NOVEMBER 2013 UPDATE

Mark your Calendar: the next HR Rep Meeting will be held on Tuesday, December 10, 2013, 9 a.m. – 10 a.m. Location TBD.

2014 Payroll Schedule
The 2014 Payroll Schedule is now available on the HR website. It can be accessed from the HR Rep page.

HR Recruiting Department Recognized
In October, Emory University received recognition from the DirectEmployers Association as part of its inaugural Member Awards Competition. The Human Resources Recruiting Department was recognized with the runner up award for its innovation in recruitment, specifically for the Dual Career Network Program which helps find employment for trailing spouses or partners.

Inclement Weather Policy Reminder
At this time of year, questions often come up about what to do in extreme weather conditions like snow and ice. In the event of life-threatening weather conditions, the Provost may deem it necessary to close Emory officially or delay normal reporting times. Faculty and staff can call the inclement weather line at 404-727-1234, check the Emory website, or check local media for information on opening delays or closures. Each school/unit must designate absolutely essential positions whose responsibilities represent critical functions and services that must be sustained during inclement weather periods. Critical personnel in essential positions whose work requires them to be present on the campus are identified in advance using stringent criteria (so that expectations can be set and managed in a fair manner). The list of essential positions (employees) should be reviewed with each school or unit’s Dean or Vice President by November 1 each year to help ensure consistent standards. For more information, view the Inclement Weather Policy.

Performance Management Training for Managers
Training for managers and supervisors on the new Performance Management Competencies is currently being offered across campus. While much of this training is being provided by HR professionals from individual departments and schools, we have recently opened up additional sessions through a general enrollment process. These sessions are for those managers who were not offered training in their department or were unable to attend the session when it was offered. Sign up instructions can be found here. Please continue to stress the importance of attending this training to your managers and supervisors. For more information, visit the Performance Management web pages.

Sign Up Now to Get Your W-2 Online
Why wait for the mail, when you can get your W-2 much faster? You can sign up online now to receive your W-2 electronically in January. You’ll get your W-2 faster and you’ll never lose it because you can always go online and download another copy. If you have signed up in previous years, you do not need to sign up again. For new participants, the deadline to sign up is Thursday January 14, 2014.

38th Annual Great American Smokeout
Thursday, November 21 is the Great American Smokeout, a national event started by the American Cancer Society to encourage tobacco cessation by establishing an official quit day. Wellness staff members from the Faculty Staff Assistance Program are promoting GASO at Emory by encouraging employees to use the day to quit. Several events are planned.
Emory Healthcare’s Changes to Parking and Transit do NOT Impact University Employees

Last Friday, Emory Healthcare announced changes to parking and public transportation policies, including modifications to their transit pass program, effective 1/1/2014. Please be aware that these changes will not impact Emory University’s transit pass program; the changes announced Friday apply to Healthcare employee participants only.

Got Stress?
We all get stress, but managing stress is essential to maintaining our overall health and well-being. As part of the Healthy Emory Initiative, the following stress management programs are currently available to help relieve your stress:

- **Take 5 Stress Videos**: Relieve your stress in 5 minutes with these quick, easy videos
- **On-site StressBreaks**: The Faculty Staff Assistance Program (FSAP) and the Blomeyer Health Fitness Center are offering 20-minute “breaks” in several locations

**Caregiving Help is New Employee Benefit**
The Professional Care Management Program is designed to help support the needs of any benefits-eligible Emory University employee who is caring for an aging, sick or special needs adult, whether nearby or at a distance. The employer-sponsored benefit will be provided by work-life services provider, LifeCare. This new benefit is available to all University employees as of November 1 and can provide up to six hours per year of a professional care manager’s services at no cost to the employee. A professional care manager is a social worker or nurse who is trained in assessment, care planning and care management of adults. Their services can include: in-home assessments, facility reviews, post-hospitalization assessments, or ongoing care coordination. This benefit can even be used nationwide so if an employee has an aging parent in another state, they can still use the program.

**New BPI Scholars Program Accepting Applications**
The Office of Business Practice Improvement is excited to announce a new professional development program, BPI Scholars, a one-year professional development program for high-performing, early and mid-career Emory staff. Applications are due November 30; classes start January 2014.

**Emory Community Giving**
Emory Community Giving, the employee charitable giving program of Emory University and Emory Healthcare, offers employees several exciting ways to help 476 worthy nonprofit groups address an array of health, human-service, community, and environmental needs. Visit the Community Giving website to learn more and give!

**When was the last time you had a workplace question but weren’t sure where to go for the answer?**
Have you ever asked yourself questions like, “When are the Emory observed holidays? I’d like to telecommute and would like to learn more about my options; I wonder if I can. Do my job responsibilities match my job description?” Check out these websites for information about your employment and resources available to you as an Emory employee.

http://hr.emory.edu/eu/employees/index.html
http://www.hr.emory.edu/eu/askhr/index.html