



HR NOTES

Office of
Human Resources

Volume 30, Issue III

June 6, 2007

Message from Wesley R. Weisenburn

Assistant Vice President For Human Resources

We have now reached the summer stretch and most of us are looking forward to our vacations. With that special time away from the office alone or with loved ones, caution is urged as we hit the airports and highways and various vacation spots. Let's make sure we pack that sunscreen along with our bathing suits, golf clubs, bikes and hiking shoes. Please get that final inspection for the car before hitting the highway. We encourage you to have a fun vacation and a safe and healthy one as well. Once the summer ends, we will then all come together again to start a challenging new academic year with a new freshman class.

We would also like to welcome Talonna Elam to our Human Resource staff. Talonna is a Human Resource Assistant and you can see her in HR at the front desk.

Talonna previously worked at Corporation Service Company (formerly Lexis Nexis) as a Customer Service Associate. She has a Bachelor's Degree from UIS in Communication and earned her high school degree in New Jersey. Talonna has resided in Springfield since 1994. Talonna has three children; one boy and two girls. She is excited about the opportunity here at UIS and we are excited to have her here. Please stop by and say hi to Talonna.

Have a wonderful summer!
Wes Weisenburn

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Shining Star Traveling Trophy



The Human Resources Office recently created and began a new employee recognition program, called the Shining Star traveling trophy. The program is available to all status employees at the University, including Academic Professional, Civil Service, and Faculty. The traveling trophy is designed to be a peer-to-peer reward system, allowing employees to recognize one another for an outstanding act of service. Each employee who receives the trophy is charged with finding the next winner of the trophy, and so on.

In addition to displaying the trophy for a period of time, each employee receives the following rewards: a Shining Star pin, UIS coffee tumbler, a certificate, discounts for the Sangamon Auditorium, Food Services, Athletics, the Bookstore and Campus Recreational Ser-

vices. The trophy will be passed not more than twice per month around campus.

The first recipient of the Shining Star trophy is Ron Kick, Campus Services. He was surprised with the trophy by his nominator, Jim Korte, who recognized Ron acting above and beyond normal expectations to get a project done quickly. Please stop by and congratulate Ron and ask to see his trophy!

Our sincerest hope is that the Shining Star program will be campus-wide, affecting all units and employees at some point in time. We welcome your comments and suggestions about this exciting new program.

Employee Spotlight: RON KICK *Printing & Duplicating, Campus Services*

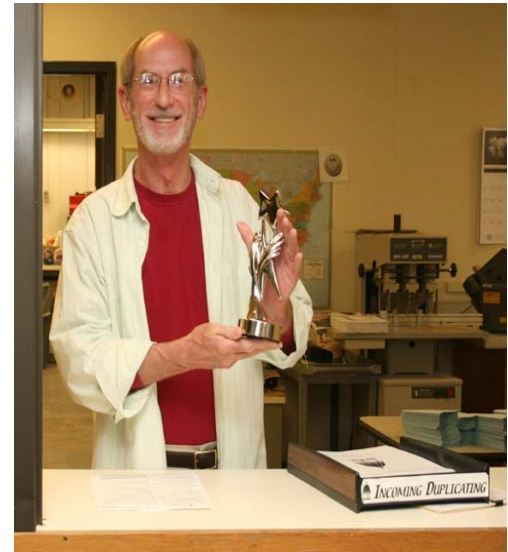
Perhaps you've seen Ron Kick riding to work on his scooter, 8.4 miles one way from Rochester. Ron has been with Campus Services since October 1, 1987. He began at PAC 301 as a Duplicating Machine Operator II. He now works in BSB and is a Copy Center Operator III. In addition to copying handouts, tests, syllabi, and a wide assortment of flyers and posters, creating mailing labels has been added to his repertoire. Ron claims he averages 250,000 copies per month. If Ron wasn't doing it, — we would be making all those copies ourselves.

Ron's employment history includes a wide variety of work. At one time or another, he has been a farm hand, electrician, factory worker, radio personality, cook in a daycare center, store clerk and manager, and has worked at several print shops in the area throughout the years. He also has completed twenty years with the Navy.

