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## Management Update - April 2008

Volume 4, Issue 9

### Performance Evaluation Time

Performance evaluations for classified and unclassified employees will take place over the next few months. Please review the information below and share it with your staff.

#### *Classified Employees*

Performance evaluations are underway; all evaluations should be completed and submitted to HR by **May 16**. E-mail notifications have been sent to managers, supervisors and employees with detailed information on the process.

New managers and supervisors are encouraged to attend a three-hour hands-on training session that will be held on the Kent Campus on Tuesday, **April 8**, from 9 a.m.-noon in Room 333 of the Library.

The Employee Relations team will also offer a one-hour hands-on tutorial for managers and supervisors who need a refresher course. Several Listening Post sessions have been scheduled throughout the campuses to offer a step-by-step review to access and complete the online classified evaluation.

#### *Unclassified Employees*

Performance evaluations for unclassified employees will take place between **May 1** and **June 13**. Academic and administrative leaders, unit managers and supervisors will receive a memo via e-mail with detailed information on the process.

Anyone who is new to the evaluation process for unclassified employees is encouraged to attend the training sessions offered in April. There will be a three-hour workshop on creating a development plan and other strategies to make the performance evaluation more meaningful, along with hands-on training for the online evaluation process. A one-hour refresher course will also be offered for managers, to demonstrate how to use the online evaluation system.

The complete list of dates and times for all training sessions is available at [www.kent.edu/hr/register](http://www.kent.edu/hr/register). Registration for any of the sessions can also be done from the same site. For more information on the classified or unclassified performance evaluations, contact **Karen Watson** at 330-672-4636 or **Connie Crowley** at 330-672-7505.

### Update: Jobs for the 21st Century

Jobs for the 21st Century, a comprehensive review of the job structure for unrepresented, classified positions at Kent State University, is moving forward and will focus on skill building and professional development for classified employees. The goal is to emphasize the segments of the project that will be most beneficial to employees and to the university. This includes a renewed focus on skills assessment for classified employees and more opportunities for

employees to enhance their job skills and pursue opportunities for career advancement.

Please share this information with unrepresented, classified employees in your unit. Also keep in mind that the proposed new titles and pay grades communicated to employees in the fall of 2006 were never implemented. Any changes in job classification, title or salary will continue to be done through the existing review process as shown in section J of [Policy 3342-6-07.3](#), administrative policy and procedures regarding the classification plan for classified civil service staff that are not in a recognized bargaining unit.

Jobs for the 21st Century is a joint effort between the Talent Acquisition (formerly Employment) and Compensation units in HR. Future communications (including the [Jobs for the 21st Century](#) Web site) will provide additional information on the assessment and training opportunities.

### **Is Your Staff Prepared for an Emergency?**

In light of the violence that took place on college campuses during the past year, Kent State continues to enhance its emergency response plan. As part of the plan, the Division of Human Resources and the Department of Public Safety are hosting a series of two-hour workshops for the university community in April and May.

*Emergency Preparedness at Kent State: Preparing as an Institution – Preparing as Individuals* will provide an overview of Kent State's emergency management initiatives and guidelines for employees to follow when confronted with a disruptive, irrational or potentially dangerous individual.

Sessions will be held in the Kiva on the Kent Campus on **April 23** at 10 a.m., **April 29** at 8 a.m. and 2 p.m. and **May 5** at 1 p.m. Dates for the Regional Campuses are still being scheduled. For those unable to attend the training in person, a video of the session will be available online in May.

The sessions are open to all faculty and staff. Managers are encouraged to attend and to send appropriate staff members. Watch the **April 14** edition of *e-Inside* for more details.

### **Watch for Phone 911 Safety Stickers, Coming in April**

To further emphasize the importance of safety, stickers reminding employees to reach fire, police or emergency operators by dialing 911 directly are being sent to a designated recipient in all offices and departments. The designated recipients will receive an e-mail from University Communications and Marketing notifying them of their selection.

The stickers will be delivered by University Mail Services in early April. Please make sure the 911 safety stickers are distributed to all employees in your unit. Employees should be instructed to affix the stickers to the back of their phone handset. All general use phones in each office should also display the stickers. For additional stickers, e-mail **Connie Johnson** at [kjohnso5@kent.edu](mailto:kjohnso5@kent.edu). If you have questions, call **Ramona Stamm** at 330-672-8511.

### **Are You Aware of New FMLA Provisions?**

Managers should be aware that a recent amendment to the Family and Medical Leave Act (FMLA) now includes Military Family Leave. Under this added provision, "eligible" employees have two new leave rights related to military service. The act now permits a "spouse, son, daughter, parent or next of kin" to take up to 26 workweeks of leave to care for a member of the Armed Forces (including the National Guard or Reserves) who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

Kent State faculty and staff employed for at least 12 months and who have been in an “active pay status” for at least 1,250 hours during the past 12 months are entitled to FMLA regardless of gender. Additional resources for managers and supervisors will be made available later this month. For periodic updates check the Human Resources Web site at <http://www.kent.edu/hr/Employee/FMLA.cfm> beginning **April 7**.

### **How to Report Time During a University Closing**

A special edition of *Management Update* was issued last month when inclement weather forced the closing of several Kent State campuses on March 8. The special edition provided information on how to report time and pay for classified, part-time, temporary and student employees during the closing. Managers are encouraged to keep this information available in the event of any emergency closings in the future. If you missed the March 11 special edition, you can access it [online](#) in the [Management Update archives](#).

