HR Update

Happy Holidays from your HR Team! We wish you and your family members the very best during this holiday season. Please enjoy the upcoming Winter Break, relax, travel safely and enjoy friends and relatives. We all look forward to providing you the very best customer service in the New Year.

Of special note, the Medical Leave Assistance Program enrollment period is still open and we are accepting new members until the end of November. The next official enrollment period will be in May of 2012. If you are going to lose annual leave at the end of the calendar year because you have over 360 accumulated hours, please consider joining the plan by donating 16 annual leave hours instead of losing those hours. The plan will accept either combination of annual and/or sick leave. Please contact Samantha Melton in the Benefits Office if you have specific questions about the policy. You never know when you might need hours from the plan once you have exhausted all your leave. In order to receive hours from the plan, you must be a member. If you are presently a member, you don’t need to renew your membership.

As of January 1, 2012, a person must now work a minimum of 30 hours in order to be eligible for health benefits. This new requirement is a change from previous years and has been mandated by USG. Present employees under .50 FTE have been contacted to discuss their options.

Since we are short one holiday during the Winter Break, Staff employees will be required to designate in eTime their pay preference for that day. If a Staff employee has compensatory time on the books, they must use that time first before they use annual leave. If a Staff member does not have comp time or available annual leave, the person will be required to enter Uncompensated time in eTime for that day. Any questions can be sent to my office.

Here’s wishing you the very best in 2012!

With Eagle Spirit,

Paul Michaud
Learning Policy Reminder

Professional development and continuous learning are necessary to:

1. maintain the quality of the University staff and their continued readiness and ability to contribute effectively to the mission and goals of the University; and,

2. to establish a learning culture in which all employees are encouraged to develop their professional skills and enhance their performance, both in their current position and for possible future University career opportunities.

As a reminder, all university staff are encouraged to participate in a minimum of twenty (20) hours of professional development per evaluation year. The next evaluations will take place in March of 2012.

For more information, view the Professional Development Learning Policy on the Human Resources website: http://jobs.georgiasouthern.edu/pdf/2700%20Professional%20Development.pdf

For a copy of your learning transcript, contact Stephanie Scott at 478-7120 or smscott@georgiasouthern.edu.

DOAS Loss Control Tips

Fireplaces & Other Fire Hazards – Always use a fire screen. Don’t burn trash in the fireplace. Don’t wear loose clothing or synthetic materials prone to melting when tending a fire. Keep flue open until all embers have burned out. Dispose of ashes in a metal container. Make sure the fire is out before leaving it unattended. Keep lit candles away from curtains and out of reach of children. Never place lit candles on or near a Christmas tree. Check smoke detectors once a month.

Safe Shopping – Avoid carrying large bulky packages that block your vision or may cause you to fall. Use services offered by many stores such as an escort to your car or delivery to your office. Keep money and/or credit cards separate from wallets or purses. Keep purses and/or wallets closed and close to your body at all times. If possible, conceal them under your coat. Don’t leave purchased items in clear view.

Christmas Trees – Carefully choose a tree that is not too dry – one without loose needles. Bend needles to make sure they do not break. To preserve the tree’s freshness, cut a one- or two-inch diagonal slice off the bottom. Place the tree in a sturdy stand and check the water level daily. Keep the tree away from heat sources (vents, fireplace, etc.) to avoid drying. Don’t block entrances or exits. Place the tree outside soon after the holidays and recycle – do not burn it. At the end of the holidays, wash artificial trees or vacuum the ones with pre-hung lights and store in plastic bags.
**The President's Cabinet approved over 12 new or revised policies on September 1, 2011**

The HR Policies and Procedures workshops are intended for all GSU employees, and especially managers, department heads and department chairs who have the responsibility for communicating and enforcing GSU policies and procedures. The workshops will provide all employees a greater understanding of GSU policies and procedures. Both revised and new HR policies and procedures will be covered during these informative workshops.

Upcoming Workshop Dates:

December 8th, 13th, and 15th
All sessions will be held at 8:30am in Continuing Education Room 2911.

Building a Better U

Building a Better U (BBU) has more than 3,500 courses available 24/7 for faculty, staff and students. The Department of Human Resources recommends the following courses as starting points for exploring all that BBU has to offer. Courses are grouped by job role.

**New Managers/Supervisors:**
* Addressing Performance Problems
* The Basics of Delegation
* First Time Manager: Understanding a Manager’s Role

**Supervisors and Department Chairs:**
* Communicating During Difficult Times
* Ethical Decision Making in the Workplace

**New Employees:**
* Standard Business Etiquette
* Communicating with Confidence
* Being an Effective Team Member

**Directors:**
* Managing and Rewarding Top Performers
* Using Emotional Intelligence on the Job

**Administrative Support:**
* Interacting with Others
* Representing Your Boss
* Communication Business Etiquette

**Staff:**
* Setting and Managing Priorities
* Project Management Fundamentals
* Customer Service Over the Phone

**Student Employees:**
* Goals and Setting Goals
* Leadership Essentials
* Analyzing Your Use of Time

*All of these courses can be located in BBU by typing the title in the search field.*

For more information, please contact Stephanie Scott at 478-7120 or smscott@georgiasouthern.edu

**BBU usage:**
- Total Users: 673
- Total Course Accesses: 2,223
- Total Course Completions: 910
Spring 2012 Student Employment Job Fair

The Spring 2012 Student Employment Job Fair is right around the corner!

