



HR & YOU



Human Resources

July 5, 2013

FY13 SUPERIOR PERFORMANCE AWARDEES ARE ANNOUNCED AND HONORED



Congratulations to the 2013 recipients of the Superior Performance Award:

Pictured:

Back L-R: Josh Norman, Jean Toothman, Susan DeRousse, Sally Bock, President Perry

Front L-R: Julia Awalt, Michelle Morgan, Julie Benedict, Linda Barter, Cheryl Siddens

2013 marked the first year for the Superior Performance Award (SPA). This award was created as a way to recognize outstanding staff at Eastern Illinois University. To be eligible, individuals had to be either civil service non-negotiated or administrative and professional employees who are classified as full-time and have worked at EIU for at least five consecutive years.

The SPA Chair, Dr. Richard Enyard, began accepting nominations on April 9, and the nomination period continued until May 17. During this time, the response from the campus community was outstanding. Clearly there are many EIU employees who demonstrate high standards of professionalism and strong work ethics.

Once the most deserving individuals were identified, thanks to the hard work of the SPA Selection Committee, they were notified of their selection on June 14. In addition to receiving \$500, the awardees were honored at a ceremony on June 27 in the Tarble Arts Center Atrium where President Perry presented them each with a mounted certificate. Truly, these individuals help us all be proud to be EIU.

With the outpouring of nominations, it is clear that there are many deserving EIU employees to be recognized. As you go through your working days, be on the look-out for outstanding performance. Perhaps you will nominate a FY14 winner.

2013 Awardees

Julia	Awalt,	VP SA
Linda	Barter,	VP AA
Julie	Benedict,	VP BA
Sally	Bock,	VP AA
Susan	DeRousse,	VP SA
Jacqueline	Joines,	VP UA
Michelle	Morgan,	VP AA
Josh	Norman,	VP AA
Cheryl	Siddens,	VP AA
Jean	Toothman,	VP AA



Spotlight on Training and Development

EIU's Training & Development office works to provide the Eastern Illinois University community with diverse professional and personal development opportunities that will allow employees to maximize their effectiveness as members of the university community and uphold the standard of excellence that EIU has identified for itself.

The Office of Training and Development is a critical element of Human Resources. A sometimes forgotten aspect of HR is employee *retention*. Julie Benedict, Training and Development Specialist, and Kelly Simmonds, Human Resource Officer, work hard to offer the campus community a wide variety of training opportunities to enhance both their professional and personal relationships. It is the sincere hope that faculty and staff can find guidance and assistance from the workshops offered.

There are several series on different topics that are offered periodically such as:

The Caregivers Series focuses on those in the role of caring for family members with exceptionalities and, in conjunction with the School of Continuing Education, includes workshops which cover topics such as legal advice, maintaining healthy relationships with other family members, what it means to have power of attorney, selecting an assisted living facility, and the like.

Wellness in Balance covers a wide range of strategies for living healthy. Partnering with Kinesiology & Sports Studies, Family & Consumer Sciences, and the Rec Center (to name a few), the series includes exercise classes such as Zumba, dance instruction, the annual Steps It Up program, healthy cooking tips, ways to reduce stress, citizen CPR training, and more, conveniently offered over the noon hour.

The Leading Edge helps to guide supervisors and leaders on how to effectively

communicate with others. Started in 2002, this one year series has been completed by nearly 140 of our campus community members. Supervisors are offered practical advice, such as how to administer progressive discipline, how to maintain a mutually respectful workplace for all employees, and how to communicate effectively.

The Financial Managers' Series exists as a way to help those in positions of managing departmental budgets and goods. They focus on EIU's policies and those put in place by the state of Illinois.

The Office of Training and Development exists to serve those who serve our students. If you or your department have specific training needs or suggestions, please let us know. We value the input and feedback from the university community! We can also offer personalized assistance to identify, assess, and address training needs. Our lines of communication are open to you. Ph. 581.8415 or E-mail jabenedict@eiu.edu or kjsimmonds@eiu.edu

SMILE! THE WEBCAMS ARE ON IN OUR EXAMINATIONS AREA

The Examinations area recently installed cameras at each testing station in an effort to increase test security. We ask that you do not bring cell phones or other unnecessary items into the examinations room. If you do, you

must be sure your phone is off and all items are placed in a secure area within the room. In addition, webcams are now in service at each station.



