



HR NOTES

Office of Human Resources

Volume 32, Issue 1
August 8, 2008

A Message from the Director

Faculty, Staff and Students,

Once again the summer is drawing to a close and we are all preparing for the arrival of new students. This is an exciting time of year, and I understand that we may have over 1000 students residing on campus. Invariably, with new students comes new faculty and staff which is also an exciting prospect for us in Human Resources.

This past summer has brought us once again a transitional period. Long time HR employee, Evelyn Tillman, passed on very unexpectedly. She was beloved by us in HR and by you, and she will be missed. I can tell you that she enjoyed helping all of you with your recruitments. Also, Laci Engelbrecht decided to work closer to home. While Laci was only here two years, she provided a valued contribution in testing and classification, and she was instrumental in the development of the Shining

Star Program. Fortunately, we have two employees who are working hard to fill both their shoes, and we have recruited two new employees to fill their positions. Joy Thibadeau will be taking over most of the duties previously performed by Evelyn and Deanna Boyer will be transitioning into the testing administration area. We are welcoming Monica Kroft to the employment area to assist us with records management and our file documentation system. And most recently, we recruited Ceitha Steele to assist in the area of student insurance and employee orientation. Judy Bly was recruited to fill the services at the front desk and with that, Judy processes all the performance evaluations, directs HR questions and inquiries for services, processes tuition waivers and has recently taken over the Shining Star Program. Judy has been with us for nearly three months.



We expect that our transition will be ongoing over the next 90 days. In the meantime, all HR systems are moving forward. Please stop by and meet our new employees in the HR Department—Judy, Ceitha and Monica. Those of us who have been around here in HR for several years and our new employees are looking forward to the new academic year and all of the prospects, challenges and opportunities that I am sure this new year will provide for us. We wish all of you a warm welcome back to UIS this fall.

Wes Weisenburn

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The Mission Of UIS Human Resources is to be a dedicated partner of the campus and its goal to become, and remain among, one of the top five small public liberal arts universities in the nation. We provide excellent service by using sound and effective personnel practices.

New Civil Service Application Process

UIS, along with the other U of I campuses, implemented a new applicant tracking system on July 28, 2008. The new program has enhanced capabilities allowing Human Resources to do a better job in serving our customers.

This new software program also provides a more streamlined and professional experience to applicants applying for employment at the University. We are very excited about the arrival of the long-awaited, new online employment application.

The process to apply for Civil Service remains the same in that there is one online employment application and applicants submit exam requests for the titles they desire to apply for. The Job Board will contain titles used for open and continuous Civil Service testing as well as current posted vacancies. All applicants in the old system have been converted to the new system.

An Academic Professional application process is planned to be included sometime in the future.

At that time the applicants will be able to upload a resume, cover letter, vitae, transcripts, etc., in response to job announcements. Academic Professional job vacancy postings will also be located in the Job Board of the new system.

Please visit the new Employment section of our website to experience the look and feel, as well as the information available there. Please contact our office at 206-6652 or stop by HRB 30 if you have any questions or concerns.



University of Illinois Springfield Employees & Faculty

Discount Offer From T-Mobile

T-Mobile has a new program set up with the State of Illinois that offers employee's of the State a monthly discount on service as well as other upfront perks if purchasing new lines of service. It's pretty exciting and it is very new! Remember this program is only for Employee's & Faculty. Here's what T-Mobile is offering:

- 1) A Monthly 12% Discount
- 2) Automatic Waived Activation Fee's on New Service
- 3) Free 2 Day Shipping
- 4) An 800 Number set up for orders available 24/7 (at this time the promotions are only available through this number, not in our stores or T-Mobile.com)
- 5) Better than T-Mobile.com Hand set Pricing

All in all this is a lot more than previously offered and the 12% is a wonderful perk off of an already great service plan offering!!! Plus the 12% goes towards any recurring charge on the account, so Texting Plans, Data Plans, Blackberry Service...all of it! As well, T-Mobile recently launched home phone service for just \$10.00 a month and the discount can apply to it as well, so it ends up being \$8.80/month.

If you are interested in obtaining service through T-Mobile, please call 866-464-8662 and giving them your promotional code. As well if someone already has T-Mobile and wants to start receiving the 12% discount they just have to call 877-453-8824. Please call 206-7020 for the promotional code if you would like to take advantage of this offer.

Save the Date!!

***SURS Counselors on campus
for individual counseling
October 1 & 2***

SHARED BENEFITS

Unused Vacation?

