



HR & YOU



Human Resources

Edition Number 5

Office of Training and Development Offers Ouch! Diversity Training Program to Campus

HR's Office of Training and Development has recently purchased the two-part Ouch! Diversity training programs: Ouch! That Stereotype Hurts and the follow-up, Ouch! Your Silence Hurts. These programs explain the damage done when a bystander to inappropriate and stereotypical comments stays silent.

Using this program as a base, Julie Benedict and Kelly Simmonds have created a training program which explores our own biases, examines how experiences shape perception, and provides tips for how to let others know when they have offended us or those around us.

The Human Resources group completed the Ouch! That Stereotype Hurts workshop on Sept. 25, 2013. The two-hour session took the place of a monthly staff meeting. The workshop consisted of group discussion, individual sharing, watching the 12-minute Ouch! Video, working in small groups, and independent reflection.

The Office of Training and Development would love to take the show on the road! If your office could use a broader understanding of the impacts of stereotypical language or some sim-



ple guidance on how to speak to others on the topic, contact Julie at jabenedict or Kelly at kjsimmonds to schedule a training session.

We are also currently developing the second program, Ouch! Your Silence Hurts, to offer as a follow-up, but this is still "under construction."

Let us know how we can help! If you have specific needs to address that correlate, let us know, and we can tailor the training to your department. We look forward to serving you.

SPOTLIGHT ON EXAMINATIONS

What is Examinations?

The Civil Service Examinations office is responsible for effectively administering exams to current and potential employees. A common misconception with regard to examinations is that employees or applicants can only test for positions that are currently vacant. EIU's Examinations Office conducts what we consider "open and continuous" testing. Simply put, if you are eligible for an exam and have time in your schedule, give us a call and we will do everything within our power to schedule a time that works for you. By providing "open and continuous" testing, we are able to build quality registers for EIU departments wishing to hire in a timely manner.

Along with administering close to 200 different examinations, we do much of the employment consulting for the larger Employment/Examinations Office. Whether you are a first time applicant wishing to discover what tests you qualify for, or an employee looking to see if you can promote up the ranks, we can assist you in your employment needs. If you are not sure as to whether or not you qualify for a classification, please give either one of us a call and we can research it for you.

Many times we serve as a liaison between departments wishing to fill vacancies for status or part-time (extra help) positions. Consulting with departments and coordinating their hiring efforts for positions can often be a time-consuming process.

The Examinations Office must make sure it stays up to date on the latest Civil Service rules and regulations as well, while maintaining strict confidentiality and effectively following all potential statutes and bylaws.

Human Resources is a dynamic field and while our main priority revolves around employment and examinations, there are times when we have other HR-related obligations. We appreciate your patience during these unavoidable occasions. Please feel free to leave us a voicemail or email message and we will get back to you as quickly as possible.

We generally test Monday through Friday, excluding Wednesday afternoons. We have also offered extended testing hours since the spring of 2013. Currently, we offer one additional Saturday morning per month, along with every other Wednesday evening. If you would like to schedule an exam it is usually best to call either Jeff or Donna (contact information below) in lieu of attempting to schedule via email, or you can always stop by the office and schedule in person (Old Main, 2020). We always enjoy seeing the friendly faces of our fellow co-workers here at EIU!



Your Examinations Staff

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Civil Service Hiring Process

Here's a step-by-step guide on the basic process for gaining Civil Service employment at EIU:

1. **Apply for a Civil Service job.** (Find the online application [here](#). You can also pick up a paper copy of our employment application in Old Main, 2020).
2. **Select job classifications** for which you would like to test.
3. **Submit application** online or return paper application to Old Main, 2020.
4. **Complete an employment consultation** with the examinations office after they screen your application.
5. **Test** for positions that you have been qualified to take.
6. When a vacancy occurs, **respond to a notification of interest** in the position (either by U.S. mail, e-mail, or phone depending upon departmental needs).
7. **Interview** for the position.
8. **Join the EIU team** or move to your new department (if current employee)!
9. **Complete your probationary period.** Continue testing for possible career advancement here at EIU!

For a more detailed explanation on each of the previous steps, please visit [our hiring process](#) online guide.

Ethics Training at Eastern Illinois University

Why Do We Have to Comply?

First and foremost, it's the law. The State Officials and Employment Ethics Act ([5 ILCS 430/](#)) requires all state of Illinois employees to participate in annual ethics training.

