

Frostburg State University

EMPLOYEE NEWSLETTER

Volume 14 Issue 6

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November-December 2007



All FSU Employees are Welcome!

Join the OHR Staff for HR Day

Tuesday, November 13, 2007

10:00 a.m. to 2:00 p.m.

Lane Center 201, 202

Stop by to see us on HR Day to learn more about what we do in the Office of Human Resources and how we work for the FSU employees. The whole OHR staff, as well as some special guests, will be there to visit with employees, share information, and answer your questions. We're all looking forward to seeing you!



**State Employees Fall Wellness Fair
Collection for Western MD Food Bank**

**OHR Q&A
Presentations
Handouts
Giveaways
Door Prizes**

*(See also more details about
HR Day on Pages 4-5.)*

Online Updates

New on the OHR Web Site

www.frostburg.edu/hr

2008 Administrative Holiday Schedule
available from the University
Directories page

Contractual Employee Information
required forms for new adjunct
faculty and other part-time hires

This feature will spotlight web site additions and enhancements that FSU employees will find useful and informative. Contact the OHR Web Page Manager, Beth Clark, at x4105 or bclark@frostburg.edu if you have questions or suggestions to improve the OHR web site.

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SkillSoft Report Card

Let SkillSoft E-learning Help Restore Balance to Your Life

In the last issue this column talked about how SkillSoft e-learning can help you learn to deal with the stress in your life before it becomes harmful to you. This time we spotlight another helpful SkillSoft course, *Strategies for Better Balance*, which focuses on actions you can take to achieve a more balanced life.

Strategies for Better Balance explains how you can reduce unreasonable demands on your time using techniques such as assertively (not passively or aggressively) defining boundaries and effectively delegating tasks. The course also talks about the right tools and strategies to make appropriate life-balancing changes as well as the importance of fitting in with the “big picture” when taking action to restore balance to your life.



The SkillSoft course *Strategies for Better Balance* can help you decide on the changes that will put your life back in balance.



A sample screen about reducing unreasonable demands on one's time from the SkillSoft course *Strategies for Better Balance*.

As is the case with most SkillSoft courses, *Strategies for Better Balance* is supplemented by a number of Job Aids and SkillBrief summaries, including the following titles, for quick and easy reference:

Defining Your Boundaries Assertively

Releasing Time by Delegating

Evaluating Change

Simplifying Your Life

We all must contend with multiple demands on our time at work and elsewhere. Isn't it worth spending some of that valuable time with SkillSoft e-learning to help put your life in better balance? FSU employees continue to have free, convenient, around-the-clock access to the SkillSoft catalog of more than 2,500 interactive courses with related Job Aids and SkillBriefs. Make time soon to find out how SkillSoft can help you change for the better.

Activity reports as of November 02 show that 207 employees have used SkillSoft and completed 520 courses since the program launch at FSU on November 30, 2004. Please do your part to help increase these usage numbers and get the full benefit of SkillSoft e-learning and all it has to offer.

A *SkillPort Quick Start* document with the site link, login information, and other details about using SkillSoft e-learning remains available on request from OHR. The Training & Development section of the OHR web site has a convenient quick link to the SkillPort login screen. Any questions, problems, or comments about using SkillSoft should be addressed to OHR at x7487 or humanresources@frostburg.edu.

Accident Prevention and Reporting is Everyone's Responsibility

As you begin each workday, please keep in mind your own personal safety as well as that of others. The old saying *an ounce of prevention is worth a pound of cure* certainly is appropriate when thinking of our everyday activities here on campus. Every employee should be part of promoting a safe and healthy workplace.

You may ask what you can do to help make the workplace safer or healthier. You have more options than you may realize.

“Every employee should be part of promoting a safe and healthy workplace.”

Numerous safety training courses are offered on campus. Remember that these courses are offered for your benefit, and the only way you receive the benefit is by taking advantage of the opportunity to learn how to prevent accidents from happening in the workplace. Supervisors should attend the safety training sessions and encourage employees to attend sessions that will benefit them in their day-to-day job duties.

Be aware of your surrounding area. What do you see? Are there any potential unsafe conditions or hazards in your immediate workplace? If so, please bring the situation to your supervisor's attention or report it to Jim King in the OHR Safety Office at x4897 or jking@frostburg.edu. Jim is responsible to ensure faculty, staff, public, and student safety. He is constantly finding ways to eliminate risk and provides opportunities for ongoing safety training.

