

HR Headlines

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Please click [here](#) to view the HR website.



Moving On Out

By: Marian Schranz-Messariss

April 30 is moving out day for me. I will be leaving the university on that day, fulfilling my plan to retire (really) and begin a new adventure. After 40 years with the university, seeing and greeting many of you and our great students every day, I will be starting a future completely different and challenging. As Abraham Lincoln once said, "The best thing about the future is that it comes only one day at a time."

I will miss the camaraderie that I have had here and the wonderful people I have had the pleasure of working with over the years. I wish you all the best in your career with the university and in your personal endeavors.



Welcome

Please join us in extending a warm welcome to the new folks at Roosevelt.

Stephen Lotho
DOIT

Toyia K. Stewart
Human Resources

Roberta Felfle
School of Communication

****See Important Tuition Remission Notice at the bottom**

Recent REWARD NOW Recipients

The following individuals have recently been recognized by students and staff for their enthusiasm and special efforts.

- | | |
|--------------------|---------------------------|
| Ursula Cline | Administrative Services |
| Joni Abrams | Institutional Advancement |
| Prakarn Nisarath | Marketing |
| Patrick Lytle | Marketing |
| Bonnie Crittington | DOIT |
| Michael Watkins | Administrative Services |
| Dayne Agnew | DOIT |



Bring a child to work with you on Thursday, April 26.
To register, call Deonna at ext. 2063.
To volunteer, call Susan at ext. 2198.

Introducing Mrs. Toyia K. Stewart....

We are more than thrilled to welcome Mrs. Toyia K. Stewart to our human resources team. Toyia has accepted the role of Director of Employment and will manage the recruiting process for the University. She will take the lead as we implement an applicant tracking system allowing all candidates to apply for open positions online.



Mrs. Stewart has extensive experience in recruiting with a focus on diversity having served in this capacity at R.R. Donnelley, National City Bank and St. Paul Federal. She also has experience with training and as an HR Generalist. At R.R. Donnelley, Toyia focused on diversity, staffing, compliance, recruiting and good faith efforts.

Toyia is a graduate of Rosary College (now Dominican University) with a double-major in American Studies and English. Even now, she is perusing our website considering an advanced degree in I/O Psychology, an MBA or the MSHRM.

Toyia is married with three children; ages seven, six and one. You may reach Toyia at extension 2137 or via e-mail at tkstewart@roosevelt.edu.



Recording Hours Worked

It is important that we become more accurate in tracking time worked for hourly employees. Clerical union employees are paid bi-monthly for the hours worked in the two weeks prior to pay day. We pay all clerical employees as if they worked full-shifts.

If the employee used annual leave during that pay period, he or she completes the Roosevelt University Clerical Employees Absence Report, and payroll makes adjustments on the following paycheck. The same is true if the employee works overtime. That employee documents the overtime (or in the case of part-timers, extra time) on a Clerical Union Extra – Time & Overtime Sheet, gives it to the supervisor to approve, and payroll then adds those hours to the following paycheck.

We know there is a tendency to take short-cuts. For example, if a clerical employees leaves one hour early for an appointment and works one hour late the following day, it is tempting to skip the paperwork. Please don't. Employees and supervisors both have a responsibility to record time as it was actually worked.

We appreciate your cooperation. Call Susan Rohde at ext. 2198 with any questions.

New Deal Service Day

April 14, 2007

Register today at

<http://www.roosevelt.edu/newdealday/default.htm>

You'll be glad you did!

PowerPoint

Caleb Paull, Assistant Professor and Technology Coordinator for the College of Education, has been presenting PowerPoint classes for faculty and staff. He gave the participants additional online resources for PowerPoint, and with his permission, I am listing these resources for your use.

Microsoft PowerPoint 2003 online training

<http://office.microsoft.com/en-us/training/CR061832731033.aspx>

PowerPoint for Dummies

<http://www.dummies.com/WileyCDA/DummiesArticle/id-2218.html>

Rutgers Writing Program Tutorial:

<http://getit.rutgers.edu/tutorials/powerpoint/index.html>

University of Texas Tutorial:

<http://www.gslis.utexas.edu/technology/tutorials/office/ppt03/>

PowerPoint 2003 in Pictures:

<http://inpics.net/tutorials/powerpoint2003/create.html>

A Weighty Matter

By: Susan Rohde

Clara Gong and I recently attended a Wellness Fair sponsored by the Human Resource Management Association of Chicago (HRMAC). We knew they were serious as there was not a single vendor luring us to their table with a bowl of chocolates. Instead, we received pedometers, stress balls and sugarless gum.

