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HR ADVISOR April 2022



Kerr's Korner

Manners Matter

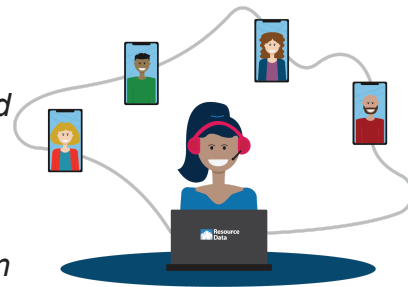
In the last few months, I have received some comments/concerns from employees regarding two areas of workplace etiquette that perhaps we all could use a friendly reminder.

Masking Requirements

While many of us are relieved that the masking requirements have been lifted at the University, please remember that masking is still optional and for some employees it is preferred. For many reasons we have some employees who will continue to choose to wear a mask (such as underlying health conditions, or living with someone who is vulnerable and at higher risk for COVID-19). If you encounter someone wearing a mask and they would like you to wear a mask in their presence please know they are not asking as to inconvenience you but that there are reasons, they need the extra protection for themselves or loved ones.

Virtual Meeting Etiquette

The COVID-19 pandemic has significantly changed how we work and communicate and what initially was a rising trend in working remote has now become a part of our normal workday environment. We have all heard and perhaps even experienced some funny and/or embarrassing moments during a virtual meeting but also please remember when you are on a virtual meeting you are still “at work” and there are several etiquette rules you should follow. Please see [HERE](#) for some friendly reminders and best practices.



Internal Opportunities

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- *Admissions Counselor: Adult Undergraduate*
- *Admissions Counselor: International*
- *Admissions Counselor: Traditional Undergraduate*
- *Assistant Director: Student Engagement & Activities*
- *Contracted Faculty of Practice: EdD and PhD Kinesiology Dissertation Advisors and Committee Members*
- *Digital Services Librarian*
- *Financial Aid Counselor*
- *Full-Time Faculty: Nursing*
- *Full-Time Faculty: Computer and Information Science*
- *Full-Time Faculty: Computer Science*
- *Full-Time Faculty: Bio & Biochemistry*
- *International Recruiter and Partnership Manager*
- *Student Financial Administrator*
- *Toddler Teacher*

Grand Rounds is now Included Health

On March 28, Grand Rounds changed its name to Included Health – new name, but still offering on-demand access to no-extra-cost, high quality care that gives you the convenience of a personal healthcare assistant.

That's a mouthful! But it also gives you an idea of what Included Health can do for you. Concordia Plans wants you to have the best kind of care, and Included Health delivers it.



*Need to have appointments scheduled with a specialist? Figure out if you're getting the correct treatment for a broken bone? Get a second opinion? These are just a few reasons to connect with Included Health. It takes just five minutes to sign up and be prepared. Don't **risk** not being ready to reach out to a personal healthcare assistant whenever you need help.*

Earn 200 Vitality points by simply registering for Included Health! [Activate your account](#) →

Conquer Compassion Fatigue by Planning

It's easy to forget about taking care of yourself when you're busy taking care of others. But at some point, it catches up with you. It's known as compassion fatigue.

If you're feeling it, it's time to spend a few minutes taking care of yourself – to refresh your mind, body and spirit so you can be at your best and are able to continue helping others.

“Conquering Compassion Fatigue” is a recorded webcast from Cigna that explores what causes this burnout that is common in caretaker roles and how to recognize if or when it's taking its toll on you. Learn how to maintain emotional boundaries, reclaim balance and build resilience in your challenging role.

***Watch the webcast [HERE](#).
View a self care action plan [HERE](#).***



Sexual Assault Awareness Month

*Now more than ever, screens and technology connect us with romantic partners, friends and family, co-workers, and strangers alike. **For too long, harassment, cyberbullying, sexual abuse, and exploitation have come to be expected as typical and unavoidable behaviors online.***

*Last year, the national Sexual Assault Awareness Month (SAAM) campaign uplifted the message that “We Can Build Safe Online Spaces,” calling on audiences to practice digital consent, intervene when we see harmful content and behaviors, and promote online communities that value safety and respect. **This April, the SAAM 2022 campaign continues to build on this vision with a call to action: “Building Safe Online Spaces Together.”***

*We know that we can build and are building online communities centered on respect, inclusion, and safety — where harassment, assault, and abuse are taken seriously. Not only do we believe that together we can build a safer online world, but **we also believe that these values, skills, and actions will create communities that thrive online and offline.***

Together we can make a difference to build inclusive, safe, and respectful online spaces.

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the norm everywhere, taking action to promote the safety of others, and showing survivors they are believed and supported.

Source: National Sexual Violence Resource Center



2022 Spring Commencement

Staff are encouraged to volunteer alongside faculty who are processing and remain onsite to attend the celebration.

*Please take a moment and complete the **Commencement Volunteer Interest Form** by **Mon. April 18**. Thank you in advance for your support!*



Upcoming Key Dates

April 14, Thursday - April 18, Monday: Easter break (no classes for all students)

April 15, Friday: Good Friday

April 17, Sunday: Easter

May 4, Wednesday: Classes end

May 6-7, Friday-Saturday: 2022 Spring Commencement

April Recipe

Five-Cheese Ziti al Forno

Prep time: 20 minutes

Bake time: 30 minutes

Total time: 50 minutes

Yield: 12 servings

<https://www.tasteofhome.com/recipes/five-cheese-ziti-al-forno/print/>

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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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