

theResource

Volume 1, Issue 8, November 2011

Follow this and additional works at: <http://digitalcommons.georgiasouthern.edu/theresource>



Part of the [Higher Education Commons](#), and the [Human Resources Management Commons](#)

Recommended Citation

"theResource" (2011). *theResource*. 21.

<http://digitalcommons.georgiasouthern.edu/theresource/21>

This newsletter is brought to you for free and open access by the Office of Human Resources at Digital Commons@Georgia Southern. It has been accepted for inclusion in theResource by an authorized administrator of Digital Commons@Georgia Southern. For more information, please contact digitalcommons@georgiasouthern.edu.

INSIDE THIS ISSUE:

| | |
|-----------------------|---|
| Learning Policy | 2 |
| DOAS Loss Control | 2 |
| Policy and Procedures | 3 |
| Building a Better U | 3 |
| Student Employment | 4 |
| MTS - Fall 2011 | 5 |
| APS - Fall 2011 | 6 |
| Open Enrollment | 7 |
| Eagle Perks | 7 |
| Food Drive | 7 |
| Upcoming Training | 7 |

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

To log your professional development hours, go to the **Training Course Log** on the Human Resources website.

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.

Lights – Examine holiday lights for proper operation, damage and/or missing parts before hanging them. Keep lights away from curtains and/or flammable materials. Make sure cords and plugs do not come in contact with water. Do not run cords under carpet, rugs, or behind furniture. Never connect more than three sets of lights to an extension cord. Unplug all lights when unattended.

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.



At Holiday parties, if you drink, don't drive! In 2009, over 1,200 Georgia drivers died in auto crashes.

HR Policy and Procedures Workshops

** 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

- * Workplace Conflict: Recognizing and Responding to Conflict

Directors:

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

New Employees:

- * Standard Business Etiquette
- * Communicating with Confidence
- * Being an Effective Team Member

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 smcott@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

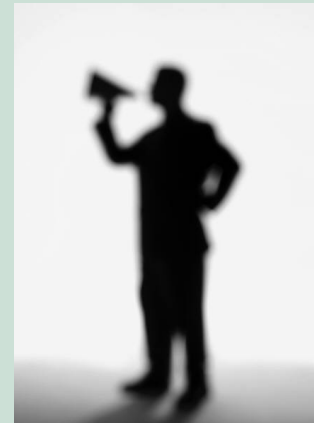
Gloria Martin - College of Education

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

Administrative Professional

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



The next Administrative Professional Certificate Series will kick off January 25, 2012.

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



Open Enrollment
Georgia Southern University
Human Resources/**Benefits**

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.

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!



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>.

DEPARTMENT OF HUMAN RESOURCES
STUDENT EMPLOYMENT CENTER
GEORGIA SOUTHERN UNIVERSITY

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)
Deal Hall
Einstein Bros. Bagels
College of Information Technology Building (CTI)
Lakeside
Landrum
Lewis Hall
Nursing and Chemistry Building
Physical Plant - 447 Building
Physical Plant Admin Building
RAC
Rosenwald Building (Human Resources)
Russell Union
Williams Center