Unfortunately, employee injuries continue to occur at FSU due to accidents in the workplace. In the event of an injury, there are certain procedures to follow. Employees should immediately report all workplace injuries to their supervisors. Supervisors should see that the injured employee gets immediate medical attention. University Police also will respond to any injury reported to them and call for emergency transportation if needed.

The Office of Human Resources also should be notified in the event of an employee injury. Accident investigation forms must be completed with detailed information on the Who, What, Where, When, and Why related to the accident.

These forms are available on the OHR web site at www.frostburg.edu/hr/forms/alphabetic_forms.htm under First Report of Injury. For each accident the following forms should be completed and submitted to OHR:

- Employee's Report of Injury
- Accident Witness Statement
- Supervisor's Accident Investigation
- Authorization for Release of Medical Information

If you have questions about how to complete the first report of injury forms, contact Lee Ann Nightingale at x4398 or lnightingale@frostburg.edu. In cases of serious injury requiring extended leave time, Family Medical Leave Act forms also are required. Lee Ann will supply FMLA forms if needed.

Once OHR receives first report of injury forms, the injury is reported to the Injured Workers' Insurance Fund (IWIF). An IWIF representative then will be in touch with the injured employee, the supervisor, the employee's doctor, and OHR to investigate the workplace accident.

“Unfortunately, employee injuries continue to occur at FSU due to accidents in the workplace.”

Remember that everyone - the injured employee, the supervisor, and the Office of Human Resources - has responsibilities when an accident occurs. It is important that we work together to report injuries in the workplace promptly. Don't delay in any part of the process - this is crucial to prevent accidents from recurring and in correcting hazards.

We all must continue to focus on making the FSU campus a safe place to teach, work, study, and visit - it's our responsibility.



From the Benefits Coordinator...

Office of Human Resources

November 2007

We in OHR are looking forward to our first **HR Day on November 13** - a day spent outside our usual setting to give you an opportunity to visit us and see what we do for you, the employees at FSU. Members of the OHR staff will be on hand to make presentations, answer questions, and provide handouts pertaining to their duties. This is a perfect chance to stop by and ask that question about policies, procedures, or forms that you've been wondering about but never get around to asking.

The HR Day events will include a **Fall Wellness Fair** presented by the State of Maryland Dept. of Budget and Management. Representatives from CareFirst BlueCross BlueShield, MAMSI/United Healthcare, Aetna, Kaiser Permanente, Catalyst Rx, Dental Benefit Providers, and United Concordia will be onsite with information to help you stay healthy during the upcoming winter months. A representative from SECU Credit Union will be here to talk about current promotions available to SECU members. A representative from Maryland Supplemental Retirement Plans also will be present.

We'll also be collecting food for the **Western Maryland Food Bank** at HR Day. Anyone wishing to donate non-perishable food items can bring them along to the Lane Center. What a great opportunity to give to the community and help others in need! Each employee who donates a food item will receive a special thank you gift from OHR.

I'm hoping to see everyone at HR Day on November 13 in the Lane Center. You don't want to miss this exciting day of events!

Lee Ann



P.S. On a personal note, I'd like to tell you about a recent "change in family status" at my house. Meet my first grandchild, Ethan Donald Preston. Born on Friday, October 12 at 5:52 p.m., baby Ethan is the son of my daughter, Corrie, and her husband, Keith Preston.

HR Day Events and Features

State Employees
Fall Wellness Fair

Flu Shots
in Lane Center 202
(for employees who
pre-registered only)

Conducting a Search:
Required Forms

Required Forms for
New Employees

Immigration

Contract Preparation

Employment Law

Employee Relations

Labor Relations

Sexual Harassment

Health Benefits

Saving for Retirement

Injury & Accident Prevention

Fire Safety

Children's Center

Get a special Thank You gift
for donating non-perishable
food items to benefit the
Western Maryland Food Bank



Join the OHR Staff for HR Day

Tuesday, November 13, 2007

10:00 a.m. to 2:00 p.m.

Lane Center 201, 202



We'll all be there for HR Day! Left to right, front row: Avalon Ledong, Lee Ann Nightingale, Kathy Snyder, Beth Hoffman, Denise Payne. Back row: Beth Clark, Sue Puffenbarger, Kelly Durst, Tina Rafferty, Stacy Winters, Jim King. Photo by Liz Medcalf.

