

# HUMAN RESOURCES

VOLUME 1, ISSUE 1

ST. CLOUD STATE UNIVERSITY

## INTRODUCTION BY THE DIRECTOR

The Human Resources (HR) Department is proud to unveil the first issue of the HR newsletter. We are planning on publishing it on a quarterly basis. As you might expect, the newsletter will cover things you need to know in your daily work activities as an employee of St. Cloud State University (SCSU). We will include personal interest stories about our human resources staff and other employees from time to time. We will be communicating information on policies and procedures; rules and regulations; new systems; processes; featured articles; social events; programs; and other fun things. For faculty and staff on Announce, we will use it as our primary vehicle to get messages out to you. We request that supervisors share information contained in our newsletter with faculty and staff you know that do not use Announce. Please post this newsletter in your department for viewing. Just in case we missed anyone by using Announce to get the word out, we are also planning on making limited hard copies available in the HR Department. If you have any suggestions on how we can improve the newsletter service, please contact HR. We wish you a wonderful spring and summer.



The Human Resources department

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## POSITION DESCRIPTION TRACKING SYSTEM

In an effort to better manage and maintain current position descriptions, the Human Resources department at St. Cloud State University has recently implemented the new online “Position Description Tracking System.” This program is accessible directly from the Human Resources website and allows current employees to view all current, non-faculty position descriptions from the convenience of their computer. Based on SharePoint software, this system allows position descriptions to be easily sorted by employee or supervisor name, position title, position number, or plan/bargaining unit. Employees may view any document by simply selecting the appropriate word document.

This system automatically notifies the Human Resources department when a position description becomes older than three years. This feature will help the Human Resources department to keep position descriptions current to insure compliance with policies and procedures. As a result, position descriptions may also be used as a basis for job performance evaluations, can be used as an advertising tool to generate an accurate notice of vacancy, and will help keep lines of communication clear between the employee and supervisor. Current position descriptions are

**POSITION DESCRIPTION TRACKING (CONT.)**

imperative; please help us to help you to keep them current. We now have this new system to make this process easier for both Human Resources and you to keep them up-to-date.

When the system was first unveiled this spring, the Human Resources department in collaboration with the on-campus computer trainer, Brad Grabham, offered training for supervisors on how to use the new program and the revised process for updating position descriptions. The system was received positively; many commented on the convenience of the new system and the easy-to-use format. Dr. Chambers will present the new Position Description Tracking System to MnSCU Chief Human Resources officers later this spring.

To view the Position Description Tracking System, begin by clicking on the Position Description Tracking System link found on the Human Resources website (available on the “Links and Resources” page) or type in the web address, <http://scsusp02>. Next, you may be asked for your Husky Net user name and password (only current employees will be given access to the system) or be taken directly to the site. On this main page, you may notice the navigation bar along the left side of the page. These links will allow you to view the position descriptions by specific plan/bargaining unit or only position descriptions supervised by you (“Positions Supervised by ME”). On any page in the system, you may sort a column either numerically or alphabetically by simply clicking on the title of the column (i.e. name, title, supervisor, employee, position type, etc.). You may return to the main page by simply clicking on “Home” underneath the SCSU symbol in the upper left corner. To view a position description document, simply click on the corresponding position number (listed under the “name” column) and the word document will open for you.

To accommodate this new online system, the Human Resources department has a revised process for updating position descriptions. First, if you do not have a copy of your position description or a position supervised by you, you may find the appropriate position description form available on the Human Resources website, <http://www.stcloudstate.edu/humanresources/forms.asp>.

If you cannot find a position description in the new system, the Human Resources department may not have an electronic copy of it. If you would like to submit a position description to be added to the online tracking system or you would like to update or make changes to an existing position description already in the system, please email the word document as an attachment to [HumanResources@stcloudstate.edu](mailto:HumanResources@stcloudstate.edu). In order to facilitate the change or addition, please include as much of the following information as possible in the email: position number (PCN), employee’s name (indicate vacant if appropriate), position title, supervisor’s name, plan/bargaining unit, and the date of the position description update.

In addition to submitting an electronic copy by email, please also continue to mail a paper copy of the revised position description to the Human Resources department, AS 204. Ensure the paper position description includes the position number (PCN), is signed and dated by the current employee if not vacant, is signed and dated by the current supervisor, and is signed and dated by the appropriate dean or vice president.

The Human Resources department would also like to make some suggestions about writing position descriptions. Position descriptions may be created by the employee or supervisor, however, they must be approved by the supervisor, reviewed and approved by the Vice President as required, and approved by the Human Resources department. Substantial changes will require a review by the Human Resources department. Position descriptions must be well-written using current forms. They are public data and poorly written position descriptions could open the employee or department to public scrutiny. They must also evaluate positions correctly for placement in the appropriate bargaining unit or plan. Position description must not be too general or incomplete; they should not be written or tailored to an individual but should focus on the position. The Human Resources department will return incomplete or unsigned position descriptions.