Ron and his wife, Gay, have a full and varied life together. They both enjoy reading, boating, fishing, yard work, and spending a "reasonable" amount of time with any or all of their seven grandchildren.

Ron's comment on being the first recipient of the Shining Star Trophy was, "The traveling trophy is very nice. Recognition of one's efforts is always satisfying. I'm honored to be selected as the first."

Ron states that he probably will work here another ten years—and we would be fortunate to have him.



Ron on May 8, 2007 after receiving the Shining Star Traveling Trophy

I-9 Form, Employment Eligibility Verification

All new hires with the University of Illinois at Springfield are required to complete Form I-9 for employment eligibility verification. A new hire must complete Section 1 of Form I-9 no later than close of business on his/her first day of work. No later than close of business on the employee's third day of work, the employer is responsible for completing Section 2 of Form I-9.

As the result of a recent audit of our I-9 records, sixteen percent of our I-9s were found to be incomplete. In order to improve our current procedures, we are asking for the cooperation of all employees with hiring authority to advise candidates for hire, in advance of the first work date, that the I-9 is required to be on file no later than close of business on the first day of work. Only original documentation may be accepted as documentation for employment eligibility. Xeroxed copies are not acceptable.

Campus HR is working toward 100% federal compliance with this requirement. Therefore, we are advising our hiring units on campus that no job will be entered into the Banner payroll system unless a complete and certified I-9 is on record in the Office of Human Resources. Student hires will complete the I-9 in the UIS Student Employment Office (UHB 1030).

Questions about the I-9 process, documentation requirements, where the form may be submitted, and/or proper documentation should be submitted to the Office of Human Resources at 217-206-6652.

Employees Get Poor Grade in Hand Washing

The Soap and Detergent Association (SDA) has given Americans a C- in hand washing and is suggesting that employers give workers a refresher course in hand hygiene.

The association conducted a survey that found 68% of respondents didn't wash their hands long enough to dislodge dirt and remove germs, 36% don't wash after coughing or sneezing, 31% don't wash before eating, and 8% don't wash after using a restroom.

Because of prevalent contagious skin infections and the threat of pandemic flu, hand washing is more important than ever, and it's in the places we're at every day, such as the workplace, where we come into contact with germs, explains SDA's vice president for education, Nancy Bock.

Also, frequent and correct hand washing is an extremely cost-effective way to prevent illness. Simple measures such as extending washing of hands using soap to 20 seconds can significantly cut down on illnesses, according to the Centers for Disease Control.

Proper Hand Hygiene

SDA suggests that employers give a refresher course in hand hygiene so workers can keep from getting sick themselves and spreading the disease to others. SDA says employers should instruct your employees, in company newsletters, the intranet, or in "brown bag" lunches to:

1. Wet hands with warm running water before reaching for the soap, either in bar or liquid form.
2. Rub hands together to make lather. Do this away from running water, so the lather isn't washed away.

3. Wash the front and back of your hands, between the fingers, and under the nails.
4. Rinse hands well under warm running water.
5. Dry hands thoroughly with a clean towel or a i r dryer.
6. Hand sanitizers, in gel or wipes, are a useful alternative if soap and water are not available (such as when traveling, before eating from food carts, in outdoor work settings, etc.)

When to Wash

According to the SDA, workplace hand washing is "vital":

- After using the restroom
- When eating meals and snacks
- When hands are dirty
- When ill or around someone who is ill.

A summary of the survey and other findings are available from the SDA [here](#).

Also, BLR publishes a booklet for employees, [*Protecting Yourself from Infectious Diseases in the Workplace*](#). <http://hr.blr.com/news.aspx?id=19171>

WORKER'S COMPENSATION CLAIMS

The University of Illinois operates as a self-insured employer for workers' compensation claims. The program is administered by the Office of Claims Management located at Suite 103, 100 Trade Centre, Champaign, IL 61820. It is the University's policy to pay benefits in accordance with the Workers' Compensation Act of the State of Illinois.

