



# CENTRAL WASHINGTON UNIVERSITY

## Human Resources Quick Tips Newsletter

### November 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).*

Benefits & Wellness Fair  
Tuesday, November 3  
9 AM to Noon  
SURC Ballroom

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### Open Enrollment Continues Through November

Open enrollment is October 26 through November 30, 2009, with changes effective January 1, 2010.

Open enrollment is the one time each year when you can:

- Change your medical and/or dental plan
- Add eligible family members to your coverage
- Enroll in a Flexible Spending Account (FSA)
- Enroll in the Dependent Care Assistance Program (DCAP)

#### Changes Occurring in 2010

- Monthly premiums deducted from your paycheck are changing
- Out-of-pocket costs (when services are received) are going up
- Opposite sex domestic partners (where one partner is 62 or older) are now eligible for coverage
- Opposite sex over 62 & newly enrolled same sex partners must be registered with the state to be enrolled in coverage

See the Public Employee Benefits Board website for more information: [www.pebb.hca.wa.gov/changes2010.html](http://www.pebb.hca.wa.gov/changes2010.html)



### 360 Degree Review

A 360° review is an additional tool used to gather information about an individual's performance by summarizing the perspectives of the employee's higher level supervisor, direct reports, peers, and/or customers. The information is utilized as one part of the supervisor's overall performance development plan for an employee. Contact your HR Representative to assist with implementing a 360° review program in your area. Additional information is available online:

[Guidelines for Using the 360° Tool / 360° Form](#)

### Suspended Operations Procedures

The onset of colder weather means that everyone should be prepared for potential closures or class cancellations.

All employees are to seek information when conditions are such that it would be reasonable to believe that suspended operations may be in effect. It is the responsibility of each employee to become familiar with the Suspended Operations (Emergency Closure) policy prior to an emergency closure and to know if they have been designated as "essential personnel." Questions regarding the status as an essential employee should be addressed with your supervisor. The policy is available online:

[www.cwu.edu/~pres/policies/2-0/2-10-160.html](http://www.cwu.edu/~pres/policies/2-0/2-10-160.html)

When an emergency closure, delay, or cancellation of classes is necessary, a message will be posted to the university website at [www.cwu.edu](http://www.cwu.edu), the campus emergency information line at (509) 963-2345, and broadcast via appropriate media outlets. All division heads will also receive the message and notify employees as soon as possible through each division's emergency phone tree.

If you have any questions, contact your supervisor or Human Resources at [humanres@cwu.edu](mailto:humanres@cwu.edu) or 963-1202.

### Meet with a TIAA-CREF Representative

Representatives from TIAA-CREF, one of three fund sponsors for the CWU Retirement Plan for faculty and exempt staff and the Voluntary Investment Plan (VIP), which is available to all employees, will be on the Ellensburg campus Tuesday, November 10, for one-on-one consultations with participants and potential participants. Call (866) 928-4221 to schedule an appointment.

## November Training

- 11/4 10:00 AM  
[Handling Conflict & Difficult Situations](#) (2 hrs)
- 11/4 3:00 PM  
[Planning for Retirement - Faculty/Exempt](#) (2 hours)
- 11/5 8:30 AM  
[New Employee Orientation](#)
- 11/10 1:00 PM  
[Preventing Sexual Harassment](#) (2 hours)
- 11/12 9:00 AM  
[Recruitment & Selection](#) (2 hours) DE Available
- 11/12 9:00 AM  
[Speaking to be Heard, Listening to Understand](#) (2 hours) Series of 2
- 11/12 10:00 AM  
[Supervising in an Academic Environment](#) (2 hours)
- 11/12 1:00 PM  
[Timekeeping Rules & Procedures](#) (2 hours) DE Available
- 11/13 1:00 PM  
[Performance Mgt: PDP](#) (2 hours)
- 11/17 9:00 AM  
[Preventing Employment Discrimination](#) (2 hours) DE Available
- 11/18 1:00 PM  
[Labor Relations Practices & Process](#) (2 hours)
- 11/23 3:00 PM  
[Supervising in an Academic Environment](#) (2 hours)

[Training Calendar](#)

[Training Catalog](#)

## New Opportunities for Learning

Fall is bringing colder temperatures, falling leaves, and revised classes. In response to requests from training participants, two classes are being reworked to address specific needs.

