



JEANNE CLERY ACT "CAMPUS SECURITY AUTHORITY" TRAINING

According to federal law, specifically The Student Right to Know and Campus Security Act of 1990 (recently re-named the Clery Act in 1998), the Public Safety Department is required to report "statistics concerning the occurrence of certain criminal offenses reported to the local police agency or any official of the institution who has significant responsibility for student and campus activities."

In support of the Clery Act, and in accordance with federal law, CNU has designated key personnel within the university to be Campus Security Authorities (CSAs). This means that any crime reported to a CSA will be immediately reported to CNU Police who will review, evaluate, investigate and include that crime in their Annual Crime Statistic Reports, if appropriate. The Annual Security Report is available [online](#) or you can get a copy at CNUPD Headquarters.

Annual training is required by the Department of Education for faculty and staff designated as a CSA. If you are designated to be a CSA, you must take the mandatory annual training. However, individuals who have attended a classroom training previously, may complete the training in the CNU Knowledge Center (CNUKC). To access the CNUKC training, log into the system and type "Clery Bundle" in the search box. For completion credit, a passing score on the test is required. If you have not already attended a classroom session or prefer the classroom format, please register for the training either [online](#) or by calling HR at 4-7145. The last classroom training being offered to staff is **October 8, 2014** from 1 to 2 p.m. in the HR Training Room.



ATTENTION: Administrative Professional and Instructional Faculty

Optional Retirement Plan Open Enrollment

Participants in the Optional Retirement Plan (ORP) retirement option may change their provider during Open Enrollment, October 1 - 31, 2014. The two provider options are Fidelity Investments and TIAA-CREF. Details are provided on the [VRS members website](#). If you are interested in switching providers, please contact HR at 4-7145 or hr@cnu.edu.

Legal Resources Open Enrollment October 1st - 31st

The Legal Resources plan provides 100% coverage for employees, employee spouses, and dependents on the most often needed legal services, protecting from the high cost of legal fees. Whether it's for an every day legal need or an unexpected event, participants will have immediate and ongoing access to a network of top-rated law firms in your area. For more information, please contact HR at 4-7145 or hr@cnu.edu.



16th ANNUAL BENEFITS FAIR

Friday, October 17, 2014, 10 a.m. - 1 p.m.

David Student Union Ballroom



★ Free Flu Shots with Health Insurance Card ★ Free Massages ★ Giveaways!

Vendors include:

Active Health	Delta Dental	Legal Resources	Sam's Club	SunTrust
Virginia Credit Union	Travel Counsellor's, Inc.	CommonHealth	TIAA-Cref	
T-Mobile	Unum/Colonial Life	Valic	Virginia Credit Union	YMCA

Sponsored by the Office of Human Resources



Upcoming Trainings this Fall Semester

UNDERSTANDING LEAVE (ADMINISTRATIVE PROFESSIONAL)

This program will review the different types of leave including sick, disability, recognition, annual, and various other types of leave for administrative/professional faculty. Attendees are encouraged to bring questions.

*BTC/SunTrust Building, HR Training Room (first floor)
Tuesday, October 7, 2014, 10 - 11 a.m.*

UNDERSTANDING LEAVE (CLASSIFIED)

This program will review the different types of leave including sick, disability, recognition, annual, and various other types of leave for classified employees. Attendees are encouraged to bring questions.

*BTC/SunTrust Building, HR Training Room (first floor)
Tuesday, October 7, 2014, 10 - 11 a.m.*

STRESS MANAGEMENT

Stress is unavoidable, yet highly manageable. This seminar will help you identify stressors (good and bad), the physical symptoms of stress, and the bad habits that impact health when stress goes unchecked. You'll look at all areas of life – nutrition, exercise, sleep, finance, relationships and time management. With stressors identified, you'll learn how to face the challenges of life with healthy resources and perspective.

*BTC/SunTrust Building, HR Training Room (first floor)
Monday, October 13, 2014 2 - 3 p.m.*

INTRODUCTION TO THE ONLINE RECRUITMENT PROCESS

This program is designed to provide all supervisors and hiring managers with the skills they need to effectively navigate the recruitment process. Participants will learn how to conduct an efficient hiring process by learning how to effectively screen candidates, prepare for interviews, conduct interviews, make a final selection based upon a thorough and complete assessment of all applicants. The session will also address hiring process documentation and all necessary paperwork needed to ensure a timely offer can be extended.

*BTC/SunTrust Building, HR Training Room (first floor)
October 16, 2014, 2 - 4 p.m.; November 5, 2014, 1:30 - 3:30 p.m.*

CONFLICT MANAGEMENT FOR EMPLOYEES

No one likes or feels comfortable with conflict. We all know it exists and we need a better way of handling it. We will teach a quick, easy way to self-assess what our style is when dealing with conflict and what style we might want to grow into. We will also encourage discussion and role playing for using these best practices in real life.

*BTC/SunTrust Building, HR Training Room (first floor)
Tuesday, October 21, 2014, 10 - 11 a.m.*

To register for one of these trainings, please complete the [online registration form](#) or contact HR by calling 4-7145 or emailing hr@cnu.edu