HR Day giveaways and door prizes generously donated by:

University Theatre • Cultural Events Series
Appalachian Ballet Theatre Dance Ensemble
Around the Back • PharmaCare
HigherEdJobs.com • SECU Credit Union
OHR Staff Members



Children's Center Happenings

Fall is in the air at the FSU Children's Center as the children have been busy learning many fall finger plays and songs. They also have been introduced to the letters "Dd," "Ee," and "Ff" and have enjoyed creative lessons prepared by Ms. Mary Siemann's, Ms. Nicole Bosley's, and Ms. Becky Gallagher's classes in the Cordts P.E. Center.

In addition, the children have been creating beautiful pieces of artwork which will be on display for everyone to see during HR Day.



Left to right: Zoie Beckman, Jamison Warnick, and Ava Rankin working hard in the Building Blocks Center. Photo by Denise Payne.

Children's Center registration for the upcoming spring semester is taking place during November. For more information, contact Denise Payne at x4027 or dpayne@frostburg.edu.

Better yet, stop by the Lane Center during HR Day on November 13 to visit us, see the children's artwork, and learn more about all the fun activities at the Children's Center.



From the Director's Desk...

Mid-Year PMP's - As we near the third quarter of FY 2008, mid-year PMP sessions should be complete and employees and supervisors should be working to achieve agreed-upon goals and objectives. Some of you have asked if goals may be changed mid-year. Yes! Goals shouldn't be abandoned or changed on a whim as (I hope) they were carefully considered prior to adoption. However, any goal that becomes unattainable due to factors beyond individual/departmental control can be revised. No one should be evaluated on a goal which is impossible to achieve.

Online Employee Directory - In another step toward "being green," the FSU employee directory is totally web-based this year. We thank everyone for their acceptance of this new initiative! The OHR staff, particularly Beth Clark and Sue Puffenbarger, once again did a great job preparing the annual directory. Thanks also to Stephanie Cesnick, who always provides excellent assistance with web-based matters.

Inclement Weather Issues - Sooner than we like, the typical Frostburg winter weather will be upon us. Before the snow begins, I encourage all employees to take notice of the following points:

- Know whether or not you are an essential employee. Understand what "essential" means. If you are essential, become familiar with your departmental policy and procedures regarding start time, scheduling, duties, etc.
- Register for text message or e-mail notification through the new e2Campus text messaging notification system; or
- When bad weather strikes, call 301-687-4000, option 2 for accurate information about FSU's plans for the day. Do not rely on radio broadcasts.
- Remember that liberal leave neither relieves essential employees of their obligation to report to work nor does it cancel classes. Non-essential employees must contact their supervisors and use their own leave if they choose to stay home from work under a liberal leave scenario.

Up-to-Date PIF's - Per negotiated agreements with AFSCME and MCEA, current Position Information Forms (job descriptions) for all exempt and nonexempt staff must be on file in OHR. Many PIF's have not been updated since 2004, and many new employees don't have PIF's. Therefore, in accordance with University requirements, OHR is notifying employees in the aforementioned categories to update or complete a PIF and submit it to OHR by November 26. Your cooperation in this matter is appreciated.

I hope to see many of you attending HR Day on November 13!

Kathy

2007 Holiday Schedule

This information is provided in conjunction with the Payroll Office as a guide for FSU employees concerning the upcoming November and December holidays. As always, please contact Payroll at x4332 if you have any specific questions concerning your available leave or your paycheck.



Thanksgiving Holiday

Employees who observe the administrative holiday schedule have an extended break for Thanksgiving again in 2007 as the University will be closed Wednesday, Thursday, and Friday of Thanksgiving week.

Employees on the Regular payroll will use the Presidents' Day holiday for Wednesday, Nov. 21. Regular employees who do not have the Presidents' Day holiday available (if your employment began after Feb. 19 or if you already used the holiday for prior leave-without-pay situations) may use personal or annual leave. Regular employees earn Thanksgiving Day on Thursday, Nov. 22 and Thanksgiving Friday on Nov. 23 as paid holidays.

Contingent II employees do not earn the Presidents' Day holiday to be used for Wednesday, Nov. 21.

Nonexempt Contingent II employees may choose to use available annual leave if they wish to be paid for that day. Exempt Contingent II employees should show Nov. 21 as a University Closed (UC) day on their timesheets. Contingent II employees earn both Thanksgiving Day on Thursday, Nov. 22 and Thanksgiving Friday on Nov. 23 as paid holidays.