This is a view-only system. After requested, all changes or updates must be approved and made by the Human Resources department. If you notice an error or a required change in the system, please email a description of the issue to [HumanResources@stcloudstate.edu](mailto:HumanResources@stcloudstate.edu) or call, 8-3203. We welcome your feedback regarding this new system and hope you find it to be as useful and convenient as we do!

**HUMAN RESOURCES STAFF**

**Greta Abel – Administrative Assistant (8-3203)**

Provides administrative assistance/secretarial support to the Human Resources Director/staff and receptionist duties for the office of Human Resources. Manages the Tuition Waiver program. Process appointments for payroll; performance evaluations; processes address changes; and provide administrative and technical assistance concerning temporary employees.

**Mary Bongers – Assistant Director (8-3920)**

Directs the personnel programs for classified employees at the university including: classification, compensation, and collective bargaining agreement administration for classified staff.

**Larry Chambers – Director (8-3203)**

Manage overall Human Resources such as employment; compensation; benefits; risk management; labor relations and interpretation of multiple collective bargaining agreements; participate in negotiations; training and staff development; personnel policies and procedures; strategic planning; HR information systems; records; personnel transactions; FLSA; ADA; FMLA; reports; wage and salary studies; consulting; budgeting; classifications; conflict management; mediation and diversity education and training.

**Donna Croatt – Assistant Director (8-3076)**

Responsible for work authorizations/visas for foreign national employees; employee professional development; unclassified employee classifications, compensation and collective bargaining administration; salary surveys; unemployment insurance; ADA; health promotion; SEI; assisting the HR Director on special projects; and maintenance of the new position description tracking system, the exit interview, and the HR department website.

**Jeanne Duinick – Personnel Aide, Senior (8-3968)**

Designated Department Insurance Representative (DDIR). Provides assistance in the administration of insurance benefits, pre-taxed benefits; compensation, retirement; employee service recognition; Family Medical Leave Act (FMLA); MSUAASF PIF funds; tuition waivers.

**Andrea Kubat – Personnel Aide (8-2287)**

Assists in the appointment processing for unclassified employees (IFO, MSUAASF, and MnSCU Administrators); processes leave accrual for unclassified employees; and processes employment verifications for all employees.

**Kris Larson – Personnel Aide, Senior (8-3204)**

Maintains the computerized personnel system, classified seniority roster; process appointments for payroll; salary increases; performance evaluations; and provides administrative and technical assistance concerning classified employees to the Assistant Director of Human Resources.

**Sue Lindquist – Personnel Officer (8-3919)**

Maintain the personnel database for all unclassified employees (IFO, MSUAASF, MnSCU Administrators); seniority rosters, retirement (annuitant, phased, TRA, supplemental); bargaining agreement interpretation as it relates to compensation, and the administration of all unclassified appointments.

**Judy Ruegemer – Personnel Aide, Senior (8-5294)**

Designated Department Insurance Representative (DDIR). Provides assistance in the administration of insurance benefits, pre-tax benefits, Workers Compensation, Family Medical Leave Act (FMLA), short and long term disability, classified retirement, classified job posting for the University.

**NEW PROJECT**

**New Employee Orientation**

The Human Resources department is working with MnSCU Human Resources colleagues to develop a web-based new-employee orientation program. This will enable St. Cloud State University to communicate important issues to employees when they are initially hired.

We will notify the campus community when this new communication tool becomes available.

## FEATURED HR PERSON—DONNA CROATT



Donna Croatt

Donna Croatt has been working at St. Cloud State University as the Assistant Director of Human Resources for the past seven years. What she enjoys most about her position is the variety and helping people. Donna went to college at Mankato State University where she received her B.S. in Industrial Relations, Marketing, and Management. After college, she moved to the Twin Cities and worked at FDIC in Burnsville. Since her interest was in Human Resources, she moved on to Electric Machinery in Minneapolis and worked there as a Personnel Administrator for the next 11 years, while living in Lakeville.

Donna grew up on a farm near Marietta, Minnesota; she now lives north of Becker with her husband Duane, and 11 year old son, Brandon. During her free time, she enjoys attending her son's sporting events, including baseball, basketball, and soccer. Her favorite television shows are American Idol and Grey's Anatomy and a couple of her favorite foods are pizza, seafood and chocolate. Donna's favorite animal is cats, especially her cat, Snickers. Donna also enjoys traveling, especially to warm destinations during the winter months. This past March, she and her husband went on a Mexican Riviera cruise and she cannot wait to go again. Her favorite vacation was when she and her husband went on a 17-day African Safari to Kenya several years ago. Donna and her family also enjoy spending their summer weekends on the Horseshoe chain of lakes near Richmond.

