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## Human Resources Advisor December 2019



### Milissa's Minute

I pray that each of you, and yours, had a lovely Thanksgiving holiday! It is hard to believe that in just a few weeks, we will see the beginning of another decade. I wanted to remind you of a few items that require your attention (or could use your support) during this season of giving:

Please check your email for a message from AdobeSign. If there is a change scheduled for your compensation or benefits (ie: an anniversary year with a more generous leave accrual), you will need to electronically sign this notice **before** the change can take effect. If you receive a document to sign, please do so in a timely manner.



#### **DECEMBER COMMENCEMENT VOLUNTEERS NEEDED**

CSP is seeking nearly 65 volunteers to support the December 14 undergraduate program ceremony at 10 a.m. and the 1 p.m. graduate program ceremony.

Time commitments for each ceremony are one hour prior with completion approximately an hour and a half after the ceremony begins, pending the role. Individuals assisting at either ceremony are invited to a complimentary thank you lunch from 11a.m. to 12:00 p.m. in the Student Life Center.

Hourly employees may coordinate a schedule modification with their supervisor so that you are able to volunteer. If supporting commencement is part of your current job expectation, schedule adjustments are not necessary. As you determine your volunteer shifts, please ensure that your time commitment doesn't require overtime.

If you are interested in assisting, please [click here](#) to complete an online form no

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as they leave their alma mater; that goal begins with you! Thank you for sharing your time, skills and passion for our students.

The **Martin Luther King Day of Service** is scheduled for Monday, January 20 from noon until 4:00 p.m. in the BEC. This is a great opportunity to partner with our students in giving back to the community! Consider volunteering time on this University day off, request a different half-day of PTO, and replace that time away with half of your Day of Service Leave. Please email [call@csp.edu](mailto:call@csp.edu) to sign up. For questions, contact Milissa in HR or Kelly Matthias in the CALL Center.

May the Lord richly bless each of you as you share your special and unique gifts this holiday season!

## Payroll Reminder

- Employee time cards are due by 11:59 p.m. on the last day of the pay period.
- Employee time cards need to be approved by 10:00 a.m. Monday of the payroll week.

**In order to accommodate payroll during the University holiday, timecards for the pay period of December 7-20 must be submitted by 10:00 a.m. on December 18. Approvals are required by 2:00 p.m. on this same day.**

## Important Dates

- December 13: Last day of classes
- Christmas Holiday: Monday, December 23 – Tuesday, January 1 (Employee Holiday)

## December HR Trainings

**Human Resources training sessions, workshops and seminars will resume in January.**

## Golden Bear Update

We have updated the Golden Bear program as well as rolling out a new peer recognition initiative.

The Golden Bear Award will now be awarded to three people each semester for recognition of service above the call of duty and in the All Are Welcome spirit. The nomination form for the Golden Bear award is now a postcard-size form that will be kept in the HR office and dispersed to several department offices for easy access. The nomination form can be routed via inter-campus mail or delivered directly to HR.

The deadline for fall semester winners is December 19.

The new initiative for peer recognition is to give Shout Outs to peers by giving that special recognition in a timelier manner. The method of giving immediate feedback is by using a Google form. The form can be submitted at any time for any employee who has gone above and beyond. The form will then be sent to your colleague and their supervisor immediately along with a special Golden Bear decal that can be displayed wherever they choose.

Peer recognition is defined as the genuine expression of appreciation exchanged between co-workers. To send immediate recognition to your colleague, [simply click here and complete the Shout Out form.](#)

## Wellness Reminders

Did you know that there are numerous places to have lunch around campus? And did you know there are several health benefits to stepping away from your desk during the day?

The Chapel kitchen is a great break space, open to all employees, that has several new appliances and kitchen tools to accommodate employee wellness. Other areas that are open to all employees where you can step away for lunch include:

- Tier Zero area
- 3rd floor of the Poehler Admin Building
- Lower Level of the Library and Technology Center
- Ries Tower on different floors

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1. You will be more productive
2. You will be more creative
3. You will become a more mindful eater
4. You will have better work relationships with colleagues
5. You need fresh air
6. You could sit too much...and it is unhealthy
7. Your desk – and your computer keyboard – won't be full of food
8. You will enjoy your food more
9. You may use your lunchtime as a networking opportunity
10. You may also use the time to catch up with old friends (Boitnott, 2016)

### Ideas to Help Make Your Holidays Stress-Free

I don't know about you, but I've already had a couple of restless nights thinking about everything that needs to get done between now and the New Year. The last thing we want is holiday stress to impact our daily lives and our health in a negative way. Concordia Plan Services has some very helpful tips on how to manage the pressure we may feel during the Holidays. Visit these two links from Concordia Plan Services for more information:

[Stress Free Fare for All](#)

[Tips to Diffuse Holiday Financial Stress](#)

## Office Hours

### HR Hours of Operation

8:30 a.m – 4:30 p.m.

AD 111

*Questions or comments regarding the Human Resources Advisor can be directed to Alex Miller:*

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