### **Online Training to Roll out with Ethics Module**

You may recall hearing about the debut of online training for employees in the February issue of *Management Update*. The first module, “Workplace Ethics,” will roll out in the next few months. Ethics training will play an important role in ensuring that all members of the university act in a way that meets or exceeds the institution’s ethical standards.

A group of managers and administrators will be invited to attend one of three informational sessions in April. The purpose of the sessions is to preview the ethics training module and to make sure managers understand their role in supporting this initiative. If you receive an invitation in campus mail, please make every effort to attend one of the sessions. For questions, contact Human Resources Training and Development at 330-672-2100 or [hrd@kent.edu](mailto:hrd@kent.edu).

### **Weekly Format Underway for New Hire Orientation**

Managers and department heads are reminded that the university’s New Hire Orientation sessions now take place on a weekly basis. The all-day sessions are held each Monday in Terrace Hall, and should be scheduled for a new employee’s first day on the job. The goal of this approach is to simplify the process for new hires and make sure they have access to e-mail, FlashLine and other essential functions when they begin their employment at Kent State. During the session, new hires will complete all their employment paperwork, learn about Kent State’s history, vision and important programs and resources. They will also learn about the extensive options regarding university benefits.

Please make every effort to ensure that new faculty or staff at all campuses attend the weekly new hire orientation on the Monday of their first week on the job. Registration is required. For a complete schedule of orientation dates, go to [www.kent.edu/hr/register](http://www.kent.edu/hr/register). For questions, contact HR Training and Development at 330-672-2100 or [hrd@kent.edu](mailto:hrd@kent.edu).

### **Don’t Forget Your Support Staff on April 23**

A reminder that **April 23** is the national observance of Administrative Professionals Day. At Kent State, the annual Office Support Staff Recognition luncheon will be held on that same date, from 11:30 a.m.-1:30 p.m. in the Kent Student Center Ballroom. The event, organized by the Division of Human Resources, recognizes university employees who provide office support in departments throughout Kent State’s eight campuses. Invitations have been mailed, and reservations are required. Please make every effort to coordinate coverage in your department so that your support staff may attend. For questions, contact Human Resources at 330-672-2100 or [hrd@kent.edu](mailto:hrd@kent.edu).

### **Dates to Remember:**

- **April 10-11** – Virginia Hamilton Conference on Multicultural Literature for Youth. For more information, contact **Angie Stevens** at 330-672-7935.
- **April 12** – Celebration of Diversity, 6 p.m., Student Center Ballroom. For more information, call 330-672-5851.
- **April 22** – Presidential Symposium on Research — Hypervigilance: Fact, Fiction or Fault, 8 a.m.- 4 p.m., Kent Student Center. Call 330-672-7917 for more information.
- **April 22** – Earth Day
- **April 23** – National observance of Administrative Professionals Day
- **April 23** – Office Support Staff Recognition Lunch, 11:30 a.m.-1:30 p.m., Student Center Ballroom. Call 330-672-2100 for more information.

**Cultural Dates:**

- **April 13** – Ramanavami: Hindu observance
- **April 13** – Vaisakhi: Hindu observance
- **April 19-27** – Passover

**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 April 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

### April 2008

#### Legend

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

Date & Time	Program Title
<b>2</b> Wed 8:00 AM	Behavioral Strategies-Part 3 (Managing the Job)
	9:00 AM Listening Post - Stark Campus
	10:00 AM Listening Post - Stark Campus
	11:00 AM Listening Post - Stark (Evaluation Instruction)
	2:00 PM Listening Post - Tuscarawas Campus
	3:30 PM Listening Post - Tuscarawas Campus
<b>4</b> Fri 10:00 AM	Listening Post - Geauga Campus
	2:00 PM Listening Post - Trumbull Campus
	3:00 PM Listening Post - Trumbull Campus
<b>7</b> Mon 8:00 AM	New Hire Orientation
<b>8</b> Tue 9:00 AM	Assessing and Improving Performance of Others
<b>11</b> Fri 12:15 PM	OneWellU Walking Club
<b>14</b> Mon 8:00 AM	New Hire Orientation
<b>15</b> Tue 8:00 AM	Interpersonal Communication for Supervisors
<b>18</b> Fri 10:00 AM	Anthem Blue Cross/Blue Shield Site Visit
<b>21</b> Mon 8:00 AM	Evaluation Tool Refresher - Basics of ViDesktop
	8:00 AM New Hire Orientation
	3:00 PM Evaluation Tool Refresher - Basics of ViDesktop
<b>23</b> Wed 9:00 AM	Evaluation Tool Refresher - Basics of ViDesktop
	10:00 AM Emergency Preparedness at Kent State
	11:30 AM Office Support Staff Recognition Luncheon
<b>24</b> Thur 8:00 AM	Behavioral Strategies-Part 4 (Managing Performance)
<b>25</b> Fri 10:00 AM	Medical Mutual Site Visit
	10:00 AM Emergency Preparedness at Kent State-Geauga
	1:00 PM Emergency Preparedness at Kent State-Geauga
<b>28</b> Mon 8:00 AM	New Hire Orientation
<b>29</b> Tue 8:00 AM	Emergency Preparedness at Kent State
	2:00 PM Emergency Preparedness at Kent State

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.