

HR SOURCE

Nancy Lavrik Receives Clerical-Technical Award

Congratulations to Nancy Lavrik! Nancy, a Secretary II who has worked in the Chemistry Department for 14 years, is the 2009 winner of the annual Clerical-Technical Recognition Award. The award is sponsored by the Thomas and Concettina Gliozzo Endowment Fund to recognize outstanding clerical-technical employees.

Nancy's nomination was supported by 25 members of the faculty and staff from the Chemistry Department as well as 40 students. This quote from one nomination letter says it all:

"It is the unanimous opinion of the entire organic (Chemistry) faculty that Nancy is without question, the most efficient, diligent, capable and hard working member of the Chemistry Staff." [HR](#)



Human Resources AVP Brent Bowditch presents Nancy Lavrik with the CT Award

Five Outstanding Supervisors Recognized

The Supervisor Recognition Award was established by Family Resource Center in the spring of 2001 to draw attention to MSU supervisors who are highly regarded by their employees for their consistent support of the work/life (professional/personal) needs of their employees. Congratulations to the following five winners of the 2009 Award:

- David Brower, Assistant Vice President, CFO & Controller
- Chris Hanna, Director of Administrative Services, Human Resources
- Ann Hoffman, Director of Undergraduate Student Affairs, Communication Arts & Sciences
- Dennis Martell, Health Education Service Coordinator, Olin Health Center
- Jane Randolph, Office Supervisor, Eli Broad Undergraduate Academic Services

A special thanks to these excellent supervisors for making MSU a better place to work and for providing great examples of management styles that get results while meeting the needs of both employers and employees. [HR](#)

AVP Notes

I'd like to publicly thank the winners of the 2009 Clerical Technical Award and the 2009 Outstanding Supervisor Award. You exemplify excellence at MSU, and I'm pleased to shine a spotlight on you all in this edition of the Source.

These annual awards recognize people who are dedicated to principles that strengthen MSU in many ways. Principles like teamwork, diligence, integrity, inclusion and flexibility.

For example, all of the outstanding supervisors recognized in this edition have found ways to use flexible scheduling to meet both departmental and employee needs.

These creative and innovative supervisors realize that being open to non-traditional scheduling options can be a win-win situation for MSU and its employees. Flex scheduling can allow employees to balance their work with their personal obligations and, in turn, can lead to higher morale, increased productivity and reduced turnover. If you are interested in learning how flex scheduling might work in your department, I urge you to explore the flex scheduling seminar described on page two.

Congratulations again to our CT and Outstanding Supervisor awardees. You are part of what makes MSU great!

BK Bowditch

Notes on Systems and Processes . . .

Salary Data - Human Resources launched a Web-based Salary Data System in the fall to give budget officers and human resources representatives in units increased access to salary information. The system gives authorized users access to salary data for support staff within their unit(s) and across the University.

Questions about the system and system access can be directed to Staffing Services at 517-353-3720 or StaffingServices@hr.msu.edu

E-Verify - As a federal contractor, Michigan State University will be required, per Executive Order 12989, to use e-Verify to verify employment

eligibility of all employees directly assigned to select federal contracts. E-Verify is a Web-based system operated by the U.S. Citizenship and Immigration Services (USCIS), a part of the Department of Homeland Security. MSU Human Resources, Office of General Counsel, and Contracts and Grants Administration will be initiating and leading the way on this change. E-Verify will not be used as a verification tool until after the first contract is identified that includes the e-Verify language. As affected departments are identified, they will be contacted by Human Resources to discuss e-Verify processes, training, and system requirements. No department should use e-Verify prior to

confirmation from Human Resources.

Hire Right - HR is now using an external vendor, Hire Right, to conduct criminal background checks on individuals recommended for hire into faculty, academic staff and support staff roles. Questions may be directed to Staffing Services at 517-353-3720 or Academic Human Resources at 517-355-1526.

Race/Ethnicity Data - In the fall all employees received an e-mail inviting them to self-report changes to race/ethnicity data the University tracks for federal reporting requirements. If you missed that e-mail and want to make a change, contact HR records at 517-353-4330. [HR](#)

Where Should Unemployment Compensation Forms Go?

All forms related to unemployment compensation should be sent to the attention of Judy McManaman at Human Resources, 240 Nisbet Building. Occasionally, the Unemployment Insurance Agency mistakenly sends these forms to departments and departments may be uncertain of what to do with them.

As these forms are time sensitive, a delay forwarding them to Human Resources can mean an unfortunate delay of ben-

efits for the person involved, or an award of benefits to someone who is not eligible. So if you receive forms by mistake that are related to a former employee's unemployment compensation, please forward them right away to Judy McManaman, unemployment compensation coordinator, at Human Resources, Ste. 240 Nisbet Building. If you have questions on unemployment compensation at MSU, you can reach Judy at 517-884-0104 or mcmanaman@hr.msu.edu. [HR](#)

Free Seminar on Flex Scheduling Options

During difficult economic times, supporting flexible work arrangements can be a good business strategy. Learn how these arrangements can benefit work units and employees at a seminar: "Flex for U: Tools to Implement Flex." The seminar will feature:

- an overview of MSU flexible scheduling policies and procedures.

- leadership tips on creating and supporting a culture of flexibility to enhance productivity and positive morale in the workplace.

- tools for creating flex arrangements.

The seminar will be held on Tuesday, March 30 from 8:30 a.m. to 12:30 p.m. and lunch will be provided courtesy of the Family Resource Center. See registrations details on back page. [HR](#)

Remember I-9 Forms

Hiring a new person? Please remember there is a legal responsibility to complete an I-9 form. Federal regulations require that I-9 forms be completed within 3 business days of hiring. Failing to do this puts MSU and your department at risk. You can find more information about I-9 requirements and links to I-9 forms on the HR Web site at: www.hr.msu.edu/hiring/index.htm. [HR](#)

Want to Quit Smoking in 2010?