Donate to Shared Benefits Program

With the August 15 deadline quickly approaching, Academic Professional employees will lose any vacation leave balance over 48 days. If you are unable to use the leave, please consider donating it to the Shared Benefits Program (Sick Leave Pool). Consider it free insurance, you never know when YOU might need additional leave time.

For more information or to donate vacation and/or sick leave to the Shared Benefits Program please log on to Nessie. If you have questions regarding the program, please call 206-6670.





Common Workplace Accidents and How to Avoid Them

The Most Common Accident: Falls

The most common causes of workplace falls include: Tripping over an open desk or file drawer, electrical cords or wires, loose carpeting, or objects in hallways/walkways. Bending or reaching for something while seated in an unstable chair. Using a chair in place of a ladder. Slipping on wet floors. Inadequate lighting.

How to Avoid Falls:

Look before you walk -- make sure the walkway is clear.

If you're done with a drawer, close it immediately.

Don't stretch to reach something while seated. Get up instead.

Report any loose carpeting, electrical cords, etc. to someone who can have them fixed.

Help keep the office fall-proof. This means cleaning up spills from the floor (even if you didn't spill it), picking up objects that are out of place, etc.

Use a stepladder, not a chair, if you need to reach something overhead.

Be Wary While Lifting

Lifting even small loads (stacks of files, computer paper, a computer monitor, etc.) can lead to injury if done improperly. Your back, neck and shoulders are all susceptible to this type of injury. Before you decide to lift anything, be sure it is not too heavy for you (if it is, ask a co-worker or supervisor to help).

Safe Lifting Tips: Whenever you need to lift something, follow these tips to reduce your risk of injury

Lift by squatting toward the floor (when lifting something from the floor) and then using your legs (not your back) to straighten up.

Allow your back to stay in a straight position.

Pick up the object with your entire hand (not just your fingers) and hold the load close to your body. Refrain from twisting.

To set something down, again use your legs for strength, not your back.

Be Careful of Flying, and Stationary, Objects

According to the CDC, office workers are often struck by objects, bump into objects themselves, or get caught in or

between objects, and as a result are injured.

This includes bumping into desks, other people, file cabinets, copy machines, etc., and getting hit by objects that fall from cabinet tops, items dropped on feet, doors opening unexpectedly or cabinets that fall over if not properly balanced.

Meanwhile, office workers get their fingers caught in drawers, windows and paper cutters, and their hair and jewelry caught in office machines.

Avoid Getting Hurt by Objects in the Office: You can avoid these types of injuries, first and foremost, by staying alert, watching where you are walking and putting your fingers, keeping jewelry and hair away from machinery and concentrating on what you're doing. Meanwhile, open doors slowly in case someone is walking by.

You can also ask your office manager to purchase proper storage devices so all materials can be safely stored out of the way, and to ensure that office machines have the proper safety guards attached.

Get the Proper Workstation Ergonomics

Over time, using a workstation that does not fit your body (i.e. your chair does not support your back, your computer screen is too high or low, your wrists are at an uncomfortable angle while typing, etc.) can result in musculoskeletal problems of your neck, shoulders and back, poor posture, eyestrain and carpal tunnel syndrome.

Along with setting up your workstation properly, it's essential to take breaks and change your position (whether seated or standing) frequently. For instance, look away from your computer screen for 30 seconds every 10 minutes, and get up to stretch every half hour. This will help to take some of the strain away and reduce your risk of being injured from making repetitive movements (such as typing) without a rest.

How to Set up an Ergonomically Correct Workstation:

Basic guidelines to improve your workstation. Adjust your chair so that your thighs are horizontal with the floor, your feet are flat, and the backrest supports your lower back. If your feet do not rest comfortably on the floor, use a footrest.

Adjust your keyboard or chair height so that, while you're typing, your elbow is at a 90-degree angle and your wrists are straight.

Adjust your computer monitor so the top of the screen is at your eye level.

Use a document holder so your papers can be kept at the same level as your computer monitor.

Make motions such as typing and stapling with the least amount of force possible.

Adjust the window blinds or lighting so there is no glare on the computer screen

<http://www.myfitnesspal.com/blog/diethack/view/4-common-accidents-in-your-office-and-how-to-avoid-them-159>





ASK HR

Question:

What are the Employee Tuition Waiver Benefits at UIS?

UIS Academic Professionals (with at least a 25% appointment) and Civil Service employees (with 50-100% appointments) are eligible for tuition and fee waivers for courses taken at any of the three U of I campus.