Affected Annuitants

are University employees who meet both of the following conditions:

Works more than 18 paid weeks that occur after August 1, 2013. (This limitation is cumulative and not particular to any single academic year); and

Receives compensation during an academic year that begins after August 1, 2013 that is in excess of 40% of the employee's highest annual rate of earnings earned at a SURS covered employer prior to retirement.

Effective August 1, 2013, the "Return to Work" legislation (40 ILCS 5/15-139.5). will impose a financial obligation on universities that employ State Universities Retirement System (SURS) annuitants who now become affected annuitants (see definition on the left). Employers will be required to pay the System when it employs an affected annuitant. The payment shall be equal to the monthly retirement annuity of that affected annuitant. Please note that there are some exceptions to affected annuitants status if an individual's salary is fund-

ed from federal funds, foundation funds, trust funds, corporate funds, or state grant in which a principal investigator is named.

As we move forward in complying with this new piece of legislation, retirees will be required to report if he/she qualifies as a SURS annuitant or as an affected annuitant and must disclose their earnings history.

If you have questions of how this legislation may impact you, please contact Human Resources.

CANCER PREVENTION STUDY 3

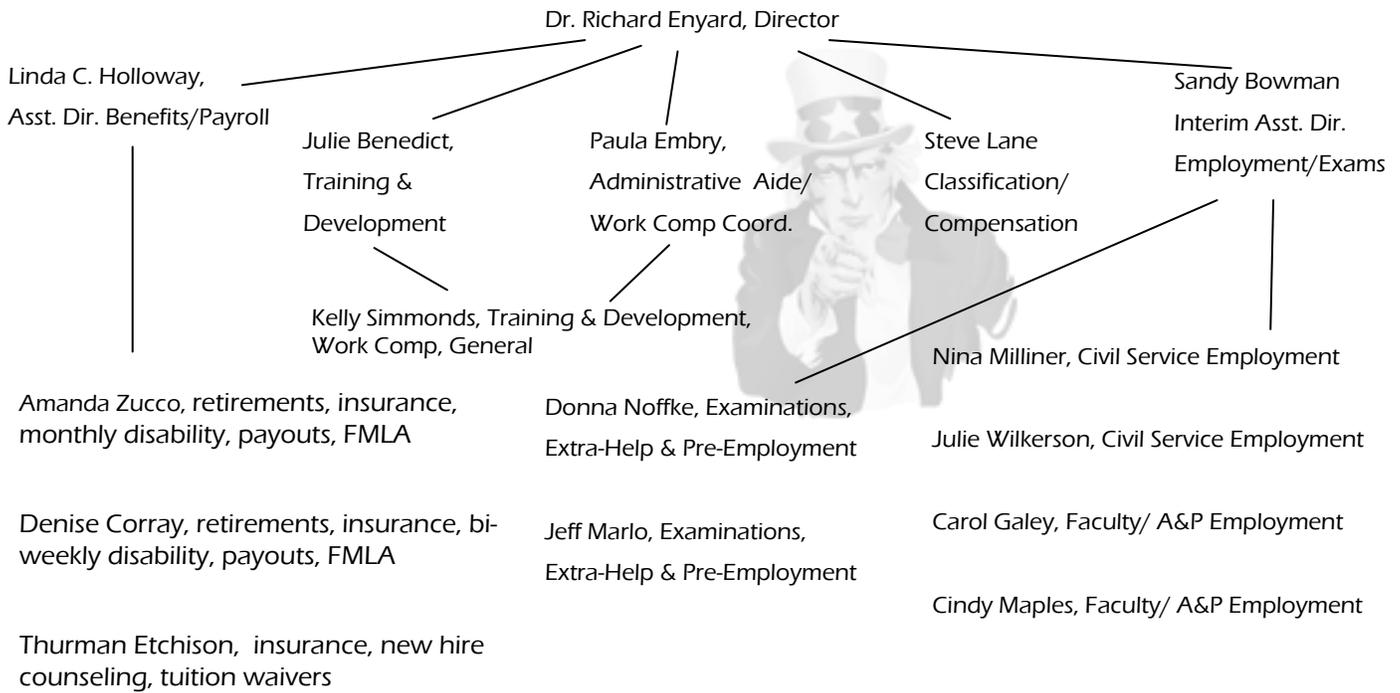
From the American Cancer Society

This year the American Cancer Society is celebrating its 100th birthday and they need your help! The Society's Epidemiology Research Program is inviting men and women between the ages of 30-65 who have no personal history of cancer to join in this historic research study, Cancer Prevention Study -3 (CPS-3). The purpose of CPS-3 is to better understand the lifestyle, behavioral, environmental and genetic factors that cause or prevent cancer and to ultimately eliminate cancer as a major health problem for this and future generations.

