



# Evaluations

With the end of the 2009-2010 fiscal year fast approaching Human Resources would like to continue to remind all departments to enter job descriptions for their employees into the People Admin System. 2010 Evaluations and 2011 Objectives will be due on October 29, 2010. Staff Evaluations will be performed on the People Admin System starting October 2010 and job descriptions would be required in order to do this. If your department needs assistance with this task, contact Joy Harrigan at ext. 1407 for help. Evaluations are an important tool that gives both the employee and the manager the ability to get a full perspective of accomplishments and needs.

## TRAINING



- ♦ Sexual Harassment Training will be held on each campus in November - stay tuned for more details.
- ♦ Timesheet and OTS training will be held in early October and will be videoconferenced between both campuses. Emails will be sent out with the schedule.

## *Conflict of Interest*

Conflict of Interest forms for the fiscal year 2010-2011 are due in Human Resources by October 1, 2010. The forms can be found on "Inside UVI".



## *Benefits Corner*

**Open Enrollment for CIGNA Health Care, CIGNA Life Insurance and UnitedHealth Care/Spectera Vision Plan is from August 16, 2010 through September 17, 2010.** During this period, employees are allowed to enroll and make changes to their benefit coverage.

The Health Insurance Reform Act of 2010 allows adult children to participate in our health insurance plan until the end of the month of the 26<sup>th</sup> birthday, regardless of student or marital status. Adult children employed with access to health insurance coverage through his/her employer are not eligible to participate in the Government health insurance plan. Proof of dependency remains a requirement.

Changes to life insurance in increments of more than \$5000.00 require completion of an Evidence of Insurability form.

**Please be aware that our Health Insurance premiums will increase effective October 1, 2010.**

Our plan premium for United HealthCare/Spectera Vision Plan will decrease this plan year.

New Health and Life Benefits Enrollment and/or Change Forms are being created. These are the changes to the form:

You may enroll in the Vision Care plan on the same form as the health insurance plan. You will no longer need to complete a separate form to enroll in the Vision Care plan.

There is now more space for covered dependents' information. You will no longer need to complete two forms for four or more dependents.

The new forms will be available in Benefits Administration and Human Resources offices on St. Thomas and in the Business Office on St. Croix by Wednesday, August 18, 2010. Please feel free to contact Veda Richards, Director for Employee Benefits at extension 1429 should you need additional information.

## FOOD FOR THOUGHT

**"Leadership is the capacity to translate vision into reality"**

~ Warren G. Bennis



**"A healthy attitude is contagious, but don't wait to catch it from others. Be a carrier"**

~ Mike Jones

June 9, 2010 - U.S. organizations risk losing employees who feel under-valued and de-motivated as the economy recovers according to an on-line survey conducted by Kelton Research on behalf of learning and talent management solutions provider Cornerstone OnDemand.

This reflects increased pressure in the workplace resulting from factors such as budget and staff cuts. The study indicates that loyalty cannot be bought. The report identifies alternative solutions to improving retention based on improved communication and empowering performance.

The study surveyed 584 working Americans of whom 56 per cent agreed that, after compensation and benefits, feeling that they were appreciated would motivate them to stay in their current position. More women than men identified this as a significant factor (62 per cent compared to 50 per cent). This compares to 46 per cent of the total who said opportunities for career advancement would motivate them to stay. Just over half (54 per cent) felt that colleagues appreciated them more than supervisors or senior managers.

Other significant findings include:

- 68 per cent said they had received no useful feedback from supervisors in the last six months
- 82 per cent have not agreed career goals with their supervisors
- 53 per cent lack a clear understanding of how their role contributes to company objectives
- 25 per cent have been given new duties or responsibilities that they feel are beyond their skill set

Adam Miller, president and CEO of Cornerstone OnDemand said:

"American workers simply want to be empowered to do a good job and be recognized for their contributions. If companies don't clearly communicate how employees can contribute to organizational goals and provide adequate training and performance feedback, they risk losing their best people as the economy improves. This kind of turnover is costly and can dull a company's competitive edge."

-Excerpt taken from [www.hrsguide.com](http://www.hrsguide.com)



Bettina Miller

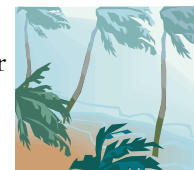
### WELCOME ABOARD!!!!

The Human Resources Staff would like to welcome **Ms. Bettina Miller**, the new Director of Human Resources and Organizational Development. We wish you much success here at UVI.



## Did You Know?

- ◆ Once you have filled a vacant position in your department, the statuses of all applicants that applied for the vacancy must to be updated on People Admin. Applicant notification is a very important step in the hiring process. Applicants are notified electronically that they were not selected for the position once the status has been updated. Help us to keep our customers informed throughout our hiring process. If you need assistance with updating applicant statuses please feel free to contact Joy Harrigan or Nadine Williams at ext. 1407 or 1426.
- ◆ Hurricane Preparedness is the responsibility of each department. Every year departments are required to maintain an up to date listing of their employees emergency contact information off site. This can be especially important when disaster strikes and employees need to be contacted. Don't wait until its too late to update your call trees. For more information contact your CEA office.
- ◆ As we are in the heart of the 2010 Hurricane Season we are asking all departments to identify persons that would be essential to restoring the operations of the University in the wake of a disaster. Essential Personnel listings should be submitted to the CEA's office with a copy to the Human Resources Office. Proactive planning makes it easier to deal with unforeseen emergencies



## Vacation!!!!



- ◆ If you haven't taken that much needed vacation as yet this is the time to do so!!!! The Human Resources Office would like to remind staff that any unused annual leave in excess of the allowable 560 hours for regular employees and 640 hours for hourly employees will be removed and banked towards retirement only on September 30, 2010. Once the hours have been banked you will no longer have the ability to use these hours.



*"Inside the World of Human Resources"* is a production of the Human Resources Office. Contact us at 340-693-1410 or at [hrweb@uvi.edu](mailto:hrweb@uvi.edu).