In the event of an injury, while engaged in University work, report it to your supervisor immediately, even though you may consider the injury insignificant.

If you need medical treatment, you are encouraged to seek treatment from your regular physician (exception students should seek treatment at Campus Health Services) or if you need immediate emergency treatment you may go St. John's Hospital at 800 East Carpenter.

Two forms are required to report an employee injury. They are the Employee's Injury Report and an Authorization for Medical and Health Care Information form. Both forms are available from Human Re-



"I know all about safety. That's why I never get hurt."

sources. These forms should be completed promptly and completely, to include witness and supervisor portions, in order to protect your workers' compensation rights and to insure medical providers are reimbursed in a timely manner. Submit the completed forms to Human Resources. Claims will be processed by the Office of Claims Management. They may correspond directly with the employee and in some cases the supervisors while processing claims.



UNUSED VACATION? Donate it to the Shared Benefits Program

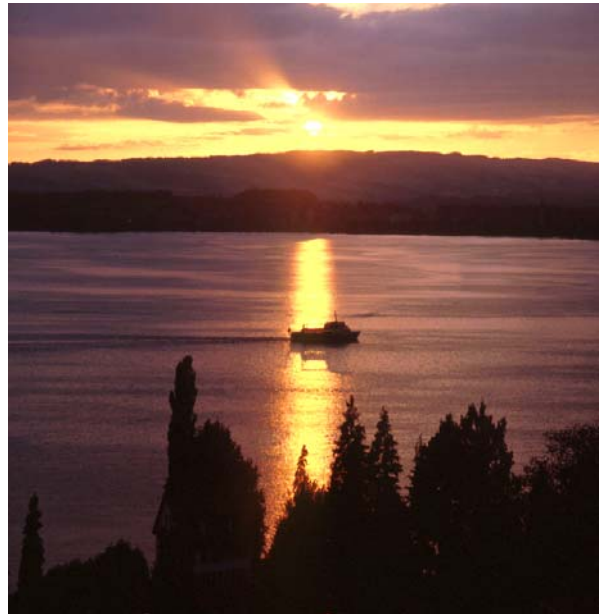
Attention Academic Professionals:

With the August 15 deadline quickly approaching, any vacation leave balance over 48 days will be lost. If you are unable to use all of your accumulated vacation leave, consider donating it to the Shared Benefits Program (Sick Leave Pool). Consider it free insurance, you never know when YOU might need it.

For more information or to donate vacation and/or sick leave to the Shared Benefits Program, click on the following link:

<https://nessie1.uihr.uillinois.edu/cgi/bluestem/doc.pl/sec-nessie/benefits/shared/>

Questions may also be directed to Bob Lael, 206-7142 or Maureen Hoover, 206-7020.



Minimum Wage Employee Notification

If you are currently earning less than \$7.50 per hour, you should be aware that the Illinois minimum wage is increasing to \$7.50 per hour effective July 1, 2007. At midnight on July 1, 2007, your rate of pay will be increased to the new state minimum wage. This new rate will be reflected in your July 25, 2007 paycheck. In addition to the minimum wage increase effective July 1, listed below are the scheduled increases for the next several years.

The Illinois minimum wage will be increased to \$7.50 per hour effective July 1, 2007

Illinois Hourly Minimum Wage Rates by Year

CURRENT PAY RATE	EFFECTIVE July 1, 2007	EFFECTIVE July 1, 2008	EFFECTIVE July 1, 2009	EFFECTIVE July 1, 2010
\$6.50	\$7.50	\$7.75	\$8.00	\$8.25

If you have any questions or if you notice a discrepancy in your pay, please contact either Melanie Smith or Evelyn Tillman in the Office of Human Resources, 206-6652.



CIVIL SERVICE TESTING

A summer Civil Service exam schedule is currently available on our Employment Center website, in the Civil Service section, http://www.uis.edu/humanresources/employment.htm/CS_employment.htm.

