

theResource

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INSIDE THIS ISSUE:

Revised Policies	2
Online Orientation	2
Building a Better U Highlights	3
Ethics	3
Online Performance Evaluations	4
Compensation Basics	4
Personnel Actions Forms	5
Workplace Bullying	5
Get Hired Initiative	6
Medical Leave Assistance Program	6
Employee Recognition Program	7
Employee Benefits Fair	7
Upcoming Training	7
Employee Perks	7

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Did You Know?

What a busy first quarter for your HR Team! The Spring Semester allowed the Department of Human Resources to introduce a number of new initiatives that you will read about below and throughout the newsletter. We are pleased to receive such generous support for these programs from the President's Cabinet, as well from our Vice President for Business and Finance, Dr. Ron Core, and Vice President Steve Burrell.

The following is a chronology of our new offerings:

First Quarter

January - Human Resources launched the new **online** orientation/onboarding program for new **staff** employees; this eliminated the former face-to-face orientation performed every Monday. New employees are now required to go online to orient themselves to Georgia Southern

University's policies, procedures, benefits, etc. They complete most of their paperwork online before coming to the onboarding session on Tuesdays from 1 – 2 p.m. to complete their payroll, I-9 paperwork, etc.

February - The President's Cabinet approved 13 new policies which may be found in our online HR Directory on policies and procedures.

March - HR unveiled the "**Building a Better U**" e-learning **online** management system for all faculty, staff and students. Through our association with SkillSoft, University employees and students have access to over 3,400 e-learning modules, courseware and programs to enhance their knowledge, skill and abilities.

Introduced HR's new "GET HIRED" initiative to prepare part-time temporary employees for full-time benefited positions.

Second Quarter

April - Introduced the new **online** Performance Management System. This new system is in association with our applicant tracking system and posi-

tion summary system presently in use through PeopleAdmin. All staff performance evaluations will now be online which will improve efficiency and not require supervisors to send hard copy evaluations to Human Resources. This year's deadline for submission is August 1.

April 18, HR unveiled the new **online** orientation/onboarding program for **casual labor and student employees**.

May TBA – HR will unveil the new **online** orientation/onboarding program for new **faculty**.

I would like to personally thank my HR Team for their enthusiasm, tenacity, and overall professionalism during these exciting times. They have all gone the extra mile in designing these new initiatives and preparing them for release. **Additionally, our ITS professionals have provided their expertise, commitment and overall enthusiasm in assisting us in launching most of these new initiatives.**

Paul Michaud

Revised Policies

The Department of Human Resources has recently developed new policies and procedures, some of which were necessitated by Federal and State requirements, and others for clarification purposes or out of necessity for our institution.

On Thursday, February 24, 2011, the President's Cabinet approved thirteen (13) new policies. It is important for all employees to familiarize themselves with the content of each policy and if you have any questions, please contact the Department of HR for clarification. The following policies may be reviewed at <http://jobs.georgiasouthern.edu/>

policies.htm

Fitness for Duty - Policy # 2570

Bereavement Leave - Policy # 2395
(revised April 2011)

Children in the Workplace - Policy # 3050

Pets in the Workplace - Policy # 3060

Exit Questionnaire and Interview - Policy # 2630

Call Back Pay - Policy # 2240

Performance Management - Policy # 2571

Progressive Discipline - Policy # 2572

Accommodations for Nursing Mothers in the Workplace - Policy # 3090

Terminating Employee PAF - Policy # 2194

Casual Labor Term Limits - Policy # 2193

Medical Leave Assistance- Policy # 2306 (revised April 2011)

Appeals procedures- Policy #2520
(revised April 2011)

Online Orientation

The online orientation site is located on the right-hand side of the Human Resources website at: <http://jobs.georgiasouthern.edu/>

To improve the efficiency of new employee on-boarding, Human Resources has developed the 'New Employee Online Orientation/On-boarding' program for all casual labor employees, and student workers.

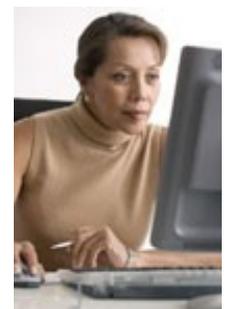
Beginning Monday, May 2nd, the new online program will replace the face-to-face orientation sessions. While completing the online orientation, employees learn about Georgia Southern, as well as review and complete all of the employment and/or benefits-related paperwork required for their payroll processing.