The speaker, Gary Earl, Senior VP for Cigna Healthcare, shared the following statistics:

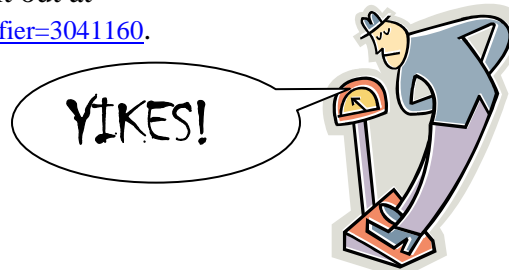
- Currently, 64% of adults are overweight. By 2008, it is expected that 73% will tip the scales.
- Childhood obesity has tripled in the last 20 years.
- One in three children born after the year 2000 will develop diabetes by age 50.
- More than 8% of all high school students will consider or attempt suicide this year.

I was listening to the news this morning and learned that the government is after food manufacturers for showing too many commercials for high-fat, high-sugar snacks. Considering the average child (not teenager) sees approximately 50 hours worth of those commercials every year, it is hardly surprising that we Americans have weight woes.

And, I'm sure most of us are very aware of sky-rocketing medical and prescription costs. It is absolutely time for us, the consumers, to positively affect these issues.

The most effective way to positively affect the situation is by personally taking care of your own health. The American Heart Association has a program titled, START, which offers several options for improving one's health. Check it out at

<http://www.americanheart.org/presenter.jhtml?identifier=3041160>.



Benefits Corner

Reminder!!

The deadline for open enrollment is Monday, April 16, 2007 at 5:00 p.m.

All enrollment forms need to be submitted by this deadline.

Forms to be submitted include:

- **UniCare Health insurance** – only if you are enrolling for the first time, changing your plan option, or canceling your coverage
- **CompBenefits Dental insurance** - only if you are enrolling for the first time, changing your plan option, or canceling your coverage
- **ProcessWorks Flexible Spending Accounts** – you need to submit a new enrollment form each year for this benefit!
FSA Form: <http://www.roosevelt.edu/hr/pdfs/FSAEnrollmentForm.pdf>
- **Spectera Vision plan** – this is a new benefit – enrollment forms are required if you wish to enroll in the voluntary plan
Vision enrollment form: <http://www.roosevelt.edu/hr/pdfs/SpecteraVisionPlanEnrollmentForm.pdf>



If you have any questions regarding the above benefits, please call Clara Gong at x 4332 or send an e-mail to cgong@roosevelt.edu. *Thanks!*

Announcement from UniCare:

April, 2007

UniCare's Parent Company Ranked #1 Health Insurer by Fortune Magazine

We are pleased to announce that UniCare's parent company, WellPoint, Inc. has been awarded the No. 1 overall ranking among health insurers on Fortune magazine's annual list of America's Most Admired Companies.

The list, which Fortune refers to as the definitive report card on corporate reputations, ranks companies on eight key attributes of reputation. Fortune's list of America's Most Admired Companies recognizes WellPoint as the leading company in its industry in 7 of 8 categories which are people management, use of corporate assets, quality of management, financial soundness, long-term investment, quality of products/services, and social responsibility.

"We believe this recognition by Fortune reflects our ongoing efforts to become the most trusted choice in health care and the leader in affordable, quality care," said Larry Glasscock, chairman, president and chief executive officer of WellPoint. WellPoint, the nation's largest health benefits provider, serves the health care needs of over 34 million Americans.

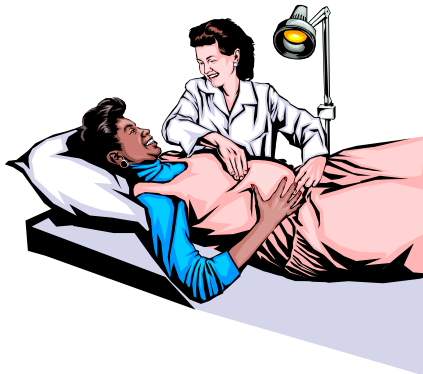
[Click HERE to see the Fortune magazine health care listing.](#)

UniCare's Women's Health Newsletter

UniCare publishes a newsletter related to women's health. You may view the newsletter [here](#).