The materials available to assist in the time-keeping process have been revised and will be offered at *Timekeeping Rules & Procedures* which is scheduled for October 28<sup>th</sup> and November 12<sup>th</sup>. This two hour session is open to timekeepers and supervisors approving time.

A unique session for Deans & Chairs will be offered as *Supervising in an Academic Environment*, scheduled for November 12<sup>th</sup> and 23<sup>rd</sup>. The existing class focused on the foundations of supervision will continue to be offered. This additional session provides discussion and best practices addressing the responsibilities of faculty charged with supervising non-faculty staff.

Register online: [Training & Development](#)

## Holiday Pay

In anticipation of the approaching holiday season, timekeepers are reminded to review rules and processes relating to holiday pay. Prior to each paid holiday, information is sent to timekeepers designed to aid in determining holiday pay eligibility, how to block holiday pay, and holiday equivalent time eligibility and reporting.

Holiday pay eligibility may be affected by the use of leave without pay. Timekeepers should contact their HR representative if they have employees reporting leave without pay in a pay period with a paid holiday. Information and instructions relating to holiday pay eligibility and holiday equivalent time and pay is available online: [holiday pay instructions](#) / [holiday eligibility](#)

Contact your Human Resources representative if you have questions.

## August & September Employees of the Month

The Employee Council has named Estelle Mathews, Secretary Lead in Psychology, August's Employee of the Month and Frances Sienia, Fiscal Specialist in Enterprise Accounting, September's Employee of the Month. At recent surprise ceremonies, both Estelle and Fran were awarded a certificate and \$125 through the CWU civil service employee recognition program. The nomination form is available online: [www.cwu.edu/~hr/forms/eotmnominate.html](http://www.cwu.edu/~hr/forms/eotmnominate.html).

Those nominating Estelle said:

Estelle works hard to keep her finger on the pulse of the department; she demonstrates an uncanny knowledge of knowing where people are; she fulfills everyone's wishes, even if asked at the last minute; she goes the extra mile; she knows and relates to students who trust and respect her. Estelle also has technical expertise that has led to several innovative changes in the way the department is structured.

Estelle is incredibly helpful to students and staff. She always seems to be genuinely interested in answering students' questions and helping staff and faculty with administrative tasks, advising questions, and organizing important department events. She is efficient and responsive and follows through with everything. I really like her positive attitude.

Estelle is passionate about her work and support of the Psychology Department.

Those nominating Fran said:

Fran is responsible for auditing the connection card office, dining services, housing, and the conference center. She makes sure that every residence hall checkout is completed accurately. She goes out of her way to guarantee that any funds owed to students from either housing or dining are refunded in a timely manner. Over the years she has built bridges with housing, dining, and student financial services.

Fran has always been very conscientious, meticulous, methodical and detail oriented in regards to her job duties. However, there are two traits of Fran that I particularly appreciate: she is consistent in her work ethic and work production and she's a great historian. Ever have a question as to why something is done a particular way? Fran has the answer. Her memory (or file) is full of useful information. When I cannot find the information, Fran can, or she already knows the answer.

## Benefits Brief: Remember to Verify Family Members!

If you haven't yet mailed verification of your family member's eligibility to the Health Care Authority (HCA), remember to do so by the end of November! The HCA will be **canceling your spouse and children's insurance coverage** at the end of 2009 unless you submit verification of their eligibility status by November 30, 2009.

Complete instructions were mailed to home addresses in September from the HCA.

More information is available online: [Dependent Verification Project](#). Direct questions to the HCA: at 1-800-200-1004.