



A TOP 10 COMMUNITY  
COLLEGE IN THE U.S.

Southwest Texas Junior College

Home

About SWTJC

Admissions

Academics

Student Life

Directory

Search

## About SWTJC Menu

Mission Statement  
Strategic Plan

+ Locations & Maps

+ Accreditation &  
Compliance

Administration

Board of Trustees

+ Alumni and Friends

Business Office

+ Catalog

+ Emergency Response &  
Alert

+ Employment

+ Faculty/Staff

Food Services/Catering

+ Handbooks

History of SWTJC

Human Resources

Powers & Kirchner Child

Development Center (SWTJC  
Daycare)

Quick Facts

+ Recreation & Fitness

## Human Resources

- [Mission & Contacts](#)
- [Benefits](#)
- [HR/Payroll Forms & Schedules](#)
- [ORP](#)
- [Preceptorship](#)
- [Preventing Harassment in the Workplace and on Campus](#)
- [Safety](#)
- [Worker's Compensation](#)

### Mission & Contacts

Please note: This page is the home of SWTJC's Human Resources Department. If you are looking for information on employment, please visit the [available positions](#) page.

Welcome to the **Human Resource Department for Southwest Texas Junior College**. Our mission is to provide accurate and up-to-date information in a timely and efficient manner to individuals searching for employment opportunities, employees seeking benefit information, responding to the needs of business and the community or simply answering your questions. Our office is here to serve you. We look forward to helping you with your request.

With respect to the employment and promotion of teaching and non-teaching personnel, it is the policy of Southwest Texas Junior College not to discriminate either in favor of or against any persons on the basis of sex, race, color, creed or religion, age, national origin, disability or veterans status.

[SWTJC Policy Manual \(click here\)](#)

#### SWTJC Human Resources

2401 Garner Field Road  
Uvalde, TX 78801

Oscar Garcia, Coordinator

Phone: 830-591-7330

Fax: 830-591-7340

Email: [osgarcia@swtjc.edu](mailto:osgarcia@swtjc.edu)

Lidia Alvarez, Payroll Officer

Phone: 830-591-7291

Fax: 830-591-7340 or 591-2913

Email: [lalvarez\\_payroll@swtjc.edu](mailto:lalvarez_payroll@swtjc.edu)

Melissa Lopez, Payroll/Personnel Clerk

Phone: 830-591-2948

Fax: 830-591-7340

Email: [mylopez235@swtjc.edu](mailto:mylopez235@swtjc.edu)

### Benefits

#### In this section:

[Insurance Benefits](#)

[Retirement](#)

[Leaves](#)

[Tuition Discount SRSU-RGC](#)

#### Insurance

##### Medical Insurance

[United HealthCare Services](#) Inc (UHS) administers HealthSelect.

[Insurance Forms](#) If you cannot make a change ON-LINE, complete an insurance form and send to your Benefits Coordinator.

[Premium Rates](#) The monthly premium depends on your status as an employee or retiree.

[Prescription Drugs](#) Every covered individual in your family pays a \$50 deductible during each plan year before benefits and co-payments start.

[CHIP](#) CHIP is available to children of employees in the ERS insurance program. You can enroll in CHIP at any time

of year.

[COBRA](#) COBRA continuation coverage allows you and your dependents to keep your health and dental coverage for a certain period of time after you leave employment.

[Primary Care Physicians](#) Primary care physicians within 125 mile radius from Uvalde.

[Specialists](#) Specialists within 125 mile radius from Uvalde.

#### **Dental Insurance**

[Dental Insurance](#)

[Humana Dental Website](#)

[HumanDental \(DHMO\)](#)

[Human Dental State of Texas Dental Choice Plan](#)

[Dental Discount Plan](#)

[Humana Dental Customer Service](#)

[Dental Plan Forms](#)

#### **Life & Disability Insurance**

[Short-Term Disability](#)

[Long-Term Disability](#)

#### **Long Term Care Insurance**

[Long-Term Care](#)

#### **Retirement**

[TSA Consulting Group](#)

[403b Salary Reduction Agreement](#)

[Social Security Administration](#)

#### **Leaves**

[DEC \(Legal\)](#)

[DEC \(Local\)](#)

[DEC \(Exhibit\)](#)

[Community Service Leave Form](#)

[Educational Leave Form](#)

#### **Tuition Discount**

[Registration Fee Waiver and Tuition Scholarship Form](#)

