

Human Resources

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Newsletter

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Human Resources

Administration 208
1520 St. Olaf Avenue
Northfield, MN 55057

Ph: 507-786-3068

Fax: 507-786-3960

hrstaff@stolaf.edu

Summer Student Employment

Reminder: Summer student/research work begins May 26 and ends September 8, 2010.

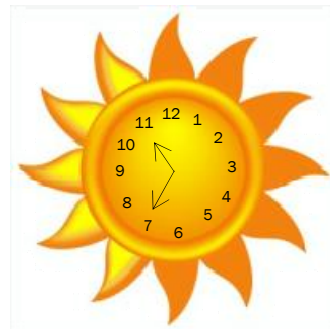
Offices planning to hire summer student workers/researchers need to complete the hiring process 1 week prior to the start date of employment. Forms and information related to the summer student hiring process can be found via <http://www.stolaf.edu/services/hr/>. Click on Summer Student Employment.

If you have questions regarding summer student work please contact our office at x3068 or swa-hrstaff@stolaf.edu

Summer Hours

Beginning Monday, May 31, 2010, the College will observe a standard workweek of 38.5 hours, to continue through Friday, August 27, 2010, with the following guidelines in effect:

1. The hours for those offices now working 8:00 - 12:00 and 1:00 - 5:00 five days per week will be 7:30 - 12:00 and 12:30 - 4:30, or 7:30 - 12:00 and 1:00 - 5:00, Monday through Thursday. Hours on Friday will be 7:30 - 12:00.
2. Within the limits stated above, each supervisor, with the approval of the appropriate Vice President, will arrange the hours most convenient for his/her office staff, bearing in mind the desires of employees and the needs of the college.
3. Vice Presidents will determine which divisional offices need to remain open and staffed on Fridays until 4:30, and will work with supervisors to implement an equitable distribution of the responsibility.
4. As is the case during the academic year, coffee breaks of fifteen minutes each morning and afternoon may be taken. Beginning Monday, August 30, 2010, the regular schedule of 8:00 - 12:00 and 1:00 - 5:00, five days a week will apply.



Congratulations to the Admissions department for their success in enrolling the Class of 2014. Way to go everyone!

We would like to include this section to our newsletter. All employees are invited to submit entries. If you have any "cheers, kudos, or thanks" that you would like to include in our next newsletter, please send them to smisekj@stolaf.edu.



Benefits Corner

Health Reform 2010-2018: There has been a great deal spoken and written over the past couple of months about health care reform under the Patient Protection and Affordable Care Act of 2010 and the Health Care Reform Law. Please be assured that we are working very closely with our insurance providers and broker to understand and implement the requirements of these laws as they become available. As of the writing of this message, none of this applies to our plan. We will keep you informed as we learn more about what and when these changes will affect our plan. It has been pointed out that before the final aspects of these plans are effective in 2018, there will be one presidential election and three congressional elections. Consequently, things are likely to change along the way.



EAP VitaMin Campaign

This month's topic: Women Take Care

Please take a moment and check out the [HR Library](#) to view this "vital health information in a minute".

EAP Seminars

Healthy Life Tips for Women

The telephone seminar was on Wednesday, May 12. The seminar is currently available for listening and will end at 11:59 pm CT, on May 21.

To access the seminar, please dial 1-888-348-4629 and enter the following replay passcode: 379626

The seminar will also be available on the Cigna website in approximately two weeks. For instructions on how to access the replay via the web, see the directions on page three.

Click [here](#) for the promotional flyer.

Below are additional documents on healthy life tips for women.

[Healthy Tips PowerPoint](#)

[Healthy Tips Handouts](#)





Stress Management 101

Telephone seminar is on Wednesday, May 19 at 2:00 p.m. ET / 11:00 a.m. PT. Please pre-register online at <http://ww4.premconf.com/webrsvp>. Confirmation code: 3426061



Click [here](#) for the promotional flyer.
Replay passcode: 602049

Below are additional documents on stress management.

[Stress Management 101 PowerPoint](#)

[Stress Management 101 Handouts](#)

The Power of Initiative: How to Take Control of Your Mental Health

Telephone seminar is on Wednesday, May 26 at 2:00 p.m. ET / 11:00 a.m. PT. Please pre-register online at <http://ww4.premconf.com/webrsvp>. Confirmation code: 4225670

Click [here](#) for the promotional flyer.
Replay passcode: 223116

Below are additional documents on healthy habits.

[How to Take Control PowerPoint](#)

[How to Take Control Handouts](#)



All of the EAP seminars are available at any time throughout the year. If you would like to access one within the first two weeks, call 1-888-348-4629 and enter the replay passcode. Otherwise, use the directions below to access the seminars at any time via the Cigna website after the first two weeks.

1. Go to www.cignabehavioral.com
2. Click Login to access your benefits
3. Enter the employer id: stolaf (with no period)
4. Click Visit Our Education & Resource Center
5. Click EAP Telephone Seminars



At this screen, the links from past seminars will be active. When you click on the desired link, an MP3 file will open up for you to listen to, along with other supplemental materials.

If you have issues listening to/viewing a seminar, please contact Jessica at 507-786-3068 or smisekj@stolaf.edu for assistance.



New Faces on the Hill

Regular Employees

Julie Bubser, Community Based Work Study Coordinator, Financial Aid

Forman Stewart, Custodian, Facilities

Mike Wallin, Custodian, Facilities

Employee Transition

Renee Henson, Custodian, Facilities

(switched from temporary Custodian position to full-time status)

Returning Employee

James Anderson, Admissions Officer, Admissions

Yearly Review Process

It is the time of year when Yearly Reviews are typically done. With the new process, supervisors are given more flexibility in the scheduling of those reviews. If you haven't notified Human Resources of when you will be conducting Yearly Reviews for your staff, please do so now!

WELLNESS

Tip of the Month

Our days are cluttered with "assignments" and "to-do's." Time management experts recommend taking care of as much of the small stuff as possible

New This Month!

right away. For instance, stop on any quick errands you can on your way to work, then write back any quick e-mails, make any quick phone calls and get any other fast tasks out of the way immediately.

That way, you can completely forget about these things, rather than holding them somewhere in the back of your mind to accumulate and do later. The end result? You feel less cluttered, less overwhelmed and less stressed.

Campus Conduct Hotline

If you have concerns relating to discrimination, harassment, legal violations, or ethical concerns, you may express these concerns anonymously using the Campus Conduct Hotline (866) 943-5787.

As always, we welcome any comments, questions, or concerns.

Roger Loftus, Lora Steil, Kristy Sybilrud, Sandy Boudreau, and Jessica Smisek