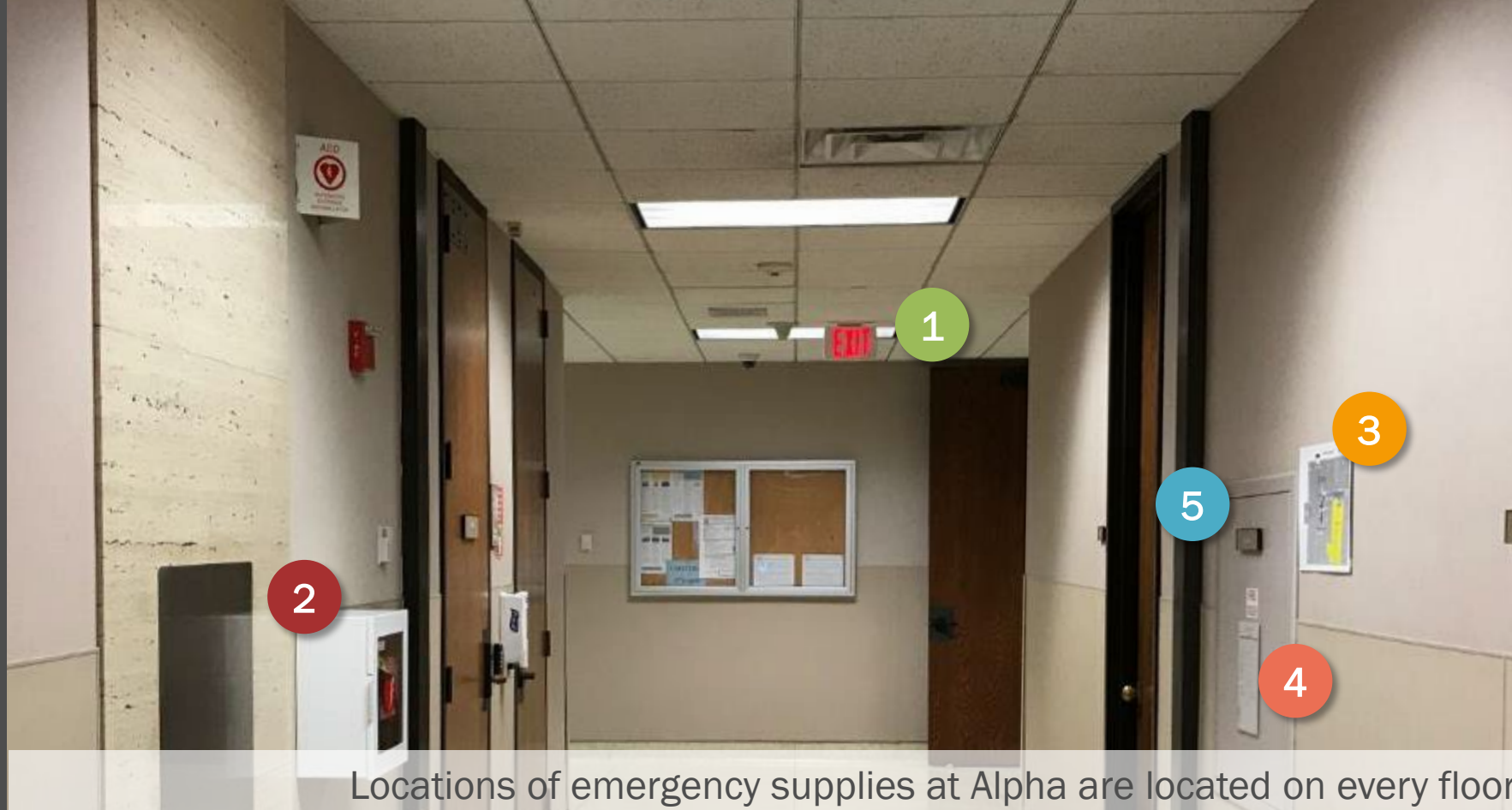
Locations of emergency supplies at Alpha are located on every floor

First Aid Supply Cabinets

Red River - On the 1st floor & Cafeteria Alpha – On every floor near the Restrooms		
Band-Aids/Gauze	Antiseptic Wipes	Cold Pack
Aspirin/Tylenol	Eye wash/patch	Bandage/Wrap
Antibiotic Ointment	Hydrogen Peroxide	First Aid Cream

In a Medical Emergency

Call EMS: 9-1-1

TRS Security receives an alert notification when 911 is dialed from TRS desktop phones. This helps ensure Security can assist the responders to the emergency area.

