



IMPORTANT INFORMATION: POLICY CHANGES AND UPDATES

The Staff Handbook was updated in January and is now posted on the Human Resources web page at www.drake.edu/hr under "policies". In addition to a reorganization of content and inclusion of previously announced new policies, here is an overview of key updates:

Personal Days - Personal days can now be taken in one-hour increments, with manager approval.

Overload – A policy clarifying the circumstances for payment of overload is now included in the staff handbook. It is important to note that overload will not be paid unless it is approved prior to the work being performed.

Background Checks Policy – A policy setting forth the procedures and policy applicable to pre-employment background checks has been incorporated into the handbook.

Bereavement Leave – The bereavement leave policy has been clarified to include time away to attend the funeral or make funeral arrangements upon the loss of a grandchild. Grandchildren were not previously listed in this policy.

All staff employees of Drake University are encouraged to review the handbook carefully and contact Human Resources with any questions.

SETTING DEVELOPMENT GOALS NOW REQUIRED

As part of the annual goal setting and performance evaluation process, managers must ensure that a development goal is set for every staff member. This year, the on-line evaluation will require the development goal section be completed in order to proceed to the evaluation phase of the on-line process.

Development goals should be aimed at advancing the professional development or learning of the individual. Examples of development goals include attending on – campus and off-campus workshops, presenting at a conference, leading a new departmental project, mentoring with a campus or community leader, facilitating a team discussion, training a new employee or serving on a university-wide committee.

If you would like additional information about setting development goals, contact Gary Johnson at 271-4804 or Venessa Macro at 271-3962.

W-2 REMINDER

W-2s were distributed during January. If you have LOST your W-2, contact Payroll at 271-2804 to request a duplicate copy.

Please Note: It may take UP TO 3 DAYS to generate another copy of your W-2.

WATCH OUT! A Safety Reminder

Winter is a busy time for workplace injuries, especially slip and fall injuries. If you have an accident at work, remember to report it to Human Resources as soon as possible. Even if you do not have an obvious injury, it is important to report the accident, so that in the event you experience symptoms later, we are able to manage the situation appropriately. We also want to make certain that the condition that caused the injury is reported so that it can be addressed, preventing other injuries. To report your injury, an electronic form is available at www.drake.edu/hr/forms

Items Available through Employee Tab of *blueView*

Within *blueView*, there is a great deal of information available to you.

- Benefit and Payroll Information, including both current and historical information
- Learning and Development Program, including a calendar which allows you to see a month at a glance
- List of Goals that you and manager have created
- Link to nominate someone or a department for the True Blue Award.

Remember, if you need to update your address, it should be submitted to Human Resources by emailing it to Laura.Schwarz@drake.edu. Do NOT update MyDUSIS on your own.

Want to Be Involved on Campus?

Within the next several weeks, the All Staff Council will be distributing information about the upcoming elections. Committees to join include: Communications, Governance, Special Events, and Recognition. Watch *blueView* for additional information.

Planning to Retire?

If you are planning to retire on or before May 31, 2008, please contact Human Resources, at 271-1901, as soon as possible. In addition to preparing your benefits information, Human Resources will ensure you are included in May's special recognition event. If you retire after May 31, 2008, you will be included in next year's recognition event.

Save the Dates, March 26th – 28th

Individual Financial Counseling Sessions and Informational Workshops will be held March 26th - 28th, as part of the annual Human Resources Retirement Planning Series. These sessions are designed to assist employees with financial planning and retirement goals. The Informational Workshops will be held in Levitt Hall.

Mark your calendars!

Drake Membership has its Privileges

Blank Park Zoo has extended the opportunity to Drake faculty and staff to purchase discounted membership tickets between now and March 15. To take advantage of this offer, use the discount code: ELEPHANT while accessing the membership form at www.blankparkzoo.com. Questions about this offer should be directed to the Zoo's Membership Hotline at 515-323-8308.

New Faces in Familiar Places!

As you work with the different departments on campus, take time and welcome the new employees who began working at Drake University during January.

Names and Areas

Kristine Plagman, Accounting
Alice Fynaardt, A&S Biology
Heidi Ball, Head Start
Timothy Flynn, Alumni & Development
Romona Robinson, Alumni & Development
Rick Fox, Athletics
Kathryn Kirby, Head Start
Benjamin Needham, Athletics