

theResource

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*Beginning
January 11,
2011, benefited
employee
onboarding will
be held on
Tuesdays from
1:00 - 2:00 pm*

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VOLUME 1, ISSUE 4



DECEMBER 2010

'Tis the Season!

Happy Holidays from your colleagues in Human Resources! We wish you the very best, and hope that you spend quality time with your families and relatives during your Winter Break. These are exciting times in athletics, and we wish the student athletes and coaching staffs much success.

We are pleased to have the opportunity to present to you state-of-the-art programs and opportunities highlighted below. We look forward to working with you in the new year.

Best wishes,
Paul Michaud

Policies and Procedures Seminars

The first four of our Policies and Procedures seminars have been extremely well attended and we have two more opportunities for people to sign up. These dates are Tuesday, December 14 from 8:30 – 11 a.m., and Friday, December 17 from 8:30 – 11:00 a.m., both in 2911 Continuing Education Building. We highly encourage department heads, academic chairs, and staff supervisors to attend one of the two remaining sessions.

State Charitable Contributions Program (SCCP)

As Co-Chairs of the SCCP, Dr. Mary Hazeldine and I would like to thank faculty and staff who were able to contribute to this year's campaign. Although we didn't reach this year's goal of \$40,000, we were able to raise \$24,403. We thank you for your generosity and open hearts for those less fortunate.

Casual Labor Term Limits

Recently we were advised by the Board that the maximum number of months a Casual Labor employee can work as of August of 2010 is 18 out of 24 months. This new maximum has created many opportunities and challenges for departments across campus. HR has been working with departments to create benefited positions for those departments that may have the additional 35-40% benefit funds. Other departments have reduced a Casual Employee's time from twelve (12) months to nine (9) months per year, and others have come up with other variations such as hiring more Institutional Student employees. Please call my office if you would like to discuss options for your Casual Labor employee.

New Employee Online Orientation Program

The Department of Human Resources is excited to announce the release of our New **Employee Online Orientation Program**. We will be launching the online process effective January 11, 2011. A benefited employee will not be required to attend the previous face-to-face orientation program normally scheduled in the past on Monday mornings of each week. Benefited employees will now access the online orientation through a link which will be sent to them in their offer letter. The new online program **must be accessed prior** to their onboarding session on the first Tuesday of their first week of employment at Georgia Southern University due to I-9 regulations. On-boarding will be pushed back to Tuesday afternoon between 1:00 and 2:00 p.m. in the HR Training Room, which will allow a new benefited person to access the online orientation on or before their first day of employment at Georgia Southern. A person can drop by Human Resources any time within the hour on Tuesday to complete their I-9 form and additional paperwork to be placed on payroll. An added benefit for new and more tenured employees is the continuous availability of our orientation program when an employee needs a refresher course. *Online orientation will not apply to casual labor and student employees.*

New Performance Management System

We are also thrilled to make available to you our new Performance Management System! We recently purchased the third module of PeopleAdmin (Performance Management), which will interface well with our PeopleAdmin applicant tracking system and job description system. The new online system will replace the antiquated paper process we have used for many years. This performance evaluation system will be available in late January for people to use in February to evaluate their respective employees. We have also revised the present forms and included other non-exempt and exempt forms to choose from when evaluating an employee. A department will not have to mail in their final evaluations to Human Resources in the future.



Casual Labor Employee Information

The Get Hired Initiative is our response to the changes with the Casual Labor Policy which affects hundreds of current temporary employees on campus.

Our goal is to provide various training workshops which will aid temporary employees as they compete in this competitive job market.

HR will offer workshops in the following areas:

- Application Completion
- Resumes & Cover Letters
- Interview Skills
- Professional Job Skills
- Customer Service

Employees who complete all of the sessions will receive a program certificate of completion.

Workshop offerings will begin in January. To register for a workshop or find more information, please go to the training website at: <https://training.georgiasouthern.edu/courses/default.aspx>



Looking for Outstanding Employees?

Student Employment Fair
at Russell Union

Thursday,
January 20, 2011
9:00am – noon

To reserve a spot call:

478-7158

Medical Assistance Leave Program

The enrollment period for the New Medical Leave Assistance Program will conclude on **December 17, 2010.**

The President's Cabinet approved the creation of the Medical Leave Assistance Program which will replace the former Shared Leave Policy. The traditional Shared Leave Program will

be eliminated as of December 31, 2010, and be replaced by the Medical Leave Assistance Program Policy.

To enroll in the Medical Leave Assistance Program, an individual must complete the Membership Form located on the Human Resources website (under the Forms Section).

Over 60 people have enrolled in the program to date. Thus far we have a total of 700 donated Sick Leave hours and 358 donated Annual Leave hours.

Town Hall Meeting Update

The first ever University-wide Staff Town Hall Meeting was held on Wednesday, November 17, 2010. The Staff Council discussed campus issues with over 50 staff members. Some of the discussion points were a flexible summer work week, wellness perks, the

tuition assistance program, staff compensation, a tobacco-free campus, and the staff awards. A detailed summary will be available after the December Staff Council meeting on the Staff Council website. Thank you to all in attendance.



eLearning - Building a Better U



Georgia Southern is proud to introduce a new eLearning program to enhance learning and development through **Building A Better U**. The new eLearning program will launch at the beginning of 2011!

The eLearning program offers thousands of online courses, books and job aids that can be accessed from a desktop computer. The available courses and books will cover business topics and management skills, desktop (Microsoft Office—Word, Excel, etc.) and information tech-

nology courses and preparatory exams for certification. Courses are easy to navigate and the learner is actively engaged through audio, case studies, animation and the ability to print handouts for reference. Pre- and post-tests provide an opportunity to demonstrate proficiency.

Employees may take online courses to brush up on skills or learn something new. They also may use the course completion credits toward recertification. The eLearning courses will not replace instructor-led courses. None-

theless, participants may take the courses or view the material at their own pace.

More exciting information will be available at the start of the New Year. However, if you have any questions, please contact Stephanie Scott at 478-7120 or Ale Kennedy at 478-1687.

DOAS Loss Control Tip - Deer Collisions

Even though it is the Holiday Season, December is still considered peak season for collisions with animals.

Some suggestions for avoidance of deer collisions:

- Be vigilant near dawn and dusk, the most active time for deer.
- Heed signs for animal crossings and speed limits.
- If you see a deer by the side

- of the road, slow down and blow your horn in **one long blast** to frighten it away.
- When you see one deer, look for another; they seldom run alone.
- If a deer looms in your headlights, don't expect it to move away. Headlights can confuse a deer and cause it to freeze.
- Brake firmly when you see a

- deer in or near your path.
- Do not swerve. Swerving can confuse the deer and cause you to lose control and hit a tree or another vehicle.
- If you hit a deer, stay in your vehicle. Do not get out and touch the animal. An injured deer can hurt you or itself.
- Get your car off the road if possible and call law enforcement.



Benefit Summary Cards

The Department of Human Resources has recently designed and released new Benefit Summary wallet cards that you can carry with you.

Keep these wallet sized cards handy for when you need to call Blue Cross,

TIAA_CREF, TRS, Valic, Met life Dental, etc.

Please contact Erin Shuman at 478-0854 or stop by the Benefits Area to pick up a card(s).



Your Department of Human Resources colleagues wish you a safe and Happy Holiday!