Although we do our best to group applicants for efficiency purposes, we remain flexible in scheduling employees and applicants for civil service exams, including over the lunch hour, within our operating constraints. If you are interested in applying for other positions on campus or taking any promotional exams, please complete an online application and an exam request found through our Employment center website.

If there are titles which you do not find in the exam request drop-down menu, please con-

tact us directly with your request at hremloyment@uis.edu.

The list in the Exam Request form represents current vacancies and classifications which are frequently filled on campus to best indicate to our applicants the type of positions we have available. However, we do our best to administer open testing to those who qualify for other classifications used on campus.

If you have any questions regarding the Civil Service application process or testing procedures, please contact Laci Engelbrecht at lenge4@uis.edu or 206-7144.



TEMPORARY UPGRADES

In the event an employee is temporarily asked/required to spend the majority of his/her time performing duties of a higher level, the unit may request a *Temporary Upgrade*. Temporary upgrades generally shall *not* be retroactive, and cannot exceed more than 30 consecutive days. Upon functioning at the higher level for 30 consecutive days, the employee must be reassigned to his/her permanent classification for one (1) day before being eligible for another temporary upgrade. After serving one (1) day at his/her permanent classification, the employee may be eligible for another temporary upgrade.

If you have an employee who assumes higher-level job duties please adhere to the following process:

To request an employee be temporarily upgraded, the supervisor should*:

1. Develop a written memo detailing the circumstances giving rise to the need for a temporary upgrade.
2. Develop a revised job description that accurately reflects the job duties that the employee will be responsible for while on the temporary upgrade assignment (percent time performing the job duties should also be included on the job description).
3. Submit both documents to the Office of Human Resources for

determination as to the eligibility for a temporary upgrade.

4. Upon concluding the review of the required documentation, Human Resources will contact the supervisor and/or the employee and notify them as to whether or not the situation is eligible for a temporary upgrade and the proper classification.
5. Upon notification of the proper classification, it is the employees responsibility to contact Human Resources to schedule a time to take the applicable civil service examination.

Upon successful completion of the civil service exam, it is then the supervisors responsibility to process the Pitr temporarily upgrading the employee. Temporary upgrades shall generally be effective on the first day of a pay period, however, exceptions may be granted based upon operating needs.

Please feel free to contact the Office of Human Resources and ask for Mark Owens or Melanie Smith if you have any questions.

Did You Know...

The following civil service employees were elected to the Civil Service Advisory Council:

Kathy Dehen, Ellen DeHeve, Michelle Gillen, Darlene Harris-Kresse, Janice Marvel, Jamie McGill & Terry Pryor.

They join Mike Allen, Dave Antoine, Jay Chaplin, Ann Cole, Bobbie Fults, Kim Gonzalez-Beeson, Donna Johnson & Becky Schildman on the council.

Creating a Sound Communication Style

By Florence Stone

How well you communicate isn't only about ensuring that what you say is understood. How you communicate also impacts your image within your organization and how others view your abilities and work. It's not so much the words you use as your body language, facial expression and communication style. Issues with any of these can result in misunderstandings and conflict.

On the Plus side, the right communication style at the right time can give someone more credibility and clout. Knowing when to raise an issue, how to present an idea, to whom to first present a concept or opinion and the body language and facial gestures to use at the time—all don't just assure clarity of communications; they also are proof that the speaker is politically savvy. Tone, inflection, and vocal speed are indicators of self-confidence and impact personal impression on the power makers as do posture and eye contact. A jaw that is set or a frown that extends from eyes to mouth communicates resistance and displeasure or disapproval. It isn't just the facial expression. When your eyebrows are lowered, your voice also goes lower and sounds gruff.

While the focus here is on verbal communications, we can't forget the reality that body language represents 80 percent of a message while the actual words influence only 20 percent. Besides facial and physical gestures and presence, other aspects include inflection, breath control and volume and speed of voice.

Attitude influences inflection. You want to come across as friendly and positive. You can influence your vocal tone by smiling. When you do, the soft palate at the back of your mouth raises, making you sound upbeat and interested.

