



Employee Training and Development Series

The Office of Human Resources would like to inform you of the training opportunities available for next week. All trainings will be held in The Office of Human Resources, located in the BTC/SunTrust Building.

Registration for trainings is easy!

Call HR at 594-7145, or e-mail hr@cnu.edu

TRAINING SEMINAR SCHEDULE

For June 20th through June 24th

- **Tuesday, June 21: *Balancing Work and Home** 12:05pm - 12:55pm

The increase in the number of two career families over several decades has dramatically affected traditional roles and responsibilities in the family. When conflicting demands make fulfilling both work and family roles difficult, workers may struggle with work performance and stress. In this interactive and informative session, balance is defined and the benefits of achieving and maintaining balance in work and home life is reviewed. Participants are given an opportunity to look at their own interests and goals and to create a personal balance plan they can use to regain some sense of control in both their personal and professional lives. This is a Lunch n' Learn Seminar presented by Sentara.

PLEASE WELCOME OUR NEWEST CNU

COLLEAGUES TO CAMPUS!

Back row, left to right: **Harris Wakilpoor**, Student Success; **Jesse Smith**, Ferguson Center; **Bryan Field**, Admissions; **Brendan McElroy**, Admissions; **Deanna Field**, Admissions; **Damond Pope** and **Eric Cox**, ITS; **Norman Johnson**, Plant Operations; **Melissa Farmer**, Student Engagement. Front row, left to right: **Erica Vega**, Business Office; **Rachel Dodd**, Student Engagement; **Evanne Raible**, Admissions; **Lisa Pasch**, Student Success; **Leslie Spaulding**, President's Leadership; **Emily Williamson**, Admissions; **Ione Paiva**, Registrar; **Denise Patesel**, Procurement.

We are delighted to have them join our

CNU community!



Employees, Supervisors - Did you know that the Department of Labor requires the University to have complete and accurate time sheets for non-exempt* employees on file?

This is why all hourly and non-exempt classified employees must complete time sheets with hours worked in a timely manner. Exempt classified, Administrative Professional and Instructional Faculty (enrolled in the Virginia Sickness and Disability Plan) only complete time sheets when leave is taken.

However, no matter what the position type, we need your assistance. Time sheets not completed, submitted and approved on time may affect your pay and leave record. Please visit our [website](#) for the time sheet schedules and click on tab for leave information.

*Non-exempt employees are employees who, because of the type of duties performed, the usual level of decision making authority, and the method of compensation, are subject to all Fair Labor Standards Act (FLSA) provisions including the payment of overtime.

The Office of Human Resources Staff Members...at your service!

The Office of Human Resources has staff available to answer your questions and assist you with HR information such as benefits, leave, recruitment, employee relations, classification and compensation and more. For your convenience and to help you find the appropriate contact person for your particular needs, we have listed our department staff members below along with their area of expertise and contact information.

Lori Westphal, Human Resources Director (594-7608, lwestpha@cnu.edu); Oversees all areas of operations for Human Resources, [benefits](#) and [retirement](#).

Milton Brooks, Assistant Director (594-7738, milton.brooks@cnu.edu); [Employee Relations](#) area to include employee issues such as attendance, job performance, supervisory conflicts.

Sharon Lue, Classification/Compensation Manager (594-7636, slue@cnu.edu); [Classification/Compensation](#) area to include creating [new positions](#), [filling vacant positions](#), updating [current job descriptions](#) and creating new [job descriptions](#).

Lindsey Bateman, Human Resources Assistant (594-8782, lindsey.bateman@cnu.edu); [Compensation](#) area to include [probationary reviews](#), [evaluations](#), [directory](#) updates and back-up to Sharon Lue, Compensation Manager.

Michelle McBeth, Benefits Specialist (594-7600, michelle.mcbeth@cnu.edu); [Benefits/Leave](#) area to include [Worker's Compensation](#) questions and claims, [health insurance](#) and [tax sheltered annuity](#).

Brittney Shivers, Leave Coordinator (594-8871, brittney.shivers@cnu.edu); Leave area to include Administrative and Professional and Classified [time sheets](#), [leave](#), and [Virginia Sickness and Disability Plan](#).

Emily Slicer-Smith, Recruitment Manager (594-7028, emilymarie.slicer@cnu.edu); Recruitment area to include all aspects of [hourly and full time recruitment](#) and [new employee orientations](#).

Ali Gustafson, Human Resources Analyst (594-8869, ali.gustafson@cnu.edu); [Recruitment](#) and [Training and Development](#) areas to include [HR newsletter](#), [electronic resource system](#) and back up to Emily Slicer-Smith, Recruitment Manager.

Connie Moore-Fisher, Human Resources Office Manager (594-7810, constance.moorefisher@cnu.edu); General office operations area to include employee [assistance with Payline](#) and general public assistance with [employment application process](#).

Stacey Foshee, Office Services Specialist (594-7145, stacey.foshee@cnu.edu); General office operations area to include, inventory, [Human Resources materials](#), employee assistance with [Payline](#), general public assistance with employment application process and [recruitment](#).

FANTASTIC NEWS!



Sam's Club representative, Debra Yance, will be on campus in the Office of Human Resources Monday, July 18th from 8:00AM until 4:00PM. During that time, CNU employees can stop by our office to sign up for a new Sam's Club membership or renew an existing one and get a \$10 gift card to use at any Sam's Club Warehouse Store. The cost for a 1-year membership is \$35 which must be submitted by cash or check when processing your application (please make checks to Sam's Club). A Driver's License must be presented for identification purposes. No appointment is necessary!

YOUR OPINION MATTERS!

The Office of Human Resources seeks to provide training opportunities to best meet the needs of our CNU community. We need your input! Please submit any training ideas, topics, and suggestions to our office no later than Friday, June 17th. We want to hear what you have to say! Call 594-7145 or hr@cnu.edu.