The online orientation site is located on the right-hand side of the Human Resources website at: <http://jobs.georgiasouthern.edu/>. Please note the same link is used for Benefitted Staff, Casual Labor, and Student Workers. There is a point in the orientation program where employees will select the appropriate job classification.

- After an employee accepts a position, the employee will complete the on-line orientation.
- The employee will bring the completed paperwork (provided in the online orientation) to the next scheduled Human Resources on-boarding session.
- The current on-boarding process and sessions will continue for casual labor and students on Tuesdays – 8:00-10:00am and 4:00-5:00pm, as well as Wednesdays from 2:00-5:00pm in the Human Resources Training Room

We are excited about this new electronic process, and we hope you can assist us in ensuring new Casual Labor employees and Student Workers complete this new online orientation program.

NOTE: The Faculty and Part-Time Faculty On-line Orientation programs will be available soon!



“Building a Better U” Highlights

The Department of Human Resources is excited to announce the launch of “Building a Better U”, Georgia Southern’s new e-Learning System, was a success. Over 5,400 employees have access to the new system and more than 300 employees have completed courses.

Our new approach to learning can assist individuals with the following: offering real-time learning, eliminating travel costs and time constraints, increasing retention and productivity, enhancing interaction, and supporting flexibility and accessibility.

Faculty members may wish to utilize portions of the new e-Learning system to en-

hance their classroom instruction, or for their own professional growth.

Staff employees may also wish to utilize the system to enhance their professional career opportunities, as well as on-the-job skills.

Students can refresh their skill set in preparation for their classroom experiences and future career aspirations.

To access Building a Better U:

1. Log in to the MyGeorgiaSouthern website with your MyGeorgiaSouthern account sign on and password.
2. Under My Services, click on the e-Learning System link.

To learn how to navigate through the new e-Learning system and its many benefits, visit the Building a Better U website, <http://jobs.georgiasouthern.edu/BetterU.php> and view the possibilities.

For questions contact:

Ale Kennedy - Associate Director of Human Resources

912.478.1687 - alekenedy@georgiasouthern.edu

Stephanie Scott - Organization, Development and Learning Coordinator

912.478.7120 - smscott@georgiasouthern.edu

Building a Better U Tips

On the Job Support ~

Job aids are printable tools that complement a course and assist in the use of the knowledge or skills gained from the course back on the job. They are performance-support tools designed to be used on an ongoing basis, or around specific work focused events, such as performance reviews, interviewing, or strategic planning.

If a job aid is available for a particular business course, you can launch it from

the Course Summary page. Within a course, you can view the Job Aids by clicking the **Show Resources and Settings Dialog button**, and then select **Job Aids**.

Featured Course ~

Optimizing Your Work/Life Balance: Analyzing Your Life Balance

This one hour course highlights techniques you can use to analyze your current level of balance between work

and life responsibilities. It covers ways to assess your current work/life balance and overcome internal and external obstacles to achieving balance. Only through properly understanding where you are, in relation to where you want to be, can you begin to construct a map that will take you to your objective of a balanced, fulfilled life.



Ethics Update

The New USG Ethics Refresher course will be available this summer. Student workers, staff, and faculty will have until the end of this calendar year to complete the training.

The Department of Human Resources is in the process of housing the Ethics training (both the Refresher and Basic

Ethics training) in the new eLearning system, Building a Better U.

All employees active December 31, 2010, will be required to take the 2011 refresher class, while those hired in 2011, will take the Basic Ethics training. Stay tuned for upcoming communications.

Online Performance Evaluations

Performance Evaluations are now available ON-LINE!

Below is some information to assist you with the Performance Evaluation process:

- For Fiscal Year 2011, Annual Performance Evaluations are due August 1, 2011.
- Please visit the performance evaluation website located on the Human Resources web page to view instructions on accessing the new system.
- New users will log into PeopleAdmin with their Novell username for both their username and password.
- If you already have a PeopleAdmin account, please make sure you change your User Type in the system to 'Employee' or Evaluation Manager'. Otherwise, you will not see the Evaluation Features.

- The Evaluation Manager begins the evaluation process. Therefore, employees may not have any Active Evaluations if their Evaluation Manager has not started the evaluation.
- Managers should start the Performance Evaluation process before May 20, 2011.
- Under Goal Settings, employees are encouraged to list some of their goals for the upcoming performance evaluation year. In addition, the Evaluation Manager will add goals. During the Evaluation meeting the manager and employee will discuss and agree upon the goals.
- Training courses are available to all employees in order to gain a greater understanding of the electronic performance evaluation system. Courses

are listed on the Training Website.

