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## Management Update - September 2008

Volume 5, Issue 3

### Kent State Is "One of the Best"

Kent State University has once again been chosen as a NorthCoast 99 Award recipient, recognized as one of the "99 great workplaces for top talent in Northeast Ohio" by the Employers Research Council. This is the third time the university has been chosen, having previously received the designation in 2005 and 2007. The 2008 application included questions regarding benefits, employee communication practices, community service activities, compensation, diversity and workplace health and safety. Look for more information in the **Sept. 2** issue of *e-Inside*.

### Update on Domestic Partner Benefits

Managers and supervisors may be getting questions from staff about the new domestic partner benefits recently announced. The plan calls for eligible faculty, unclassified and unrepresented classified employees to have the opportunity to enroll domestic partners in university benefit plans during the annual open enrollment period this fall. The benefits will be effective **Jan. 1, 2009**. Please let your staff know that the Benefits unit of Human Resources is currently finalizing the details for implementation of the plan. When that has been completed, the information will be shared with the university community and questions regarding details of the plan will be addressed. For further information, contact **Loretta Shields**, benefits manager, at 330-672-3107 or [lshields@kent.edu](mailto:lshields@kent.edu).

### AFSCME Negotiations

Kent State University and Local 153 of the American Federation of State, County and Municipal Employees (AFSCME) began contract negotiations this summer for a new collective bargaining agreement. The negotiations are continuing, with a goal of reaching an agreement before the current contract expires on **Sept. 30**. Future negotiation updates for managers will be communicated through *Management Update* and will also be available online at [www.kent.edu/hr/manager/collectivebargaining](http://www.kent.edu/hr/manager/collectivebargaining).

### Still Time to Apply to the Leadership Institute

There are still openings for the university's new leadership program. The Institute for Excellence in Leadership (IEL), is an intensive yearlong program designed to enhance the creative leadership skills of established and emerging university leaders. The institute builds on the strengths of the Leadership Academy while incorporating several new elements that reflect the evolving climate for today's university leaders. Participants will get to hear from David Whyte, best-selling poet, author and leadership consultant, plus a variety of other external presenters and members of the university's leadership team.

Nominations are required for participation in the IEL, and the deadline for nominations has been extended to **Sept. 5**. More information, including participant criteria, the 2008-09 schedule and the nomination form, is available on the [IEL Web site](#). For questions, contact **Bob Hall**, Human Resources training and development manager, at 330-672-0894 or [rhall4@kent.edu](mailto:rhall4@kent.edu).

## September Deadline for Sick Leave Conversion

Please remind staff that **Sept. 1-14** is the period for eligible classified and unclassified employees to request a conversion of sick leave to vacation leave. Per [policy 3342-6-11.2](#), eligible full-time employees with a balance of at least 500 hours of sick leave and eligible part-time employees with a minimum of 250 sick leave hours may convert the following:

### *Full-time staff:*

- A maximum of 40 hours (five days) of sick leave to vacation; *or*
- A combined maximum of 40 hours of sick leave to vacation and personal leave.

### *Part-time staff:*

- A maximum of 24 hours (three days) of sick leave to vacation; *or*
- A combined maximum of 24 hours of sick leave to vacation and personal leave.

Letters have been sent to all eligible employees with more details and the form that needs to be completed and returned to Human Resources Records by **Sept. 14**. Forms received after that date will not be processed. For questions, contact a Human Resources Records representative at 330-672-2901.

## Reminders for Student Employee Supervisors

The Career Services Center has some reminders for supervisors of student employees. Supervisors can view the hiring information they have submitted for each student through [CampusWorks](#). Just look for the *Generate Hiring Activity Reports* section on the home page. Supervisors should also remind returning students to verify their direct deposit information, since account information may have changed over the summer. This can be done through FlashLine, by going to the *My HR* tab and then the *Employment Details* channel. And remember that the online [Student Employee Handbook](#) is a great resource for student employment information and is updated throughout the year. For questions, contact **Ami Hollis** at 330-672-8380 or e-mail [campusworks@kent.edu](mailto:campusworks@kent.edu).

## Keep Up With Postal Regulations

Mail Services will offer several one-hour sessions throughout the year designed to keep employees updated on any new postal regulations and cost-savings opportunities for large volume mailings. The first session, on Thursday, **Sept. 25**, will look at the new Flats Sequencing System, which requires new address placement for flat mail (large envelopes, catalogs, newsletters, etc.). The session will be held at 10 a.m. in Room 310 of the Kent Student Center. You can register online at [www.kent.edu/hr/register](http://www.kent.edu/hr/register). Contact **Anna Pascarella** at [apascare@kent.edu](mailto:apascare@kent.edu) for more information.

## Full House for Public Records Seminar

Registration is full for the **Sept. 23** half-day seminar on Ohio Public Records Law and the Family Educational Rights and Privacy Act (FERPA). There is a waiting list for the program, which will be held from 9 a.m. to noon in the Moulton Hall Ballroom. If anyone from your area signed up but cannot attend, please ask him or her to cancel the registration so someone on the wait list can take the place. Cancellations can be made through the confirmation e-mail sent to all participants or by contacting **Carla Wyckoff** at [cwyckof1@kent.edu](mailto:cwyckof1@kent.edu) or 330-672-5857.

## Dates to Remember:

- **Sept. 1** Labor Day (University closed)

- **Sept. 6** Aviation Heritage Fair, 7 a.m.-5 p.m., Kent State Airport. For more information, call 330-672-9476.
- **Sept. 7** Grandparents Day
- **Sept. 22** Fall Equinox: Autumn begins
- **Sept. 25** Bowman Breakfast, 7:30 a.m., Kent Student Center Ballroom, featuring University Provost Robert Frank; call 330-673-9855 for reservations.
- **Sept. 25** State of the University Address, 4 p.m., Kent Student Center Kiva.

### **Cultural Dates:**

*September is national Hispanic Heritage Month (9/15-10/15)*

- **Sept. 2** Ramadan begins: Islamic observance
- **Sept. 5-7** National Days of Prayer and Remembrance
- **Sept. 26-27** Laylat al-Quad: Islamic observance
- **Sept. 29-Oct. 1** Rosh Hashanah: Jewish observance

### **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 September 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*

## September 2008

### Legend

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

Date & Time	Program Title
2 Tue 8:00 AM	New Hire Orientation
8 Mon 8:00 AM	New Hire Orientation
15 Mon 8:00 AM	New Hire Orientation
15 Mon 11:30 AM	OneWellU Walking for Wellness
16 Tue 8:00 AM	Essentials of Supervision
17 Wed 11:30 AM	OneWellU Walking for Wellness
18 Thurs 8:00 AM	Behavioral Strategies for Managing Self
19 Fri 11:30 AM	OneWellU Walking for Wellness
22 Mon 8:00 AM	New Hire Orientation
22 Mon 11:30 AM	OneWellU Walking for Wellness
24 Wed 9:30 AM	University Staff Advisory Council
24 Wed 11:30 AM	OneWellU Walking for Wellness
26 Fri 10:00 AM	Medical Mutual Site Visits
26 Fri 11:30 AM	OneWellU Walking for Wellness
29 Mon 8:00 AM	New Hire Orientation
29 Mon 11:30 AM	OneWellU Walking for Wellness

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

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

*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.*