Are You Sure You Aren’t Engaged in Sexual Harassment?

The university’s varied nature of appointments (i.e., supervisor, faculty, lead researcher, regular, on-call, temporary, etc.) creates disparate power relationships. In addition to the power differential between supervisors and staff, the difference between regular and on-call or temporary employment can create power disparities even when the regular employee is not a supervisor. The greatest inequality may be between employees and students, where there is typically a significant age (and life experience) gap.

Claims of sexual harassment are often made on the basis of conduct which is much more subtle than the “classic” representation of sexual harassment. Claims of sexual harassment often boil down to how someone else perceives your behavior, regardless of your intentions. Inappropriate interactions could include giving individual attention to the person, giving overly personal compliments or gifts, having physical contact or having social contact with the person outside of work. That is why you must maintain the highest standards of professionalism in all interactions with peers, supervisors, students and those who work for you. If you work with student employees, it is tempting to take on the role of a confidant, friend or family member. But this type of relationship can be regarded as harassment in the eyes of the individual or by witnesses.

The “University Policy on Sexual Harassment” is found on the HR website at http://www.hr.msu.edu/documents/uwidepolproc/sexharass.htm. Misunderstandings or ignorance of the policy will not protect you from a claim.

Supervisors: investigations into allegations of ANY type of harassment include a review of the policies and culture of the employee’s unit. Make sure you model appropriate behavior and have regular discussions and training regarding appropriate conduct in the workplace. Be sure you immediately address any issues that could be viewed as sexual harassment.

If you have witnessed, are aware of possible harassment in the workplace, or would like to arrange training, contact the Office for Inclusion and Intercultural Initiatives at 517-353-3922.

Visit the SourceLive Blog: www.SourceLive.hr.msu.edu
Like us on Facebook: facebook.com/MSUHumanResources
Follow us on Twitter: www.twitter.com/msuhr
MSU Moving to Electronic Form I-9 Completion

MSU Human Resources is in the process of contracting with a third-party vendor, Equifax, for the use of an electronic form I-9 service. The online processing of I-9 forms will reduce errors, decrease processing time and provide higher level of compliance monitoring.

Using this service, employees will complete Section 1 of their I-9 on or before the first day of work using the Equifax website. MSU authorized users will complete Section 2 utilizing smart forms that will catch any potential errors.

A secure file transfer and/or online administration features will be used to monitor compliance. The compliance reporting feature of the service allows MSU to maintain compliance as required by Federal law. By comparing the HR/Payroll system data to the electronic I-9s, the service measures compliance and identifies missing or non-compliant I-9s.

Human Resources will provide more information and a timeline for rollout once we get closer to the implementation date. If you have questions about the upcoming changes, please call 517-353-3720 or email hrstaffingservices@hr.msu.edu.

Zoom Web Conferencing Licenses Offered to MSU Community

MSU has signed a hosting and licensing agreement with the Zoom cloud-based web conferencing platform. This agreement was the culmination of a partnership between several colleges on campus and IT Services.

MSU users can log in to Zoom at https://msu.zoom.us/ using their MSU NetID and password.

Zoom’s web-based conferencing uses high-quality video and audio for web conferencing and is accessible on a variety of platforms including Macs, PCs, iOS and Android devices.

Additionally, Zoom can be used with conventional phone lines for audio conferencing as well as Polycom, Tandberg, LifeSize, and other similar conferencing devices.

License Details
The Basic Zoom service is available for faculty, staff, and students at no cost, but is limited to 40-minute duration meetings.

Two enhanced licenses are sold through the MSU Computer Store online or in the Computer Center at 450 Auditorium Road, Room 110.

The Zoom-Standard license costs $30/year and allows meetings with up to 25 participants and no meeting duration limit. The Zoom-Extended license costs $99/year for up to 100 participants with no meeting duration limit.

Users invited to participate in a meeting do not need a license. Only hosts are required to have an account license.

Learn more at http://techbase.msu.edu/article.asp?id=20944.
2014 AY Summer Appointment Process

We are pleased to announce that the AY summer appointment process became available to HR Unit Administrators on Wednesday, February 12.

Summer appointments for faculty who are appointed on an academic year basis are initiated and submitted via the Unit Administrator tab in the EBS portal. The overall process has not changed from last year.

For more information, please visit the Summer Semester Appointment Procedures website at: http://www.hr.msu.edu/hiring/facultyhiring/procedures/SSmemo.htm. Additionally, the AY Summer reference guides and the Summer Appointments webinar can be found on the EBS Support site at: http://www.ebs.msu.edu/HRPayroll/ApptsHiringEmployeeServices/FAS.htm.

Please feel free to contact HR at SummerAppointments@hr.msu.edu with any questions about the summer appointment process.