Note that all timesheets for the period ending Nov. 20 (regular, contractual, and students) will be due in the Payroll Office by 10:00 a.m. on Monday, Nov. 19.

For the convenience of Contractual employees who usually pick up their checks, payroll checks dated Nov. 21 will be available on Wednesday, Nov. 21 from 8:00 to 10:00 a.m. at the Campus Police Building. Paychecks not picked up by 10:00 a.m. will be available at the Payroll Office when the University reopens on Monday, Nov. 26.



December Holiday Recess

The University will be closed for the December holiday recess from Monday, Dec. 24 through Tuesday, Jan. 01, 2008.

Employees on the Regular payroll should use timesheet code 190 (Holiday) for Dec. 24 through Jan. 01 (unless you already used the holiday for prior leave-without-pay situations).

Contingent II employees earn only Dec. 25 and Jan. 01 as paid holidays. All other days off during the December holiday recess are unpaid for nonexempt Contingent II employees unless they choose to use available annual leave. Exempt Contingent II employees should show all other days off during this period as University Closed (UC) days on their timesheets.

Note that all timesheets for the period ending Dec. 18 (regular, contractual, and students) will be due in the Payroll Office by 10:00 a.m. on Friday, Dec. 14.

Contractual paychecks will be distributed as usual on Dec. 19. Paychecks not picked up by 3:30 p.m. on Friday, Dec. 21 will be mailed to the address printed on the check.

For the convenience of Regular employees who usually pick up their checks, payroll checks dated Dec. 26 will be available on Wednesday, Dec. 26 from 8:00 to 10:00 a.m. at the Campus Police Building. Paychecks not picked up by 10:00 a.m. will be mailed to the address printed on the check. Direct deposits will follow the usual process on Dec. 26 and statements will be sent through campus mail when the University reopens on Wednesday, Jan. 02, 2008.

Enjoy the Holidays!

People on the Move

Appointments:

- Danielle S. Foote
Assistant Director of Admissions
- Cassandra L. Hunter
Office Clerk
Financial Aid Office
- Roberta L. Kyle
Housekeeper
Physical Plant

MD Charity Campaign Pledge Reminder

Have you sent in your pledge for the 2007 Maryland Charity Campaign yet? If not, please consider giving to a local charity of your choice today. You can contribute to the FSU Foundation by designating organization #5214 on your MCC pledge card.



With even small contributions, *Together We Make a World of Difference* to someone in need *Right here in Maryland*. Please send your completed MCC pledge card to the OHR Safety Office no later than **Friday, November 16**. Thank you for your generosity to help those less fortunate.

From the Editor...

The 2006/2007 Board of Regents' University System of Maryland Staff Awards recipients have been announced, regrettably without a nominee from Frostburg State University selected. University of Maryland, College Park staff members claimed three of the six total awards this year; two awards went to Salisbury University; and one to University of Maryland Baltimore County. These awards are the highest honor the Regents bestow to recognize achievements of exempt and nonexempt staff of the USM institutions.

The Council of University System Staff (CUSS) has initiated the nomination process for the 2007/2008 Regents' Staff Awards. Nomination guidelines will be distributed to FSU employees in mid-November, and FSU's selected nominees are due to be submitted to the CUSS Committee in January.

FSU has three Board of Regents' Staff Awards winners from previous years. As Chair of the Staff Awards Review Committee at FSU, I'd like to see us add to that list for 2007/2008. Please watch for the awards nomination materials and consider nominating a worthy staff member. The Committee members will be glad to assist you.

Hard to believe, but this issue is the last *FSU Employee Newsletter* for 2007. Best wishes to everyone for the completion of a successful fall semester and a safe and happy holiday season ahead.

Kelby

SAFETY CORNER

Watch for New Pedestrian Crossing Signs on University Drive

The OHR Safety Office recently purchased new SLOW Pedestrian Crossing signs to be installed at crosswalks along University Drive. These fluorescent reflective signs remind drivers to slow down and watch for pedestrians - students, visitors, and employees - walking in these very busy campus crossings.

Watching out for pedestrians is every driver's responsibility. Maryland State Law requires that pedestrians be given the right of way at crosswalks. Always be cautious when driving on campus, stop and give the right of way to pedestrians.

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