Stay on the line with the dispatcher

Shout out for help from co-workers near by

Assist if you are able and willing

Notify your DSO and/or supervisor once emergency personnel have arrived

For further guidance and information please visit the TRS Safety site or review the Safety Handbook.

*Please note: if you accidentally dialed 911, please stay on the line to inform the operator that it was an error.

Building Evacuations

Proceed to the Stairs

Descend on the right side of the stairwell – move swiftly but safely.

Mobility Impaired

Follow the DSO guidance. Report to the stairwells, find an evacuation buddy or DSO, descend on the right side of the stairwells. Please notify Security of your status.

Get Out

Report to your assigned assembly area to check in

Red River
Evacuation Routes
&
Assembly Areas

ALPHA - BRAVO
Evacuation Routes
&
Assembly Area

Mueller Lake Amphitheater

El Paso Evacuation Routes

Sign up today!

TRS Alert

Mass notification system used to alert you of operational delays and any other TRS-wide emergencies that would impact staff. Your work email and TRS-issued cell phone are auto enrolled in TRS Alert. In order to receive TRS Alerts on your personal devices you must register them.
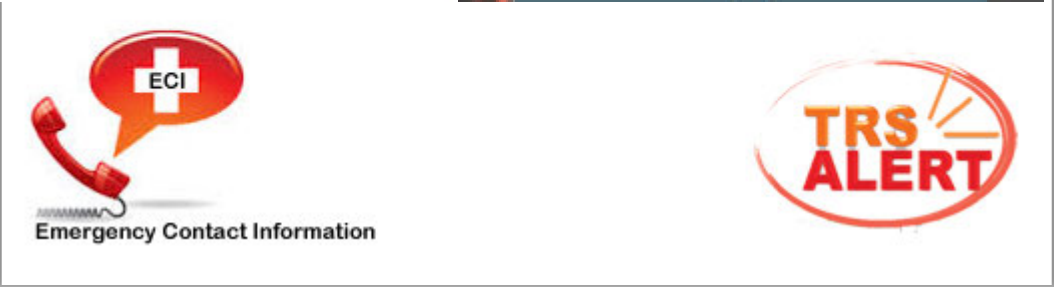
Emergency Contact Notifications

Allows TRS to contact your family or other individuals you indicate if you are involved in a personal emergency while at work.

Please be sure to sign up to get critical alerts!

Workers' Compensation

The Workers' Compensation Process

- Reporting an Injury

  Report injuries to your supervisor or other management immediately.

- Forms to be Completed and Returned

  Forms will be sent to your personal email. Must be completed and returned with 5 days of receipt.

- State Office of Risk Management (SORM)

  Workers' Compensation claims are filed with and determined by the SORM.

- Designated Healthcare Network   CareWorks CompKey Plus HCN
  www.careworks.com
  800-580-1314

Workers' Compensation Contacts

Derrick T. Guzman
WC Coordinator
512-542-3506
Derrick.Guzman@trs.texas.gov

Cynthia Walker
Workplace Accommodations
512-542-6892
WorkPlaceAccommodations
@trs.texas.gov

State Office of
Risk Management
512-475-1440
www.sorm.texas.gov

Information Security Department

Frank Williams
Chief Information Security Officer (CISO)

Kristi Glasgall
Deputy Chief Information Security Officer (CISO)

Operations & Infrastructure

Ensures TRS digital data is <u>defended</u> from unauthorized digital attacks, access, and damage

- Oversee the prevention of data infringement
- Monitor and respond to cyber-related threats and attacks
- Direct the analysis and assessment of infrastructure and application vulnerabilities
- Recommend solutions and best practices

Threat & Risk Management/Fraud

Ensures TRS digital and physical data is <u>safeguarded</u> from unauthorized use, disruption, and modification

- Develop and implement strategies, policies, procedures, and solutions
- Develop and administer Risk Management program
- Direct and determine enterprise-wide information security standards
- Ensure that all information systems are functional and secure

Why Information Security?
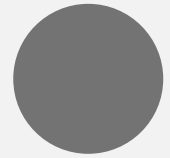
- **Required by Law – State, Federal**