The event is scheduled for January 19, 2012 at 9:00 A.M. in the Russell Union Ballroom. It gives campus departments and off-campus employers the opportunity to interact with potential student employees seeking part-time employment opportunities. This is a great opportunity for hiring managers to interact with our student population and help them understand how your department contributes to the University’s mission of retention, progression, and graduation.

For more information about the event, please contact Rieshawn Williams at (912)478-7158 or rwilliams@georgiasouthern.edu.

Inspiring your Student Employees

Students who find purpose in their job, whether it is filing or just answering the phones every day, often work better. This is especially important for those who are in a customer service environment.

Remember a happy worker makes for a more productive department!!

For more Student Employment information, please contact 478-7159 or go to georgiasouthern.edu/SEC.

Tips:
⇒ Know the students’ strengths and weaknesses.
⇒ Know the students’ outside interests and tie them into their workplace responsibilities.
⇒ Provide guidance and feedback.
⇒ Allow the student to excel and be independent.
⇒ Be ready to provide references when appropriate.
Congratulations to the individuals who completed all six sessions of the Fall 2011 Management Training Series. This series consisted of the following six sessions.

**Session One:** Becoming a Manager at Georgia Southern University, which covered Georgia Southern University’s policies and procedures, personnel policies, and Managing performance.

**Session Two:** Communication, Decision Making, and Delegating - Communicating as a Manager

**Session Three:** Roles and Responsibilities - Differences between Employees and Managers

**Session Four:** Developing Employees

**Session Five:** Creating a Positive Work Environment

**Session Six:** Managing Conflict

Joy West - COBA
Sonya Chance - IT Services
Terry Briley - Public Safety
Gloria Martin - College of Education
Pat Collins - College of Education
Trisha Knight - IT Services
Angie Cook - IT Services
Nathan Brinkman - IT Services

The next Management Training Series will kick off January 24, 2012.

You can register for these sessions on the University Training Website at https://training.georgiasouthern.edu/Pages/Default.aspx

For more information, please contact Ale Kennedy at alekennedy@georgiasouthern.edu
The Department of Human Resources was pleased to offer a six-week professional development series to enrich new and seasoned administrative professionals’ current office skills. Staff from key areas on campus reviewed procedures for travel expenses, p-cards, budgets, business objects, employment, ADP and performance evaluations. Additional professional development areas were explored through the use of the Building a Better U e-learning system.

The series was a great success and the following participants completed all the sessions:

- William Clemens - Construction Management & Civil Engineering
- Darlene Collins - Leadership Technology & Human Development
- Patricia Collins - Curriculum, Foundation & Reading
- Ronda Durden - Housing
- Lee Elbracht - Housing
- Gloria Lovette - Human Resources
- Gloria Martin - College of Education
- Melanie Metzger - Housing
- Mandy Murray - School of Economic Development
- Deanna Piche - College of Business Administration
- Patrick Robertson - Housing


You can register for these sessions on the University Training Website at https://training.georgiasouthern.edu.

For more information, please contact Stephanie Scott at smscott@georgiasouthern.edu
Who’s New With Eagle Perks?

* Booyah Pressure Washing
* Bliss Berry
* Frills and Fancies
* Isabella’s
* Legal Shield
* Biltmore Estate
* Varieties

Eagle Perks is a free discount service for all faculty and staff. Employees must present their Eagle ID at participating vendors to receive the discount offerings.

For a complete listing of vendors and discount details, visit the Eagle Perks link on the HR website, or find us on Facebook!

The University System of Georgia Open Enrollment Period is scheduled from October 24, 2011 to November 18, 2011. The changes made during the Open Enrollment Period will become effective January 1, 2012.

If you have questions, please contact Benefits at 478-0854.

Upcoming Training Calendar

November:
22nd - Building a Better U information session
28th - People Admin Student Hiring

December:
1st - People Admin Temporary Hiring
2nd - People Admin Staff Hiring
2nd - Banner
8th - Policies and Procedures Workshop
13th - Policies and Procedures Workshop
15th - Policies and Procedures Workshop

January: Management Training Series and Administrative Professional series begin

To register for class visit: https://training.georgiasouthern.edu.

Food Drive
Let’s make a difference... Nov. 1 - Nov. 18
Donations benefit the Statesboro Food Bank.

Drop off dry or canned goods at these locations around campus:
College of Business Administration Building (COBA)
College of Education Building (COE)
Dress Hall
Educational Science Building
Hillside
Luther Hall
North and Chemistry Building
Physical Plant - 417 Building
Physical Plant Admin Building
RAG
Housworth Building (Human Resources)
Honors Union
Williams Center