Defined by seven criteria of professional excellence—leadership, performance, loyalty and commitment, professional and personal development, customer service, teamwork, and initiative—the Superior Performance Award was created to identify and acknowledge the outstanding efforts of non-negotiated civil service and administrative and professional employees with at least five years of consecutive service to EIU.

The program is a three-year pilot and is currently in its second year. Winners of the Superior Performance Award receive $500 and are honored at an awards ceremony where they are presented with a plaque and publicly recognized for their outstanding contributions to the university. Ten employees were honored last year at a ceremony held in the Atrium of the Tarble Arts Center on June 27, 2013.

The ten awardees for this year are: Cathy Ashmore with ITS, Sandy Black with Housing & Dining, Beverly Cruse with Booth Library Media Services, Carol Dhom with Kinesiology & Sports Studies, Lori Henderson with the Graduate School, Karen Johnson with the Office of the Vice President for Academic Affairs, Dennis Malak with the College of Arts & Humanities, Billie Rawlings with the Office of the Vice President for Academic Affairs, Janie Steber with Academic Advising, and Cathy Thomas with Research & Sponsored Programs. Congratulations to our winners and many thanks for your contributions! What makes us different is you!

The Superior Performance Award Ceremony will be held on Thursday, April 3, 2014 from 10-11 a.m. in the Grand Ballroom of the MLK Jr. University Union. If you would like to attend the ceremony to honor the 2014 awardees, please go to http://www.eiu.edu/~humanres/sparsvp.php to RSVP for the event. Even if you don’t attend, be sure to congratulate your colleagues on receiving this accolade.
Employee Spotlight: Kelly Simmonds

Kelly Simmonds is a Human Resource Officer who works in the Director's Suite. She specializes in Illinois State Police background checks, budget management, Workers’ Compensation billing, and customer service for general HR inquiries. She also works with Training & Development both as a facilitator and with “behind-the-scenes” functions to assist with training management and creation. She has been a part of the HR team since 2010.

Spotlight on the Director’s Suite

The Director’s Suite is located on the second floor of Old Main. We’re the last door on the left down the east wing. 2010 Old Main may be the office you need if you are looking for assistance with:
- ADA Accommodations
- Creating a PAR (Personnel Authorization Request)
- Workers’ Compensation Injuries
- Court Required Leave Requests
- Staff Development
- Pre-Employment Background Checks
- Desk Audits
- Skills Training
- Mediation
- And more

The Director’s Suite includes the divisions of Classification & Compensation, Training & Development, and Workers’ Compensation in addition to the office of the Director himself.

For more information about the services Human Resources offers to our customers, please visit our website here.

Director’s Suite Information:
Dr. Richard Enyard, Director
- 217.581.3514
Paula Embry, Workers’ Compensation
- 217.581.8317
Steve Lane, Classification & Compensation
- 217.581.3816
Julie Benedict, Training & Development
- 217.581.8415
Kelly Simmonds, Training & Work Comp
- 217.581.3514

Updates on Pension Legislation

How Will the New Pension Reform Affect You?

On December 5, 2013, Gov. Quinn signed SB 1 into law under Public Act 98-599. SB 1 is a comprehensive reform bill that has been months in the making. Whether you defend it or oppose it, this law, as it stands now will affect all university employees who contribute to the State Universities Retirement System. The main component changes of this reform include:
- Reduction of the Automatic Annual Increase (AAI) for current and future Tier 1 retirees
- Automatic Annual Increase (AAI) deferments for future Tier 1 retirees
- Capping pensionable earnings for Tier 1 participants
- Delaying the retirement age for current Tier 1 state workers under 45
- Eliminating the use of sick and vacation days for service credit or pensionable earnings for future participants
- Changes to the Effective Rate of Interest
- Reduction of employee contributions (1%) for Tier 1 participants
- The option for 5% of present Tier 1 participants to join a new defined contribution plan

Currently, the new law is being challenged in the courts. Unless a stay is granted, however, these new pension changes will take effect on June 1, 2014. We want you to be aware of and informed of these changes. These changes will impact you in some way. SERS has a great deal of information on their website and we encourage you to visit their site often for current information: http://www.surs.org/news-article/021314/learn-facts-about-pension-reform

Don’t know what all of this means? The State Universities Retirement System will be coming to the EIU campus to make presentations on Pension Reform and provide information on what all of these changes mean to you. If you are interested in learning more about pension reform, please visit the Benefits website http://www.eiu.edu/humanres/benefits/ to sign up.
PERFORMANCE APPRAISALS

Are You Prepared?