## HR/Payroll Forms & Schedules

#### **Hiring Forms:**

- [Hiring Process](#)
- [Employment Packet Information](#)
  - Part-time
  - Adjunct
  - Work Study ([Employment Process](#))
- [PARF - Personnel Action Request Form](#)
- [I-9 Employment Form](#)
- [W-4 Form](#)
- [SSA-1945 \(Social Security Form\)](#)
- [Clearance and Exit Interview Forms](#)
- [Service Staffing Assessment and Request](#)

#### **Payroll/Schedule:**

- [2014-15 Salary Schedule - Full Time Employees](#)
- [2014-15 Payroll Schedule/Timesheets](#)
- [2014-15 Student Pay Schedule](#)
- [2014-15 Salary Schedule - Adjunct Faculty](#)
- [2014-15 Adjunct & Extra Class Formulas](#)
- [2013-14 Salary Schedule - Full Time Employees](#)
- [Blank Timesheet](#)
- [Direct Deposit Form](#)
- [Faculty Salary Increments](#)

#### **Insurance:**

- [2015 Yr Plan Rate](#)
- [Caremark Mail Order Form](#)
- [2013 Caremark Plan](#)
- [Caremark Prescription Claim Form](#)
- [Dependent Child Cert](#)
- [Evidence of Insurability \(EOI Forms\)](#)
- [TexFlex Claim Form](#)

**Employee Forms and Evaluations**

- [Employee Complaint Form](#)
- [Employee Warning Notice](#)
- [Annualized Salary Election](#)
- [Food Service Staff Evaluation](#)
- [Staff Self Evaluation](#)
- [Maintenance Staff Evaluation](#)
- [Staff Evaluation](#)
- [Child Development Staff Evaluation](#)
- [ORP Vendors](#)

**ORP**

[ORP Overview](#): ORP v. TRS

[List of Approved Financial Investment Companies](#)

[THECB -- Optional Retirement Program \(ORP\) Information](#)

**Preceptorship**

Below are the forms necessary to submit the names of students participating in work programs.

Please send the form electronically to [osgarcia@swtjc.edu](mailto:osgarcia@swtjc.edu) so they can be submitted to TASB (Scottsdale Insurance Company), the insurance carrier.

[Preceptorship - Fall](#)

[Preceptorship - Spring](#)

**Preventing Harassment in the Workplace and on Campus**

[Workplace Harassment Certificate Instructions](#)

[Preventing Harrassment in the Workplace and on Campus](#)

Full-Time Employees: send completion certificate to Nita Reed

Part-Time and Student Employees: send completion certificate to Human Resources

**Safety**

Please email any concerns or comments regarding safety to:

Uvalde: [Oscar Garcia](#)

Crystal City: [Cruz Mata](#)

Del Rio: [Linda Juarez](#)

Eagle Pass: [Robert Koenig](#)

**Handouts:**

- [Chemical Safety](#)
- [Electrical Safety](#)
- [Employee Responsibility](#)
- [Fall Prevention](#)
- [Lifting Safety](#)
- [Safety Rules](#)

**Links:**

- [Emergency Contact Numbers](#)
- [Safety Policy Manual](#)
- [Dealing with Campus Violence](#)

**Worker's Compensation****Employee notice:**

[Employee Notice of Alliance Requirements, English Version](#)

[Employee Notice of Alliance Requirements, Spanish Version](#)

**Form to sign and return:**

[Employee Acknowledgement of the Alliance Direct Contracting Program, English Version](#)

[Employee Acknowledgement of the Alliance Direct Contracting Program, Spanish Version](#)

**Send forms by campus mail or to:**

Southwest Texas Junior College  
Human Resources  
2401 Garner Field Road  
Uvalde TX 78801

**Important Notice to all Employees!**

Effective September 1, 2010, Southwest Texas Junior College will be using Texas Association of School Boards, Risk Management Fund as the carrier for Workers Compensation. We are required by the fund to have certain criteria in place by September 1.

First, we must distribute the Employee Notice of Alliance Requirements to all employees. In addition, each employee must sign and return the Employee Acknowledgment of the Alliance Direct Contracting Program form as soon as possible. This applies to staff (part-time and full-time), faculty, adjunct faculty, and college work-study students. If you are supervisory staff and have employees who do not have access to our e-mails or may not have computer access, please give them copies of both forms so that the acknowledgement form is returned.

As you hire new employees, these forms must be distributed and returned. This is especially important for College Workstudy students and part-time employees.

Thank you so much for your assistance and cooperation. Please call me with any questions you may have.

Oscar S. Garcia  
830-591-7330

[Home](#) | [About SWTJC](#) | [Admissions](#) | [Academics](#) | [Student Life](#) | [Directory](#)

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