

# HUMAN RESOURCES

ST. CLOUD STATE UNIVERSITY VOLUME 2, ISSUE 2

## FROM THE DIRECTOR



Dr. Larry Chambers

As the Spring Semester continues, hopefully the change of seasons also brings to you a refreshing outlook for 2008. Our staff has been busy not only attending to the needs of current employees but also engaging in various initiatives. We have been involved in a variety of special projects and activities that are designed to improve the quality of work life on campus. Our goal is to provide quality service and expertise. Please read the information in this newsletter and do not hesitate to call, email, or stop by AS 204 to discuss any issues you may have or make suggestions for future newsletters.

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## DRIVE FOR DIVERSITY

In light of the recent concerns about safety on our campus, it seems to be a good time to discuss efforts Human Resources has been taking to contribute to diversity.

President Potter has been encouraging SCSU leaders to build greater connections with members of the community. As HR professionals, we strive to uphold the highest standards in our personnel processes with respect to underrepresented groups.

In Fall, 2007, Human Resources' staff increased efforts at making SCSU known as an employer that welcomes new faces and ideas into our community. These efforts have included:

- ◆ Developing several new brochures on how to get a job at SCSU, emphasizing positions that might be of interest to underrepresented groups in the St. Cloud community.
- ◆ Meeting with several staff from the St. Cloud Workforce Center to better understand the job qualifications of their

client base and explain our hiring procedures. The St. Cloud Workforce Center is a partnership of four local organizations that provides training and job search support for individuals and families in our community; the center has regular contact with minority populations. They agreed to actively promote SCSU openings to their clients.

- ◆ Welcoming a staff member of Lutheran Social Services to discuss the employment needs and availability of the growing Somali community in St. Cloud. The staff member advised HR on the types of training currently offered to Somali immigrants and how SCSU might assist new Somali employees in integrating into campus culture. HR will work Lutheran Social Services in determining potential job opportunities for Somali individuals.

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## DRIVE FOR DIVERSITY (CONT.)

- ◆ HR staff visited with the Director of the Minnesota Resource Center in St. Cloud, an agency that provides training to individuals with various disabilities. The Director of the MRC discussed opportunities for SCSU to learn about disability issues relevant to employees and offered to help promote SCSU positions with their clients.
- ◆ Brochures were distributed to local organizations that regularly interact with various racial and religious groups, including

Independent School District #742, the St. Cloud Chamber of Commerce, and several religious groups.

These efforts represent the intentions of the Human Resources staff to get the word out that SCSU is the first stop for job candidates of any demographic in the greater St. Cloud area. With our drive to recruit from all community groups, we stand with the university community in supporting a wholesome setting for learning, community, and a conducive work environment.



## HR & AFFIRMATIVE ACTION COLLABORATE ON WEBSITE

In an effort to improve the quality of our web-based information, Human Resources and the Office of Affirmative Action have been planning an integrated website.

In many academic institutions, the two offices work in partnership to monitor recruitment and selection procedures. Here at SCSU, the guidance of the partnership becomes especially important for search committees, in consideration of the number

of unions and contract specifications governing hiring practices.

The new website design is awaiting the final vetting; it will be rolled out by the end of Spring Semester. The final product should provide a more convenient source of information for both departments.

## CHANGE OF EMPLOYMENT STATUS CHECKLIST

Supervisors should be aware of a policy requiring the timely completion of the Change in Employment Status Checklist used when an employee changes their employment status. A typical employment status change would be retirement, leaves of absence, transfers, resignations, or terminations. It is SCSU's way of coordinating various offices in discontinuing privileges once held by that individual. The offices included are:

- ◆ Building and Grounds (keys)
- ◆ Center for Information Systems (computer access)
- ◆ Business Accounts (purchasing cards)
- ◆ Human Resources (benefits, pay status)
- ◆ Learning Resources and Technology Services

- ◆ Public Safety (parking pass)

The Change in Employment Status Checklist is located on our HR website (<http://www.stcloudstate.edu/humanresources/forms.asp>). Instructions are available on the form. The information must be completed and routed appropriately to the various offices in order for the process to be completed. Supervisors hold the responsibility in initiating this process by completing the form to notify the appropriate offices.

Completion of this process not only enables SCSU to follow-up with the employee but also helps ensure the ongoing security and safety of our university community.



## FEATURED HR PERSON — SUE LINDQUIST



Sue Lindquist

Sue Lindquist, Personnel Officer, came to SCSU Human Resources in 1993. After spending her childhood in Melrose, she earned a B.S. in Social Work from Mankato State University and later worked as a secretary with the Mankato School District. She and her husband, Mark, moved to St. Cloud in 1992; they currently reside on a lake in Avon with their dog, Sashi. They have two children, Sarah of Becker, MN, and Josh of Sauk Rapids, MN.

For her duties in HR, Sue helps maintain the personnel database for all unclassified employees and handles seniority rosters, bargaining agreement interpretation as it relates to compensation, and the administration of all unclassified appointments. Regarding her work, she enjoys the variety and opportunities to visit with faculty about potential options for retirement.