Civil Service employee Performance Appraisals are required annually per the Internal Governing Policy #39 and BOT regulation II C-4. Performance Appraisal forms for FY14 must be completed on all Civil Service employees by all departments by June 30, 2014. Performance appraisals are an important part of employee development to help everyone work together effectively. At this point in the performance appraisal cycle, supervisors should be having conversations with employees to review the past year’s accomplishments, challenges, and established goals. Performance appraisals are imperative in assuring that all involved parties are on the same page. Remember, when the time comes for the actual appraisal, employees should be given plenty of notice before and plenty of time during the actual discussion. If scheduled conversations and proper documentation were completed during the year, there should be no problem completing the appraisal form or acknowledging the strengths and challenges seen throughout the year. No surprises!
Wellness At EIU—Upcoming Programs & Survey Results

The EIU Steps it Up and Scale It Down programs will begin on April 21. The popular programs focus on physical, emotional, and nutritional wellness. The programs are presented in coordination with Training & Development, Kinesiology and Sports Studies, the ATP lab, Family and Consumer Sciences, and Student Recreation Center. Through this cooperative effort, the Steps and Scale participants enjoy a variety of informational and hands-on workshops, camaraderie, support, and FUN. The Scale participants are also afforded the opportunity to have pre and post assessments from the ATP lab. We have some exciting enhancements to the programs so don’t miss out. Registration will begin the end of March. You may join one or both. The Steps It Up Program is in its sixth year, and we are beginning the second year for Scale It Down. More information will be communicated closer to the time.

RESULTS FROM WELLNESS PROGRAM SURVEY

Last Fall, University employees were asked to complete a survey to provide feedback for a comprehensive wellness program at EIU. We had a 20% response rate and gained some very useful feedback. On average, the respondents rated their wellness level at a 5 or 6 with 1 being superior health and 10 being very unhealthy. On average, the respondents were a close tie with “do not currently exercise” and “exercise 1 to 2 days a week.” Currently, EIU employees have various resources and programs available to enhance their wellness (see all available workshops here); however, HR is in the formative stages of developing a more comprehensive program. The wellness program will be a collaborative effort between various departments to provide an organized and structured program to promote a healthy environment for EIU employees. Stay tuned!

I-DOT Yellow Dot Program—Available Through EIU’S Benefits Services Division of Human Resources

The Illinois Department of Transportation has launched a program aimed at life safety called the YELLOW DOT PROGRAM. The Yellow Dot Program provides emergency personnel essential personal and health information in the event of a traffic emergency. The Yellow Dot Program provides motorists with “packets” of information – free of charge – that can be completed and kept inside the vehicle. The information will include critical medical data that could assist first responders in evaluating and treating accident victims. The packet of information will also contain a medical pamphlet to be used to record any medical and/or personal information that first responders should know when treating victims.

Eastern Illinois University has volunteered to be a distribution point for these packets. If you wish to pick up a YELLOW DOT PACKET, please visit the Benefits Office, Room 2031, Old Main. The office also has available optional bumper stickers. To find out more about the Yellow Dot Program, please click on this link.
Coming Soon…

Benefits Choice FY15 will be here before we know it! HR&You will produce a special Benefits edition in mid-April to help with understanding the options available to you in FY15.

HR Calendar for The Rest of The Spring Semester
March—April—May

After-Hours Testing Dates/Times:
- Tuesday, March 11 until 7:30pm
- Saturday, March 22 from 8am-noon
- Tuesday, March 25 until 7:30pm
- Tuesday, April 15 until 7:30pm
- Saturday, April 26 from 8am—noon
- Tuesday, April 29 until 7:30pm

To make an appointment, call Jeff at 581-3911 or Donna at 581-7654.

SURS Pension Reform Review:
Register to attend here:
http://www.eiu.edu/humanres/benefits/index.php
- Wednesday, March 19 at 10am
- Wednesday, March 19 at 1:30pm

Benefits Orientation— New Employees
- Tuesdays at 9 am
- Call 581-5825 for more information.

Training & Development:
- The Respectful Workplace
  - Tuesday, March 25 from 8am—noon
- Citizen CPR (Hands-Only)
  - Wednesday, March 26 from 12-1pm
- Dance for Cardio
  - Wednesday, April 9 from 12-1pm

Register here:
http://cats.eiu.edu/tdReg/workshops.asp

Superior Performance Award Ceremony for 2014
- Thursday, April 3 from 10 – 11am

RSVP here:
http://www.eiu.edu/~humanres/sparsvp.php

Benefits Choice Period for FY15:
- Thursday, May 1—Friday, May 30
(Look for the special edition of HR&You to help understand your choices)

Call Julie Benedict at 581-8415 for more information or to sign up.