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## Management Update – October 2008

Volume 5, Issue 4

### Holiday Leave Information

Please remember that the university will operate on a holiday schedule in December. That means the university will be closed (paid holidays) on **Dec. 24 and 25, 2008**, and **Jan. 1, 2009**, and will suspend most operations on **Dec. 26, 29, 30 and 31**. Regular university operations will resume on **Jan. 2, 2009**. Eligible employees will use accrued leave and/or comp. time for the four additional days. Please also note the following:

- Last year special consideration was given to allow classified employees to work additional time (comp. time) due to the short notice of the holiday schedule. Since advance notice was given this year, eligible classified employees may accumulate comp. time in accordance with [university policy 3342-6-07.9](#), and may use this time for the holiday schedule.
- The holiday schedule applies to eligible classified and unclassified employees. It does not apply to faculty, whether they are on a nine- or 12-month contract.

Information will be sent this month to the executive officers asking them to work with directors and managers to determine the coverage needed for each unit in their respective divisions. The university will not technically be closed between the Christmas and New Year's holidays, but will be open for essential services. A list of departments and their operating status during the holiday schedule will be available in early December.

More information is available [online](#), including a list of questions and answers.

### New Director Joins Human Resources

**James McElroy** joins the Division of Human Resources this week as director of the Office of Equal Opportunity/Affirmative Action. McElroy has more than 15 years of experience in the human resources field and most recently was a managing partner with No Trial Ltd., providing consulting services to corporate clients in the areas of regulatory compliance and employment practices. He was also director of employment practices, regulatory compliance and diversity for the Goodyear Tire and Rubber Co. McElroy's office is located in the Terrace Hall Annex, and he can be reached at 330-672-2038 or [jmcelro9@kent.edu](mailto:jmcelro9@kent.edu).

### Coming Soon: Changes in FlashLine Leave

The Division of Human Resources recently conducted an audit of the Banner leave systems. Based on the results of the audit, the following changes will be made in the *Time Reporting* channel in FlashLine (used by unclassified employees and faculty to report leave):

- **Removal of Leave Request Function** (the process used to request leave in a future pay period): Units/departments who currently use the Leave Request function will need to develop an internal process (e-mail request, etc.) to request leave in the future. Please note that **Leave Report** (the process to report hours taken in a current or prior pay

- period) remains unchanged and will continue to be the official process for unclassified and faculty employees to report sick, vacation and personal leave.
- **Leave Report Availability:** The availability of Leave Report pay periods in the Time Report and Time Approval channels will be reduced from three months (six pay periods) to one month (two pay periods).
  - **E-mail Notification:** Since there can be only one leave report per pay period, a common error has been to forget to click the “submit” button. The Human Resources records manager will attempt to notify employees who have Leave Reports “in process,” which means the “submit” button has not been clicked and the report has not been sent to the approver.
  - **Approval:** At the end of each month, the Human Resources records manager will approve any outstanding Leave Reports that have not been approved by the supervisor.

These changes will go into effect later this month. For questions, contact a Records representative at 330-672-2901.

### **Update on Domestic Partner Benefits**

Please let employees know that details on the new domestic partner benefits are now available. A [Web site](http://www.kent.edu/hr/employee/domestic-partners.cfm) at [www.kent.edu/hr/employee/domestic-partners.cfm](http://www.kent.edu/hr/employee/domestic-partners.cfm) includes information on the benefits offered, how to initiate the domestic partner benefit process and a series of frequently asked questions and answers. Domestic partner benefits will be offered to eligible faculty, unclassified and unrepresented classified employees during the upcoming Open Enrollment period for benefit elections. The benefits will be effective **Jan. 1, 2009**. For further information, contact **Loretta Shields**, benefits manager, at 330-672-3107 or [ls Shields@kent.edu](mailto:ls Shields@kent.edu).

### **Encore Performance for Public Records Seminar**

Due to the interest generated by the half-day seminar on Ohio Public Records Law and the Family Educational Rights and Privacy Act (FERPA), a second seminar date has been added. The next seminar is scheduled for Tuesday, **Nov. 18**, from 9 a.m. to noon in the Moulton Hall Ballroom. Anyone who was on the wait list for the September seminar must register again for the November session. Registration can be done online at [www.kent.edu/hr/register](http://www.kent.edu/hr/register). Once there, look for *facilitator-led learning opportunities* and then choose *University Counsel* in the drop-down box. For more information, contact **Carla Wyckoff** at [cwyckof1@kent.edu](mailto:cwyckof1@kent.edu) or 330-672-5857.

### **Honoring Those Who Serve**

The universitywide Veterans Day program will be held on Wednesday, **Nov. 12**, at 3:30 p.m., in Room 306 of the Kent Student Center. Managers are encouraged to arrange office coverage on that day so that employees who want to attend the annual event may do so. As part of this year's program, the planning committee would like to recognize faculty and staff who are in the military. If there are employees in your unit who fit this category, please ask them to send their name, department and branch of service information by Friday, **Oct. 31**, to **Carla Wyckoff** at [cwyckof1@kent.edu](mailto:cwyckof1@kent.edu). You can also contact Wyckoff for more information.