  TX Penal Codes, HIPAA/HITECH, IRS, CJIS, SEC

- **Regulations, Compliance**

  TAC 202, Internal/External Audit, Policies

- **TRS Data at Stake**

  Retirement, Medical, Investments

TRS is Texas' largest public retirement system

6th largest in U.S. public pension plans

Top 25 in the world

Crown Jewels

Information Security is here to protect TRS' most important assets:

- 💎 **pension information**

- 💎 **health information**

- 💎 **proprietary code for our applications**

Governance & Compliance

Security Monitoring

Incident Response

Security Awareness

Risk Management

Security Statistics at a Glance

1,007,894
blocked websites

23,763
attempted network intrusions

3,179
email/web virus detections

LAST 7 DAYS

28,834
web application firewall
events blocked

2-4
average number of
security investigations

Password/Passphrase Security

HOW PASSWORD
LENGTH WINS
THE INTERNET

Passwords 102

intel
Security

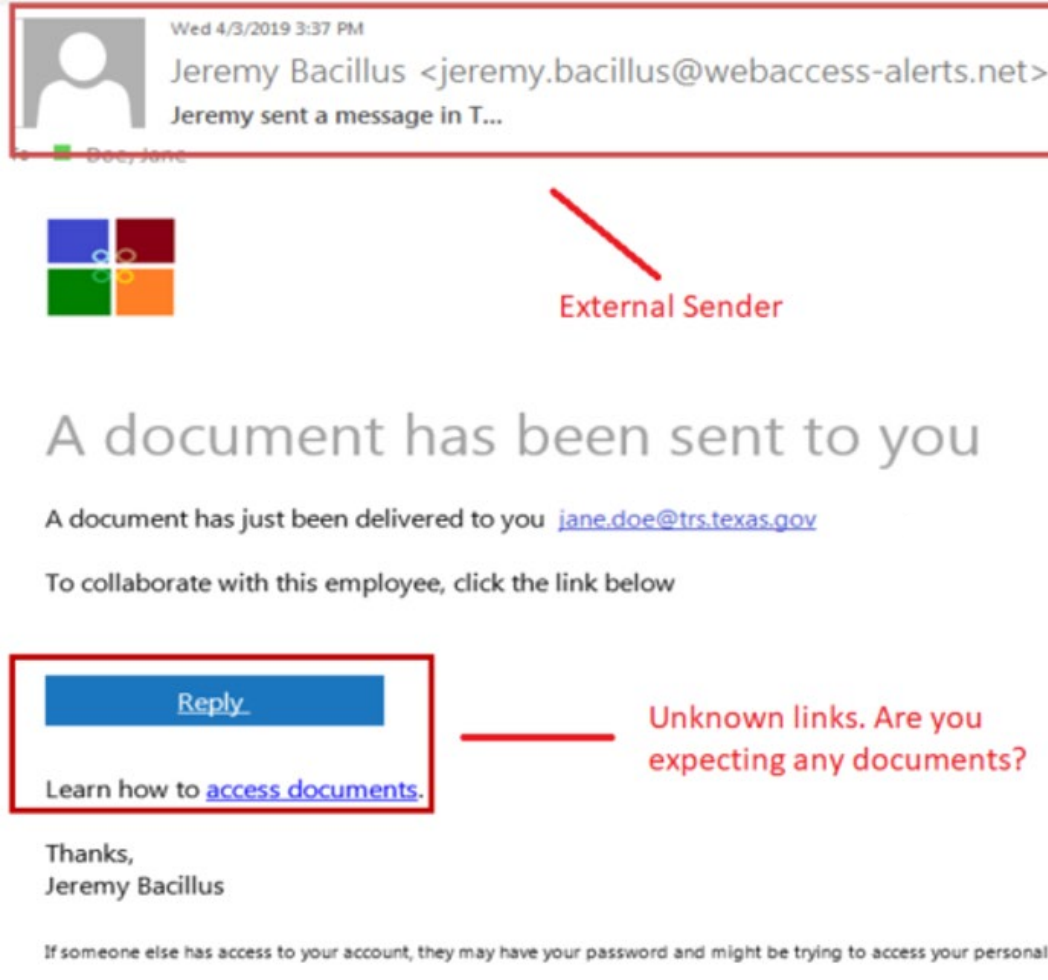Instead of using a passWORD,
try using a **passPHRASE!**

examples: **Cowboys+Butter=Heaven**
Cowboys+Butter=Heav3n

Passwords are tested for weakness and are
required to be changed **every 90 days**!

