



Bulletin Board

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Fun Fact!

Last year, HR-Records, Academic Personnel and Payroll completed nearly 6,000 employment verifications.

Source: HR Records & Operations



EMPLOYEE APPRECIATION DAY FOR KENT STATE FACULTY AND STAFF

On **Tuesday, Sept. 1**, from **11 a.m. until 2 p.m.** the Kent Student Center Ballroom will turn into a fun-filled employee appreciation event!

As we kick off a new academic year, we take time to celebrate Kent State University faculty and staff. Your only requirement is to come, have fun and enjoy a complimentary “cook out” lunch, entertainment, games, giveaways, dancing, lip-sync competition, and more. Lunch and events will take place concurrently throughout the three-hour period so that departments may schedule release time for staff, and employees will have the same experience no matter what time they attend. Employees are not required to use designated sick or vacation leave to attend; however, the time for participation in this event should be coordinated with guidance from their supervisor or manager.

In addition to the daytime festivities, a special evening Employee Appreciation Event will be held for second and third shift workers from **10 p.m. – 11:45 p.m.** in the Kent Student Center Ballroom on **Sept. 1**. Evening attendees will also enjoy a meal, music, games, lip sync competition, prizes and more. Come share in the fun with your co-workers!

For meal planning purposes, all employees who wish to attend should register for this event by selecting the day or evening event button on the [Employee Appreciation Day homepage](#). All employees who have registered by **Aug. 27** will automatically be entered into our free prize drawings.

In addition to the **Sept. 1** celebrations, the Division of Human Resources is expanding its annual open enrollment and wellness fairs to include an *employee appreciation* component this fall. All regional campus employees are encouraged to attend the **Employee Appreciation Event** held on the Kent campus on **Sept. 1**, as this event is for **ALL** full and part-time Kent State University employees from all campuses. However, we know that travel can sometimes be difficult, and therefore, we have added an *Open Enrollment, Wellness and*



2016 BENEFITS OPEN ENROLLMENT

The Division of Human Resources will conduct its annual benefits open enrollment activities during the months of September and October. Open enrollment and wellness fairs will be held at each of the eight campuses as well the College of Podiatric Medicine and the Twinsburg Regional Academic Center to kick off the annual event. Employees will have the opportunity to meet with insurance vendors, financial advisors, wellness exhibitors, and University Benefits staff.

Again this year, the university has contracted with Be Well Solutions to conduct free personal health screenings for all full-time, benefits-eligible employees at each of the fairs. The health screening includes a health risk assessment, blood pressure reading, cholesterol and glucose level test, and body mass index measurement. Each health screening participant will receive his/her biometric results on-site along with a health education briefing to explain their results. Please visit <https://www.kent.edu/hr/benefits/wellness> for registration instructions.

The Kent fair will also include a free flu shot clinic (University Health Services), a free foot screening (College of Podiatric Medicine), a healthy food preparation demonstration (University Dining Services) and retirement and financial planning seminars. During the event, staff and students from Recreation Services will provide live fitness and exercise demonstrations. All fair participants will receive complimentary promotional items and chances to win door prizes offered by the fair exhibitors.

Eligible employees will have the opportunity to make their annual benefits elections electronically using the Banner Self-Service system. The open enrollment election period begins on Sunday, **Oct. 11** and concludes on Friday, **Oct. 23, 2015**. During the open enrollment period, Human Resources and Information Services staff offers employees constant assistance and support. Employees have access to an Open Enrollment Hotline, the Information Services Helpdesk, an on-line open enrollment booklet, and an on-line video tutorial. Benefits staff will also host open enrollment computer labs and information sessions during the two-week period.

Benefits-eligible employees will be receiving additional information to their homes and kent.edu email address in the upcoming weeks. For questions regarding open enrollment, employees may call the **Benefits Office** at 330-672-3107 or email benefits@kent.edu.



