



## 2019 – 2020 CAMPUS SECURITY AUTHORITY & CLERY ACT TRAINING

In accordance with federal law, annual training is required by the Department of Education for Faculty and Staff designated as a Campus Security Authority (CSA). Please check with your supervisor to confirm if you are a CSA.

If you are a designated CSA, you are required to complete the 2019-2020 annual training. Click [here](#) to complete the training.

Don't delay! We encourage all employees designated as a CSA to complete this training before the beginning of the Fall Semester.

## ENTERING JULY RECOGNITION LEAVE

As a reminder, if you have not already done so, please enter any recognition leave used for July in your timesheet or leave requests.

Recognition leave should be used for July 12<sup>th</sup>, 19<sup>th</sup> and 26<sup>th</sup>.

Supervisors should ensure that their non-exempt employees are submitting timesheets for the prior week each Monday for approval.

## CLASSIFIED & HOURLY RECRUITMENT NEWS!

### BACKGROUND CHECKS

The Office of Human Resources has recently changed to a paperless process for submitting requests for new hire criminal background checks. Please note, we will no longer ask Classified and Hourly candidates to complete the CNU Disclosure Authorization Background Check forms when they come to campus for an interview. The Office of Human Resources will now submit requests utilizing the name of the candidate and email address entered on the application. Effective immediately, please discontinue the use of these forms.

### APPLICATION CHANGES COMING SOON!

In an effort to improve the applicant experience, CNU has partnered with the Commonwealth of Virginia to launch a new, streamlined job application for classified and hourly positions. Enhancements have been made to the application to allow applicants to submit a resume and minimal personal information, in lieu of a full state application to be considered for a position. In addition to these changes, we will be implementing a new employee reference form. This form will be conveniently located on the homepage of the recruitment system. These changes will be coming soon. If you have questions, please call the Office of Human Resources at 4-7145.

## HR PUBLICATIONS WEBSITE

Have you ever missed The Spinnaker HR Update or cannot locate it in your email?

To make it easier for you, the Office of Human Resources has created the HR Publications Website.

This site includes the current and previous editions of the Spinnaker HR Update Newsletter and any HR announcements.

Click [here](#) to check out the new HR Publications Website and never miss The Spinnaker HR Update again!

## COMING SOON...

A new approach to Wellness & Development, with **YOU** at the core.



DIRECT **YOUR**  
**DEVELOPMENT**  
FOR SUCCESS

CHART **YOUR** COURSE  
TO **WELLNESS**



GUIDE **YOUR**  
**TEAM** TO NEW  
LEVELS

EXPAND **YOUR**  
**LEADERSHIP** TO  
SUPPORT YOUR VISION



...More details to be announced soon.



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