The law alone will not stop people from being unethical and this is true of any law. However, the training does cause people to think and ask questions they may not have asked before. The training has prompted people to bring forward areas of concern that may have been overlooked.

Who Takes the Training?

All Eastern Illinois University employees must complete ethics training each calendar year. This can be done in one of two ways; Booklet or Annual On-line training depending on their type of employment. In addition, all NEW employees must complete the booklet form of training within the first 30 days of hire.

Who Ensures Compliance?

Training Coordinator: The Training & Development Office is responsible for coordinating and administering the training. The coordination is accomplished with the help of a departmental contact who then disseminates the communications to their departmental staff. The contacts efforts are essential to ensure 100% compliance. Training & Development also prepares the various reports to the Office of the Executive Inspector General (OEIG) and the Ethics Commission.

Ethics Officer: The EIU Ethics Officer is Rob Miller, General Counsel. Mr. Miller acts as a liaison between the university and the OEIG and between the university and the Executive Ethics Commission (EEC). The Ethics Officer also reviews Statements of Economic Interests and disclosure forms, and provides guidance to employees in the interpretation and implementation of the Ethics Act. The Ethics Officer refers reports of Ethics Act violations to the OEIG, and provides assistance to employees in complying with the

Ethics Act and ensures the University meets its obligations with regard to ethics training, which provides each employee with the information they need to avoid violating the Ethics Act.

You, the employee, are the most important aspect of complying with the Ethics Law. Eastern employees have been very diligent with complying with the yearly training and we thank you. The Ethics training provides information that is vital to understanding the various rules and procedures. The training has encouraged dialogue with issues.

Contact:

Ethics Officer at EIU is Rob Miller, 217-581-7249 or ethicsofficer@eiu.edu, 2102 Blair Hall, for Ethics questions and issues.

Ethics Training Coordinator: Julie Benedict, 217-581-8415 or jabenedict@eiu.edu, 2010 Old Main for all Ethics training questions and issues.

Two Types of Training for Different Employee Groups

- ◆ BOOKLET TRAINING (available [on-line](#))
 - ~For NEW employees within 30 days of hire
 - ~For employees at less than 50% of full-time (student workers, graduate assistants, and all temporary or extra-help employees)
- ◆ WEB-BASED ANNUAL TRAINING
 - ~ONLY for permanent employees at 50% of full-time and greater
 - ~Employees required to take web-based training will be notified

HR & FRIENDS

Homecoming 2013—Painting Old Main Blue!



Linda Holloway, Assistant Director Payroll & Benefits

Linda serves as the Assistant Director of Payroll & Benefits. She manages the Benefits Services area of Human Resources which handles health insurance enrollment, disability, FMLA management, employee tuition waivers, SURS retirement enrollment, supplemental and voluntary benefits, and more.

Steve Lane, Classification & Compensation

You probably already know Steve, and as Compensation Manager, hopefully he has been able to assist you (as employee or administrator) with some version of:

- Salary and Classification planning/policy.
- Desk audits/classification reviews (new and vacant positions, organizational development).
- New hire/promotion rates.
- Annual increase implementation, including salary modeling.
- Job evaluation/pay ranges.
- Classification specification revisions.
- Performance evaluation.
- Labor market information/analyses.
- Bargaining unit bases (used in negotiations).
- Fair Labor Standards Act (exempt positions, overtime, hours worked, travel interpretations).
- A&P Exemption requests/recommendations.
- B-B-Q grilling at HR events (since Chuck left)

Steve's door is always open, so stop in or call to visit or address an issue or challenge anytime!

Julie Benedict, Office of Training & Development

Julie Benedict, Training & Development Specialist II, manages Training & Development, which provides professional and personal development programs/opportunities and other assistance to EIU employees. Among many resources, Julie's area is equipped to facilitate staff meetings or retreats, assist in locating training resources, provide personal and professional development opportunities, and provide performance-consulting services.