Outside of work hours, Sue enjoys being outdoors, including cross-country skiing, biking, or walking along the Wobegon Trail. She also loves to read on the beach or cruise on the lake in their pontoon. Their vacation destinations also seem to center around beaches, as they have spent time at the Cayman islands, Playa del Carmen, Panama City Beach, and Sanibel Island. Perhaps her most precious moments are spent being grandma to their only grandchild, 17 month old Parker.

## TIPS ON UPDATING POSITION DESCRIPTIONS

The Position Description (PD) Tracking System (<http://scsusp02>) was implemented in Spring, 2007, in order to provide easier access to position descriptions for all employees (excluding faculty). For a full recap of the PD Tracking System and the procedures involved in writing or updating position descriptions, please see the HR Newsletter, Spring 2007 (<http://www.stcloudstate.edu/humanresources/links.asp>). Human Resources staff would like to offer some reminders regarding position descriptions at SCSU:

- ◆ HR staff are continuously working to ensure that all position descriptions are current. Supervisors, please take some time to review your employees' position descriptions to make sure they are current and accurate. Descriptions should be updated at every new hire, after any major change to a position, or at least every three years. The PD Tracking System may be found at <http://scsusp02>.
- ◆ If a new position description needs to be developed, please begin by finding the appropriate form (under the unclassified or classified headings) at <http://www.stcloudstate.edu/humanresources/forms.asp>.
- ◆ If a description is in the system but needs to be updated, you may "download" the file to your computer by clicking on the position control number (under the "Name" column). You will be able to save the file to your computer and make changes. Once a description has been changed, please email it to HR at [humanresources@stcloudstate.edu](mailto:humanresources@stcloudstate.edu) so it can be reviewed and uploaded in the PD Tracking System. HR also needs a signed hard copy for filing.
- ◆ Please remember, the official description is the one HR approves and uploads into the PD Tracking System. Please keep HR staff informed if you are working on updating a description (i.e., you possess a copy that has revisions not reflected in the tracking system).
- ◆ Additionally, HR staff have been drafting and inserting "essential functions" sections at the bottom of classified position descriptions. These are job requirements standardized across most positions in a given class and are critically important in the event of disability, legal action, injury, or termination. It is important that supervisors take a look at their employees' descriptions to see if essential functions have been added (usually at the very end), and if so, whether or not they accurately apply to the particular position. Please let HR know that you have reviewed your employees' essential functions.
- ◆ Please do not hesitate to call, email, or stop by if you have problems with the PD Tracking System or when revising a position description.



## HUMAN RESOURCES NEWS

### Tuition Waivers

Deadline for Submission of Tuition Waivers: Please keep in mind that tuition waivers are due in the Human Resources office no later than ten days after the start of classes.

IFO Tuition Waiver Benefit Extended to Doctorate Courses: Arbitration concluded that applied doctorate courses are covered by the tuition waiver provisions in the IFO collective bargaining agreement. If you wish to take advantage of the tuition waiver for applied doctorate courses taken during fall 2007 or spring 2008, please submit a completed tuition waiver application form as soon as possible. Reimbursement will be made for tuition already paid for by eligible faculty members and dependents. Please keep in mind that the use of tuition waiver must fall within the limitation set forth in Article 27, Section G of the IFO Agreement (30 credits for full-time faculty members).

*The waiver of doctoral credits currently applies only to the IFO collective bargaining agreement; none of the other collective bargaining units are eligible.*

### Prescriptions

Navitus is now the pharmacy benefit manager for the Minnesota Advantage Health Plan. Don't forget to use the Navitus card you received by mail when filling a prescription. If you misplaced your Navitus card, call 1-866-333-2757 to have a new one mailed to you.

### W-2's

W-2's for calendar year 2007 are now available on the State of Minnesota Employee Self Service website, [www.state.mn.us/employee](http://www.state.mn.us/employee).



### Vacation Balances

The Human Resource office would like to remind all classified staff (AFSCME, MAPE, MMA, MNA, MANAGERIAL PLAN, COMMISSIONERS PLAN) that you must check your vacation balances in order to ensure that you have met the 275 hour minimum for the fiscal year.

You must spend down your vacation by 6/30/2008 or the hours over 275 will be lost. If you would like to donate to the vacation donation program, please stop Human Resources and complete the form. In addition, you must also use your floating holiday as well by 6/30/08.

*Memos have gone out to those currently listed as having not met the vacation minimum this year.*

### Staff Development Conference

Classified Staff: Please mark your calendars for the Staff Development Conference:

Tuesday, May 13<sup>th</sup>  
8:30 am – 12:30 pm  
OR  
12:30 pm – 4:30 pm

### Employee Orientation Program Survey

Human Resources is currently planning to develop a survey to gather data from employees on what to include in an effective employee orientation program at SCSU. You may be asked to respond to an email survey request when you receive it later this spring.

## CONTACT INFORMATION

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