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Human Resources Advisor December 2021



Kerr's Korner

*Have a holly jolly Christmas
It's the best time of the year
Well, I don't know if there'll be snow
But have a cup of cheer*

*Have a holly jolly Christmas
And when you walk down the street
Say hello to friends you know
And everyone you meet*

The holidays certainly conjure up many wonderful, magical feelings for many individuals. So many of us embrace this holiday for the wonderful memories it may bring from baking cookies and treats, holiday parties, opening presents under the tree, beautiful church services, visits from Santa and of course spending time with family and friends.

However, for many individuals the holiday season does not bring cheer but it is often a time that reminds one of the family and friends that they will not be celebrating with, or it brings out memories that are not so dear and can exacerbate depression or other mental health concerns an individual is already experiencing. In addition, as the weather turns colder and we spend more time indoors with others we are more susceptible to colds, and flus among other illnesses.

The Human Resources Department would like to remind all employees that we offer the following benefits those who need assistance with any mental or physical illnesses during the holiday/winter seasons.

We in Human Resources truly do wish you all a Holly Jolly Christmas and the Happiest New Year!

[Subscribe](#)[Past Issues](#)[Translate ▼](#)***Provider: Cigna Behavioral Health******Eligibility: Eligible Employees: All University Employees including: Students, Faculty, Contracted Faculty of Practice, and Full/Part Time Staff***

The Employee Assistance Program (EAP) is designed to provide confidential assistance to employees that may need help with any work or life challenge that may arise. In this program, the EAP aids with Adoption, Child, Senior, or Pet Care, Education, Financial, Identity Theft, Legal, Parenting, Prenatal Care, Special Needs, and Summer Care. In addition to these services, the EAP also provides 6 face-to-face counseling sessions per issue per year with a mental health or substance abuse professional. To obtain more information about the EAP program please contact 1-866-726-5267 or visit www.cignabehavioral.com. To login, please use the company's employer ID: LCMS

**Please note that not all services are free and may have a certain percentage off or a time allotted consultation.*

Eligibility: Eligible Employees .75 - 1.0 FTE who are enrolled in a medical plan

Telehealth

Telehealth programs let you access health care, prescriptions and mental health counseling via computer, smartphone or tablet and is a good solution to getting a diagnosis and treatment plan for common illnesses, such as flu, stress/anxiety, skin conditions and allergies. Telehealth providers are board certified and may be found by visiting <https://www.doctorondemand.com/> for Doctors on Demand or by downloading the 98point6 app to sign up for an account.

Eligibility: Eligible Employees .75 - 1.0 FTE who are enrolled in a medical plan

Tuition Benefit

This is a friendly reminder to complete your tuition waiver for the upcoming Spring 2022 Semester. Please complete the form that applies to you and return it to Dee Ann Kerr at kerr@csp.edu. If you have any questions related to the tuition benefit please refer to the section labeled "Tuition Benefits" in the Employee Handbook that is posted on the CSP HR website under

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- [Employee Tuition Waiver Application](#)
- [Employee Dependent, Child, and Spouse Tuition Waiver Application](#)

Data Protection Training

CSP will be rolling out Data Protection for Industry and Business training via SafetySkills to all Staff/Faculty/and certain student groups during the month of October. This will be an online training, so please be on the lookout for an email with a link to complete the training.

Are you asking "why do we have to do this and why annually"? CSP is doing this so everyone one is aware of our policies, processes and resources available to ensure safer and secure data protection across the university. As a University, CSP will be doing this annually, as we know how quick things can change in the data world and feel this is the best way to get everyone up to speed.

Human Resources will be in charge of sending out and tracking the completion. If you have any questions, please do not hesitate to let us know.

Upcoming Trainings for Supervisors

Please join me in the following upcoming trainings:

The first set of trainings will be for those individuals who supervise staff or faculty. You may be new to the role or a seasoned supervisor but there will be something for everyone in this course.

Super Supervisor Trainings:

Wednesday-12/8/21 from 1pm-3pm

Thursday-12/16 from 10am-12noon

In addition, as per the Employee Policy: Managers who supervise others are required to complete all four trainings in the four-part HR Manager's training series within their first year of hire into a management role. The HR Manager's training series includes Talent Acquisition, Talent Management, Documentation and Termination, and Employee Engagement.

Even if you have attended all of the four-part HR Manager's training series there will be updated information in each of these sessions so I highly

[Subscribe](#)[Past Issues](#)[Translate ▼](#)***Talent Acquisition:****Tuesday-1/11/22 from 1pm-3pm**Wednesday-1/26/22 from 10am-12noon****Employee Engagement:****Tuesday-2/8/22 from 10am-12noon**Thursday-2/24/22 from 1pm-3pm****Talent Management: Staff Supervisors****Tuesday-3/8/22 from 1pm-3pm**Wednesday-3/23/22 from 10am-12noon****Talent Management: Faculty Supervisors****Monday-3/14/22 from 10am-12noon**Thursday-3/24/22 from 1pm-3pm****Documentation and Termination:****Tuesday-4/12/22 from 1pm-3pm**Thursday-4/21/22 from 10am-12noon*

Please be on the look-out for a calendar invite coming your way soon to sign-up for these trainings. I look forward to seeing you there!

Dee Ann Kerr

Upcoming Key Dates

December 18, Saturday: 2021 Fall Commencement Ceremony

December 22, Wednesday: Last Day of Classes

December 23, 2021, Thursday - December 31, 2021, Friday: Winter Break

January 17, 2022, Monday: Martin Luther King Jr. Day

New Hires/Promotions

Please join us in welcoming our new hires and congratulating those who have been given a promotion!

Jeremiah Schimp - Assistant Professor of Psychology

Anthony Herr - Academic Advisor

Kelly Kelzenberg - Gift & Data Records Associate

December Recipe

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White Chicken Chili

- *Prep Time: 15 minutes*
- *Cook Time: 25 minutes*
- *Total Time: 40 min*
- *Yield: 10 servings*
- <https://www.tasteofhome.com/recipes/white-chicken-chili/print/>



Office Hours

HR Hours of Operation

8:30 a.m – 4:30 p.m.

RT 900

*Questions or comments
regarding the Human
Resources Advisor can be
directed to Cassidy
Leininger: cleininger@csp.edu
or 651-641-8721*



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