Nina Milliner, Office of Employment & Examinations

Since Sandy Bowman's retirement, Nina Milliner is currently the Interim Manager of the Employment and Civil Service Examinations Office. She is proud to be a Coles County native and an EIU Alumnus, graduating with a B.S. in Education. She is very proud of the current E/E staff because of their years of experience and their dedication to serving all employees at EIU with a strong commitment to customer service. With over 18 years of experience in Human Resources at EIU, Nina brings to the table a broad understanding of many of HR's processes and issues. She believes that the most challenging part of her job is keeping up with new and rapidly changing legislation that affects employees. She likes to advise Civil Service employees regarding their career advancement strategy as Eastern employees in order to help retain and inspire a superior staff. She strives to recruit the best candidates possible for each job opening to help make Eastern Illinois University the best higher education institution in the state.



Paula Embry, Administrative Aide

Paula Embry has been with EIU Human Resources since October, 1994 and overall with Eastern Illinois University, 28 years. Paula serves as an Administrative Aide, the lead support staff to the Director of Human Resources, Dr. Richard Enyard. She manages programs such as Workers' Compensation, Unemployment Compensation, Background Investigation Processing, and overall Office Management. Paula supports Human Resources with a wealth of information and is a positive asset to the Department, as well as the University.

Patient Protection and Affordable Care Act and Medicare: From the Director's Desk

I'm not sure about you, but fall is my most favorite time of year. With the fall season, many changes are taking place. Leaves are changing colors, the weather begins to chill and because of daylight saving time, darkness is upon us before we know it. Fall is clearly upon us. With all of these rapid changes, another change that is happening this fall that you need to be aware of is the Patient Protection Affordable Care Act (PPACA); otherwise known as Obamacare. If you are like me, the media coverage and news about the PPACA has created a lot of confusion. For seniors, this may even be more so. With news about the on-line insurance exchanges (marketplace), confusion seems to be the order of the day. Part of the confusion stem from the fact that many of the insurance companies are offering coverage for Medicare and the exchanges. Medicare open enrollment began October 15, 2013 and closes December 7, 2013; while enrollment for the new exchanges for people 65 and under runs through March of 2014.

The PPACA will not cause seniors to lose their Medicare coverage. Under the PPACA, many of you that are eligible

for Medicare may be wondering if you have to change your Medicare. The simple answer is no! As you may be aware, the PPACA has been in the news quite a bit of late due to the many issues with the Health Care Exchanges. Federal health officials are trying their best to make sure that older Americans are not confused by the overlapping enrollment period for Medicare and the PPACA, which began in October of 2013. If you are on Medicare, you do not have to do anything differently and you will continue to sign up for Medicare plans as you have before. If you have any questions, you may go to Medicare.gov or call 1-800-Medicare for further information.

By now, many of you may have already received your Medicare booklet (Medicare and You 2014) from the federal government. This guide explains beginning in January 2014, that millions of Americans without Medicare will now have access to health insurance through the new health insurance marketplace or exchanges, which does not change Medicare. You will still be able to enjoy the benefits and security of knowing you have coverage. If you wish to view the Medicare booklet, you may go to, <https://www.medicare.gov/pubs/pdf/10050.pdf>. If you wish to learn more about the healthcare marketplace, you

may go to Healthcare.gov.

Please note that the Patient Protection Affordable Care Act will not cause seniors to lose their Medicare coverage. Seniors will still enjoy the same benefits and security you have now. However, seniors should know that they will not be able to purchase Medicare supplemental insurance or Part D drug plans through the state exchanges.

As a result of the PPACA, Medicare now covers a yearly wellness visit and preventive care at no cost. This includes cancer, cholesterol and diabetes screenings; immunizations; diet counseling and more. It will also lower prescription drug costs. For more information or assistance about the Affordable Care Act, call 1-800-Age-Info or (800-242-4636).

Have a great end to your fall term and as always, let me know how HR can be of better service to you.

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

[eiu.edu/
humanres](http://eiu.edu/humanres)

Superior Performance Award 2014: Nominations Accepted Until Nov. 30

www.eiu.edu/humanres/SuperiorPerfAward.php

Up to ten awards of \$500 each

Nominations are now being accepted for the 2014 EIU Superior Performance Award to honor outstanding employees. The award is for non-negotiated Civil Service and Administrative & Professional employees with five or more years of service with EIU. (Previous winners are not eligible). Nominate a deserving colleague or yourself today.



Front Row, L-R: Julia Awalt, Michelle Morgan, Julie Benedict, Linda Barter, Cheryl Siddens
Back Row, L-R: Josh Norman, Jean Toothman, Susan DeRousse, Sally Bock, President Bill Perry
Not pictured: Jacqueline Joines