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Management Update - February, 2010

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Reporting Time When the University Closes

When the university has an unscheduled closing, like the one on Jan. 8 due to inclement weather, there are always questions about how to report time for student employees and staff. A special *Management Update* on Jan. 11 provided managers with detailed instructions on how to report time for employees, including students, who were scheduled to work and did not, and those who did work during the closing. The special edition is available [online](#), and managers are encouraged to keep the issue as a reference for any future closings.

Managers should also make sure that student employees and staff understand that in most instances university services and offices remain open when classes are cancelled. It is only when the university is "closed" due to weather that offices are closed and some services unavailable. During a closing, only essential staff must report to work.

Student Employee Update

Supervisors of student employees are reminded that students cannot work more than 32 hours a week in one department. International students are only permitted to work 20 hours a week, per federal regulations. If an international student employee exceeds the maximum, it could result in the university terminating the student's employment and revoking their visa.

Career Services will continue to monitor and notify students and supervisors if the student has exceeded the 32-hour maximum, and beginning this semester the department will expand its notification system to include international supervisors and students who exceed the 20-hour maximum. For more information, contact Student Employment at campusworks@kent.edu or **Ami Hollis** at 330-672-8380.

President's Excellence Award Winners Announced

The recipients of the first President's Excellence Award have been selected. There were 10 recipients who were all notified of their selection by a surprise visit from President Lester Lefton. The names of the recipients, along with photos, are in the Feb. 1 issue of [e-Inside](#).

New Online Speaker Request Form

There is a new way to request the university president and provost to speak at or participate in your special event. The [Online Speaker Request Form](#) is designed to help coordinate speeches and appearances by President **Lester A. Lefton** and Provost **Robert Frank**.

When planning your event, please fill out and submit the form as soon as possible prior to the event. The form can be accessed at www.kent.edu/about/administration/speakerrequests.cfm; you can also link to the form from the president's and provost's Web sites. For questions, contact **Kelly Daw** at 330-672-6301 or kdaw@kent.edu.

HR Training Offers Numerous Programs for Spring Semester

The Training and Development unit of Human Resources has a variety of programs available to faculty and

staff in the coming months. Please take some time to review the information below and share it with your staff. Registration for any of the courses can be done online at www.kent.edu/hr/register. For questions, contact a member of the Training and Development unit at 330-672-2100 or hrd@kent.edu.

A.L.I.C.E. Is a Hit

The Department of Public Safety, in partnership with the division of Human Resources, has been conducting ALICE workshops on the Kent Campus for the last several months. ALICE — Alert, Lockdown, Information, Counter and Evacuation — is a 90-minute crisis training session designed to give participants insight and response options when encountering a situation where there is an active shooter.

The next round of sessions will be held on the Kent and Regional Campuses. Registration for an ALICE session at any campus can be done online; please make sure that you register at the campus where you will be attending. The schedule for the Regional Campuses sessions is as follows:

- Ashtabula: **March 10**
- East Liverpool: **Feb. 26**
- Geauga: **Feb. 12**
- Salem: **Feb. 26**
- Stark: **March 12**
- Tuscarawas: **March 5**

Emotional Intelligence

Emotional intelligence (EI) continues to be a hot topic and a training that has been well received at the university. The training workshops are based on David Caruso, Peter Salovey and Jack Mayer's model, which consists of four related abilities. There are four workshops in the EI series, based on each of the abilities; the sessions do not need to be taken in order. Upcoming sessions are scheduled for March, April, May and June.

Coming soon to the HR training offerings is an Emotional Intelligence 360 tool, which is a nice complement to the EI Test and will provide feedback on your behaviors and how frequently you use them at work. You will have the opportunity to take a self-assessment, be assessed by your supervisor, your peers and direct reports. The online 360 assessment was designed by the EI Skills Group in conjunction with Human Resources. For more information contact **Bob Hall** at rhall4@kent.edu.

Management Development Series

Registration is underway for the next round of Management Development training which begins **Feb. 17**. Management Development is a series of five courses designed to help those in supervisory or management positions increase their effectiveness.

Input Sought in *e-Inside* Survey

University Communications and Marketing is conducting a survey about *e-Inside*, Kent State's official employee communication. We are seeking the opinions of all faculty and staff members at all campuses — both readers and nonreaders of *e-Inside*.

Once employees have completed the survey by following the link below, their name will be entered into a drawing to win either a Panera or Best Buy \$25 gift card. Ten gift cards will be awarded. At least one winner from each campus will be drawn; a mix of readers and nonreaders will be rewarded for their participation.

Please encourage your staff to visit <http://www.surveymonkey.com/s/e-insidesurvey2010> and access the survey, which will take less than 10 minutes to complete. The survey deadline is **Feb.15**. If faculty or staff has any issues accessing the survey, please e-mail elewis9@kent.edu.

What You Need to Know About the Family and Medical Leave Act

The Family and Medical Leave Act (FMLA) provides Kent State faculty and staff the opportunity to balance the demands of the workplace and family by providing unpaid leave for certain medical reasons. The FMLA is federal legislation that requires covered employers to provide up to 12 weeks of regular unpaid, job-protected leave to eligible employees for certain family and medical reasons. Additions to the legislation provide for "Military Family Leave," which entitles up to 26 weeks of unpaid, job-protected leave to eligible employees to care for an injured, covered U.S. service member.

Managers and supervisors should be aware of the FMLA guidelines and know what to do when an employee requests FMLA leave. You can learn more about this topic by reading the online [Legal Brief](#). You can also contact the Benefits Office at 330-672-3107 or benefits@kent.edu.

Additional CommonSpot Labs Scheduled to Help With Web Site Redesign

Current CommonSpot clients and a new set of CommonSpot clients are now working to migrate their Web sites into the university's new Web design, which was unveiled Sept. 30. The university's goal is to have all current clients, colleges and academic Web sites transitioned to this new look by **Feb. 28**.

Because this redesign brings with it the need to move every page in existing CommonSpot Web sites to a new database, and will require new uses of the content management system, even current users will need a CommonSpot crash course. A weekly series of open labs are being held now through **March 30** to support end users and provide ongoing training. Each session will take approximately two hours.

Please make sure that the CommonSpot user(s) in your area have met with a University Communications and Marketing Web team member and that they have signed up for training. Registration for an open lab can be done at www.kent.edu/ucm. Contact webteam@kent.edu for more information.

Dates to Remember:

February is African-American History Month

- **Feb. 2** Groundhog Day
- **Feb. 12** Maha Shivaratri: Hindu observance
- **Feb. 14** Valentine's Day
- **Feb. 15** President's Day (University open, observed on Dec. 27)
- **Feb. 17** Ash Wednesday
- **Feb. 25-26** Maulid an-Nabi: Islamic holiday begins at sundown
- **Feb. 27-28** Purim: Jewish holiday begins at sundown

For additional university events, go to the university's [e-calendar](#).

Tell Us What You Think

This newsletter is designed to keep you, the managers and supervisors, informed. Please take a few minutes to let us know what you think of the publication, along with any comments or suggestions. You may contact us at managersfeedback@kent.edu. We look forward to hearing from you.

For information about events sponsored by Human Resources, please check out the [HR e-calendar](#) and share the information with your staff.