- Detailed training manuals are available on the Performance Evaluation website.
- Click on the following link to access the Performance Evaluation website: <http://jobs.georgiasouthern.edu/PerformEvals.php>.
- If you experience any difficulties accessing your employee's evaluation, please contact Ale Kennedy at 478-1687 or alekenney@georgiasouthern.edu



A survey will be conducted in August to evaluate the new system.

Compensation Basics - Position Pay Grades



Compensation

The Office of Compensation & Classification uses pay grades to categorize jobs in ranks or

classes, each having a description and pay range. The reasoning behind this is to more easily compare similar positions as well as wages, and to encourage and maintain uniformity and equity in the classification of positions for recruitment, hiring, and promotional purposes. The higher a position falls along the pay grade scale, the more will be expected of that position, and the more will be required for experience and education in order to qualify to fill that position. Positions are organized based on an analysis of job responsibilities and knowledge required to perform the duties for that position; positions are classified based on the level of knowledge, skills, and responsibilities required to perform the minimum requirements of that position. Salary ranges that are maintained for each pay grade begin at a

position minimum based on entry-level knowledge and skills, and end at a position maximum based on expert-level knowledge and abilities necessary to perform advanced duties of the position.

Position minimum:

All new employees must start at no less than the minimum of the salary range for the position into which they have been hired. Hiring rates should be commensurate with the employee's qualifications and related experience and should be in proper relation to similarly situated employees in the same family, sub-family, career stream, and career level, as to not cause compression within a department, or among similarly-paid positions on campus. Typically 1-3 years' experience is assigned to the minimum of a position. Hiring managers should consult the Manager of Compensation and Classification for further recommendations in establishing hiring rates.

Position Midpoint:

The market range midpoint is the pay rate that is halfway between the market range minimum and the market range maximum.

This midpoint is an established average rate of pay for similar jobs in the regional market. The market range minimum and maximum represent a designated percentage below and above the market range midpoint; for current pay grades at Georgia Southern University, position minimums and maximums are 25% less and more than the position midpoint. Typically, 5 years' experience is assigned to the midpoint of a position.

Position Maximum:

The maximum salary of a position is reserved for those employees who have shown exceptional knowledge and experience in the position and whose years of experience equal that of seven or more. Approval of the Office of Compensation & Classification must be obtained before the maximum salary will be given to a current employee or new hire.

If you have any questions, please contact Fern Illidge, Compensation Manager, at 478-5374 or fernillidge@georgiasouthern.edu.

Personnel Action Forms

A Personnel Action Form (PAF) is to be completed when any personnel change or action is made.

There have been a few changes made to the new Personnel Action Form.

You may view the form at the link below.

<http://jobs.georgiasouthern.edu/forms/PersonnelActionForm.pdf>

If you have any suggestions or comments, please contact Karen Iler at 478-5529 or kiler@georgiasouthern.edu.

You can register for the PAF Workshops by going to the University Training Website at the following link:

<https://training.georgiasouthern.edu/courses/default.aspx>



PAF Workshops

Dates: June 2,9,16,23,and 30

Time: from 2-4pm

Location: HR Training Room

Course description:

This course will provide detailed instructions on completing the NEW Personnel Action Form (PAF).

Topics covered:

-Understanding the PAF process

-Completing a PAF

-Different type of employee actions

-Understanding the Budget Data

Workplace Bullying

Workplace bullying has been getting a lot more attention in the media lately after some high-profile bullying cases have come to light — but the issue is unfortunately not a new one. After all, the [Workplace Bullying Institute](#) has been around since the early 1900s for a reason, and many states have been in the process of trying to [pass legislation against workplace bullying](#) since 2003 (none yet with any success). But for as long as workplace bullying has been happening, it doesn't appear to be stopping. A [just-released CareerBuilder survey](#) among 5,671 U.S. workers reveals that more than one in four (27 percent) workers have felt bullied in the workplace, with the majority neither confronting nor reporting the bully.

According to survey results, 14 percent of workers felt bullied by their immediate supervisor, while 11 percent felt bullied by a co-worker. Seven percent said the bully was not their boss but someone else higher up in the organization, while another 7 percent said the bully was their customer.

