



Upcoming Training Opportunities



The Inside Scoop on Supplemental Insurance

Are you financially prepared should a major accident or sickness strike you or a family member? Do you understand the value of supplemental products and how they differ from Major Medical and Hospitalization? Becky Goodwin, CNU's Aflac representative, is offering a training on supplemental insurance and how it compliments your existing benefit package. Expect to have fun in a casual yet energetic training session packed with valuable information.

****Door Prizes and Free Lunch****

Presenter: Becky Goodwin, Aflac

Date & Time: Tuesday, March 31, 2015 from 12:05 - 12:55 p.m.

Location: DSU, Washington Room (Second Floor)

Home Buying 101

All the details of buying a home, from first time homebuyers to refinancing. Down payment requirements, etc..

Presenter: Van Nolan, Wells Fargo

Date & Time: Thursday, April 16, 2015 from 12:05 - 12:55 p.m.

Location: DSU, Madison Room (Second Floor)

If you are interested in attending either training, please contact HR at 4-7145 or hr@cnu.edu.

ATTENTION ALL SUPERVISORS

Updated Worker's Compensation Reporting Standards effective January 1, 2015

As of January 1, 2015, the federal Occupational Safety and Health Administration (OSHA) has updated its notification and reporting requirements. CNU is required to notify OSHA within 8 hours of work-related fatality, and 24 hours of a work-related inpatient hospitalization, amputation, and loss of an eye.

To ensure compliance, Supervisors are required to **immediately** follow up after a reported incident, to investigate and document the circumstances using [CNU's Accident Report Form](#), and to immediately notify one of the Worker's Compensation Coordinators (WCC) in the Office of Human Resources.

Training on accident investigation can be found on [CNU's Knowledge Center](#) entitled ***DHRM-WC- Accident Investigation for Supervisors***.

For more information or if you have questions, please visit the [HR Benefits website](#) or contact the Office of Human Resources at 594-7145.

Microsoft Office software for Faculty and Staff



The campus Microsoft agreement, Home Use Program (HUP) allows employees to purchase a full copy of Microsoft Office for one personal computer (Mac or Windows) for only \$9.95. Be on the lookout for an email from our CIO, Steve Campbell, with details on the program and how to purchase the software.

If you have any questions, please contact the IT Customer Service at 4-7663.

Nationwide Anthem Breach May Impact Commonwealth of Virginia Members

Members should call the Anthem hotline at 1-877-263-7995 with questions about the data breach. A special website at www.anthemfacts.com will be updated with new information as it is received.