No one in IT or IS will ever ask for your password, so if that occurs, report it!

Phishing Awareness

Wed 4/3/2019 3:37 PM
Jeremy Bacillus <jeremy.bacillus@webaccess-alerts.net>
Jeremy sent a message in T...

To: Doe, Jane

External Sender

A document has been sent to you

A document has just been delivered to you   jane.doe@trs.texas.gov

To collaborate with this employee, click the link below

Reply

Learn how to access documents.

Unknown links. Are you expecting any documents?

Thanks,
Jeremy Bacillus

If someone else has access to your account, they may have your password and might be trying to access your personal data or send junk email.

Phishing is when bad actors send malicious emails designed to trick you into falling for a scam - and InfoSec wants you to stay vigilant against them by:

● **THINKING BEFORE YOU ACT!**

● **BEWARE OF URGENT CALLS TO ACTION!**

● **EXERCISING CAUTION ON EMOTIONAL APPEALS!**

● **IF IT'S TOO GOOD TO BE TRUE, IT PROBABLY IS!**

Have a suspicious email?
Click **Report Phishing** button
or
forward it to **Phishing@trs.texas.gov**
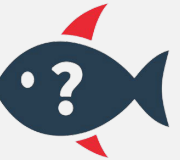
CAUTION: This email came from outside TRS. Do not click links/open attachments unless you know the sender and the content is safe.

# Safe Social Media Habits

- We monitor **all internet traffic** on TRS networks
- Please review the **TRS Social Media Policy**
- Be mindful of what you post - **DO NOT POST PHOTOS OF YOUR BADGE ONLINE!**
- If you see something odd or suspicious, report it to your manager and InfoSec
- While working remotely, **all policies apply**
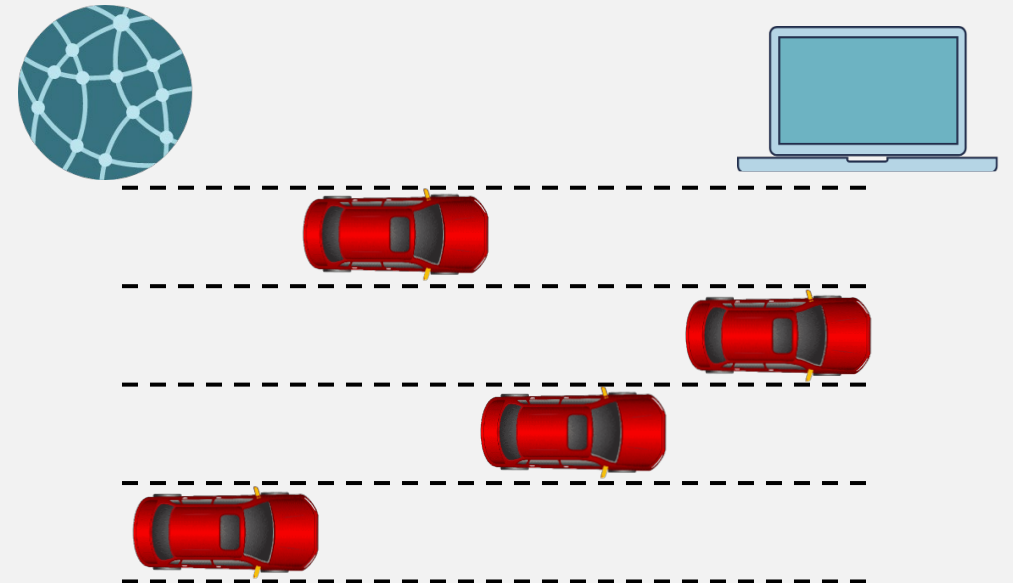- TRS blocks search engine ads because they can lead you to a malicious site
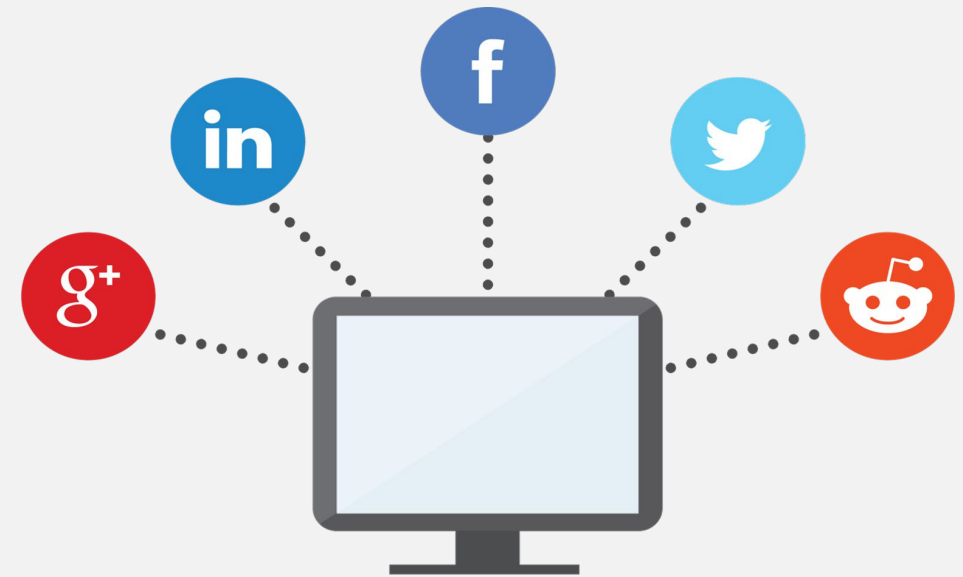
Telework

