In jeopardy of losing your vacation??

Use that opportunity to do something good for someone less fortunate.

The State of Minnesota has a Vacation Donation Program that allows individuals (or their immediate family) who have life threatening illnesses to continue to receive Sick Leave for a maximum of 6 months once their leave accruals have been exhausted.

Employees are allowed to donate up to 40 Vacation Leave hours per year fiscal year to the recipient of their choice. Faculty may donate their unused Personal Days.

You can view all employees currently on the Vacation Donation Program at: www.mmb.state.mn.us/donate

CHANGING A LEAVE REQUEST

When you need to make a change to a ‘leave request’ on the same day, you DO NOT need to create a whole new request. Just click on the ‘edit’ button and change the appropriate information (times of day, number of hours, leave request Earn Code, etc.)

Making a change AFTER you have already submitted your timesheet, or AFTER your supervisor has approved it, requires two steps. First make the change to your request, then you must manually adjust the REG hours displayed in your timesheet. To do this go to ‘EDIT’ timesheet and adjust the applicable REG hours.

SUPERVISORS

If you will be unable to approve timesheets on the day they are due, please ROUTE your timesheets to another supervisor for approval. It’s simple & easy and you can find Routing Rules on the Blue Navigation Bar on the left side of your Supervisor Home Page. It doesn’t matter if you’re gone for a week, a month, or a day!!

Employee Rest Periods

All employees shall be granted a fifteen (15) minute paid rest period during each four (4) hours of regularly scheduled work. Employees who are scheduled for a shift of four (4) hours and who are scheduled to receive an unpaid meal period shall not be entitled to a rest period. Rest periods may not be accumulated nor be taken at the beginning or end of the employee’s shift. With the supervisor’s approval, rest periods may be used to extend the meal period.
Training & Development

New Administrator Orientation: Newly hired administrators covered under the Administrators' Plan are encouraged to attend. The course is 1.5 days and allows new administrators to network with peers, and learn about the unique aspects of their positions.

The Science of Supervision: This includes e-learning modules and a one day program that provides supervisors knowledge of the rules, processes, and procedures needed to navigate the environment within the MnSCU system. Topics includes workers compensation, ethics, data practices, leaves, contracts, and more.

The Art of Supervision: This is a three-day program that provides supervisors the tools to effectively lead employees in an ever-changing world. While each situation is different, the ability to build relationships, manage performance, lead change, and communicate effectively is an absolute prerequisite to success.

Other Resources:

MnSCU Leadership Development ......................... hr.mnscu.edu/training_and_development/leadership_development.html
MnSCU Employee Development Calendar .................................................. hr.mnscu.edu/calendar/index.html
National/Regional Leadership Programs.......................... hr.mnscu.edu/training_and_development/national_regional.html
STARS Registration Site.................................. https://secure.mnsu.edu/mnscupd/login/default.asp?campusid=0071
Management Analysis & Development, State Training ................................................................. mad.state.mn.us/
Faculty Development Resources.................................. http://www.asa.mnscu.edu/facultydevelopment/index.html

Marriage Equity Act

With the passage of the Marriage Equality Act, Minnesota Management & Budget (MMB) is reviewing policies and benefit programs to determine the changes that will be implemented in August, 2013. Information will be sent out prior to August 1, the date the law takes effect.

TRA Rate Increase

Faculty in the Teachers Retirement Association (TRA) retirement plan will see an increase in their payroll deductions for TRA again this July. The employee and employer payroll contributions to TRA will increase from 6.5% to 7% of salary beginning in July, 2013. The increase is in accordance with legislation passed several years ago that aims to reduce TRA's funding deficit.

Need a break?

TAKE ONE!

CHAIR MASSAGES

The Wellness Committee is happy to announce Shannon Schindele, a massage therapist, who will be offering 15 minute massages.

WHEN: Tuesday-June 25, 2013
11 AM to 3:45 PM
WHERE: CSU Room 203
COST: $15 for a 15 minute massage

To sign up for an appointment, please contact Diane Roggow at diane.roggow@mnsu.edu

FIRST COME, FIRST SERVE, so sign up ASAP!

Please email your availability for the day. Be sure to arrive early to your appointment and bring your payment with you at the time. Shannon accepts checks and/or cash. If you have any questions related to this session, please contact Ashley Wirz at ashley.wirz@mnsu.edu