



HR4U NEWSLETTER

VOLUME 4, ISSUE 1

WINTER 2015 - 2016

SPECIAL POINTS OF INTEREST:

Required Supervisor's Compliance Training
9am-4pm
Feb. 23, 2016

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Monthly Supplemental Retirement Workshops by appointment
9am-4pm
Office of Human Resources

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From the Office of Human Resources

DID YOU KNOW?

Annual Leave is accrued as follows:

Nonexempt staff employees- regular nonexempt staff employees will earn annual leave during their 0- to 12 months of service at an accrual rate of 3.38 hours per 80 hours worked. After 12 months of service the rate per 80 hours is 3.69 and increases as follows: 24 months of service, 4.00 hours, 36 months, 4.31 hours, 48 months, 4.62 hours, and caps at 120 service months (10 years) at 6.15 hours.

Exempt staff employees - regular full-time exempt staff employees earn 22 days of annual leave per year, accumulated on a biweekly basis. Beginning with the 21st year of employment, annual leave shall be earned at the rate of 25 days per calendar year.

Regular status part-time- regular (PIN) nonexempt and exempt staff employees working 50% or more will earn annual leave on a pro-rated basis. Employees working less than 50% of full-time are not eligible to earn leave.

Faculty Leave Accrual—Although 9/10 month faculty members do not earn annual leave, they do earn sick leave at the accrual rate of 12.5 days per year. Twelve month faculty members earn leave consistent with the regular (PIN) exempt staff.

Please note, leave can be used to the extent it is accrued and available.

Employment Verification

PROTOCOL

ALL requests for verification of employment must be directed to the Office of Human Resources. Please do not verify employment on co-workers or supervisors.

Please direct all employment verification calls to the Office of Human Resources: 301-860-3450





Listening...

“The most important thing in communication is to hear what isn’t being said.”

~Peter F. Drucker, Management Consultant

Wellness Initiative

*Prep/Cook Time 15 minutes
Serves 4*

STATE OF MARYLAND EMPLOYEE WELLNESS INITIATIVE

MIGRAINE HEADACHE AWARENESS

Although 47 percent of the adult population experience headaches annually, these disorders often go unrecognized and/or untreated.

Your headache is specific to you. As a result, it can be difficult to discover the individual causes and triggers. Information and resources such as physician referrals, topic sheets, and online resources like www.headache.org are available which contain a comprehensive list of specific headache and migraine conditions. Using these resources, you can begin to understand what makes your headache or migraine unique.

Source: www.headache.org

RECIPE

Greek Yogurt with Warm Black and Blueberry Sauce

INGREDIENTS:

- 2/3 cup frozen blueberries
- 2/3 cup frozen blackberries
- 1/2 cup water
- 1/4 cup sugar
- 2 tablespoons fresh lemon juice
- 1 tablespoon butter
- 2 cups plain 2% reduced-fat Greek yogurt



DIRECTIONS:

1. Combine first 5 ingredients in a small saucepan. Bring mixture to a boil. Reduce heat to medium-low; gently boil 10 minutes or until sauce thickens. Stir in butter.
2. Spoon 1/2 cup yogurt into each of the 4 bowls; top each serving with about 1/4 cup sauce.
3. Serve immediately.

*Nutrition Facts: Amount per serving
Calories: 192; Total fat: 5.8g; Saturated fat: 3.8g; Monounsaturated fat: 0.8g; Polyunsaturated fat: 0.2g; Protein: 11.8g; Carbohydrate: 25.7g; Fiber: 2g; Cholesterol 14mg; Iron: 0.3mg; Sodium: 64mg; Calcium: 131mg*

Policy Change

PEOPLEADMIN

As you may know from various communications sent out, the Office of Human Resources has implemented PeopleAdmin, an online Applicant Tracking System. This system allows applicants to apply online for the various positions at the University and will allow you to conduct all of your recruitment, screening and hiring online.

At this time, only regular and contingent II staff positions are being tracked in PeopleAdmin. Faculty positions will implement in the spring of 2016. **Training was conducted in August 2015 and September 2015.** Additional training dates are forthcoming.



*Questions, please contact:
The Office of Human Resources,*

301-860-3450

Customer Service Series



SUPPORTIVE COMMUNICATION

The 4 attributes of supportive communication:

- 1) **Descriptive, not evaluative**—Focus on describing an objective occurrence, your reaction to it, and offering a suggested alternative. *Example: “Here is what happened, here is my reaction; here is a suggestion that would be more acceptable.” Versus: “You are wrong for doing what you did.”*
- 2) **Problem-Oriented, not person-oriented**—Focus on problems and issues that can be changed rather than people and their characteristics. *Example: “How can we solve this problem?” Versus: “You caused this problem.”*
- 3) **Validating, not invalidating**—Focus on statements that communicate respect, flexibility, collaboration, and areas of agreement. *Example: I have some ideas, do you have any suggestions?” Versus: “You wouldn’t understand, so it is best to do it my way.”*
- 4) **Conjunctive, not disjunctive**—Focus on statements that flow from what has been said previously and facilitate interaction. *Example: “I’d like to raise a point relating to what you just said.” Versus: “Here are my points...”*

Recruitment Report

EMPLOYMENT OPPORTUNITIES

Faculty:

- Assistant Professor of Finance
- Assistant Professor of Chemistry
- Assistant Professor of History

Staff:

- Financial Aid Counselor
- Groundskeeper
- Mechanical Trades Chief

Partial listing



For a full listing of current job openings, please visit the Human Resources page at:

www.bowiestate.edu and click on the employment link.

