



YOUNGSTOWN STATE UNIVERSITY



Office of
*Human
Resources*



Human Resources Quarterly Newsletter

Fall 2017 Edition

Benefits Information:

• **Open Enrollment: October 23 – November 17**

- Optional health and prescription drug programs will be available to Professional Administrative employees. These plan choices will be presented to interested employees. Any additions or changes must be made during the Open Enrollment period for January 1, 2018.
- Representatives from various health care providers will be available October 25th and November 8th at 11:30am – 12:30pm and 2:00pm – 3:00pm in Kilcawley Center – Bresnahan 1 & 2.
- Flexible Savings accounts provide an opportunity to reduce your taxes and increase your take-home pay. You must re-enroll for Medical and Dependent Daycare accounts each plan year.
- Coordination of Benefits Form Collection: All employees with a spouse with primary coverage under the University's plan will need to recertify their coverage. Recertification is not necessary if your spouse works at YSU and has secondary coverage on the University's plan.
- Voluntary Life Insurance: Available for employees, spouses, and children. Representatives will be available November 6th and November 9th at 11:30am – 12:30pm and 2pm – 3pm in Kilcawley Center – Bresnahan 1 & 2. When is the last time you updated your beneficiary?

We highly recommend updating your information for both the employer paid life insurance and voluntary life insurance if enrolled.

- **Living Well – YSU Employee Wellness Program:**
 - Don't miss the Annual Health Screen & Flu Shot Events taking place on October 10, 11, 17, and 18.
 - Penguin Wellness Walkers at the WATTS Center begins on October 10.
 - Living Well Wellness Portal now has Single Sign On capabilities. All benefit eligible employees can now access the Living Well portal through the MyYSU portal. Once signed into the MyYSU portal, click on the "*Faculty/Staff*" tab and then scroll down to "*Employee Resources.*" Click on "*Living Well portal*" to take you directly into the wellness portal.
 - Living Well Incentive Earning Campaign for 2017 ends on November 30. There is still time to accrue wellness points for the year.
 - Keep logging your visits to the Rec Center to be eligible for the Living Well Rec Center Reimbursement for 2017. Faculty/Staff Memberships to Rec Center are also available to purchase through payroll deduction. The Rec Center offers a plethora of opportunities to be active, right here on campus. If you have never visited the facility, inquire and take advantage of the free trial week in fall and spring semesters.

- **IMPACT Solutions EAP & Work Life Program** is a confidential resource available to employees and their families. Check out [IMPACT at a Glance](#) or [IMPACT's website](#) to learn more about the wide variety of services available to you as part of your benefit.

IMPACT also offers self-paced [soft skills courses](#) that are available on demand. If you cannot breakaway to attend a live workshop, [register to receive instructions](#) to access the online library.

The next on campus IMPACT Work Life Seminar is [Social Media Skills in the Professional World](#) on October 19 at 12pm. Register to attend on the Living Well portal.



Employment Information:

- **Search Committee Changes:** Beginning October 1, 2017, all job postings for Faculty, Part-time Faculty, and Professional Administrative positions must be posted for a minimum of thirty (30) days before the interview and hiring process may begin. This change is being made to comply with federal immigration law requirements. Search Committee members may review candidate application materials during the 30 day posting minimum but may not interview or begin the hiring process until after the 30 day posting minimum has past.

Hiring managers should begin the planning process for the filling of a vacancy as soon as a resignation or retirement notice has been received. We recognize that unanticipated or sudden Professional Administrative and Faculty vacancies may occur and will work with hiring managers to address these unique situations.

For Part-time Faculty, as a best practice it is recommended that postings be generated / requested by October 1st for Spring Semester and April 1st for Fall Semester. Keep in mind that the job posting must be available to all candidates for a minimum of 30 days. A posting may be created in anticipation of a possible vacancy to create a pool of applicants for consideration. Having a pool of candidates in advance will ease the hiring process for last minute instructor resignations and/or unanticipated enrollment considerations.



- **People Admin Hiring Process:**

- We are pleased to announce that we are implementing electronic faculty postings in PeopleAdmin. This electronic hiring process will replace the existing paper Employment Requisition, Search Committee Review, and Recommendation forms. The new process will significantly reduce processing delays and streamline the current hiring mechanism. We will now be able to track and store information electronically. No more worrying about tracking paperwork!

In order to ensure a smooth transition to this new on-line hiring process, the Office of Human Resources is offering assistance. First, step-by-step documentation will be posted on the Human Resources website. Second, quarterly in-person training will be available. The first training sessions will be held on October 2nd, 3rd, and 5th. Third, the Human Resources staff will be available for one-on-one assistance. Please take advantage of one or all of the above in order to become familiar with this new system.

The following training session is available: Explore the new method for posting faculty positions on October 2nd at 9:00 or 3:00, October 3rd at 3:00 or October 5th at 3:00. Space is limited in the Training Room, so please [register to reserve your seat](#).

For questions regarding these training sessions, contact Rosalyn Donaldson or Suhanya Aravamudhan at x1529.

- **Fair Labor Standards Act:** On August 31, 2017, the Federal Court issued a final decision striking down the proposed changes to the FLSA overtime rule. As a result, the employees who were converted to bi-weekly time reporting will now revert back to reporting leave time taken on a semi-monthly basis. This conversion will be effective with the pay period beginning October 1, 2017. To assist with the conversion, it is very important to submit and approve the final bi-weekly leave report on a timely basis. Leave time taken between 9/17/17 - 9/30/17 must be submitted and

approved by Wednesday, 10/4/17. Early submission and approval is strongly encouraged. The next leave report will be on a semi-monthly basis for leave time taken between 10/1/17 - 10/15/17 and should be submitted and approved by Thursday, 10/19/17.

Training and Development Information:

- **The Performance Management Series** will help managers understand how to communicate with employees about their contribution to the overall success of the organization's strategy and goals. The series consists of seven programs offered online and face-to-face. Visit the [Performance Management Series website](#) for details about the series. Employees who supervise one or more non-student employees are welcomed to [register to attend](#).
- **Customer Service – The Penguin Way** is a new workshop designed to refocus your efforts on exceptional customer service. [Learn more](#) about the workshop and register today.
- **Are you serving on a Search Committee?** Did you know that Search Committee training is now in Blackboard! Please visit the [Search Committee website](#) for instructions to self-enroll if you are serving on a search committee.



- **Human Resources Staff Contact Information:** If you should need to contact one of our Human Resource professionals, please reference the [HR Staff Directory](#).
- **YSU Anonymous Reporting Hotline:** The Anonymous Hotline provides a formal communication mechanism for employees to anonymously report concerns of fraud, fiscal abuse, or pervasive noncompliance with University policies when they do not feel comfortable discussing them with their supervisors or appropriate university officials. Once the university is aware of an issue, actions can be taken to correct the situation and prevent it from recurring.

The hotline is operated by an independent company, EthicsPoint, to ensure confidentiality and anonymity and administered by the Office of Internal Audit. Reports may be made 24/7 via the website, www.yсу.ethicspoint.com, or the toll-free number, 844-208-1697. Reporters may also follow-up on their reports while remaining anonymous. For additional information, including what to report, when to report it, and how to make a report visit the website at www.yсу.ethicspoint.com.

Please share the hotline information with your student workers and graduate assistants.