Date	Campus	Time	Event Location(s)
Thursday September 21, 2015	Kent State Geauga	Health Screenings*: 7:30 a.m. – 10:30 a.m. Vendors: 9 a.m. – 11:30 a.m.	Gallery Commons
Tuesday September 24, 2015	Kent State Twinsburg	Health Screenings*: 7:30 a.m. – 10:30 a.m. Vendors: 9 a.m. – 11:30 a.m.	Room 132 Room 113/115
Tuesday September 29, 2014	Kent State Trumbull	Health Screenings*: 7:30 a.m. – 10:30 a.m. Vendors: 9 a.m. – 11:30 a.m.	Technology Building: 113 Technology Building: 117
Wednesday September 30, 2014	Kent State Ashtabula	Health Screenings*: 7:30 a.m. – 10:30 a.m. Vendors: 9 a.m. – 11:30 a.m.	Lake Room Blue & Gold Room
Monday October 5, 2015	Kent State Salem	Health Screenings*: 7:30 a.m. – 10:30 a.m. Vendors: 9 a.m. – 11:30 a.m.	Academic Center Conference Room Student Lounge
Thursday October 8, 2015	Kent State Stark	Health Screenings*: 7:30 a.m. – 10:30 a.m. Vendors: 9 a.m. – 11:30 a.m.	Wellness Center: Small Wellness Center: Large
Monday October 12, 2015	Kent State COPM	Health Screenings*: 7:30 a.m. – 10:30 a.m. Vendors: 9 a.m. – 11:30 a.m.	PodMed Classroom—2nd Floor Quiet Study Room
Wednesday October 14, 2015	Kent State – Kent	Health Screenings*: 7:30 a.m. – 10:30 a.m. Vendors: 9 a.m. – 3:00 p.m.	KSC Ballroom & Balcony
Thursday October 15, 2015	Kent State Tuscarawas	Health Screenings*: 7:30 a.m. – 10:30 a.m. Vendors: 9 a.m. – 11:30 a.m.	Conference Room A/B-Founders Student Center-Founders
Tuesday October 20, 2015	Kent State East Liverpool	Health Screenings*: 7:30 a.m. – 10:30 a.m. Vendors: 9 a.m. – 11:30 a.m.	Dean's Conf Room 308 Slak Shak

2015 ANNUAL HEALTH SCREENING IN FULL SWING



The Division of Human Resources, along with partners Be Well Solutions and University Health Services kicked off the annual health screening program for 2015. This year's screening events began on April 21 and will continue throughout the year. To date, a total of six events have been held, with more than 225 employees participating.

Full-time, benefits-eligible employees may register for the screenings via an online web portal supported by Be Well Solutions. This secure and confidential portal serves not only as a place for employees to track and monitor their own health and wellness progress, but it also offers numerous resources to educate participants on topics such as food, fitness, and stress management. All participants have a personal account that includes an online health risk assessment, as well as a personal health

risk profile. The health risk profile encompasses results from the health risk questionnaire, as well as any past health screening information, such as cholesterol, blood pressure, and glucose levels. The secure portal allows employees to track health screening results from year to year.

The entire annual health screening, including fingerstick blood analysis, blood pressure, body mass index, and review process takes approximately 30-45 minutes to complete. Employees receive a light breakfast immediately following the screening. As an added incentive, all participants receive a free MOVBand wrist-worn activity tracker. For 2015, any employee who already owns a MOVBand, will receive a \$25 gift card for Dick's Sporting Goods for completing the process.

Additionally, participants have the opportunity to reach out to a certified health coach from Be Well Solutions to assist them with setting any health goals they desire. The health coaches will help employees start with identifying realistic goals and provide support and encouragement along the way. The top quartile of employees that are identified as high risk will receive a confidential invitation to work with a health coach, however there is no requirement to participate.

Additional health screening events have been scheduled at the 10 annual open enrolment fairs to be held at each campus this fall. For an updated schedule, please visit [OneWellU website](#) and login to the Be Well Solutions site.

A.L.i.C.E. CRISIS TRAINING SESSIONS AVAILABLE

Public Safety, in partnership with the Division of Human Resources, continues to offer A.L.i.C.E. workshops. The 90 minute long A.L.i.C.E. sessions are designed to give participants insight and response options when encountering an active shooter. A.L.i.C.E. -- Alert, Lockdown, Information, Counter and Evacuation -- is crisis training created by two Texas law enforcement officers.