Besides a smile on your face, long, slow, deep breaths can improve voice tone. Test this with a recorder. On a highly stressful day, record your voice. At home, after a restful afternoon, record your voice again. Now, listen to both recordings. You will find that under stress you were taking shallow breaths, causing your voice to sound tight and strained. You may also have been speaking faster than you thought you were.

Comparing the recording to the second one, you will discover that while relaxed, your voice slowed down and your vocal chords were relaxed, lowering pitch and creating a calmer tone of voice.

Besides inflection, consider both the volume and pace of your voice. Both, too, can influence the impression about you. When you speak too softly, you may sound conspiratorial. If you talk too loudly, you will sound stressed and unprofessional. The individual with whom you are talking may become nervous himself or herself and raise his or her voice

as well. In both instances, you don't sound very professional.

Talking too quickly is a sign of stress. It sometimes, too, suggests dishonesty.

Your communication style is the preferred way you interact with others. Depending upon the situation and individual with whom you are communicating, your approach may not be the most effective or efficient means. Others may prefer another style and—rightly or wrongly—that difference can impact your ability to be promoted and achieve corporate effectiveness.

Coworkers may think that you focus primarily on feeling rather than facts or are ill-prepared or too prepared than you should be for a discussion. It's not that your method of communication is wrong—it's just that it is different from theirs.

To understand the impact your communication style is having on others, first you have to understand your style and then consider the styles of those you are communicating with. There are two major communication styles: direct and indirect. Your style will influence how you express thoughts, present ideas and assert yourself. How well you are perceived to have expressed your thoughts, presented your ideas or asserted yourself will depend on the communication style with the person or team you are communicating with.

Let's say that you ramble, focus on feelings rather than facts and ease into subjects letting others take the reins of the conversation while you join in the flow. And let's say the individual with whom you are speaking focuses on facts rather than feelings. He might be curt or bullish. You aren't likely to go away from your meeting respecting this person based on your communication styles (As an aside, you aren't likely to have enjoyed the conversation either.) In addition, if your opportunity for advancement depends on the opinion of this person, there are professional consequences. Your idea may not have been accepted or, no matter how well you had organized your thoughts, might not have been heard. As for being assertive, you would have come across as passive compared to these more aggressive sorts.

How you come across more effectively with direct people if you are an indirect communicator? Come prepared with a script or agenda to stay on point. Bring documentation to support your ideas and commitment to speak clearly and strongly if you want to be heard.

A direct style possesses its own pluses and minuses as well. A direct communication style can make positive work relationships difficult, if not impossible. You need others' support to get things done and abrupt, loud speaking with a know-it-all attitude isn't likely to win you support. In its favor, a direct style is concise and clear and sounds strong.

Communication Style cont.

Ultimately, whether you are a direct or an indirect communicator, success depends on your ability to flex and adapt your style to the other person's.

Interestingly, problems don't only exist with people of different styles. Similar styles often trigger each person's weaknesses more than their strengths. Under such circumstances, you still have to flex style but your intention depends on your style. Let's say that you are direct and so is the other person; you'll need to learn to back off to avoid heated debates and take time to negotiate issues in order to preserve a positive work relationship.

Or if you and the other party are indirect communicators you'll need to seek points of agreement; you will need to keep from being too nice and going out of your way to avoid conflict. Flexing means you have to be candid and straightforward with your colleague.

Regardless of your communication style, there are fundamental communication tenets to ensure messages get through. For effective communication, don't forget the