Civil Service employees may waive courses taken at other State Universities Civil Service System Universities (Inter-Institutional Waiver).

50% tuition waivers for children of employees are available for undergraduate children for up to four years for Academic Professional and Civil Service employees who have been employed for a total of seven years.

Special rules/guidelines/processes apply for each type of waiver available.

Call HR at 206-6652 or visit NESSIE for policy rules and eligibility https://nessie.uihr.uillinois.edu/cf/events/index.cfm?Item_id=1121&mlink=1116

Question:

Who do I contact for questions about testing, tuition waivers, student insurance or civil service vacancies

Deanna Boyer is the contact person for questions regarding testing and classification. Deanna can be reached at 206-7144

Judy Bly is processing tuition waivers and answering the Office of Human Resource Main Number 206-6652. Please also contact Judy for questions on the Shining Star Program

Monica Kroft joined the HR Staff on August 4. Please contact Monica for personnel file information at 206-7095

Ceitha Steele is joining the HR Staff on August 11, and will be assisting students with student insurance issues. Please contact Ceitha at 206-6670

Joy Thibadeau is filling civil service & extra-help vacancies and assisting with other civil service employment issues. Joy can be reached at 206-7015

CSAC Officers & Members 2008-2009

David Antoine, President	Bobbie Fults, Vice President
Erin Kullick, Secretary	Ann Cole, Treasurer
Jennifer Berry	Kathy Dehen
Ellen DeHeve	Darlene Harris-Kresse
Donna Johnson	Jamie McGill
Janice Marvel	Terry Pryor
Becky Schildman	Jill Stoops
Damon Thomas	

APAC Members 2008-2009

Clay Bellot	Jerry Burkhart	Barbara Cass
Tammy Craig	Lori Giordano	Bryan Leonard
Kathy Roegge	Richard Schuldt	Shawn Shures
Tyler Tanaka	Natalie Taylor	

** Election of Officers August 14, 2008



The Core Rules of Netiquette

What is Netiquette? Simply stated, it's network etiquette -- that is, the etiquette of cyberspace. And "etiquette" means "the forms required by good breeding or prescribed by authority to be required in social or official life." In other words, Netiquette is a set of rules for behaving properly online.

When you enter any new culture -- and cyberspace has its own culture -- you're liable to commit a few social blunders. You might offend people without meaning to. Or you might misunderstand what others say and take offense when it's not intended. To make matters worse, something about cyberspace makes it easy to forget that you're interacting with other real people -- live human characters.

So, partly as a result of forgetting that people online are still real, and partly because they don't know the conventions, well-meaning cybernauts, especially new ones, make all kinds of mistakes.

The book Netiquette has a dual purpose: to help net newbies minimize their mistakes, and to help experienced cyberspace travelers help the newbies. The premise of the book is that most people would rather make friends than enemies, and that if you follow a few basic rules, you're less likely to make the kind of mistakes that will prevent you from making friends.

The list of core rules below, and the explanations that follow, are excerpted from the book. They are offered here as a set of general guidelines for cyberspace behavior. They won't answer all your Netiquette questions. But they should give you some basic principles to use in solving your own Netiquette dilemmas.

Remember To Be Human

The golden rule your parents and your kindergarten teacher taught you was pretty simple: Do unto others as you'd have others do unto you. Imagine how you'd feel if you were in the other person's shoes. Stand up for yourself, but try not to hurt people's feelings.

In cyberspace, we state this in an even more basic manner: Remember the human.

When you communicate electronically, all you see is a computer screen. You don't have the opportunity to use facial expressions, gestures, and tone of voice to communicate your meaning; words -- lonely written words -- are all you've got. And that goes for your correspondent as well.

.When you're holding a conversation online — whether it's

posting -- it's easy to misinterpret your correspondent's meaning. And it's frighteningly easy to forget that your correspondent is a person with feelings more or less like your own.

It's ironic, really. Computer networks bring people together who'd otherwise never meet. But the impersonality of the medium changes that meeting to something less -- well, less personal. Humans exchanging email often behave the way some people behind the wheel of a car do: They curse at other drivers, make obscene gestures, and generally behave like savages. Most of them would never act that way at work or at home. But the interposition of the machine seems to make it acceptable.

The message of Netiquette is that it's not acceptable. Yes, use your network connections to express yourself freely, explore strange new worlds, and boldly go where you've never gone before. But remember the Prime Directive of Netiquette: Those are real people out there.

