

HUMAN RESOURCE HIGHLIGHTS

COMPREHENSIVE HUMAN RESOURCE SERVICES

IMPORTANT NOTICE REGARDING RETIREMENT AND PARTICIPATION IN GROUP BENEFITS

Recent legislation affects the way state employees can participate in the Office of Group Benefits (formerly known as the State Employees Group Benefits Program). In the past, eligible participants could join the Group Benefits Program immediately prior to retirement and receive health benefits right away.

New legislation **requires** that eligible individuals participate in the Group Benefits Program **prior to retirement** in order to receive the applicable state subsidy after retirement. This is called **vesting**, and the vesting schedule is as follows:

Years of Participation	Percentage of State Subsidy
10 years or fewer	19%
More than 10 years but fewer than 15 years	38%
More than 15 years but fewer than 20	56%
20 years or more	75%

This legislation will not affect those who already participate in Group Benefits (PPO, EPO, HMO), because they will be grandfathered in the vesting program and will not have to accrue any years to be vested.

Interested potential plan members have a window of opportunity to enroll in Group Benefits in time to be grandfathered, so they, too, can obtain the maximum state subsidy.

In order to be enrolled by December 31, 2001, potential participants **MUST submit enrollment**

forms to Group Benefits by the close of business on November 14, 2001. Any paperwork received after November 14, 2001 will not become effective until after the December 31, 2001 deadline. This will result in the plan member being forced into the vesting program.

Potential plan members should contact the Benefits Section of the Human Resources Office as soon as possible to enroll. In order to enroll dependents, employees must have the dependent's date of birth and social security number. If the dependent is over age 21, they must be enrolled in school full time, and provide proof of the same, in order to be covered.

MANAGING WORK TIME EFFECTIVELY

The University is providing a compressed video course through the Comprehensive Public Training Program on Tuesday, November 13, 2001. The course is entitled "Managing Work Time Effectively" and is designed for professional and paraprofessional employees. Participants will identify the activities that determine their use of time and learn the keys to effective time management. Emphasis will be placed on establishing work priorities to maximize effective use of time. Participants will practice by developing a prioritization plan to be used on the job.

Learning Objectives:

- Apply time management approaches to manage stressful work situations.
- Apply strategies to deal effectively with pressure.
- Practice goal setting and prioritizing techniques.

- Demonstrate how to prioritize outcomes and practice the mechanics of sequencing short-term goals to support priorities.
- Practice prioritizing daily activities while simultaneously considering short or long-term goals.

Job Outcomes:

- Maintain a professional demeanor in stressful or difficult situations.
- Work on a number of different projects without losing focus.

The course will begin at 8:30 a.m. and will be held in room 136 - 137 of the University Center. The class will conclude at 3:45 p.m. The number of participants will be restricted due to classroom size. Registration is required for the course. If you have any questions concerning the course or would like to register, please contact JoAnne Dickinson at jdickinson@selu.edu or at extension 5771.

FINANCIAL FOCUS FOR WOMEN

Financial Focus for Women is a workshop for women to help women build assets and meet their financial and life goals.

We invite women to come to this special educational workshop. They will learn about important financial strategies that can help strengthen their financial future. This workshop focuses on key areas where women can make more informed choices and exert more control over their finances.

The seminar will be held on **Thursday, November 8, 2001 from 11:00 a.m. until 12:30 p.m. at Twelve Oaks.** There is no cost or obligation for this workshop.

Women are welcome to invite a guest or bring their spouse. Although this focus is designed for women, men are also welcome to attend. Plan to attend today and receive a **FREE** financial strategies workbook. **Lunch will be provided.**

Financial Focus for Women

Will be presented by
Lynn deMedicis, CLU, FLMI
Client Relations Manager
ING Aetna Financial Services.

To make a reservation, please email JoAnne Dickinson, Human Resource Office at jdickinson@selu.edu. If making multiple reservations on one email, please provide the email addresses of all participants for confirmation.

NEW EMPLOYEE ORIENTATION

New employee orientation for unclassified staff and classified staff will be held on Wednesday, October 24, 2001 in room 122 of the University Center. Orientation will begin at 8:30 a.m. with a continental breakfast and will conclude at 11:30 a.m. Invitations will be sent to all new employees who have not attended orientation. If you have any questions, please contact JoAnne Dickinson at extension 5771 or email jdickinson@selu.edu.

GA & STUDENT WORKER SUPERVISOR WORKSHOP

The Human Resource Office and the Office of Admissions and Financial Aid will be presenting a short workshop for supervisors of student workers and graduate assistants. Supervisors will be given a copy of the revised Workstudy Supervisor Manual and information regarding employment procedures and policies governing graduate assistants and student workers. There will be a question and answer period in addition to the presentations. The workshop will be held on Tuesday, October 30, 2001 in room 133 of the University Center from 9:30 a.m. until 11:00 a.m. and on Friday, November 2, 2001 in room 133 of the University Center from 2:00 p.m. until 3:30 p.m. Participants are welcome to attend either session. Reservations are not required for the workshop.

NETG COMPUTER BASED TRAINING

If you have not taken advantage of the NetG, Computer Based Training, you are missing a great opportunity! NetG is a computer based training company that has contracted with the State of Louisiana, Comprehensive Public Training Program (CPTP). The training includes Microsoft software as well as professional development curriculum.