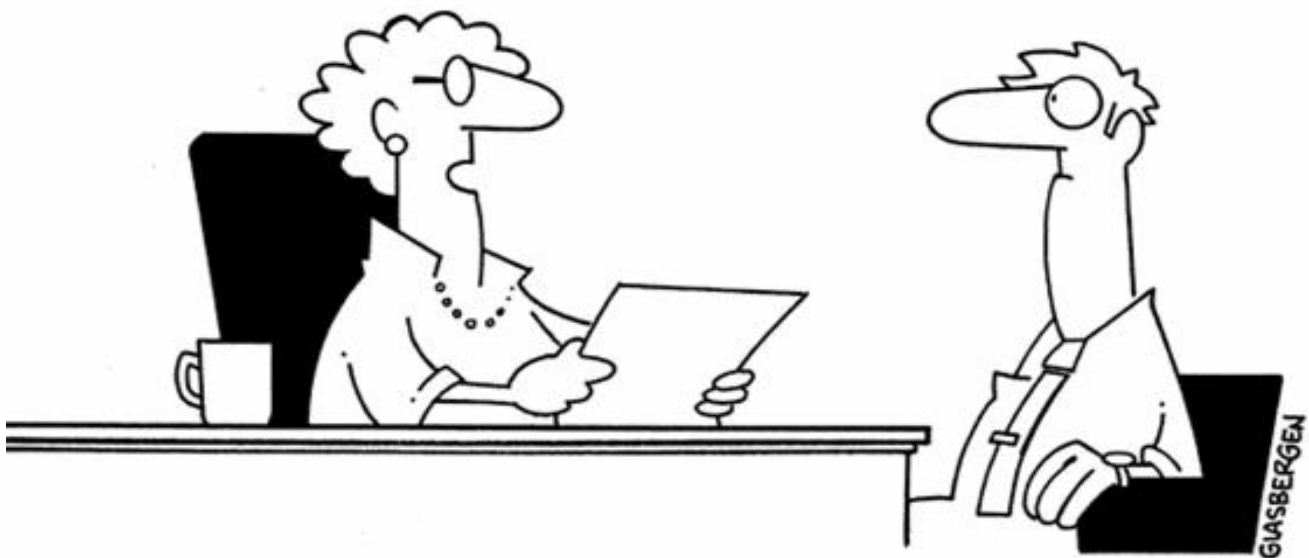
following tips for communicating with diplomacy, tact and credibility:

- ◆ **Say what you mean clearly.**
- ◆ **When making a request or giving a directive, be polite but decisive.**
- ◆ **Take a moment to think before speaking. What do you really want to say?**
- ◆ **Be certain the time is appropriate for communicating.**
- ◆ **Make sure you have all the information before you speak.**
- ◆ **Don't forget that your body and face speak volumes. Being watchful of body language will improve your overall relationship with your boss or employees.**

Stone, Florence, "Creating a Sound Communication Style."

AMA Seminars 06012007: 6—7

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"I like to begin every performance review with a compliment. Boy, I look good today!"

Congratulations!

(April–August)

30 Years of Service

Curt Neitzke	August 1
Harry Berman	August 16
Patricia Langley	August 16

25 Years of Service

Alan Barnhart	May 19
Brian Patton	May 19
Steve Chrans	July 16

20 Years of Service

Donna Schaub	April 27
Bruce Bergschneider	June 22
Charlene Lambert	July 6
Todd Rotroff	July 6
Carroll Barnett	July 27
Dan Kaufman	July 27
Pinky Wassenberg	August 16
Leonard Branson	August 17
Tim Miller	August 17
Baker Siddiquee	August 17
Larry Stonecipher	August 17
Dennis Frueh	August 24

15 Years of Service

Jerry Peebles	April 27
Christina Ryan	April 28
Edward Wojcicki	June 8
Carmen Dinardo	July 8
James McGill	July 16
Barbara Burkhardt	August 16
Kathryn Eisenhart	August 16
Donald O'Neal	August 16
Darlene Harris-Kresse	August 26



10 Years of Service

Peggy Kitchen	June 2
Denise Rothenbach	June 16
Ellen Smock	August 4
John Hartnett	August 16
Hazel Rozema	August 16

5 Years of Service

Natalie A Taylor	March 1
Kevin Gamble	April 1
Mae Marie Noll	May 1
Marque Hauptert	May 1
Rodney D Pettus	May 6
Ronald D. McNeil	May 17
Jane Treadwell	July 1
Kavitha Cardoza	July 16
Lisa Clemmons Stott	July 16
Cynthia Thompson	July 21
Brian Catherwood	July 22
Kelley Boston	August 16
Mark Winland	August 16
Chrisa Potthast	August 19
Randy Moss	August 26