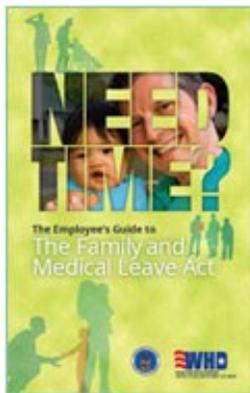
Participation is easy and enrollment is being brought to the Eastern Region in partnership with our local healthcare partners. Once you schedule your appointment, you will receive instructions on how to complete your first, most comprehensive survey online. This survey will take approximately 45-60 minutes to complete.

To register today, go to www.cps3illinois.org or call 888-604-5888. Or, you may register for the study on July 12, 2013 by going to the Coles County Council of Aging – Lifespan Center, 11021 East County Road 800 N, Charleston, IL 61920 between the hours of 4:00pm to 7:00pm.

WE WANT YOU TO GET TO KNOW HR!



Access the *FMLA Employee Handbook* [here](#)



The Department of Human Resources will be offering training sessions covering issues dealing with the [Family and Medical Leave Act \(FMLA\)](#). These sessions will be especially useful for supervisors. We hope to offer a broader understanding of how FMLA can be appropriately applied. The training sessions will cover what situations are considered FMLA eligible, when Human Resources needs to be notified, what types of doctors' certifications are required, how to guide an employee when it is time to return to work, and more,

FMLA Training Sessions Register [HERE](#)

July 23, 2013 from 9-10:30 a.m. in the Phipps Auditorium (Physical Science Room 1205)

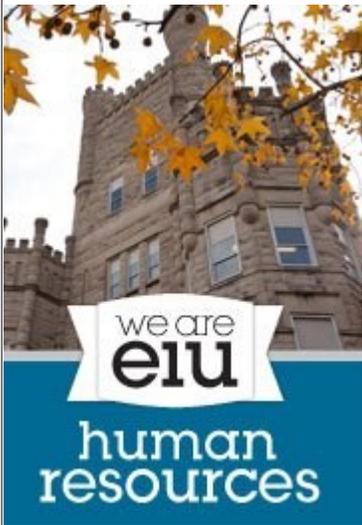
July 25, 2013 from 9-10:30 a.m. in the Phipps Auditorium (Physical Science Room 1205)

HUMAN RESOURCES

Director's Office, 2010 Old Main, 581.3514
 Classification/Compensation, 581.3816
 Training & Development, 581.8415
 Workers' Compensation, 581.7835
 Employment/Exams, 2020 Old Main, 581.3463
 Benefits Services, 2031 Old Main, 581.5825



CORRECTION/ADDITION:
 In our last newsletter, you were informed of IGP #6 Sick Leave, whereby employees are no longer required to use leave in half day increments. While this is correct, we failed to mention that this also applies to accrued/ vacation leave. IGP #6 was approved in September 2012. Under the new guidelines, employee may take leave in 1/4 hour or 15 minutes increments based on their need, unless otherwise specified by a collective bargaining agreement.



"If we all did the things we are capable of, we would astound ourselves." Thomas Edison

July 2013

Sun Mon Tue Wed Thu Fri Sat

Normal Hours This Week	1 BW 14 Timesheets Due	2* Tues. PM Testing	3	4 	5	6
7	8	9	10 June Leave Reports Due	11	12	13
14	15 BW 15 Timesheets Due	16* Tues. PM Testing	17 Ethics for Supervisors Workshop	18	19	20* Sat. Testing 9 a.m.—12 p.m.
21	22	23 FMLA Training for Supervisors	24	25 FMLA Training for Supervisors	26	27
28	29 BW 16 Timesheets Due	30* Tues. PM Testing	31			
						* - denotes extended civil service testing days