

# UVU Connect

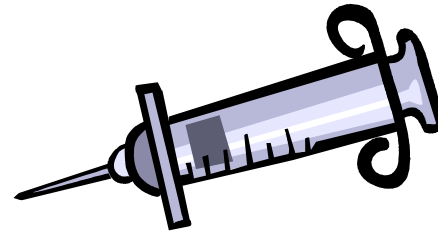


UVU Connect is a publication of Human Resources Department

## BENEFITS

### Flu Shots

Missing work to be sick is never fun and with the flu season quickly approaching why not take time to get a flu shot? Did you know the flu shot is covered 100% under UVU's medical plan? Check with your doctor's office to see about stopping in to get one without an appointment. If an



appointment is necessary, the \$20 copay will apply. Then use your Flexible Spending Account (FSA) for reimbursement. Flu shots and flu mists (nasal sprays) are both safe and

effective. When you get a flu shot, it benefits not only you, but those around you too. Take care of those you love and get your flu shot today!

## POLICY UPDATE

### Criminal Background Checks policy # 333

Proposed policy # 333, Criminal Background Checks, is now available for campus community review. If you would like to review or comment on this policy please go to the Policy Pipeline on the policy website: <http://www.uvu.edu/policies/officialpolicy/pipeline>.

This policy governs the use of pre-employment background checks as well as the background checks for current employees. It is based on state legislation and the resulting Board of Regents policy. We welcome your comments.

### Updated Workflow for Job Postings

The applicant tracking system has been updated to respond to some of the challenges of the state budget cuts. The VPs and Budget office have agreed that new full-time positions must be reviewed by the VP and new part-time positions must be reviewed by the Dean or AVP before posting. This additional approval has been built

into the applicant tracking system. Before this change, all requisitions were submitted to HR. Now when you submit a requisition to post a position you will have the option to "submit part-time position" or submit "full-time position." The requisition will go to the Dean/AVP or VP respectively, and then to HR. Once the requisition

gets to HR the rest of the process is the same as before. Part-time staff requisitions are posted without additional approvals. Full-time staff requisitions will go to Budget before posting, and full-time faculty will go to Budget and then Bruce Parker before posting.

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## TRAINING

## HR Academy Track 6 Starts Nov. 25



*“Employees new to a supervisory role or who aspire to be a leader at UVU are strongly encouraged to attend the HR Academy.”*

The HR Academy is a training program designed to help UVU's current and future supervisory employees be engaged leaders. At the core of the program is the idea that successful talent management is an essential element to sustain a *dynamic university infrastructure*.

The HR Academy is open to any university employee. Employees new to a supervisory role or who aspire to be a leader at UVU are strongly

encouraged to attend. Participants should try to attend all of the sessions; however, missed sessions may be completed in future HR Academy tracks. Because of the time commitment for this program, participants should have the support of their leader to attend.

*For more information, contact Mark Wiesenberg at x6076, or Evelie Giddings at x6303.*

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## Safe Hiring Training

Hiring is one of the most important decision processes that UVU employees participate in. It is also one of the most difficult because of the many laws and policies involved. Historically UVU has trained Affirmative Action/Equal Employment Opportunity (AA/EEO) representatives to help committees comply with the laws and limit our liability. In order to make sure that all committee members understand their obligations for compliance, President Hitch has elected to expand the training program to include all search committee

members. Effective immediately all search committee members are required to go through a safe hiring training similar to the AA/EEO representative training. When you post a position please schedule this training with a member of the HR Employment team: Sean O'Donnell, Luisa Rogers, or Evelie Giddings. Regular training times will also be scheduled and announced on UVLink.

## HR Academy Track 6

**Fall 2008 – November 25, December 2, 16, & 17**

### Sessions 1 & 2:

Tuesday, November 25 - 8:30 a.m. to 4:30 p.m., SC213B

- Framework for Supervision – 8:30 a.m. to Noon
- Complying with Law and Policy – 1:00 to 4:30 p.m.