This month's issue has the following articles:

- Diet Pills – What you should know
- Women & Alcohol – how much is too much?
- Your Child's Development – healthy milestones for infants & toddlers
- If the Shoe Doesn't Fit, Don't Wear It!
- Pregnancy Pointers: Avoid Pet Rodents during Pregnancy



TUITION REMISSION CHANGES:



DEADLINES FOR APPROVAL NOW ESTABLISHED

Based on the recommendation of the Employee Benefits Committee, the University is now establishing firm deadlines for tuition remission forms to be submitted for approval. These deadlines were established to allow the timely and accurate processing of the tuition remission benefit.

The new process will require all employees wishing to utilize the tuition remission benefit to submit their completed paperwork (including the appropriate signatures and receipt(s) showing payment of fees) by the dates that tuition and fees are due in full. The approval deadlines per term are as follows:

Summer Term – May 15

Fall Term – August 15

Spring Term – January 15

Failure to submit all of the completed paperwork by the appropriate approval deadline will result in the tuition remission benefit being denied for that term.

If you have any questions about the tuition remission benefit, please contact Chris Korn in the Human Resources Department at ext. 6932 or via e-mail at ckorn@roosevelt.edu.

The Safety Corner

Approach Spring Gardening And Yard Work With Caution

Spring yard and garden work could mean trouble if you don't take the proper precautions. The U.S. Consumer Product Safety Commission (CPSC) estimates that 135,000 people were treated in hospital emergency rooms in 1992 for injuries associated with power lawn and garden tools, including lawnmowers.

Injuries



often occur because of improper use, improper safety apparel, failure to heed safety instructions and owners' manuals, inadequate maintenance of tools, and mechanical problems. Often, the victims of these accidents are children who are unaware of any danger and are playing in the area where power equipment is being used. When using any garden tool, CPSC has these safety tips:

- Dress appropriately for the work environment: Wear long pants and long-sleeved shirts to provide some protection from thrown objects; wear close-fitting clothes and don't wear anything that could get caught in moving parts, e.g., loose jewelry; wear sturdy shoes with slip-resistant rubber soles; wear eye protection (even a small piece of grass in the eye can cause a painful eye abrasion); wear heavy gloves when changing, sharpening, or cleaning blades; wear hearing protection when using motor-driven equipment.
- Walk around the area in which you will be working before starting lawn and garden work, and remove any objects that could damage equipment or cause injury or property damage. Objects such as sticks and stones, metal, glass, and wire can break bones and cause other severe injuries when thrown from lawnmowers and other equipment.
- Keep children indoors away from power equipment. Children move quickly and are attracted to mowing and other power equipment activity.
- Be sure that safety devices on the equipment are in place and functioning properly before starting work.
- Unplug electric tools and disconnect spark plug wires on gasoline-powered tools before making adjustments or clearing jams near moving parts.
- Be sure power tools are turned off and made inoperable if they must be left unattended. This will prevent use by children.
- Handle gas carefully. Remember never to fill gasoline tanks while equipment is operating or when equipment is still hot. Wipe up spills. Store gas in an approved container away from the house. Finally, never smoke or use any type of flame around gasoline.
- Never let young children operate power lawn and garden equipment. Teenagers should only be allowed to operate outdoor power equipment if they possess adequate strength and maturity to do so safely. They also should be supervised by a responsible adult.
- Never work with electric power tools in wet or damp conditions.
- Be sure that extension cords are in good condition and are the proper size for the electrical current capacity of the tool.
- The best protection against electric shock is to use a ground fault circuit interrupter (GFCI). GFCIs come in four varieties, including a type that can be used as part of an extension cord and a type that can be wired into your home's electrical system.

*Reprinted courtesy of The U.S. Consumer Product Safety Commission:
<http://www.cpsc.gov/cpscpub/prerel/prhtml93/93070.html>*