Welcome

Dana Atwell	ESL Coordinator	January 29, 2007
Helene Bea	Assistant to the Dean	February 1, 2007
Courtney Ussery	Child Care Associate	February 12, 2007
Dawn Jarrett	Visiting Project Coordinator	February 16, 2007
Samuel Wood	Assistant Professor	February 19, 2007
Carlyn Shank	Director Audience Development	March 5, 2007
Tracy Beard	Secretary IV	March 12, 2007
Michael Brunelle	Library Assistant	March 12, 2007
Donna Crompton	Secretary IV	March 26, 2007
Richard Bryant	Building Service Worker	March 27, 2007
Dana Marmino	Building Service Worker	March 27, 2007
Cory Hewitt	Police Officer	April 2, 2007
Mark Wathern	Police Officer	April 3, 2007
Talonna Elam	Human Resource Assistant	April 9, 2007
Marilyn Kok	Associate Director Development/Grants/Marketing	April 9, 2007
Shannon Zillion	Ticket Sales Specialist	April 23, 2007
Karen Fifer	Staff Secretary	April 24, 2007
Michelle Sim	Admission/Records Specialist I	April 25, 2007
Karen Molck	Grants & Contracts Specialist	May 7, 2007
Stacey Ford	Child Care Assistant	May 14, 2007
Jennifer Jenkins	Secretary III	May 21, 2007
Andrea Reynolds	Secretary III	May 21, 2007
Marvin Jarrard	Building Service Worker	May 22, 2007
Deana K. Taylor	Financial Aid Advisor III	June 4, 2007
Stacey L. Romanger	Administrative Clerk	June 18, 2007

Goodbye & Good Luck

Jeffrey Alinger	January 27, 2007	Ashley Shaw	May 15, 2007
Tammy Gottman	February 2, 2007	Nathaniel Anderson	May 15, 2007
Terry Simpson*	February 9, 2007	Ann Lampkin	May 15, 2007
Mary Freier	February 17, 2007	Amir Parssian	May 15, 2007
Michael Schmedeke	February 20, 2007	Taiebeh Hosseinali	May 15, 2007
Kortney Leatherwood	February 27, 2007	Kristen Hefley	May 15, 2007
Mary Staats	February 28, 2007	Tavia Ervin	May 15, 2007
Carl Long	February 28, 2007	Melanie Watson	May 23, 2007
Betty Sullivan	March 2, 2007	Rhonda Horn	May 25, 2007
Sabrina Holmes	March 15, 2007	Bonnie Moe*	May 31, 2007
Emily Schirding*	March 29, 2007	Carol Bloemer*	May 31, 2007
Rosa Bryan*	March 30, 2007	Sue Feger*	May 31, 2007
Kelly Phillips	March 30, 2007	Susan Krause*	May 31, 2007
Elizabeth Miller	April 18, 2007	Todd Werling	May 31, 2007
Samme Schramm*	April 30, 2007	Charles Baumgardner*	June 30, 2007
Leslie Debrates	May 7, 2007	B. Doug Anderson*	June 30, 2007
		Dominic Giacomini*	August 15, 2007

Employee Discount

*Indicates Retiree

It's true. University and college employees pay less for Apple.



It's simple. College faculty and staff get discounts on Apple products — including Mac computers and Apple software. Whether it's for work or play, campus employees can save up to \$200* on a MacBook Pro. Create podcasts. Run Microsoft Office. Design photo albums. Nothing beats the versatility and compatibility of a Mac. Apple provides

free training and exceptional support through our retail stores. And that's not all. Check out our professional development classes for educators including podcasting and more. College employees can shop at Apple Stores, the Apple Online Store for Education, and an Apple Authorized Campus Store. So simple. So true. Buy today and save with your Apple education discount.

[Terms and conditions](#) apply.

<http://www.apple.com/education/facultystaff/>