### Sessions 3 & 4:

Tuesday, December 2 - 8:30 a.m. to 4:30 p.m., SC213B

- Effective Communication/Managing Conflict– 8:30 a.m. to Noon
- Building a Collaborative & Motivating Work Environment– 1:00 to 4:30 p.m.

### Sessions 5 & 6:

Tuesday, December 16 - 8:30 a.m. to 4:30 p.m., SC213B

- Effective Staffing Strategies – 8:30 a.m. to Noon
- Performance Planning and Review – 1:00 to 4:30 p.m.

### Session 7 & 8:

Wednesday, December 17 – 8:30 a.m. – 4:30 p.m., SC213B

- Financial Management – 8:30 a.m. to Noon
- HR Academy Capstone – 1:00 to 4:30 p.m.

Need more information? Call Mark Wiesenberg at x6076, or Evelie Giddings at x6303.

*“Effective immediately all search committee members are required to go through a safe hiring training similar to the AA/EEO representative training.”*

## Welcome to UVU!

We welcome the following new full-time employees who joined the UVU community in August and September 2008:

**Marlene Bacon**, Assistant Professor/Nursing

**Howard Bezzant**, Assistant Professor/Engineering Graphics & Design

**Mark Borchelt**, Associate Professor/Dance

**Kim Brown**, Assistant Professor/Multimedia

**Dino Bryant**, Lecturer/History & Political Science

**Cory Chamberlain**, Instructor/Aviation

**Leo Chan**, Assistant Professor/Finance & Economics

**Paul Cheney**, Assistant Professor/Multimedia

**Amos Chin**, Counselor-GEAR UP Project/GEAR UP

**Joohyun Chung**, Assistant Professor/Nursing

**Marci Condie-Gunnell**, Administrative Support IV-AVP Academic Administration/VP Academic Affairs

**Andrew Creer**, Assistant Professor/PE Recreation

**Martha Day**, Assistant Professor/Chemistry

**Matthew Draper**, Associate Professor/Behavioral Science

**Matthew Duffin**, Assistant Professor/Technology & Computing

**Chitralekha Duttgupta**, Lecturer/Basic Composition & ESL

**Lars Eggertsen**, Professor/Behavioral Science

**Steven Emerman**, Assistant Professor/Earth Science

**Tiffany Forakis**, Custodian Wasatch Canyons/Custodial

**Taggart Frost**, Visiting Associate Professor/Business Management

**Christine Hastings**, Administrative Support III - GEAR UP/GEAR UP

**Erik Heiny**, Assistant Professor/Math

**Thomas Henry**, Assistant Professor/Basic Composition & ESL

**Xiaoyi Ji**, Assistant Professor/Math

**Haagen Klaus**, Assistant Professor/Behavioral Science

**Dianne Knight**, Assistant Professor/Dental Hygiene

**Adalberto Labrada**, Assistant Professor/Culinary Arts

**Chris Lundin**, Custodian/Custodial

**Arthur Mckinlay**, Associate VP-Development/Associate VP Development

**Bonnie McLaughlin**, Assistant Professor/Physics

**Brittany Naef**, Academic Advisor /School of Business

**Carolyn Nielson**, Coordinator - Financial Operations/Library

**Cheol Hwan Oh**, Assistant Professor/Computer Science & Networking

**Glendon Parker**, Assistant Professor/Biology

**Elise Paulson**, Academic Advisor/AVP Athletics

**Jeffrey Peterson**, Visiting Assistant Professor/Business Management

**Kirsten Poelman**, Administrative Support V - VP Academic Affairs/AV Academic Affairs

**Lisa Price**, Coordinator-Academic Scheduling/VP Academic Affairs

**Merrill Ridd**, Lecturer/History & Political Science

**Rachel Rowley**, Custodian/Custodial

**Cari Rymer**, Admin Support III-Theatre/Theatre Arts

**Gregory Schwab**, Assistant