- If you need to work remotely, contact your manager and OE
- All cloud services (Slack, DropBox, GitHub, etc.) and apps must be approved by TRS before use
- Remember to connect to VPN at least once a week throughout the workday

TRS bandwidth guidelines:
10 Mbps (minimum)
25 Mbps (recommended)

Other Things to Be Aware Of

A CLUTTERED DESKTOP IS A CLUTTERED MIND!
Remember the **CLEAN DESK POLICY!**

If you receive any suspicious emails or security alerts,
DON'T CLICK! CONTACT US!

For more information, drop us a line
InfoSec@trs.texas.gov

Remember to lock your computer when stepping away!

QUESTIONS?

Thank You!

Records & Information Management

Records Management

TRS employees are responsible for maintaining records.
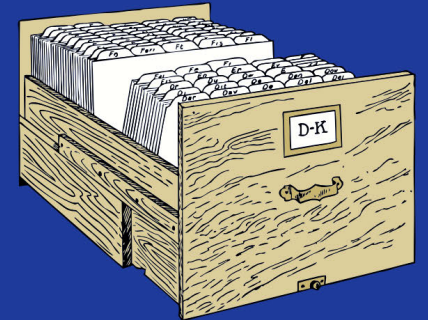
Public Information Act (Gov. Code, Chapter 552)

The requirement to produce public information when requested.

State Records Management Laws (Gov. Code, Chapter 441)

State laws related to the preservation and management of state agency records.

Open Meeting Act, Gov. Code, Chapter 551)

Requires government agencies to keep official business open to the public.

What is a Record?

Information you need to do your job

Recorded information in any format

Created or received by or on behalf of a state agency

Documenting activities in the conduct of state business or use of public resources

Records Retention Schedule

- How all records are managed across the agency (digital and physical)

- A listing of all records created or received by TRS with instructions on how long to keep them

OPS5000 Project Management

AIN	RS Title	Period	Archival
OPS5000	**Project Management**	**AC+6**	

Records related to monitoring and managing the activities and progress of projects and internal initiatives, including business case, scope, project plans, budgets, schedules, close-out and lessons learned, and related correspondence. Includes projects related to the development of systems and software from initial stages through hand-off to production, including planning, requirements analysis, design, verification and testing, quality assurance and installation. Also includes training and guidance to manage change related to rolling out new internal initiatives or tools.

AC = Completion of project.

