

Welcome Back

Convocation and Breakfast starts
January 5, 2010 in the
Performance Hall at 7:30AM

IMPORTANT

The Human Resources' office will no longer be accepting paper leave slips as of January 4, 2009.



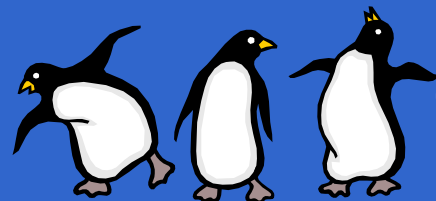
Supervisor Tips

Did you know...? If you have a benefitted employee out sick for more than a week, they will probably qualify for **Short Term Disability**. Short Term Disability benefits pay **60% of An employee's weekly earnings**. The employee can make up the 40% balance with sick or annual leave (stretches your sick time further). There is **no cost** to the employee to utilize this disability benefit. All it takes is verification from the employee's doctor that he or she is unable to work and the employee's time to complete forms.

See Sherrie Biringer for the Short Term Disability forms and information.

Did you know...? If you are off work due to illness or injury or because you need to provide care to family member for an extended period of time, you can protect your job up to 12 weeks under the Family Medical Leave Act (FMLA).

See Sherrie Biringer for the FMLA information.





You're Invited ...

The Recruitment Unit within Human Resources is looking for your ideas and suggestions! As detailed during our Human Resources Initiatives Presentation recently, Recruiting is exploring new and better ways of doing business. From advertising, interviewing technique, candidate contact, through paperwork and data entry etc. We are revisiting the way we've been operating and looking for new, more efficient and effective tools. We are looking forward to hearing your ideas and seeing the world from your point of view. We will be setting up brainstorming sessions throughout January and February, and would greatly appreciate your assistance.

So ...

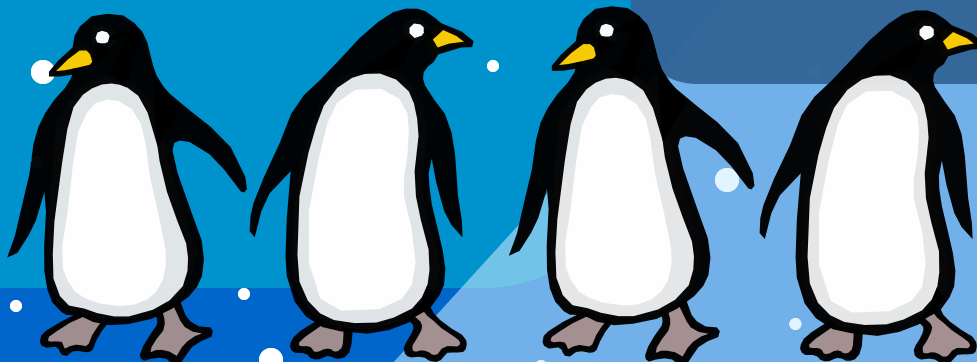
If you have an interest in assisting with our Recruiting Process Revision Plan, please contact:

Jeannie Malandro
Employment Specialist
Ext 3272

How to Feel Happy at Work--7 Secrets of a "Thank God It's Monday" Workplace

1. Show up fully and commit with all your heart
2. Communicate clearly
3. Go beyond the job description
4. Don't tolerate dysfunctional behaviors
5. Clean up your messes
6. Live a life of profound service
7. Celebrate

www.fastcompany.com/blog/roxanne-emmerich/how-create-workplace-you-and-your-customers-love/how-feel-happy-work-7-secrets





Coming soon from HR

What: The Family Sick Leave Benefit will be removed from Sick Leave

Date: January 1, 2010

What: Go Live date for "Leave Requests"
No paper request will be accepted in January.

Date: January 4, 2010

What: WebAdvisor Leave Training

Date: January 6, 2010

Time: 3:15pm-4:45pm

What: WebAdvisor Leave Training

Date: January 7, 2010

Time: 8:30am-10:00am

What: Sexual Harassment Training

Date: January 7, 2010

Time: 10:00 am for Faculty
1:30 pm for New Employees

What: New Employee Orientation

Date: January 21-22, 2010

Place and Time: Room 9012 8:00am – 5:00pm

What: HR Forum

Date: January 29, 2010

Employee Spotlight

If you could listen to one song for the rest of your life what would it be?

"Drive" by Incubus
-Michael Necaise

"Three Little Birds" by Bob Marley
-Sarah Kennedy

"Victory at Sea" by Richard Rogers
- Doug Coyner



"I can only imagine" by Mercy Me
-Becky Welch

"The Dance" By Garth Brooks
-Karen Allen

"Blurry" by Puddle of Mudd
-Angelique Rodriguez



Try not to become a man of success but a man of value.
-Albert Einstein



HAPPY
NEW YEAR