To read the remaining information in this article, and what companies are doing to combat workplace bullying, follow the link below:

<http://thehiringsite.careerbuilder.com/2011/04/20/workplace-bullying-and-your-employees-what-can-you-do/>



Get Hired Initiative Highlights



In response to the Board of Regents revised definition of temporary employment, the Department of Human Resources and Employment Services created the Get Hired Initiative.

The program consisted of five professional development courses designed to enhance temporary employees workforce readiness skills for today's competitive job market.

An estimated 50 casual labor employees participated in the initiative. Of the 50 participants, an average of 32 completed all courses or at least four of the courses in the series.

On April 21, the Department of Human Resources and numerous department managers and supervisors came together to recognize the casual labor employees participants with a small reception in the Nessmith Lane Building.

The ceremony was filled with words of "Thanks" from the participants to the course instructors and departmental management. Casual labor participants were urged to continue their professional development through words of encouragement from staff members.

Since the completion of the Get Hired Initiative, nine participants have obtained full-time benefitted positions within Georgia Southern University.

Congratulations to the following employees for completing the Get Hired Series

Stephanie Baker
Emma Barrow
Jakarta Blackshear
Willie Brown
William "Gerry" Chance
Jarrold Ellis
Iris Frison - Wimbush
Laura Gast
Margie Grant
Georgia Hamilton
Tracie Harden
Sylvia Jackson
Corinthia Lee
Brenda Gail Lewis
Lavern McClain
Lawanda McCallum
Shaune Mosley
Patrick Scott
Laird Temple
Cassandra Wiggins
Barbara Wilson

The Medical Leave Assistance Program Spring Enrollment

Question: What can an employee do if they are out of sick leave?

Answer: The Medical Leave Assistance Program spring enrollment is May 1, 2011, through May 31, 2011. We have 95 members currently enrolled in our program. If you would like to join, please complete the form and return to Human Resources by May 31, 2011. **The opportunity to enroll again will not be available until October, 2011.**

The Medical Leave Assistance Program allows a plan member to donate accrued sick and/or annual leave to a pool, or

directly to another plan member who is unable to work due to a serious illness for an extended period of time and has exhausted all of his/her leave.

In order to be eligible for membership in the Medical Leave Assistance Program, a benefitted employee must have at least 176 hours (combined annual and/or sick leave) and donate a minimum of sixteen (16) hours of annual and/or sick leave. After enrolling, an additional contribution of eight (8) hours per calendar year will be taken out annually in December to maintain membership status and to protect available hours in the pool for

potential requests in the future.

Please follow the links below to access the policy and for additional information on membership and qualifications for medical leave assistance.

http://jobs.georgiasouthern.edu/pdf/2306%20MLAP_MembershipForm.pdf

<http://jobs.georgiasouthern.edu/pdf/2306%20Medical%20Leave%20Assistance.pdf>





Save the Date!

Employee Benefits Fair

Tuesday, October 25, 2011

Eagle Perks Program

The New Year has been very productive for the Eagle Perks Program. Several major vendors have been added including: Disney, Jos. A. Banks, LaBerry, McCallister's Deli, Barberitos and Meg & Lily's Shoe Boutique, just to name a few!

The Eagle Perks website has also had a make-over. The site now features links to many of the vendor's websites and features easy-to-navigate categories. To view all of the vendors, and see the new changes, visit the Eagle Perks website, <http://jobs.georgiasouthern.edu/EaglePerks.php>.



Upcoming Training Calendar

April:

22nd - Performance Evaluations information session

22nd - Banner

25th - Performance Evaluations information session

27th - Performance Evaluations information session

May:

3rd - Building a Better U information session

6th - Banner

10th - SEC People Admin

16th - Building a Better U information session

17th - Performance Evaluations information session

24th - Performance Evaluations information session

June:

2,9,16,23,and 30 - Personnel Action Forms Workshops

Recognition Awards Ceremony and Service Awards



This year's Employee Recognition Program and Staff Service Awards hosted by Staff Council will be held on Wednesday, May 25 from 10 a.m. to 1 p.m. at the Nessmith Lane Ballroom.

Ten (10) special people who have excelled in their jobs at the University will receive a gold medallion and a \$1,000 award during the Recognition Awards portion of the ceremony. Staff Service Awards will be given to more than 200 employees who have served five, ten, fifteen, twenty, twenty-five and thirty years of service.