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## Management Update - April 2009

Volume 5, Issue 9

### University Employee Separation Plan

The Kent State University Board of Trustees last month approved a University Employee Separation Plan (UESP), which has been offered to employees with 15 or more years of service with the university as of **June 30, 2009**. Details on the UESP were included in the March 18 [Management Update Special Edition](#). A reminder: The election period for the UESP runs from **April 6** through **May 22**, with a seven-day revocation period that ends on **May 29**. Informational meetings for eligible employees will be conducted at the Kent Campus during the election period, and individual faculty and staff counseling sessions will be offered at the Kent and Regional Campuses (as needed) in April.

While no action is required on the part of managers, you are asked to adjust your department's office schedule so **eligible** employees may attend one of the Educators Preferred Corporation (EPC) informational or individual counseling sessions or any other meetings related to the UESP. Employees planning to attend one of the sessions during normally scheduled work hours must seek prior approval from supervisors. Use of vacation, personal or comp time is **not** required. For classified employees, "University Business" should be used in Kronos for the time taken to attend one of the sessions.

If you receive questions about the specifics of the employee separation plan from an **eligible** employee, please direct him or her to contact EPC at 1-800-747-1504.

As the UESP is implemented, there may be employees from your unit exiting the university at the end of this fiscal year. The HR Talent Management and Compensation units have created an approach to help meet the staffing needs for affected units. This information, which includes staffing forecasting and recruitment strategies, will be communicated to the executive officers in coming weeks and then shared with the appropriate department heads.

For more information about the UESP or the meetings, contact **Tiffany Murray** at 330-672-8076 or **Barb Casher** at 330-672-8316.

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### Now Available: Employee Resource Manual

Please note that the Kent State Employee Resource manual, produced by the Division of Human Resources, is now available online at [www.kent.edu/hr/employeehandbook](http://www.kent.edu/hr/employeehandbook). It can also be accessed from the [Kent State home page](#); just click on the link for *Faculty & Staff* and look for the Employee Resource Manual under *Quick Links*.

The manual includes general information and guidelines on a variety of topics related to employment at the university. The manual is divided into nine sections and includes information in areas such as employment practices, working environment, benefits, compensation, access, safety and security, conduct and discipline and

separation of employment.

The employee resource manual does not replace the existing university policy register, and information in the manual applies to faculty and staff at all campuses. However, faculty and classified employees represented by a bargaining unit should refer to their respective collective bargaining agreements for specific information on employee-related issues.

The manual is also available in a printable PDF version, and a CD copy will be given to all new employees when they attend their orientation session. Please take some time to review the handbook and become familiar with its contents, and encourage your staff to do the same.

For questions, contact **Carla Wyckoff**, HR communications and events manager, at 330-672-5857 or [cwyckof1@kent.edu](mailto:cwyckof1@kent.edu).

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### **Don't Forget About Performance Evaluations**

Just a reminder that all classified evaluations must be completed by **May 15**. To access the 2009 performance evaluation and also view the 2008 performance evaluation for your direct report(s), go to [www.kent.edu/hr/Manager/PerformanceEvaluation-Classified.cfm](http://www.kent.edu/hr/Manager/PerformanceEvaluation-Classified.cfm).

The access link is located on the right-hand side of the page under *Resources*. This page also provides the link for viewing an employee's 2009 self-evaluation.

For managers of unclassified employees, **May 1** through **June 15** has been designated as the time to conduct the 2009 online performance evaluations for unclassified employees. Managers and supervisors will receive e-mail notification by May 1 with detailed information regarding the process and access instructions.

If you have questions about either performance evaluation process, please contact Employee Relations specialists **Karen Watson** at 330-672-4636, **Connie Crowley** at 330-672-7505 or **Sandra Cole** at 330-672-7501.

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### **Mandatory Workplace Climate Training**

As managers prepare for their own performance evaluations, keep in mind that last summer Human Resources rolled out a series of online courses designed to enhance the university's workplace climate. The university has asked that all supervisors, managers and executives complete the four online courses below prior to **June 30, 2009**:

- . Workplace Ethics
- . Preventing Harassment on Campus
- . Family Medical Leave Act
- . Bullying in the Workplace – Manager Version

Many of these modules are available to **all** faculty and staff, and they are encouraged to also complete these courses. Remember, maintaining the highest standards of professionalism, while creating a work environment where individuals can learn and grow, is essential in the university's quest to attract and retain the best faculty and staff.

For more information, contact **Bob Hall**, manager HR training and development, at 330-672-0894 or [rhall4@kent.edu](mailto:rhall4@kent.edu).

### More Online Training Available

The latest in the series of online training courses from HR is "Preventing Workplace Violence." The course clarifies the nature and scope of workplace violence and identifies some best practices for identification and prevention. Participants will gain an understanding of early warning signs, find out how to respond effectively in a violent situation and learn about university resources that are available.

The course features some thought-provoking vignettes, and all employees, whether they have supervisory roles or not, are encouraged to take the course. You can access the online module at the [HR registration site](#). For more information, contact **Renee Romine** at 330-672-0898.

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### Administrative Professionals Day

The national observance of Administrative Professionals Day is Wednesday, **April 22**. Please take some time to recognize the support staff in your units for all that they do throughout the year. The university's observance of Administrative Professionals Day takes place April 22, with a luncheon in the Kent Student Center Ballroom. Organized by Human Resources, this event recognizes university employees who provide office support in departments throughout Kent State's eight campuses. Invitations have been mailed, and department heads are encouraged to coordinate coverage in your unit so that those invited may attend.

For more information, contact **Carla Wyckoff** at [cwyckof1@kent.edu](mailto:cwyckof1@kent.edu) or 330-672-5857.

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### Save the Date: Universitywide Marketing Meeting

University Communications and Marketing's annual universitywide marketing meeting will be held on Wednesday, **May 27**, in Moulton Hall Ballroom. Anyone involved in marketing or promoting a department or program is encouraged to attend. Program details and registration information will be available in the May *Management Update*.

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### Dates to Remember:

- **April 2-3** Virginia Hamilton Conference on Multicultural Literature for Youth. For more information, call 330-672-0012 or e-mail [cbrodie@kent.edu](mailto:cbrodie@kent.edu).
- **April 5-11** Honors Week, various programs and activities. Contact **Kimberly Huff**, 330-672-2312 or [khuff4@kent.edu](mailto:khuff4@kent.edu).
- **April 22** National observance of Administrative Professionals Day.
- **April 22** Office Support Staff Recognition Luncheon, 11:30 a.m., Kent Student Center Ballroom. See the article in this edition for more information.
- **April 22** Earth Day

### Cultural Dates:

- **April 5** Palm Sunday
- **April 8-16** Passover: Jewish holiday begins at sundown on April 8
- **April 10** Good Friday
- **April 12** Easter

- **April 13** Vaisakhi: Hindu 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 check out the [HR e-calendar](#) and share the information with your staff.**

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