



# CENTRAL WASHINGTON UNIVERSITY

## Human Resources Quick Tips Newsletter

**May 2009**

**Human Resources**  
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*This monthly newsletter is intended to provide timely information on staff related issues, ideas, and techniques you can put into action to improve communication, enhance performance, motivate staff, and influence peers. Email your HR newsletter submissions and ideas to Human Resources at [humanres@cwu.edu](mailto:humanres@cwu.edu).*

**MEMORIAL  
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MAY 25**

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### Budget Update

The legislature submitted their budget to the Governor for approval on April 26th.



CWU's total budget cut for the 2009-11 biennium is \$36.9 million. This cut assumes a tuition increase of 14 percent in both years of the biennium and a reduction in student enrollment for the upcoming biennium by 845 FTE. The budget sets enrollment at 8,477 FTE for 2009-10 and 8,734 FTE for 2010-11.

Budget detail is available online: [http://leap.leg.wa.gov/leap/budget/detail/2009/ho0911agydetail\\_0424.pdf](http://leap.leg.wa.gov/leap/budget/detail/2009/ho0911agydetail_0424.pdf) (see page 203 for CWU).

The cabinet is reviewing details of the budget, and considering a number of options. Information will be made available as it is known.

### Employee Appreciation Awards

Classified and exempt employees were honored for their years of service to the university at the annual employee appreciation awards ceremony in the SURC ballroom April 7th. While not everyone was able to attend, 103 employees reached milestones within the last year of 10, 15, 20, 25, 30, 35, and 40 years of service. Honorees received a certifi-

cate of appreciation presented by President Gaudino. Photos of honorees who were able to attend the awards ceremony may be viewed online: [www.cwu.edu/~hr/awards/09honorees.html](http://www.cwu.edu/~hr/awards/09honorees.html)

In addition to being recognized for 20 years of service to the university at the awards ceremony, Elaine Ames was announced as the 2008

Employee of the Year. Elaine is the Operations/Marketing Manager for University Housing/New Student Programs. Congratulations Elaine!



**2008  
Employee  
of the Year  
Elaine Ames**

**Preparing your Performance Development Plan? Remember to use the latest form available through the HR website: [www.cwu.edu/~hr/workforce/info.html](http://www.cwu.edu/~hr/workforce/info.html)**

### New People Tools Web Resources Introduced

To assist employees who may be facing various challenges and transitions, Human Resources has gathered links to a variety of resources which may be useful in the areas of finance, benefits, and career. These "People Tools" include: [Financial Tools](#), which provides information on manag-

ing finances and where to apply for assistance with basic needs and health care coverage; [Benefits Tools](#), including how health care, optional insurance coverage, retirement plans, and leave may be affected during a transition; [Career Tools](#), which provides links to online job search en-

gines; and the [Toolkit](#) which provides links to resources including resume writing and interviewing skills. People Tools are available from the Human Resources Work & Life Balance webpage at: [www.cwu.edu/~hr/worklife/index.html](http://www.cwu.edu/~hr/worklife/index.html). For more information, contact your [Human Resource Representative](#).



## May Training

- 5/7 9 AM  
New Employee Orientation
- 5/20 10 AM  
Developing an Effective Position Description
- 5/21 9 AM  
Labor Relations Practices and Process
- 5/26 9 AM  
Just Cause: Providing Corrective Feedback
- 5/28 9 AM  
Recruitment and Selection Process

[Training Calendar](#)  
[Training Catalog](#)



## Military Resources

Central Washington University is proud of and supports our employees who serve or served in the military – Guard, Reserve or active duty. Military veterans and their families frequently find themselves faced with unique issues or circumstances such as transitioning from military to civilian life and back again, preparing for the activation and deployment of a family member, or caring for a service member who's been injured. A number of programs are designed to assist our employees in uniform.

Members of the Guard or Reserve who are called to active duty receive 21 days of paid military leave per year from October 1 through September 30. An employee may use paid military leave (spaced out over the period of deployment) to cover the cost of medical benefits while on active duty for training or deployment. In addition, an employee who is called to active duty or who otherwise joins one of the armed forces is entitled to up to five years of unpaid military leave. For more information, see the [Military Leave Policy](#).

Recently, the National Defense Authorization Act for 2008 amended the Family and Medical Leave Act to allow up to 12 weeks of leave for a "qualifying exigency" (pre-deployment briefings, arranging childcare, taking care of legal affairs, post-deployment activities, etc.) and up to 26 weeks of leave to care for a covered service member with a serious injury/illness.

Other programs that may be available to military veterans and their families include access to the state's military shared leave pool, tuition waivers for Washington National Guard members or veterans (including the new Post 9/11 GI Bill), tuition waivers for qualifying surviving spouses or children of service members, veteran's preference in hiring, and adjustments for seniority calculation.

If you have any questions about these or other military programs, contact your [Human Resources Representative](#).

Representatives from **TIAA-CREF** and **Vanguard**, two of three fund sponsors for the CWU Retirement Plan for faculty and exempt staff AND for the Voluntary Investment Plan for all employees, will be on the Ellensburg campus in May for one-on-one consultations.

**May 7:** TIAA-CREF, To schedule an appointment: [www.tiaa-cref.org/moc](http://www.tiaa-cref.org/moc)

**May 21:** Vanguard, To schedule an appointment: [www.meetvanguard.com](http://www.meetvanguard.com)

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### Looking for the Positive Time Report?

Go to:

[www.cwu.edu/~hr/forms/#time](http://www.cwu.edu/~hr/forms/#time)

### Positive Time Reporting Process:

[www.cwu.edu/~hr/forms/ptr.html](http://www.cwu.edu/~hr/forms/ptr.html)

## Benefits Brief

Do you have the life insurance coverage you need? Life Insurance can be an intimidating and unpleasant subject to discuss. However, it's too important to avoid. For your family's sake, you should be prepared for the unexpected. [Read more](#) > Also see [www.cwu.edu/~hr/benefits](http://www.cwu.edu/~hr/benefits)

## Meet the HR Staff: Becky Baker

Becky has been the benefits representative for CWU for 20 years. She says the best part of her job is meeting and helping everyone - welcoming you when you're new or wishing you well when you leave. Becky was born in Spokane and spent her early years in Nigeria, returning to Wenatchee in the fifth grade. She and her husband, Jack, and son Aaron, moved to Ellensburg in September 1971. Becky's career started in a fabric store and continued with N. C. Machinery-Caterpillar Tractor. She then worked at the Daily Record,

for Jerald O'Hare, Land Surveying, Irrigation Sales & Rental, and Kittitas County Health Department. Becky spends her spare time sewing with beads, sequins, designer fabrics, semi precious stones, shells and threads to create her Bro-Chez. She also designs and makes jewelry, and enjoys photography, gardening, cooking and most of all, playing with her twin granddaughters, Naomi and Natali, and texting her 18 year old granddaughter Eden in Layton, Utah (and wishing she would transfer to CWU).