What you need to know

Everyone is responsible for records management

Be aware of records in your email and personal areas (G Drive, OneDrive)
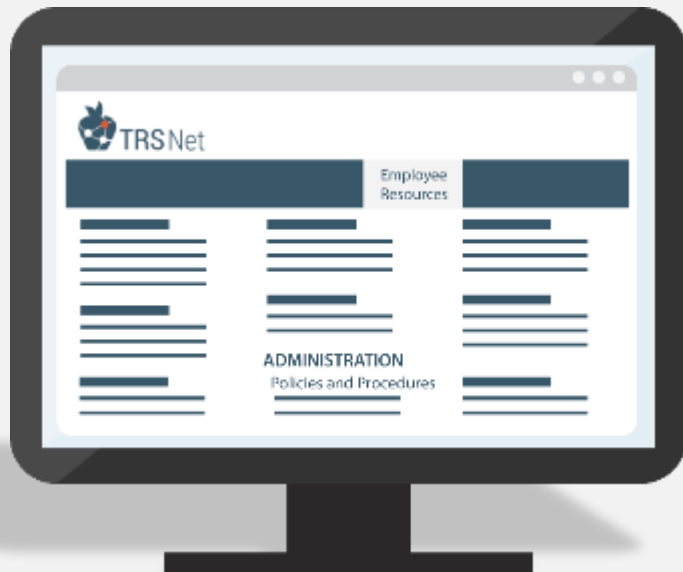
Your workgroup has a file plan with what your records are and where to store them.

Store records in their correct locations.

Contact DL Records Analysts for questions

Organizational Excellence

Employee Handbook & Policies

TRS Intranet

Excellent employee resource. Hosts links to TRS information, handbooks, manuals, policies (nepotism, tuition reimbursement, etc.), and training.
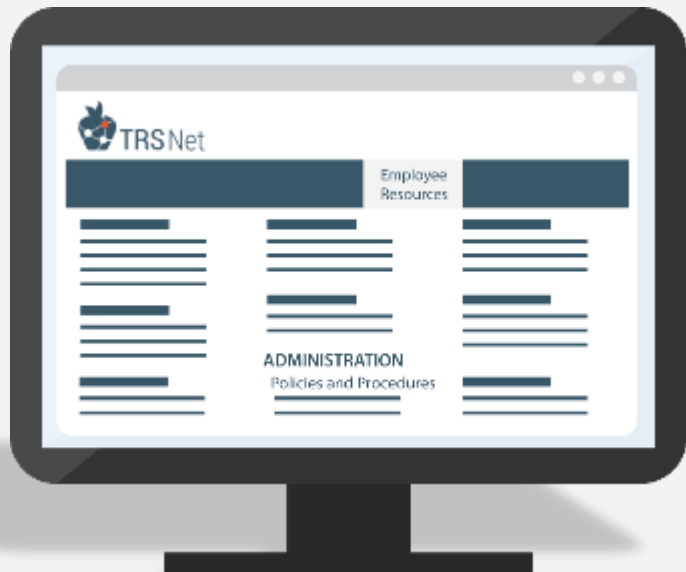
Compliance Training

Responsible for completing online compliance trainings, 6+ depending on your position.

Notification and links received via email. Cornerstone access takes effect 2-3 days from start date.

Performance Management

Annual appraisals after 6 month probation

Contact Information

Employee Information

Update your contact information in CAPPS any time there is a change.

Public Disclosures

Completed this section on Employee Data Change Request form. Information subject to Open Records Act.

TRSAlert (link on intranet)

Register to receive emergency alerts from TRS.

Provide emergency contact information.

OE

Employee Appreciation

Employee Service Awards

Co-worker Appreciation

Employee Appreciation Day and Tailgate

Business Hours and Holidays

TRS is open Monday-Friday, 8 AM to 5 PM

Work Schedule

Alternative work schedules may be approved by the Chief Officer and manager

Holiday Schedule

There are 16 state holidays. Generally, TRS employees enjoy a minimum of 12-14 holidays per year.

On state holidays, state offices remain open. You will receive comp time if you work on one of these "skeleton crew" days.

SAO and TRS Holiday schedules are available on the TRS intranet.

Overtime and Compensatory Time

Exempt vs. Non-Exempt

Fair Labor Standards Act

Overtime

Compensatory Time

Overtime and Compensatory Time Policy is available on the intranet.

Outside Work and Remote Work

Work outside of TRS must be reported to your supervisor

Hybrid or remote work schedules are permitted for certain positions

Advance approval from management is required before working outside of Texas

Social Media

Welcome Wednesday Email

Follow Us on Social Media
(Linked In, Facebook, Instagram, YouTube)

Social Media Policies

"This organization has a passion for excellence, both in serving our members and doing whatever we do extremely well. Meaningful work brings a deep sense of satisfaction. Being surrounded by dedicated, talented professionals with a common purpose is another big positive of working here."

- Brian Guthrie, TRS Executive Director

**Break
10 minutes**

Information Technology