Skillsft Get Inspired!

Have you logged on?

SUPERVISORY SKILLS TRAINING

Management Curriculum

- First Time Manager
- Management Essentials

Team Building Curriculum

- Making Teams Work
- Leading Teams

Communication Curriculum

- Emotional Intelligence Essentials
- Giving Constructive Feedback

Leadership Curriculum

- Leadership Essentials
- Employee Engagement

To register, contact:

*The Office of Human Resources
301-860-3450*

To locate these and other courses, search by course title using the menu ‘Catalog’

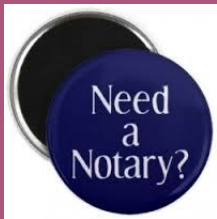
Office of EEO/Title IX

Welcome!
Alanna Dennis
Director of
Equity Compliance

POLICY ON SEXUAL MISCONDUCT



Did you know?



There is a
licensed Notary
on site in the
Office of
Human
Resources.

There has been increasing national attention and media coverage on sex discrimination in higher education, particularly student sexual assault on university campuses. Sexual misconduct, includes but is not limited to sexual assault, sexual harassment, dating violence, domestic violence and stalking. Several laws have been enacted requiring colleges and universities to investigate reported concerns of sexual misconduct, as well as, to develop educational campaigns that promote awareness and prevention of sexual misconduct. BSU is committed to provide an academic and work environment free from all forms of discrimination, prohibits retaliation, and is committed to ensuring a fair and impartial investigation process in compliance with the laws.

Effective April 16, 2014, BSU enacted its' comprehensive policy and procedures for reporting sexual misconduct, VI.-1.40-Policy on Sexual Misconduct. Policy provisions mandate responsible university employees to report suspected sexual misconduct. Stay tuned for employee training regarding the provisions of this Policy and employee responsibilities.

The Office of Equity Compliance (EEO/Title IX) encourages you to review the Policy on Sexual Misconduct: <http://www.bowiestate.edu/gc/university-policies/section-vi-general-administra/>



Contact:
Adennis
@bowiestate.e



Labor Relations

Minimum Wage Increases

By a vote of 87 to 47, Maryland has joined Connecticut to increase the state's minimum wage. HR 295 will effect a 39% increase from \$7.25 per hour to \$10.10 over the next four years by July 2018.

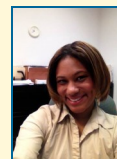
Incremental increases will occur as follows:
July 2015 to \$8.25 per hour
July 2016 to \$8.75 per hour
July 2017 to \$9.25 per hour
July 2018 to \$10.10 per hour

The MCEA (MOU) was approved by the Board of Regents on June 19, 2015 for a three (3) year contract.

The Office of Human Resources Welcomes...

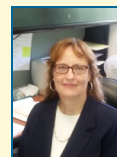
TALECIA FRAZIER, STAFF ASSISTANT

Handles administrative function, special projects and manages reports.
Contact: 301-860-3499 and tfrazier@bowiestate.edu



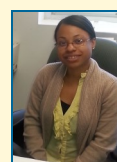
ALICE GONLIN, HUMAN RESOURCES ASSOCIATE

Generates contracts and processes personnel transactions.
Contact: 301-860-3458 and agonlin@bowiestate.edu



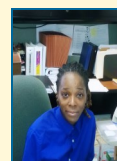
ROBDESHIA JAMISON, BENEFITS COORDINATOR

Processes benefits, tuition remission and retirement.
Contact: 301-860-3452 and rojamison@bowiestate.edu



TIFFANY LIDE, HUMAN RESOURCES ASSOCIATE

Generates contracts and processes personnel transactions.
Contact: 301-860-2456 and tlide@bowiestate.edu



Your Benefits

UPDATES

Tuition Remission

- Spring Tuition Remission for BSU is due on or before January 28. Please check the BSU Benefits web page for other participating institution's tuition remission cutoff dates.

State of Maryland Health Assessment

- For year 2015, the final submission date to avoid penalty fees has been extended to December 31, 2015. For assistance, please contact the Office of Human Resources. Please note, completion of the Health Assessment will be an annual requirement.

State Personnel System (SPS)

- Benefit enrollment and changes will soon be made online—details forthcoming



Contact:
Robdeshia Jamison,
Benefits Coordinator
rojamison@bowiestate.edu
301-860-3452



Office of Human Resources

14000 Jericho Park Road
Bowie, MD 20715
Phone: 301-860-3450
Fax: 301-860-3453
E-mail: hr@bowiestate.edu

Human Resources Team

Sheila Hobson, Senior Director

301-860-3451
shobson@bowiestate.edu

Jennifer Atkinson, HR Office Clerk

301-860-3450
jatkinson@bowiestate.edu

Reisa Baynes, Assistant Director of Human Resources

301-860-3457
rbaynes@bowiestate.edu

Talecia Frazier, Staff Assistant

301-860-3499
tjfrazier@bowiestate.edu

Alice Gonlin, Human Resources Associate

301-860-3458
agonlin@bowiestate.edu

Robdeshia Jamison, Benefits Coordinator

301-860-3452
rojamison@bowiestate.edu

Tiffany Lide, Human Resources Associate

301-860-3456
tlide@bowiestate.edu