Information about MEBS CLO Vision Plan Cancelation

MSU employees enrolled in the MEBS CLO vision plan were recently informed by MEBS that their coverage under the plan has been canceled effective February 1, 2014. Though this plan was not sponsored or administered by MSU Human Resources, as a courtesy we have compiled some information for those who have had their MEBS coverage canceled.

Information is available on our website at: http://www.hr.msu.edu/news_feeds/MEBS_CLO_Cancel.htm.

This includes time-sensitive information on another voluntary, employee-paid vision plan option for those who have lost coverage.
What you may have missed this month on our blog...

Spotlight on HR Toolkits for All Employees

This month we are spotlighting the toolkits for form and time deadlines related to monthly and bi-weekly payroll. Payroll runs on a bi-weekly or monthly basis for all MSU employee types. To ensure employees are paid accurately, HR and Payroll have established deadlines for submission of changes that might impact payroll. Personnel forms (e.g., hire, rehire, change of status) must be submitted by the HR Cutoff Date deadline for the applicable payroll. Time must be submitted by the Time Due Date deadline for the applicable payroll. The deadlines for each payroll cycle can be found on the Payroll website. The toolkits explain where you can find this information and what the date columns really mean in the display. The toolkit links are available at this blog post and on the MSU Human Resources website home page.

Stay Informed with MSU Alert

With snow days at MSU and continuous winter weather warnings, being informed about what’s happening at MSU is essential. MSU Alert notifies recipients through email, text messages or phone calls of emergency happenings at MSU, including tornadoes, terrorism, winter weather-related activities and other potentially hazardous situations. The MSU Alert system is controlled by the MSU Police Department and powered by Blackboard Connect-Ed. The system is stationed off-campus to maintain availability in the case of power outages and is only used for emergency news broadcasting.

By visiting alert.msu.edu, members of the MSU community can sign up for alerts via text message, email or phone message.

Read the rest of the article here.

Tips for Dealing with the Cold and Flu

It's that time of the year when getting sick is a huge possibility. The cold and flu are two of the most common illnesses during the winter months. The flu is usually caused by the influenza viruses A and B. Colds can be caused by a variety of viruses. Some symptoms of both the flu and cold include: a runny nose, sneezing, sore throat, cough and body aches.

Regardless of which illness you may have, getting sick can be time-consuming, stressful and agonizing. Read six tips from the MSU Health e-Guide to help you deal with the cold or the flu.
PDS Education Opportunities

To register or get more information on any of these upcoming HR Professional Development Services (formerly HRD) courses, look at the SpartansLearn.msu.edu catalog on the Human Resources website at www.hr.msu.edu or go to SpartansLearn.msu.edu. The current catalog is available under the “HR News” section of the HR website.

Communicating Up
Thursday, March 6, 8:30 a.m. – noon
Presenter: Pam Wyess. $130.
Position your communication so that decision makers will listen and act on your ideas. Learn how to frame your communications, ask and respond to questions and move toward agreement.

Crucial Accountability
Tuesday, March 18 & Thursday, March 20, 8:30 a.m. – 4:30 p.m.
Presenters: Jeff Magnuson, MSU Henry Center and Leslie Johnson, MSU College of Human Medicine. $250.
This course teaches a process for enhancing accountability, improving performance and ensuring execution. By learning how to talk about violated expectations, you’ll improve individual and team effectiveness.

New! Processing Purchasing Requisitions
Tuesday, March 18, 8:30 a.m. – 10:30 a.m.
Do you want to know how to handle requisitions and what happens when they get to Purchasing? We’ll cover key processes to ensure your unit’s needs are met, along with several other related topics.

New Supervisor Essentials
Wednesday, March 19, 8:30 a.m. – 1 p.m.
Presenters: Jennie Yelvington and Renee Burck, MSU Human Resources. Free.
This session is designed to provide you with support and information to help you get off to a good start in your important role as a new supervisor or manager.

Benefits/Retirement Investment Education
To register or get more information, call 517-353-4434 or email benefitsinfo@hr.msu.edu. Sessions are free and are held in 125 Nisbet Building. Registration is requested.

MSU Benefits/Retirement Orientation
Wednesday, March 19, at 12:30 p.m.
Presenter: Human Resources staff.
Recommended for anyone new to benefits or signing up for a retirement plan.

Contact HR
• 517-353-4434 or benefitsinfo@hr.msu.edu for questions related to benefits.
• 517-353-3720 or hrstaffingservices@hr.msu.edu for questions related to hiring, staffing, classifications, compensation and job postings.
• 517-355-1526 or records@hr.msu.edu for questions related to processing of academic hires and academic job postings.
• 517-353-4330 or records@hr.msu.edu for questions related to employment verification and time processing.
• 517-355-0183 or ProDev@hr.msu.edu for questions related to professional development courses.
• 517-353-5510 or hr.er@hr.msu.edu for questions related to unions, grievances, arbitration and employee discipline.