Want to make this the year you finally quit smoking for good? MSU can help! Faculty, staff, graduate student employees and benefits-eligible family members of these groups are eligible to participate in the MSU Smoking Cessation Program. This evidence-based program combines the medication Chantix with structured behavior support sessions and periodic medical evaluations.

There are two pre-enrollment orientation dates scheduled for the 2010 calendar year where you can come and learn more about the program. Attending an orientation does not commit you to enrolling in the program. The orientation dates are:

- **Wednesday, January 20, 2010** from 1:30 p.m. to 3:30 p.m. at the Olin Health Center, room 247.
- **Wednesday, September 15, 2010** from 1:30 p.m. to 3:30 p.m. at the Olin Health Center, room 247.

There is a \$140 enrollment fee that partially supports the costs of the medication and medical services you will receive. You can learn a lot more about this great program on the Health4U Web site at health4U.msu.edu.

Space is limited in the orientations and advance registration is required, so please register as soon as possible if you would like to attend the January 20 orientation.

Register by sending e-mail to health4U@msu.edu or by calling 517-353-2596.

Do something terrific in 2010 for yourself, your family, your friends and MSU – stop smoking![HR](#)

Generic Prescribing Program Information Sessions in January

In November all MSU faculty, staff and retirees were mailed information about the Generic Prescribing Program that will become effective March 1, 2010. The information that was mailed also is available online at www.hr.msu.edu/generics.

If you have questions about the program, please consider joining Human Resources along with representatives from CVS/Caremark and the MSU Pharmacy at one of the following sessions:

Thursday, January 21, 2010 sessions

- 11 a.m. to Noon at the MSU International Center in Spartan Room C
- Noon to 1 p.m. at the MSU International Center in Spartan Room C
- 1 p.m. to 2 p.m. at the MSU International Center in Spartan Room C
- 3 p.m. to 4 p.m. at the MSU Federal Credit Union Community Room (at the Crescent Drive branch.)*

Friday, January 22, 2010 sessions

- 11 a.m. to Noon at the MSU Union in the Green Room
- Noon to 1 p.m. at the MSU Union in the Green Room
- 1 p.m. to 2 p.m. at the MSU Union in the Green Room

Tuesday, January 26, 2010 sessions

- 11 a.m. to Noon at the MSU Union in the Green Room
- Noon to 1 p.m. at the MSU Union in the Green Room
- 1 p.m. to 2 p.m. at the MSU Union in the Green Room

Wednesday, January 27, 2010 sessions

- 11 a.m. to Noon at the MSU International Center in Spartan Room C
- Noon to 1 p.m. at the MSU International Center in Spartan Room C
- 1 p.m. to 2 p.m. at the MSU International Center in Spartan Room C
- 3 p.m. to 4 p.m. at the MSU Federal Credit Union Community Room (at the Crescent Drive branch.)*

* Please note for the two sessions at the MSU Federal Credit Union that the Community Room is located behind the branch on the main floor of the MSU Federal Credit Union Building. Access to the Community Room is through the Crescent branch main entrance. [HR](#)

MSU is an affirmative-action, equal-opportunity employer.

Upcoming HRD Education Opportunities

To register or get more information on any of these upcoming Human Resource Development courses, look at the Odyssey catalog on the Human Resources Web site at hr.msu.edu. The current Odyssey catalog is available under the "HR News" section of the HR Web site.

Keys to Time Mastery

Tuesday, February 2, 1 p.m. – 4:30 p.m.

Presenter: Lois Wolfe-Morgan, Wolfe Associates. Investment: \$115.

Critical Components of Meeting Minutes

Tuesday, February 23, 8:30 a.m. – Noon.

Presenter: Mitzi Taylor, Not So Basic Training, Inc. Investment: \$105.

Getting Good Information at Work

Friday, March 5, 8:30 a.m. – Noon.

Presenter: Lew Dotterer. Investment: Free.

Goal Setting and Organization Strategies

Tuesday, March 16, 1 p.m. – 4:30 p.m.

Presenter: Lois Wolfe-Morgan, Wolfe Associates. Investment: \$95.

Flex for U: Tools to Implement Flex

Tuesday, March 30, 8:30 a.m. to 12:30 p.m.

Presenters: Lori Strom, MSU Family Resource Center; Jim Cotter, MSU Admissions Office; Jeff Brodie, MSU Human Resources; John Klusinske, CTU Contract Administrator. Investment: Free.

Aligning Your Priorities for Productivity

Tuesday, April 13, 1 p.m. to 4:30 p.m.

Presenter: Lois Wolfe-Morgan, Wolfe Associates. Investment: \$95.

Executive Presentation Skills

Wednesday, April 14, 8:30 a.m. – 4:30 p.m.

Presenter: Mitzi Taylor, Not So Basic Training, Inc. Investment: \$195. [HR](#)

Got Stress?

Did you know MSU employees and their families have access to high-quality, short-term counseling at no charge? Check out the services available through the MSU Employee Assistance Program at:

www.EAP.msu.edu

517-355-4506

eap@ht.msu.edu

Benefits/Retirement Investment Education

MSU Human Resources hosts orientations that provide an overview of the Benefits and Retirement options available to all new hires or new enrollees. To register or get more information, call 517-353-4434 ext. 0 or send an e-mail to benefitsinfo@hr.msu.edu. Sessions are free and are held in 125 Nisbet Bldg. Registration is requested.

Benefits/Retirement Orientation

February 17 at 12:30 p.m.

Presenter: Benefits staff.

Benefits/Retirement Orientation

March 17 at 12:30 p.m.

Presenter: Benefits staff. [HR](#)