This highly effective and "common sense" training has been readily adopted by many educational law enforcement institutions in Ohio and throughout the United States. The training is open to everyone, but we are encouraging faculty and staff to take the time to attend one of the sessions. Hopefully, you will never have to use the information you will learn, but if a situation does arise in a classroom or in an office, you will have an idea of what you can do to increase your survivability.

To register for A.L.i.C.E. training, go to the [KSU HR Online Registration site](#) and search on "ALiCE" (do not include periods after each letter).

If you have questions regarding A.L.i.C.E. or any other training, please contact the Human Resources **Training and Development Office** at 330-672-2100 or hrd@kent.edu.

ALICE
TRAINING INSTITUTE

ALERT
Initial Alert may be a gunshot, PA announcement, etc...
Avoid code words.

LOCKDOWN
If Evacuation is not a safe option, barricade entry points.
Prepare to Evacuate or Counter if needed.

INFORM
Communicate real time information on shooter location.
Use clear and direct language using any communication means possible.

COUNTER
As a last resort, distract shooters ability to shoot accurately.
Move toward exits while making noise, throwing objects, or adults swarm shooter.

EVACUATE
Run from danger when safe to do so using non-traditional exits if necessary. Rallying point should be predetermined.

AliceTraining.com

WELCOME WILLIS WALKER

Interim Vice President for Human Resources



Vice President **Willis Walker**, in addition to his duties as general counsel, has graciously accepted to serve as interim vice president for human resources. Walker will help lead the way as the division continues in its mission of attracting, retaining, and developing a community of talented and diverse individuals in support of the university's Excellence Agenda.

Vice President Walker is no stranger to Human Resources. In fact, he previously wore the hat of Vice President for Human Resources from Sept., 2008 through Jan., 2013. This has made for a smooth transition to his leadership

The division works to attain the university diversity and inclusion agenda by working with hiring authorities to recruit and retain talented and diverse faculty and staff and create a welcoming, affirming, and empowering culture of respect and inclusion. The division further strives to serve as consultant, partner, and advisor to all departments on a wide range of compliance and non-compliance issues; facilitates professional development of employees; and promotes effective employee communication within the university community.

Currently, the division is focused on improving processes, systems and infrastructure to provide high levels of efficiency, quality, and cost effectiveness; strengthening and transforming the university's culture of excellence and facilitating strategic partnerships to move towards the institutional vision of an engaged and globally competitive workforce; and creating a community where health and well-being are part of the Kent State culture. "I know from working with this team of professionals, that we will work deliberately and collaboratively to meet these goals," says Walker.

The division is comprised of the departments of Benefits, Communications, Compensation, Human Capital Management/Labor Relations, Equal Opportunity & Affirmative Action, Employee Engagement and Outreach, Records and Operations, Talent Acquisition and Training & Development.

BEYOND COMPLIANCE

GET A JUMP START!

on Your Beyond Compliance Training for the New Fiscal Year!

Beyond Compliance training provides a mix of learning opportunities that are geared toward relevant university policies and laws as it pertains to unlawful discrimination, harassment prevention and violence prevention. While some fulfill annual compliance mandates, all provide a wealth of information designed to heighten awareness and offer prevention solutions.

The Division of Human Resources set a minimum goal of **two** hours of Beyond Compliance training for all faculty and staff to complete each fiscal year. In fiscal year 2014-15, more than 4,800 sessions were attended totaling more than 6,000 hours of training with webinars being the most popular choice for obtaining training. The Employment Law Series, Green Dot, and Step Up and Speak Out webinars were very popular and will be offered again in fiscal year 2015-16.

The Division of Human Resources will continue to offer a blend of training options, including webinars, online courses and facilitator-led sessions. To make Beyond Compliance courses more identifiable, the courses are now flagged with the letters "BC" in front of them, along with the number of hours each session satisfies. This will make it much easier to identify the courses and add to your training records for discussion during the annual evaluation period.

For a list of updated offerings, check out the [Beyond Compliance registration site](#). For additional questions regarding Beyond Compliance, please contact the Human Resources **Training and Development** Office at 330-672-2100 or hrd@kent.edu.

RAISE A RED FLAG. *Tell Someone*

RESPOND

If you (or someone you know) have been assaulted, get to a safe place. Seek medical care and preserve anything that may be used as evidence.

