



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. 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. All classroom trainings will be offered in the HR Training Room.

Sept. 30, 2014, 1 - 2 p.m.

Oct. 8, 2014 1 - 2 p.m.



Classified Employee Evaluations

Classified evaluations must be completed, reviewed, and received in HR by 5 p.m. Friday, November 7, 2014. HR is offering trainings to assist you in completion of the evaluations. The Classified Performance and Planning Preparation trainings will be offered:

October 13, 2014, 9 - 10 a.m. October 22, 2014, 10:30 - 11:30 a.m.

These trainings will be hosted in the HR Training Room. If you are interested in attending a training, please register either by completing the [online form](#), calling at 4-7145, or emailing hr@cnu.edu.



Introducing Our Newest CNU Colleagues!



From Left to Right: Jared Hughes, Dining Services; Michael Hedderly, IT Services; Shawn Smith, Office of Assessment; Ruby Peng-Wu, Dining Services; Sean Hergenrother, Grounds; Bailey Brown, Residence Life; Lynn McMullin, Admission; Sylvia Banks, Plant Operations (Accepted new position on campus); Micky Nixon, Freeman Center; Tammy Crasno, Athletics; Daniel Pratt, Counseling Services; Gerard Dumas, Dining Services.





We are pleased to announce that, as of September 24, 2014, 7-Eleven in CNU Village welcomes all faculty and staff to enjoy a free cup of coffee, tea, or hot chocolate.



This wonderful offer is valid through Graduation 2015. Yes, you can enjoy these refreshments as often as you like. Just show your CNU ID to take advantage of this great new benefit.

Thank you to our friends at 7-Eleven in CNU Village!

September 30, 2014 is the Deadline To File Last Year's Flexible Spending Account (FSA) Claims.



If you contribute to a Health or Dependent Care FSA account, you have 90 days from the end of the July 1, 2013 – June 30, 2014 plan year to submit reimbursement requests for all eligible FSA expenses and resolve all outstanding transactions. Be sure to submit all of last year's claims by September 30, 2014.

Remember that this includes all unverified Health FSA card transactions. For more details visit the [claims website](#).

ATTENTION!

All employees who have access to confidential information should sign a confidentiality statement.

If you use CNU systems or databases containing confidential information, please speak to your supervisor to ensure compliance with your departmental confidentiality policy.



Fidelity Investments will be offering one-on-one financial investment meetings on October 22, 2014.

More details coming soon!

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

CONFLICT MANAGEMENT FOR MANAGERS

Managers need a special skill set to handle conflict between employees. This class covers why conflict can be good as well as the best ways for managers to handle it. In this interactive seminar, managers will role-play various common disagreements and leave with a tool bag of tools for how to reduce the number of unnecessary conflicts and solve the necessary ones in a quick efficient manner.

*BTC/SunTrust Building, HR Training Room (first floor)
Thursday, October 2, 2014, 10 - 11 a.m.*

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.*

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