



The Spinnaker - connecting the CNU community with the latest human resource information.

Office of Human Resources

Welcome to the Office of Human Resources' first edition of our electronic newsletter, *The Spinnaker*. Our goal is to provide university faculty and staff with important HR news and information related to programs, events, policies, benefits and the CNU community. The newsletter will be emailed on a quarterly basis with special editions throughout the year that include training updates. Recent and archived issues will be available on our CNU community page — <http://www.cnu.edu/hr/cnucomm/index.asp>. Wishing you a wonderful rest of the semester!

Very Important Benefits Update

Great news — health care premiums did not increase!

Open enrollment for health insurance and the Flexible Benefits Program begins April 15, 2011, and ends May 16, 2011. You may enroll, waive or make changes to your existing health care coverage during this time.

This year, many new rules apply to dependent eligibility for health insurance. Effective July 1, 2011:

- Eligible dependent children may be covered up to the end of the year in which they turn age 26;
- Children may be married;
- May or may not reside full-time with the employee or other natural or adoptive parents;
- May or may not be away at school;
- And, for these situations, the employee's financial support no longer applies to eligibility.

However, documentation for dependents added is required, such as, birth certificates, adoption papers, court orders.

There is additional information on adding dependents and other changes that are outlined in the Department of Human Resource Management's newsletter — [Spotlight on Your Benefits](#). For more information on training dates and times, please check out our benefits [page](#).

Best Wishes and Congratulations on Your Retirement!

Dr. Joshua Anyiwo, Physics, Computer Science and Engineering; **Dr. John Avioli**, Mathematics; **Dr. Joesph Healey**, Social Work, Sociology and Anthropology; **Dr. John Hoaglund**, Philosophy and Religious Studies; **Dr. Stavroula Kostaki-Gailey**, Mathematics; **Ms. Donna Mitchell**, Library; **Dr. Ron Mollick**, Biology, Chemistry and Environmental Science; **Professor Ron Persky**, Mathematics; **Dr. Wayne Schell**, Accounting, Economics and Finance; and **Dr. George Webb**, Information Technology Services.

Please join us in welcoming our new CNU colleagues to campus!

Jon Baker, library support technician; **Armond Brown**, **Kevin Cherry**, and **Myron Coston**, police officers; **Michael Caricofe**, trades utility worker, Plant Operations; **Matthew Cox**, library systems administrator; **Allen Crowder**, groundskeeper; **Tamara Doherty** and **Kilah Reynolds**, dining catering externs; **Jen Fitzpatrick**, secretary senior, History; and, **Lyle Lemke**, housekeeper, Plant Operations.

Congratulations to **Krystin Rizzo** for her promotion to Einstein's supervisor!

Helpful Reminder

April 27, 2011, is Administrative Professionals Day. Don't miss this wonderful opportunity to show appreciation and celebrate the dedicated service of your office staff!





TRAINING SEMINAR SCHEDULE

for April 18 through April 22

- **Monday, April 18:** ***Understanding the Employee Grievance and Discipline Process** 9-11 a.m.
This training explains the role of the supervisor in the grievance and disciplinary process for classified employees. Additionally, the training emphasizes the need for documentation of performance problems and disciplinary issues, and explains how to prepare these documents.
- **Tuesday, April 19:** ***Healthy Habits, Healthy You!** 12:05-12:55 p.m.
This Lunch n' Learn training provides information to help you be successful with living a healthier lifestyle. Bring your lunch to enjoy while you learn!
- **Tuesday, April 19:** ***Emergency Preparedness/Campus Lockdowns and Evacuations** 2-3 p.m.
This training explores the CNU emergency notification system and the steps to take in response to immediate, life-threatening emergencies on campus. Using case studies and hands-on training, you will come away more confident and better prepared to deal with major incidents anywhere and anytime.
- **Wednesday, April 20:** ***Introduction to the Online Recruitment Process** 10-11:30 a.m.
This program is designed to provide all supervisors and hiring managers with the basic information needed to effectively navigate the recruitment process. Participants will learn generally how the online recruitment process works electronically. We will also address hiring process documentation and the paperwork needed so that a timely offer can be extended.
- **Wednesday, April 20:** ***Preparing for Retirement** 1-2 p.m.
This program is designed to give you a greater degree of control and understanding about available retirement resources.
- **Thursday, April 21:** ***Understanding Your Health Benefits** 2-4 p.m.
This program will provide an overview of the different health plans, address frequently asked questions and provide a timeline highlighting required state deadlines.

Attention all classified and administrative professional employees:

To encourage and support employees in their professional and career development, a **tuition reimbursement policy** (for successfully completed graduate-level courses taken at other institutions) has been approved for full-time classified and administrative professional faculty. Eligible employees must have been employed in a full-time salaried position for three or more consecutive years. Please see the [HR policy website](#) for the policy and forms.

Don't forget to review your personal and professional information in our online directory located behind the CNU connect portal. You can make changes to your home or work address and office location using this system. If you have any other question or concerns, please call our office at 4-7145.