REFER

The Office of Sexual and Relationship Violence Support Services (SRVSS Office) provides support and resources for anyone who has been assaulted or harassed.

REPORT

File a report with the Kent State Police Department. You may also want to file a report with the university, through the Title IX coordinator.

WE ALL HAVE A ROLE

WWW.KENT.EDU/RAISE

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TITLE IX TRAININGS FOR FACULTY AND STAFF

Beginning fall, 2015, the Office of Equal Opportunity and Affirmative Action will be conducting a series of customized Title IX* trainings for faculty, staff and students. The training will consist of topics such as: What is Title IX? Defining sexual harassment/sexual misconduct; how and where to report issues related to Title IX; statistics on sexual violence; the university's responsibility; what happens after you report a Title IX issue and much more.

Trainings will occur once a month for faculty/staff and students beginning in September 2015 through April 2016. Below is the schedule for the facilitator-led trainings. Dates are subject to change or cancellation if an insufficient number of participants sign up. All sessions will be held at **Heer Hall in Room 107**.

Sessions can also be found by searching the [Human Resources Training Catalog](#), facilitator-led training, under *Title IX Faculty/Staff Training* and *Title IX Student Training* sessions.

Date	Audience	Times
Sept. 24, 2015	Faculty & Staff Session Students Only Session	9:30 a.m. – 10:30 a.m. 11:00 a.m. – 12 noon
Oct. 22, 2015	Faculty & Staff Session Students Only Session	2:00 p.m. – 3:00 p.m. 3:30 p.m. – 4:30 p.m.
Nov. 12, 2015	Faculty & Staff Session Students Only Session	9:30 a.m. – 10:30 a.m. 11:00 a.m. – 12 noon
Dec. 3, 2015	Faculty & Staff Session Students Only Session	2:00 p.m. – 3:00 p.m. 3:30 p.m. – 4:30 p.m.
Jan. 21, 2016	Faculty & Staff Session Students Only Session	9:30 a.m. – 10:30 a.m. 11:00 a.m. – 12 noon
Feb. 25, 2016	Faculty & Staff Session Students Only Session	2:00 p.m. – 3:00 p.m. 3:30 p.m. – 4:30 p.m.
Mar. 23, 2016	Faculty & Staff Session Students Only Session	9:30 a.m. – 10:30 a.m. 11:00 a.m. – 12 noon
Apr. 28, 2016	Faculty & Staff Session Students Only Session	2:00 p.m. – 3:00 p.m. 3:30 p.m. – 4:30 p.m.

**Title IX of the Education Amendments of 1972 is a federal law that prohibits discrimination on the basis of sex in educational institutions such as Kent State University. Sex discrimination includes sexual harassment and sexual assault, which will not be tolerated at Kent State.*



EMPLOYEE APPRECIATION DAY (continued from page 1)

Employee Appreciation Fair for each of the Kent State campuses this fall. Stay tuned for more information that will be sent out as part of our open-enrollment campaign. This will include dates, times, vendors, topics and a complimentary lunch for all attendees of the fair.

On behalf of the Employee Appreciation Committee and university administration, we are excited to bring these special events to ALL full and part-time faculty and staff* for all that **YOU** do to make Kent State University a great place to work! **We can't wait to see you and celebrate on Sept. 1!**

For questions, please contact the Employee Engagement and Outreach Office at 330-672-2100 or hrweb@kent.edu.

**Please note: Although the University certainly values its graduate assistants and student employees, the Employee Appreciation Events are intended for all full and part-time faculty and staff. This would not include graduate assistants and student employees.*



KENT STATE EMPLOYEE APPRECIATION DAY AT PORTHOUSE THEATRE



Kent State University's Division of Human Resources, in conjunction with the School of Theatre and Dance, sponsored a Kent State Employee Appreciation Day on **Saturday, Aug. 15**, at Porthouse Theatre, located on the grounds of Blossom Music Center, in Cuyahoga Falls, Ohio.

Employees were able to purchase up to four deeply discounted tickets at \$20 each to see *Hairspray*, a fun-filled, family musical. A complimentary lunch was also included as part of the festivities and served in the picnic pavilion from 12:30-1:45 p.m. The production itself started at 2 p.m. and employees and guests were encouraged to bring games to play on the lawn prior to show time.

