



## 2014 Holiday Schedule

CNU will enjoy an extended holiday break that includes two recognition leave days (16 hours). Many thanks to President Tribble! Supervisors who, out of university need, require colleagues to work those days must send prior notification to HR. In those situations, the recognition days can be taken at a later time.

### November

Wednesday, November 26, 2014, School Closing

Thursday, November 27, 2014, School Closing, Thanksgiving

Friday, November 28, 2014, School Closing

### December

Friday, December 19, 2014, 8 hours recognition leave

Monday, December 22, 2014, 8 hours recognition leave

Tuesday, December 23, 2014, School Closing

Wednesday, December 24, 2014, School Closing

Thursday, December 25, 2014, School Closing, Christmas

Friday, December 26, 2014, School Closing

Monday, December 29, 2014, School Closing

Tuesday, December 30, 2014, School Closing

Wednesday, December 31, 2014, School Closing

Thursday, January 1, 2015, School Closing, New Year's Day

Friday, January 2, 2015, School Closing

Monday, January 5, 2015 CNU reopens

## **Classified Employee**

### **Evaluations**

**Due: Today, Nov. 7, 2014!**

Classified employee evaluations must be completed, reviewed, and received in HR by 5:00 p.m. **today, November 7, 2014.** Given necessary HR processing deadlines to the State, extensions to this due date are not permitted.

Employee Work Profiles (EWP) are required if you are making any changes. If the changes are minor, please put the word "updated" on the top of the EWP and highlight the changes. If changes are significant, please discuss these with the appropriate Vice President/Provost/ Chief of Staff as there may be salary and budget implications.

If you have any questions about completing the employee evaluations, please call HR at 4-7145.

## Introducing Our Newest CNU Colleagues

Pictured Below from left to right: **Margaret Rankin** and **Morgana Hu**, Housing; **Ron Ashley**, Police; **Kim Johnson**, Housing; **Tina Klaugh**, Purchasing; **Kate Quinlivan**, Advancement; **Se'era Spragley**, Ferguson Center for the Arts; **Sasha Kirik**, Admission; **Lindsay Bolster**, Counseling Services; **John Puakea**, Police.





## Upcoming Trainings this Fall Semester

### **WELLGONOMICS, HOW YOU MOVE MATTERS**

How we move throughout the day and the activities we participate in can all have an impact on our health and well being. CommonHealth's new campaign, WellGOnomics: How You Move Matters, will help you to evaluate your activities, as well as offer simple and inexpensive solutions you can implement immediately to avoid injury. In addition, the campaign will also take a look at our ever increasing use of technology and offer tips to make us more productive, with less aches and pains.

*BTC/SunTrust Building, HR Training Room (first floor)  
Wednesday, November 12, 2014, 12:05 - 12:55 p.m.*

### **ANGER MANAGEMENT**

According to health experts, anger is a normal and even healthy emotion, but not always dealt with in the most positive way. Come to this information and interactive seminar to learn tips that will help you to control and manage situations that move you out of your comfort zone.

*BTC/SunTrust Building, HR Training Room (first floor)  
Monday, November 17, 2014, 9:30 - 11 a.m.*

### **UNDERSTANDING WORKERS COMPENSATION**

Workplace accidents happen. What is the process when someone is injured on the job? Come to this seminar and learn how Worker's Compensation works. Learn about the CNU Return to Work Program.

*BTC/SunTrust Building, HR Training Room (first floor)  
Thursday, November 20, 2014, 2 - 3 p.m.*

### **SUPERVISOR'S GUIDE TO THE ERS AND EMPLOYEE SEPARATION PROCEDURES**

This program is designed to provide all supervisors with the skills they need to effectively navigate the Employee Resource System (ERS) and the separation process. Participants will learn next steps after notification that the employee wishes to resign; how to separate employees in the ERS; and, what needs to be completed before and on the employee's last day of work.

*BTC/SunTrust Building, HR Training Room (first floor)  
Wednesday, December 3, 2014, 3 - 4 p.m.*

### **QUICK FLORAL ARRANGEMENTS**

This is a two part training to demonstrate how to create your own floral arrangement for the holiday season. The first portion will instruct you how to put together your arrangement and the supplies needed. The second portion will be a hands-on session in which each person will be able to create their own arrangement with their own supplies.

*David Student Union, Jefferson Room (second floor)  
Wednesday, December 4 & 11, 2014, 12:05 - 12:55 p.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](mailto:hr@cnu.edu)