## TRAINING

## Data Security Training

Public Jobs: Private Data is a system-wide online awareness program that all employees within the Minnesota State Colleges and Universities System are expected to complete. The program consists of three D2L courses that will provide users with tools to better understand, manage, and secure all forms of private data covering topics such as: differentiating between public and private data, how to secure private data, best practices to reduce data security risks, securing computer workstations, accessing information remotely, and practices for data sharing methods. All staff employees are to have this training completed by **June 30th** and faculty need to have it completed by **November 1st**. If you have any questions, please contact Donna Croatt at [dmcroatt@stcloudstate.edu](mailto:dmcroatt@stcloudstate.edu) or 308-3076. To access the courses, log in with your Husky Net ID at <http://huskynet.stcloudstate.edu/d2l/>.

**Staff Development Conference** - August 1-2  
Classified staff – mark your calendars!

**Energizing our Front-Line Network** - May 23-24

This two-day conference is a joint labor-management initiative specifically tailored for front-line staff at all MnSCU institutions. It is being held at Anoka-Ramsey Community College, Coon Rapids campus. The cost is \$70. For more information, go to <http://frontlineconference.mnscu.edu>.

SUMMER HOURS  
(NON-FACULTY)

## In The Good Ol' Summertime....

It is nearing the time for summer hours to begin again. This year, summer hours will begin on **May 16, 2007** and run through **August 21, 2007**.

Summer schedule forms have been sent to all employees affected by the change and as a reminder, they are due back in the Human Resources office on **May 2, 2007**.

*Once you have selected a schedule, you must adhere to it the entire summer and any variation requested will be handled through the normal leave approval process.*

Please call HR with any questions at 8-3203.

Have a safe and wonderful summer!



## POLICIES AND PROCEDURES

### How well do you know your policies and procedures?

St. Cloud State University is concerned about the health, safety and wellbeing of its employees. Policies and procedures are available on the SCSU Human Resources website if you have questions or need additional information. We will highlight various policies and procedures throughout the year via our HR newsletter. In this issue we are providing web links to three policies as a refresher.

#### ◆ 1B.1 Nondiscrimination in Employment and Education Opportunity

The following was adopted from the language in the Nondiscrimination in Employment and Education Opportunity policy. This is the Board of Trustees' nondiscrimination policy in employment and education opportunity. The policy is intended to protect rights and privacy of both the complainant and respondent and other involved individuals, as well as prevent retaliation or reprisal. The Chancellor shall establish procedures to implement this policy. The nondiscrimination in employment and education opportunity policy and procedures of colleges and universities shall comply with Policy 1B.1 and Procedure 1B.1.1. If you believe that you have an issue under this policy, you can make an appointment to visit with St. Cloud State University's internal investigator. For more information on this policy, visit the Human Resources website at <http://stcloudstate.edu/humanresources/>.

◆ **The Drug and Alcohol Policy:** <http://www.stcloudstate.edu/humanresources/documents/DrugandAlcohol.pdf>

◆ **The Right to Know Policy** (information about workplace hazards): <http://www.stcloudstate.edu/osh/policies/documents/RightToKnow11-22-06.doc>

## EXIT INTERVIEW QUESTIONNAIRE

The Human Resources department has recently unveiled a new online exit interview questionnaire. This has been a goal of the department for several years. Using an online survey site, this questionnaire will allow St. Cloud State University to collect important information from its employees. This information may be used for assisting in analyzing our employee retention and turnover, as a tool to track general trends, and give us insight into potential strengths as well as weaknesses that may need to be addressed.

The questionnaire is completely confidential and anonymous and will take less than ten minutes to complete. Employees will be asked to complete the questionnaire after the Human Resources department is notified they will be leaving. This notification typically will result from completion of the "Change in Employment Status" form or a resignation letter. If you have any questions about this process, please contact the Human Resources department, 8-3203.

## CONTACT INFORMATION

**Human Resources Department**

Administrative Services 204

St. Cloud State University

720 Fourth Avenue South

St. Cloud, Minnesota 56301-4498



Phone ▶ (320) 308-3203

Fax ▶ (320) 308-1607

Website ▶ <http://www.stcloudstate.edu/humanresources>

Email ▶ [HumanResources@stcloudstate.edu](mailto:HumanResources@stcloudstate.edu)

*St. Cloud State University values diversity of all kinds, including but not limited to race, religion and ethnicity.*