

Staff Matters – February 2009

FSAP Spring WorkLife Series

In an effort to promote a healthier balance between work and personal life, Syracuse University's Faculty and Staff Assistance Program (FSAP) offers WorkLife programs designed to help meet the diverse and continuous needs of staff and faculty. Registration for the Spring FSAP WorkLife series is now available online. Topics for the six spring sessions focus on financial well-being, eldercare issues and stress-reduction. Please note, there will not be a campus-mailed brochure advertising the spring series. For more information about FSAP or the FSAP WorkLife series, contact the FSAP office at 443-1087.

Information for Employees Considering Retirement

Transitioning from active employee to retiree can be overwhelming unless you've planned for the impending financial, personal and lifestyle changes of retirement. Join Dana Godbold, HR's retirement and leave of absence specialist, for the Staff 2 Staff session "Retirement Checklist" on Thursday, March 19. She will address the many aspects of retirement including: retiree medical, Medicare, retiree life insurance, social security, continued affiliations with the University and financial contact information. Registration for this session is available online at:
http://humanresources.syr.edu/staff/nbu_staff/s2s.html.

All SU employees considering retirement are encouraged to visit the Human Resources web site (<http://humanresources.syr.edu/retirees>) for an overview of retiree benefits available to them. Recent plan improvements are as follows:

- SU employees retiring after January 1, 2008 are eligible for the Opt In/Opt Out feature. Opt Out/Opt In is the ability to waive out of the Syracuse University retiree health plans with the option to opt back in at a later date under specified circumstances. This gives you the flexibility to consider other options that may better suit your needs.
- SU employees retiring after January 1, 2009 no longer need to be covered by the Syracuse University Medical Benefits plan during the period immediately preceding their retirement.

If you have specific questions, contact Dana Godbold, HR's retirement and leave of absence specialist, at dlgodbol@syr.edu or x.5367.

Save the Date

Some of the most popular staff-focused events are scheduled for April. Mark your calendar for the following dates:

April 16, 2009 - Bring Your Child to Work Day

The HR WorkLife Team presents the annual Bring Your Child to Work Day, Thursday, April 16, 2009, for children ages 9 to 15. The event-filled morning program includes organized activities from 8:15 a.m. to noon. The children will visit many campus locations for a taste of SU life and traditions. HR staff and volunteer faculty, staff, and students will supervise. Registration information will be e-mailed by the end of February.

April 12 – 19, 2009 Student Employment Week

The National Student Employment Association (NSEA) has set aside the week of April 12 - 19, 2009 as National Student Employment Week. SU departments with student employees are asked to take the time to let their students know how much they appreciate them and the work they do.

April 18, 2009 - Heart Walk

There's still time to join SU's team for the Heart Walk. Contact Pam Socker at x2349. Visit the HR web site (<http://humanresources.syr.edu>) to support the team's fundraising efforts of jewelry, cookies and more.

Workplace Resources

Syracuse University has in place resources to help you succeed in the workplace and also to foster a respectful, inclusive workplace for all employees. The variety of programs and services for employees ranges from personal, confidential counseling to a formal, documented problem resolution process. A proactive approach to problems, both personal and work-related, allows employees to address concerns and focus on their role at the University. Take a moment to familiarize yourself with the program overviews provided below and feel free to use the contact information, either now or in the future, for more information.

Faculty and Staff Assistance Program (FSAP)

FSAP offers free, confidential and professional counseling to faculty, staff, and their families. In addition to personal counseling appointments, FSAP counselors are available to develop and present workshops tailor-made to the needs of departments on such topics as resiliency and dealing with difficult change. Contact FSAP at x1087 or visit their web site at: <http://fsap.syr.edu>.

Learning Opportunities

Opportunities for career-related and personal development can provide satisfaction to employees eager to acquire or hone new skills. Ongoing learning series include:

- The FSAP WorkLife Series is a lunchtime learning opportunity that covers a variety of topics. The complete list of spring sessions, and registration, is available online at: <http://fsap.syr.edu/about/programs>. The April 15 session, "Finding Relief from Stress at Work and Home", can be an especially important resource for those seeking balance in their work/life.
- The Learning Opportunities courses comprise campus-wide sessions and community-based educational offerings that can be directly translated to a more efficient work style. Course listings, and registration, are available online at: http://humanresources.syr.edu/staff/nbu_staff/learn_opps.html.
- Staff 2 Staff lunchtime sessions can be a welcome break in the workday and are a great resource for connecting to other departments, and colleagues, across campus. The new spring catalog is now online at: http://humanresources.syr.edu/staff/nbu_staff/s2s.html.

Workplace Conflicts

Staff have the opportunity to express opinions, discuss complaints, and seek information on matters affecting their jobs. Staff can work through difficulties they are experiencing with

colleagues or supervisors with assistance from Employee Relations or the Staff Complaint Process.

Employee Relations

Staff are welcome to meet with a Human Resources professional, confidentially, to discuss workplace issues and problem resolutions. Likewise, supervisors can take advantage of these confidential meetings to work through issues they may be experiencing with their staff. Discussions about ADA compliance, questions about harassment, and other conflict resolution can be addressed in these one-on-one meetings.

Contact Curlene Autrey, director, Diversity and Resolution Processes at x1520 or Pat Tassini, Assistant Director, Employment Practices and EEO at x5464 for more information.

Staff Complaint Process

The Staff Complaint Process was founded on the belief that all levels of administration are expected to listen to and counsel staff on certain work-related concerns raised. The Staff Complaint Process is for specified situations when a resolution can't be reached. The Process includes:

- An informal procedure that attempts resolution through mediation.
- A formal procedure that reaches final resolution by means of hearing panels made up of other staff and supervisors.
- An appeals procedure.

The Process is peer-facilitated which means that Syracuse University employees volunteer to participate, are trained as appropriate and serve as mediators, panel participants and appeal reviewers. HR representatives coordinate the Process. No staff members shall be subjected to retaliation or adverse treatment for participating in the Staff Complaint Process. Contact Curlene Autrey, director, Diversity and Resolution Processes at x1520 for further information or visit

<http://humanresources.syr.edu/shared/docs/complain.pdf> for a full description and details of the Process. Please note: bargaining unit and faculty members have separate processes. Details on both processes are available online at: http://humanresources.syr.edu/staff/nbu_staff/respectful.html.

The Human Resources web site is a key resource for all of these Workplace Resources. Visit the web site at <http://humanresources.syr.edu>.