



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 May 16th through May 20th

- **Monday, May 16:** ***Understanding Your Health Benefits** 2:00pm - 4:00pm
This training is designed to inform employees about the health benefits available. The program will provide an overview of the different health plans, address frequently asked questions and provide a timeline highlighting when employees need to review or take action regarding their health coverage.
- **Tuesday, May 17:** ***Constructive Confrontation Through Positive Communication** 12:05pm - 12:55pm
*Conflicts are inevitable - anger, grudges, hurt and blame are not. Left unchecked, workplace conflict can bring a department, team, or even an entire organization to its knees. However, conflict can bring positive changes and growth as well. This training offers tips on how to turn conflict into a power tool for change, unity and collaboration. This is a **Lunch n' Learn Seminar**. Participants are encouraged to bring a bag lunch to eat during the presentation. Bottled water and a healthy snack will be provided.*
- **Wednesday, May 18:** ***Complying with the Department of Homeland Security I-9 Form Requirements** 10:30am - 12:00pm
The Employment Eligibility Verification Form I-9 is a U.S. Citizenship and Immigration Service form. This training is designed to educate designated employees about the form and verification process as it applies to CNU applicants for employment. To ensure CNU adheres to this federal requirement, I-9 training has been created to Provide helpful information and educate designated employees about the process.
- **Thursday, May 19:** ***Emergency Management/Continuity of Instruction** 12:00pm - 1:00pm
This course introduces the concepts, planning principles and tools for employees to prepare for, respond to and recover from large-scale emergencies that affect CNU. Syllabus development, emergency communication, online teaching tools and case studies from other universities bring emergency management alive in this insightful presentation.

 ***Understanding Administrative Professional Leave** 2:00pm - 3:00pm
This program will discuss the ins and outs of the different types of leave including sick, disability, recognition, annual and various other forms of leave.
- **Friday, May 20:** ***Introduction to the On-Line Recruitment Process** 10:30am - 12:00pm
This program is designed to provide all supervisors and hiring managers with the basic information they need to effectively navigate the recruitment process. Participants will learn generally how the on-line recruitment process works electronically. The session will also address hiring process documentation and the necessary paperwork needed to ensure a timely offer can be extended.



Please welcome our newest CNU Colleagues to campus!

Back row, left to right: **Adam Braithwaite**, Defensive Coordinator/Football Coach; **Jack Wampler**, Media specialist, FCFA; **Alex Ogun**, Housekeeping Worker, Freeman Center; **Connie Moore-Fisher**, HR Office Manager; **Jesse Spencer**, Interlibrary Loan Assistant; **Eric Allen**, IT Network Analyst; Front row, left to right: **Tiffany Sears** and **Precious Johnson**, Housekeeping Workers, Housing; and, **Vonta Jenkins**, Housekeeping Worker, Freeman Center.

We are delighted to have them join our CNU community!

GOOD NEWS!

BUSINESS CASUAL ATTIRE!

We rapidly approach the end of another very successful academic year. Please note the following dates concerning business casual attire:

Business casual attire begins Monday, May 16, 2011, and ends Friday, August 12, 2011. Please check with your supervisor if you have questions concerning appropriate business casual attire.

Employee Volunteerism Survey

The Department of Human Resources Management (DHRM) is conducting the annual Employee Volunteerism Survey. This survey measures the percentage of state employees (by agency) who volunteer their time and talents with their schools, community groups, places of worship, and other not-for-profit groups. The survey is online and takes just three "clicks" to complete. A hardcopy version of the survey is located on our HR website at <http://www.cnu.edu/hr/cnucomm/index.asp> (please print two-side copy) for those employees without access to a personal computer. The results are posted in HR-at-a-Glance on an annual basis. All responses are confidential. Surveys should be completed by June 1, 2011. Please send any hard-copy surveys to the address on the survey form. To start the survey, click [here](#). Thank you for your participation in this survey.

Very Important Updates

DHRM notified us that we will be getting clarifying information next week regarding the **5% increase for VRS participants**.

Prescription Drug Program Cost Reduction May Affect Medical Flexible Reimbursement Elections

A change to the COVA Care and COVA Connect prescription drug program beginning July 1, 2011, to provide a maximum out-of-pocket cost for drugs in three prescription drug categories may impact employees who have made a Medical Flexible Reimbursement Account (FRA) election during Open Enrollment.

The enhancement will apply to immunosuppressant, anticonvulsant, and psychotherapeutic (antidepressants, antipsychotics, selective serotonin reuptake inhibitors (SSRIs) and anti-anxiety drugs) drug categories.

If you have made a Medical FRA election, you may adjust the FRA contribution amount before the end of Open Enrollment on Monday, May 16, 2011. If you have any questions, please call HR at 594-7145.