Would you say it to the person's face?

Writer and Macintosh evangelist Guy Kawasaki tells a story about getting email from some fellow he's never met. Online, this fellow tells Guy that he's a bad writer with nothing interesting to say.

Unbelievably rude? Yes, but unfortunately, it happens all the time in cyberspace.

Maybe it's the awesome power of being able to send mail directly to a well-known writer like Guy. Maybe it's the fact that you can't see his face crumple in misery as he reads your cruel words. Whatever the reason, it's incredibly common.

Guy proposes a useful test for anything you're about to post or mail: Ask yourself, "Would I say this to the person's face?" If the answer is no, rewrite and reread. Repeat the process till you feel sure that you'd feel as comfortable saying these words to the live person as you do sending them through cyberspace.

Of course, it's possible that you'd feel great about saying something extremely rude to the person's face. In that case, Netiquette can't help you. Go get a copy of Miss Manners' Guide to Excruciatingly Correct Behavior.

Another reason not to be offensive online

When you communicate through cyberspace -- via email or on discussion groups -- your words are written. And chances are they're stored somewhere where you have no control over them. In other words, there's a good chance they can come back to haunt you.



Core Rules continued

Never forget the story of famous email user Oliver North. Ollie, you'll remember, was a great devotee of the White House email system, PROFS. He diligently deleted all incriminating notes he sent or received. What he didn't realize was that, somewhere else in the White House, computer room staff were equally diligently backing up the mainframe where his messages were stored. When he went on trial, all those handy backup tapes were readily available as evidence against him.

You don't have to be engaged in criminal activity to want to be careful. Any message you send could be saved or forwarded by its recipient. You have no control where it goes.

Adhere to the same standards of behavior online that you follow in real life

In real life, most people are fairly law-abiding, either by disposition or because we're afraid of getting caught. In cyberspace, the chances of getting caught sometimes seem slim. And, perhaps because people sometimes forget that there's a human being on the other side of the computer, some people think that a lower standard of ethics or personal behavior is acceptable in cyberspace.

The confusion may be understandable, but these people are mistaken. Standards of behavior may be different in some areas of cyberspace, but they are not lower than in real life.

New Compensation Policy

The University of Illinois at Springfield has recently developed and approved the use of a new compensation policy for civil service employees, the Alternative Compensation Policy. The new policy is intended to serve as a supplement to the compensation policies set forth in the Policy and Rules, and is not intended to replace them.

The new Alternative Compensation (Alt Comp) Policy has three components; a New Hire component, a Promotional component, and an Off Cycle Workload component. The New Hire component will provide hiring units with the ability to start a new employee at more than 10% above the base of the salary range as long as there is adequate justification. The Promotional Salary component will allow units to pay employees who are promoted more than current policy and rules generally allows (4 – 10% above the employees current salary or to the base of the range whichever is greater) with adequate justification. The off-cycle workload adjustment will allow units to compensate employees who assume a substantial amount of additional job duties, but do not justify a reclassification/reallocation on a permanent basis, or a temporary upgrade on a short term basis.

In order to use the Alternative Compensation Policy, supervisory staff from the unit must meet with appropriate Hu-

Be ethical

Don't believe anyone who says, "The only ethics out there are what you can get away with." This is a book about manners, not about ethics. But if you encounter an ethical dilemma in cyberspace, consult the code you follow in real life. Chances are good you'll find the answer.

One more point on Netiquette ethics: If you use shareware, pay for it. Paying for shareware encourages more people to write shareware. The few dollars probably won't mean much to you, and they benefit all of cyberspace in the long run.

Breaking the law is bad Netiquette

If you're tempted to do something that's illegal in cyberspace, chances are it's also bad Netiquette.

Some laws are obscure or complicated enough that it's hard to know how to follow them. And in some cases, we're still establishing how the law applies to cyberspace.

Core Rules to be continued in future issues of HR Notes

The Core Rules of Netiquette are excerpted from the book Netiquette by Virginia Shea <http://atw.txwes.edu/RememberTheHuman.htm>

man Resource Staff to discuss the situation and the required justification. If it is an appropriate use of the policy, a request form will be issued to the unit to proceed. If it is not an appropriate use of the policy, alternatives may be discussed.

We are currently in the process of talking with the appropriate union(s) to see if the program will be extended to bargaining unit members.

Additional information regarding the policies, and who will be eligible to use the program will be forthcoming in the next several weeks.





