

HR Headlines

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

Welcome

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

Uma Karia
Marketing

Hannah Cwik
Campus Safety

Jennifer Lau-Bond
Library

Megan Manning
College of Performing Arts

Andrea Eagle
TRIO Programs

Vanicia Willis
International Programs

Cynthia Crump
Office of the President

Jennifer Turner
Auditorium Theater

Charles Berry
Counseling Center



Recent REWARD NOW Recipients

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

Mona Tadros	Educational Technology
Amy Whittinghill	Advising
Geoff Greenberg	Library
Monica Kunavich	Administrative Services
Joann Spees-Roettger	Financial Aid
Laura Myers	Advising
Donna DeMille	Hospitality Management
Socorro Saucedo	Academic Support Services

ATTENTION SCHAUMBURG CAMPUS

The Office of Human Resources is making every possible effort to have a Human Resources representative on site at the Schaumburg Campus at least once a week. Just recently we posted the schedule showing when an administrator from human resources would be in Schaumburg. View the schedule at <http://www.roosevelt.edu/hr/pdfs/2007HRinSCcalendar.xls>. If you need an HR person in Schaumburg on days when one is not scheduled, please call Sabrina Elms at ext. 6952. Tell her what you need and she will direct you to the right person.

President Middleton joined the RU management and clerical union team members on December 14, 2006 to sign the four-year collective bargaining agreement between the University and the Office and Professional Employees International Union (OPEIU) Local 391.



Negotiating Committee

Back row (standing left to right) – Lynnett Davis, Executive Secretary, Arts and Sciences; Kim Gibson-Harman, Assistant Vice President, Administrative Services; Susan Rohde, Assistant Director, Human Resources; Charles Middleton, President; Sue Fay, Assistant Vice President, Human Resources; Helen Robinson, Administrative Clerk, Business Office; Sheila Freeman, Chief Clerk, ETSUC; Norma Moore, Administrative Secretary, Enrollment and Student Services

Front row (seated left to right)

Valerie Roberts, President of OPEIU, Local 391 and Chief Clerk, Human Resources, John Allerson, Senior Vice President, Finance and Operations, and Chief Financial Officer, Jearlean Fleming, Senior Secretary, Arts and Sciences.

Not pictured: Zita Ceponis, Administrative Secretary, WEHCBA; Linda Berna, Associate Dean, CCPA; Joanne Canyon-Heller, Associate Director, Admission.



Valerie Roberts and John Allerson, happily signed the contract.



Union-University Committee

On the second Monday of the month, from September through May, the Union-University committee meets to discuss matters of interest involving clerical union employees and management at Roosevelt University.

Typical issues include requests for upgrades submitted from employees or supervisors, transfers, and grievances. Both the union and the university have approximately five individuals involved and all opinions are welcomed.

This committee first started as the Job Classification Committee soon after employees joined the Union in the mid-1940's. The first meeting was September 1, 1947. Over the years, the committee has expanded its scope to include other relevant issues. If you have questions about the work of the committee, please contact Susan Rohde at ext. 2198 or Valerie Roberts at ext. 3582.



Roosevelt Employees Became Roosevelt Graduates on December 22, 2006.

Jan Bone
College of Arts & Sciences

Lynette Washington
University College

Connie Cameron
College of Education

Nick McCormick
Registrar's Office

Mary Thon
College of Arts & Sciences

Kim Van Pelt
College of Business

Candace Falkner
Administrative Services

Deb Helfers
Admission Office

Tabitha Younan
College of Education

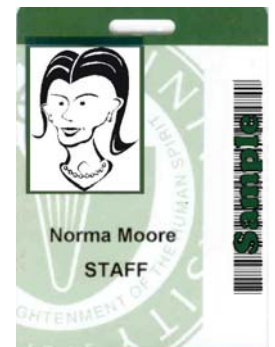


RU Hungry for a Deal?

Well here is a way you can save money right here at the Chicago Campus and avoid the cold weather outside!

You can sign-up for a **Commuter Meal Plan** which begins with you putting your desired amount on your account at the Cashier's office and your Roosevelt ID will serve as your "meal debit card."

Commuter Meal Plan members will receive a 10% bonus upon signing up and all purchases made under this plan will be tax exempt so you end up saving an additional 10%!



You may recognize the next article from the December HR Headlines. Because of its importance, we are running it again. The Office of Human Resources is very appreciative of everyone's efforts thus far in this process.

NEW PROCESS INTRODUCED FOR HIRING AND ORIENTING PART-TIME HOURLY EMPLOYEES

The HR Department has very recently changed the process to hire and orient part-time hourly employees. This change is necessary to ensure compliance with legal requirements that all new employees complete the I-9 process and prove eligibility to work in the United States **before** beginning work. This new process began Friday, December 1, 2006.