This was our first time coordinating this family-friendly event for our employees at Porthouse," says Kim Hauge, HR Communications and Project Manager. "We weren't sure what the demand might be and were overwhelmed with excitement

when the block of tickets we reserved sold out! This was a wonderful event and Human Resources looks forward to collaborating with the School of Theatre and Dance on additional opportunities where our employees can come together and enjoy such a wonderful time with colleagues, family, and friends."

To learn more about family-friendly events, visit the [Employee Engagement and Outreach](#) web page and watch for announcements in the *HR briefs* section of the weekly [Inside](#). Our next big event will be the 2nd annual [Employee Appreciation Day](#) on **Sept. 1, 2015**. Visit the [Employee Appreciation Day web page](#) for more details.

NEW FACES

The division announces our newest team members

The Division of Human Resources is pleased to welcome **Stephanie Jones** as clerical specialist supporting the front desk reception area for Heer Hall as well as the Talent Acquisition team. Prior to joining Kent State University, Stephanie was employed by the Youngstown Board of Education where she provided office support and tutoring services. Stephanie holds a master's degree in business administration with a concentration in human resources management.

The Division of Human Resources is pleased to welcome **Pam Kimmel** as administrative secretary working in the training and development office. Prior to joining Kent State, Pam spent the past 25 years in the banking industry working in various roles; teller, administrative, and director of the charitable foundation. Pam holds a degree in business management from Kent State University.



Stephanie Jones



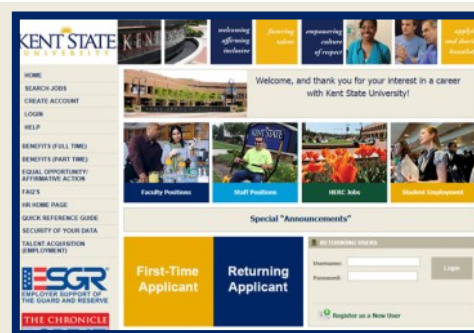
Pam Kimmel

ONLINEJOB APPLICATION SYSTEM

The Human Resources Talent Acquisition department implemented an upgrade to the People Admin applicant tracking system (jobs.kent.edu) on April 30, 2015. Several training sessions were held over the past few months tailored to hiring managers and frequent users across all campuses. In addition, training sessions were offered for applicants to assist them with any questions or concerns they might have had with the new application process.

As with any new system, we have encountered a few challenges along the way. However, we continue to collaborate with People Admin to resolve any outstanding concerns and enhance the system. Talent Acquisition team is working internally with the Human Resources Training and Development staff to create additional training webinars and tutorials for hiring officials. Please watch for future announcements for these online training opportunities in the upcoming weeks. We look forward the flexibility this will afford hiring officials to obtain additional training.

For questions regarding the online applicant tracking site or training needs for recruitment, please contact **Mary Jane Han-nahs**, manager, talent acquisition, at 330-672-8331.



ANNUAL SICK LEAVE CONVERSION COMING SOON!

The annual sick leave conversion for eligible employees will take place **Sept. 1** through **Sept. 14**. During this period, eligible classified and unclassified employees with a continuing appointment may convert accrued sick leave to vacation per [administrative policy 3342-6-11.2](#).



Eligible full-time employees who have a balance of at least **500** hours of sick leave may convert:

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

Eligible part-time employees who have a balance of at least 250 hours may convert:

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

Eligible classified employees represented by AFSCME who have a balance of at least 500 hours of sick leave may convert a maximum of five days (40 hours) per fiscal year of sick leave to vacation.

The conversion process will be done online through [FlashLine](#). The system will tell you how much sick and vacation leave you currently have and how much you are eligible to convert. With the electronic process, employees will receive a confirmation email and will also see the conversion reflected immediately in their [FlashLine](#) leave balances.

Eligible employees will also receive information about the conversion the week of **Aug. 19** to their kent.edu email address. If you have questions, contact a member of the Human Resources Records team at 330-672-8316.

Leadership comes in Small Acts as well as Bold Strokes

- Carly Fiorina -

Human Resources Leadership

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Visit our homepage at
www.kent.edu/hr

KENT STATE

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