Congratulations!!

30 Years

Donna McCracken June 12

25 Years

Mary Bohlen August 16
 Paul McDevitt August 16
 Mark Puclik August 16
 Sharon Schmidt September 12

20 Years

Shahram Heshmat August 16
 Adil Mouhammed August 16
 Stephen Schwark August 16
 Freida Kieffer September 7

15 Years

Mark Jenkins July 19
 Holly McCracken July 26
 Kathy Debarr August 15
 Ethan Lewis August 16
 Laurel Newman August 16
 Annette Van Dyke August 16
 Charles Wheeler August 16
 Sharon Norris August 17
 Donna Haynes August 26
 Kim Hayden September 1
 Frances Chaplin September 7
 Patricia Wood September 9
 David Barrows September 16

10 Years

Carmen Morgan July 1
 Janette Kirkham July 27
 Peter Boltuc August 9
 Kevin Hughes August 11
 Patricia Byrnes August 16
 Scott Day August 16
 Carol Jessup August 16
 Martin Martsch August 16
 Maureen McKinney September 1

5 Years

Leonard Boggle June 1
 Thomas Zimmerman June 2
 Consolatrix Custeau June 30
 Sandra Gordon August 11
 Kandice Biggs August 16
 James Bonacum August 16
 Sara Cordell August 16
 Karen Guthrie August 16
 Yuichi Iwashita August 16
 Mary Addison-Lamb August 16
 Jim Ottery August 16
 Tin-Fen Ting August 16
 Kyle Lucas August 20
 Jill Bohn August 25
 Stacey Willenborg August 25
 Deana Taylor August 29
 Barbara Selvaggio September 1
 Jennifer Berry September 15
 Aaron Boettcher September 16
 David Shank September 21



Welcome

Dawn Bergschneider	Office Support Specialist	March 31, 2008
Alice Seaton	Accounts Receivable Specialist	May 6, 2008
Rosemary Senalik	Child Care Assistant	May 12, 2008
Kristin Schattschneider	Child Care Assistant	May 27, 2008
Judith Bly	Office Support Specialist	June 2, 2008
Andrew Fitzpatrick	Systems Integrator	June 2, 2008
Alison Fitzgerald	Asst Director Athletic Compliance	June 2, 2008
Christine Ross	Assistant Professor	June 2, 2008
Gloria Davlantis	Library Specialist	June 16, 2008
Michelle Yenerall	Ticket Sales Associate	June 16, 2008
Pamela McGowan	Staff Clerk	June 30, 2008
Angela Maranville	Visiting GIS Lab Coordinator	July 1, 2008
Kelly Walraven	Office Support Specialist	July 1, 2008
Howard Seidel	Executive Chef	July 7, 2008
Vernadean Brown	Associate Chancellor for AEO	July 15, 2008
Christine Gottemoller	Resident Director	July 18, 2008



Welcome—continued

Rebecca Dickerson	Benefits Counselor I	July 28, 2008
Kevin Zepp	Network Specialist I	July 28, 2008
Tarah Sipes	Resident Director	July 28, 2008
Barbara J. Wheatley	Resident Director	July 28, 2008
Matthew Panich	Asst. Director Recreational Sports	August 1, 2008
Monica Kroft	Office Support Specialist	August 4, 2008
Jason Gibson	Building Service Worker	August 10, 2008



Ruth Mullenix*	March 31	Jillian Summers	May 16	Barbara Hayler*	June 30
Doug Sheley	March 31	Lisa Waldeck	May 19	Richard Judd*	June 30
Kimberly Hepworth	April 11	Rebecca Yaeger	May 23	Sara Winters	July 3
Kavitha Cardoza	April 21	Mary Gillock*	May 30	Michelle Sim	July 11
Denise Green	April 25	Betsy West	June 2	Michelle Gillen	July 11
David Scott	April 25	Douglas Cowell	June 5	Christopher Miller	July 14
Karla Carwile	May 2	Karen McGlynn	June 13	Gary Trammell*	July 31
Kim Pate	May 6	William Vautrain	June 20	Lonnie Oehlwein	August 1
Pamela Doughman	May 15	Ryan Prosser	June 25	Nancy Weichert	August 6
Hank Nicholson*	May 15	Jon Pressley	June 26	Amanda Fox	August 8
Judith Sage	May 15	Phillip Allen*	June 27	Kathy Guthrie	August 8
Kathleen Burns	May 15	Margaret Noe	June 30		

**Indicates Retiree*