### **Who's Who in the Leadership Institute**

The first class has been selected for Kent State's Institute for Excellence in Leadership (IEL). The [18 participants](#) represent eight divisions of the university. The group had its first all-day session on Sept. 11, which included a visit from President **Lester A. Lefton**. IEL participants will meet monthly to continue their leadership development, and when not in session, class members will read, blog and keep a leadership journal as they work toward applying new leadership skills to their workplace. If you have an IEL participant in your unit, take some time to talk with them about the sessions and ask if there's anything you can do to enrich their experience.

In October the group session will explore the nature of leadership conversation, which includes a meeting with David Whyte, best-selling author, poet and consultant. For more information, contact

**Bob Hall**, Human Resources training and development manager, at 330-672-0894 or [rhall4@kent.edu](mailto:rhall4@kent.edu).

### **Poll Worker Leave Reminder**

As the presidential election draws near, please remember the university has a new category of paid leave for university employees who volunteer as poll workers during a general, primary or special election in Ohio. Permanent part-time and full-time classified and unclassified employees can request "poll worker leave" from their supervisor, subject to the following conditions:

- The request must be made in writing, at least 14 calendar days prior to the date of the election;
- The request must include the employee's intent to serve as a poll worker and specify the county in which the employee intends to serve; and
- The request must be turned in to the employee's immediate supervisor.

Employees are only eligible to receive paid leave for their time as a poll worker on an hour-for-hour basis, up to the maximum number of hours the employee was regularly scheduled to work on an election day. Following the election, the employee must submit a Poll Worker Leave Verification form, signed by the employee and a representative from the Board of Elections.

More information is available [online](#) or by contacting **Joe Vitale** at 330-672-8318 or [jvitale1@kent.edu](mailto:jvitale1@kent.edu).

### **Dates to Remember:**

- **Oct. 10-11** Kent State Homecoming; events include the return of the parade and an afternoon football game vs. Ohio University. For information, [www.ksualumni.org/homecoming](http://www.ksualumni.org/homecoming).
- **Oct. 15-16** Graduation Fair for Fall 2008 graduates; 11 a.m.-6 p.m., second floor of Kent Student Center. Call 330-672-2235 for details.

### **Cultural Dates:**

*October is national Disability Employment Awareness Month and Italian-American Heritage Month*

- **Oct. 1** Rosh Hashanah: Jewish observance
- **Oct. 8-9** Yom Kippur: Jewish observance
- **Oct. 13** Columbus Day observance (University open; holiday is observed **Nov. 28**)
- **Oct. 13** Canadian Thanksgiving Day
- **Oct. 17** Karva Chauth: Hindu observance
- **Oct. 28** Diwali: Hindu observance
- **Oct. 31** Halloween

### **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](mailto:managersfeedback@kent.edu). We look forward to hearing from you.

**For information about events sponsored by Human Resources, please see the October 2008 calendar below. Please share this calendar with your employees and post it in a**

highly visible location. If you are having difficulty reading the calendar, access the [PDF version](#).



# EXCELLENCE *in Action*

*Division of Human Resources – Calendar of Events*

## October 2008

**Legend**

	Supervisor/Manager
	Desktop Computing
	New Employee
	Employee Communications
	OneWellU
	Professional Development
	Events

	Date & Time		Program Title
<b>1</b>	Wed	11:30 AM	OneWellU Walking for Wellness
<b>3</b>	Fri	11:30 AM	OneWellU Walking for Wellness
<b>6</b>	Mon	8:00 AM	New Hire Orientation
		11:30 AM	OneWellU Walking for Wellness
<b>8</b>	Wed	11:30 AM	OneWellU Walking for Wellness
<b>9</b>	Thur	8:00 AM	Behavioral Strategies for Managing Others
<b>10</b>	Fri	11:30 AM	OneWellU Walking for Wellness
<b>13</b>	Mon	8:00 AM	New Hire Orientation
		11:30 AM	OneWellU Walking for Wellness
<b>14</b>	Tue	8:00 AM	Interpersonal Communication for Supervisors
		10:30 AM	Flue Shot Clinic - Ashtabula Campus
<b>15</b>	Wed	11:30 AM	OneWellU Walking for Wellness
<b>17</b>	Fri	11:30 AM	OneWellU Walking for Wellness
<b>20</b>	Mon	8:00 AM	New Hire Orientation
		11:30 AM	OneWellU Walking for Wellness
<b>22</b>	Wed	11:30 AM	OneWellU Walking for Wellness
<b>24</b>	Fri	10:00 AM	Anthem Blue Cross/Blue Shield Site Visit
		11:30 AM	OneWellU Walking for Wellness
<b>27</b>	Mon	8:00 AM	New Hire Orientation
		11:30 AM	OneWellU Walking for Wellness
<b>28</b>	Tue	9:00 AM	Flue Shot Clinic - Kent Campus
<b>29</b>	Wed	9:00 AM	Flue Shot Clinic - Kent Campus
		11:30 AM	OneWellU Walking for Wellness
<b>30</b>	Thur	1:00 PM	Open Enrollment Informational Session
<b>31</b>	Fri	10:00 AM	Medical Mutual Site Visits
		11:30 AM	OneWellU Walking for Wellness
		1:30 PM	University Staff Advisory Council

For more information, including location and how to register, visit the calendar of events web page at:

<http://kentstate.kent.edu/ecalendar>

Special accommodation requests: We will endeavor to comply with any special requests or to accommodate your specific needs. Please direct your request to 330-672-2901.