Dean/Aviation

**David Scott**, Assistant Professor/Communications

**Amy Sivertsen**, Coordinator - Library Wasatch Campus/AVPAA

**Julian Smit**, Assistant Professor/College Success Studies

**Terisue Smith**, Assistant Professor/Community Health

**Henry Sosa**, Custodian/Custodial

**Mary Sowder**, Assistant Professor/Elementary Education

**Jami Stokes**, Admin Support IV - AVP Athletics

**Lee Taylor**, Custodian/Custodial

**Teresa Taylor**, Analyst/Budgets

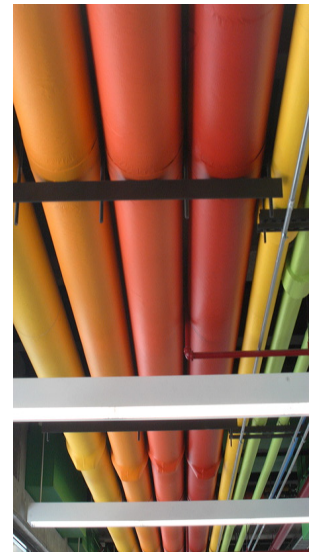
**Isaac Walters**, Lecturer/Theatre Arts

**Daniel Westover**, Assistant Professor/English & Literature

**Chin-Yah Yeh**, Lab Manager-

Instructor III-Organic Chemistry/Chemistry

**Trevor Young**, Librarian-Reference/Library



The following current UVU employees were promoted, had a change of assignment, or moved to a new full-time position on campus in August and September 2008:

**Kimberly Blocker**, Coordinator - UFRA Training and Academic/Fire Science UFRA

**Curtis Hall**, Lead Custodian/Custodial

**John Hansen**, Specialist - Grounds/Grounds

**Janeal Jacobs**, Purchasing Agent - Budget Manager - Facilities/Asst VP Business Office

**Clint Moser**, Director - Advisor Training/Development/Career & Academic Counseling

**Mitchell Radigan**, Counselor-Multimedia Aviation/Aviation

**Wendy Simmerman**, Coordinator-Peer Tutoring/Academic Tutoring

**Jae Song**, Instructor/Developmental Math

**Edward Stone**, Mechanic - Aircraft/Aviation

**Erkin Tadzhimetov**, Asst Coach Wrestling/AVP Athletics

**Steven Terry**, Pressman and Production Technician/Printing Services

**Russell Thornley**, Lecturer/Technology Management

**Cherie Twyman**, Lecturer/Business Management

**Katrina Van Cott**, Assistant Director - Seminars & Workshops/Community Education

**Robert Williams**, Advisor Generalist - Math Learning

**Lisa Williamson**, Academic Advisor - General Academics/Basic

Composition & ESL

**Kim Wright**, Academic Advisor - School of Business/Dean School of Business

**Melisa Zobell**, Admin Support III-Facilities/AVP Facilities



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## Year End Leave Reminders

**As we come to the close of the 2008 leave year, below are some things you should know.**

- Vacation leave hours in excess of 240 hours will be forfeited (a maximum of 240 hours will roll to the 2009 leave year)
- Unused personal leave will be forfeited
- Unused sick leave and compensatory time will roll to the 2009 leave year

Did you hear the campus will be closed on December 24, 25, and 26? December 24 and 25 are scheduled PACE holidays. December 26 is a campus closure that will be funded by forfeited vacation and personal leave. This means that you will NOT need to submit your own personal or vacation leave for December 26.

### REMEMBER WHEN



**How times have changed!** UVU's basic program for Practical Nursing began in September of 1950. Pictured above are 13 graduates from 1959. Approximately 50 years later, the Nursing Department serves over 250 students. Recently, the department hosted an accreditation team from the National League for Nursing and will be looking at expanding its offerings with a Masters in Nursing in the near future. Way to go Nursing!

**We're on the Web!**  
[UVU.edu/hrs](http://UVU.edu/hrs)