Topics include:

Computer Skills Courses

- Lotus Notes
- Microsoft Windows
- Microsoft PowerPoint
- Microsoft Excel
- Microsoft Access
- Microsoft Outlook
- Microsoft FrontPage
- Microsoft Internet Explorer
- Resolving Conflict

Professional Development Courses

- Employee Performance: The Coaching Edge
- Employee Performance: Resolving Conflict
- Conducting Meetings: The Meeting Process
- Interpersonal Communication: Telephone Skills
- Grammar Skills
- Sexual Harassment: What Employees Should Know
- Diversity
- Excellence in Customer Service
- Business Writing: The Fundamentals

These training classes are available to employees. Unfortunately, Graduate Assistants and Student Workers are not eligible to use the online courses.

There is no charge for taking advantage of these classes. To access the system, please contact Carol Cooper in the Human Resource Office by email to ccooper@selu.edu and she will provide the Self-Registration ID and Password needed to take this training.

Employees may choose to access the system from home, however, this time will be considered voluntary.

HOUSE CONCURRENT RESOLUTION NO. 74

The House of Representatives passed House Concurrent Resolution No. 74, which provides relative to racism and education about racism. This Resolution was given to the head of each Louisiana State agency to address the weaknesses of racism.

America's foundational document, *The Declaration of Independence*, expresses the self-evident truth that all men are created equal, that they are endowed by their Creator with certain unalienable Rights, and that among these are Life, Liberty, and the pursuit of Happiness. The Constitution of the State of Louisiana of 1974 declares that the government is to secure justice for all, preserve peace, protect the rights, and promote the happiness and general welfare of the people. Therefore, the Legislature of Louisiana deplores all instances and opinions of racism, rejects the concept that certain races are essentially superior to others, and condemns the extent to which these philosophies have been used to justify and approve racist practices.

SHARED SICK LEAVE

Southeastern Louisiana University is participating in a Shared Sick Leave Program to be used by faculty and/or unclassified employees. A summary of the University Policy is:

Shared Sick Leave is leave hours donated by faculty and/or unclassified staff into a shared sick leave pool to be used by fellow faculty and/or unclassified staff who are suffering from their own serious health condition which has caused or is likely to cause the employee to take leave without pay or to terminate employment. Faculty and/or unclassified employees may irrevocably donate sick leave to the shared sick leave pool.

For detailed information regarding the Shared Sick Leave Policy go to the following Web address:
<http://www.selu.edu/Administration/Depts/HumanResources/hroleave.htm>

NATION'S VICTIM ASSISTANCE ORGANIZATIONS ISSUE TRAUMA RECOVERY TIPS TO AMERICANS

No American will go untouched – whether directly or indirectly -- by the devastating terrorist attacks that took place Tuesday, September 11 in New York City, Washington, D.C., and Pennsylvania, and which swept the hearts and minds of citizens across the nation. In response, the coalition is issuing advice to help deal with the tragic fallout of the largest terrorist attack on America.

TRAUMA TIPS FOR HELPING CHILDREN

Children are especially vulnerable to the trauma and unforgettable images from the tragedy. Concerned parents and other adults want to respond sensitively and appropriately to our country's children, helping them to feel physically and emotionally safe. Children under the age of five won't fully understand what has happened, but will pick up on the reactions of those around them and act accordingly. Adolescents will respond much the same as adults. The following tips will help provide a supportive and stable environment for the children of this nation.

- ◆ Be calm. Children mirror the reactions of their parents and caregivers.
- ◆ Tell the truth but don't give more information than is requested.
- ◆ Encourage your children to call you at work or wherever you may be if they feel afraid or if something upsetting has happened.
- ◆ Reassure the children that you are their protector.
- ◆ Limit television to a few segments and sit with your child as it is viewed. Children should not be exposed to terrifying imagery by themselves.
- ◆ Encourage the children to help. Children may want to collect money to send to one of the organizations providing direct assistance. They may want to make a poster for the teacher's lounge of their school asking adults to donate blood. They may want to write a note or color a picture for someone in the community who is directly affected by the tragedy. They may want to say a prayer for those who are hurt.

TRAUMA TIPS FOR HELPING "NEIGHBORS SUPPORT THEIR NEIGHBORS"

The victim assistance groups say that many people will experience a variety of reactions to the trauma and the unforgettable images from the tragedy, including feeling numb, angry, sleepless and helpless. The following tips were issued to help Americans join together and cope with the emotions and grief resulting from the September 11, 2001 tragedy.

- ◆ Talk. Unspeakable trauma becomes more manageable when it is verbalized.
- ◆ Recognize that thinking ability may be compromised. It is natural that in these circumstances, one's ability to concentrate is limited.
- ◆ Honor individual differences in trauma reaction. Your way is not the only way. Recognize the value of tears. Tears are simply a tender tribute to mourning.
- ◆ Reach out to those more directly affected.
- ◆ Limit television and radio.
- ◆ Do something to help. Donate blood. Send money to the American Red Cross or one of the other organizations that are helping directly. Fly an American flag or put a candle in your window to affirm your commitment that darkness will not overcome the light.
- ◆ Utilize spiritual resources. Attend church, synagogue, mosque or other faith community services or vigils.
- ◆ Seek professional support.

Additional information and trauma recovery tips and information can be found at www.madd.org, www.ncvc.org, www.pomc.org, or www.try-nova.org.