Hiring authorities complete an [on-line authorization request form](#) once applicants have accepted a verbal offer of employment. An automatic Hiring Authorization Form is generated, which is handed to the applicants with directions to bring the form to HR (846 in Chicago and the Information Desk in Schaumburg). Once the employee completes a short orientation process and fills out the I-9 form, HR will issue that applicant a partially completed Payroll Authorization Form (PRA) to return to the hiring authority.

We respectfully ask for your full compliance with this new process. Please refer to the [Administrative Toolkit](#) or call Clara Gong at ext. 4332 if you have questions.



Benefits Corner

UniCare has launched a new website tool for assisting members in managing their health. The new site is called "Full Circle Health" and can be accessed at www.unicare.com by clicking on **Full Circle Health**. Take advantage of this great opportunity to start the year off right!

Members of **UniCare's Medical HRA/PPO plan** – please remember that the plan year for your deductible is January through December. Claims submitted beginning January 1st will be applied to your deductible. Please refer to the UniCare HRA/PPO Highlights link for further information: <http://www.roosevelt.edu/hr/pdfs/UnicareHRAPPOhighlights5-1-06.pdf>

Members of **CompBenefits Dental PPO plan** – please remember that the plan year for your deductible is also January through December. Claims submitted beginning January 1st will be applied to your deductible. Please refer to the CompBenefits Dental PPO Overview for more information: <http://www.roosevelt.edu/hr/pdfs/dentalPPOOverview.pdf>

Do you have a quick question for one of our benefits providers, but you can't find the contact information? We've created a [Quick Contacts for Employee Benefits listing](#)! Please refer to this listing for phone and website information.

Plan ahead! Open Enrollment for the May 1, 2007 health, dental, and flexible spending account plan year will begin in late March and early April, 2007. Please watch the HR Headlines and RU Broadcast News for further information.

Transit Benefit Change-Maximum Limit Increased to \$110

The IRS has increased the transit benefit limit for 2007 from the current maximum amount of \$105/month to \$110/month. Effective with the transit checks available for pick-up on February 20, 2007, employees can increase their total transit benefit deductions up to the \$110 new limit. If you are interested in increasing your amount, please complete a [new transit deduction form](#) online, print it and submit it to Chris Korn in AUD 846 or if you have any questions, please contact Chris Korn in Human Resources at ext. 6932.

The SAFETY C O R N E R



Surviving a winter storm

To survive a snow or ice storm, follow these safety tips from *Extreme Cold: A prevention guide to promote your personal health and safety*, a publication of CDC's National Center for Environmental Health.

- Be prepared. Before cold weather hits, make sure you have a way to heat your home during a power failure. Keep a multipurpose, dry-chemical fire extinguisher nearby when using alternative heating sources.
- Keep on hand extra blankets, flashlights with extra batteries, matches, a first aid kit, manual can opener, snow shovel and rock salt, and special needs items (e.g., diapers).
- Stock a few days' supply of water, required medications, and food that does not need to be refrigerated or cooked.
- Monitor the temperature of your home. Infants and persons over age 65 are especially susceptible to cold. If it's not possible to keep your home warm, stay with friends or family or in a shelter.
- Dress in several layers to maintain body heat. Covering up with blankets can also conserve heat.

Prepare Your Home for Winter

Although periods of extreme cold cannot always be predicted far in advance, weather forecasts can sometimes provide you with several days' notice. Listen to weather forecasts regularly, and check your emergency supplies whenever a period of extreme cold is predicted.

Insulate any water lines that run along exterior walls so your water supply will be less likely to freeze. To the extent possible, weatherproof your home by adding weather-stripping, insulation, insulated doors and storm windows, or thermal-pane windows.

If you have pets, bring them indoors. If you cannot bring them inside, provide adequate shelter to keep them warm and make sure that they have access to unfrozen water.

Prepare Your Car for Winter

You can avoid many dangerous winter travel problems by planning ahead. Have maintenance service on your vehicle as often as the manufacturer recommends. During winter, keep the gas tank near full to help avoid ice in the tank and fuel lines. During winter it is advised that you keep a winter survival kit in your car. This kit should include the following items: blankets, a first aid kit, a can and waterproof matches (to melt snow for water), booster cables, bag of sand or cat litter (to pour on ice or snow for added traction), and a flashlight and extra batteries.

For a more detailed list of preparing your home or car for winter, please visit The Centers for Disease Control and Prevention's website.

Reprinted courtesy of SafeUSA: <http://safeusa.org/winter.htm> and The Centers for Disease Control and Prevention's *Extreme Cold: A Prevention Guide to Promote Your Personal Health and Safety*: <http://www.bt.cdc.gov/disasters/winter/guide.asp>