



The 2008-09 academic year is off to a busy start!

Over the course of the summer, several significant events occurred. Here are a few of the highlights.

- **Drake University Recognized as a “Great College to Work For”**
The Chronicle of Higher Education announced the results of the survey that many of the faculty and staff completed. Drake University was rated in the top five nationally for our size in 11 categories.
- **Drake University became a Smoke-Free Campus!**
Effective July 1, Iowa law prohibits smoking anywhere on Drake’s campus, including university owned or leased vehicles and vehicles parked in university parking lots. To further assist you in assessing what constitutes Drake grounds, a map is available at: <http://www.drake.edu/about/campusmap-bw-8x11.pdf>
If you would like assistance to stop smoking, call Quitline Iowa at 1-800-Quit-Now (1-800-784-8669).
Upcoming Event: A panel discusses various resources available to those students, faculty and staff interested in quitting smoking. Topics include assessing your readiness to quit and how to tap into some low or no-cost quitting resources. Session will be Thursday, September 4 from 11:30 am – 12:30 pm in Olmsted 310-311.
- **PhD Tuition Reimbursement Program Added**
In addition to the educational benefits of tuition rebate policy, Drake University now provides financial reimbursement for job-related PhD or other doctoral level degree programs for eligible faculty and staff. To learn more about this program, visit www.drake.edu/hr/policies.

- **Designated Parking Lots**

As you purchase your parking tags for the upcoming academic year, lots will be designated as Commuter or Overnight parking lots.

To view the available lots, visit

http://www.drake.edu/busfin/parking_folder/commuter_overnight_map_parking.jpeg

For additional information on these items, or to refresh yourself on the many benefits that are available to you, visit www.drake.edu/hr

**Hiring New Students?
Satellite Location Available.**

As you hire new students for the upcoming year, remember that in order for them to begin working, they must complete the I-9 and W4s prior to beginning work per federal law. Additionally, they must provide the necessary documentation to complete these forms.

To be more accessible to the students, Human Resources will be available in the lower level of Olmsted, TMR 131 from Wednesday, August 20 – Friday, August 29. Human Resources will also be available at the regular location of The Point. Both locations are available 8:00 am – 4:30 pm.

Looking for Information? Go to *blueView*!

Do you need to know which parking lot is designated as a Commuter lot? Curious to see your paycheck’s direct deposit information?

These two items are only a sampling of what is available in *blueView*. The Employee tab provides vital information on these and other topics.

Note: During the course of the year, Human Resources will be transitioning from the HR website to *blueView* as the primary source of important HR-related information. We want to ensure that you continue to access this important information, so please watch for more information. As pages are moved, there

will be a message on the page, informing you of the move as well as when the information will be officially moved to the *blueView* location.

Recognize Outstanding Service to Drake and the Community

Nominations are now being accepted for the Madelyn M. Levitt Distinguished Community Service Award and the Madelyn M. Levitt Employee Excellence Awards. To nominate someone, submit a letter of recommendation to Levitt Award Committee, c/o Human Resources by 4:30 pm Monday, September 8th.

These awards will be presented at the Faculty and Staff Convocation on Thursday, September 18th in **Parents Hall, North, Olmsted Center**. Award criteria and descriptions are available at <http://www.drake.edu/hr/recognition/>.

Learning & Development Programs Set for Faculty, Staff, and Students!

The Excellence in Learning & Development Program schedule will be announced soon! Complete program information, including some new programming and formats for learning, will be published on *blueView* and the Human Resources website by the end of the August. Student Employees will again have the opportunity to enhance their professional preparation, as well. Faculty and Staff will lead discussions of topics to better prepare students for their current and future endeavors. Specific information regarding times and locations will be forthcoming.

Upcoming Event:

Five Habits of the Successful Investor.

This session is led by a TIAA-CREF representative who will help answer some of the questions necessary to determining if you are saving enough for retirement. Whether you are nearing retirement or have just begun your professional career, this session will provide some vital information for ensuring you are making the most of your retirement savings opportunities. This session will be held Wednesday, September 10 at 3:15 pm – 4:15 pm in Levitt Hall, Old Main.

Address Change?

Any change in address should be reported to Human Resources at 271-3133. This allows for the information to be transferred to the appropriate benefit providers, as well as ensuring that the format of the information is correct.

Drake University Non-Discrimination Statement

The principles of equal access and equal opportunity require that all interactions within the University be free from invidious discrimination. Drake University therefore prohibits discrimination based upon race, color, national origin, creed, religion, age, disability, sex, gender identity, sexual orientation or veteran status.



Do you have specific questions and need to contact someone in HR?

Human Resources is available Monday – Friday, 8:00 am – 4:30 pm. Questions may be directed to:

Venessa Macro: 271-3962
Gary Johnson: 271-4804
Debra Wiley: 271-3741
Marlene Heuertz: 271-1901
Laura Schwarz: 271-3133

Our Mission:

Human Resources is committed to contributing strategically to the mission of Drake University. We seek to embody the best practices of the Human Resources profession by providing excellent, caring and consistent services that support the ability of the University to recruit and retain a highly qualified and diverse workforce.