Nominate a Co-Worker for Their Outstanding Performance

In 2002, a program was initiated to recognize outstanding staff in the Administrative Services Division at Weber State University. These awards are being made available again to individuals and/or teams for outstanding performance during the 2013 calendar year. Each of the awards consists of a cash prize and an appropriate plaque presented at the Administrative Services Division back-to-school breakfast on Tuesday, August 5, 2014.

We invite you to nominate staff for these awards by completing the nomination forms which are inserted in this newsletter. Nominations must be complete and include specific details reflecting outstanding performance. It is highly encouraged that those making nominations refer to ‘What Makes a Top Performer?’ and ‘What Makes and Outstanding Team?’ on the back of the individual and team nomination forms. Those nominations that provide supporting details to address the elements of an outstanding performer or team will have the greatest chance of being awarded.

A committee composed of representatives from each department in the division plus an ex-officio member of the Human Resource Department will review nominations and forward the names of the recommended awardees to the Vice President.

TIME TABLE FOR SELECTION

- Apr. 30 - Deadline for receipt of nominations
- May 15 - Nominees notified in writing
- Jul. 15 - Awardees notified in writing
- Aug. 5 - Awards presented to recipients at back-to-school breakfast

Nominations may be submitted to the Office of Workplace Learning through April 30th. Send nominations to Jennifer Evans at mail code 1016. Take a moment today to nominate a co-worker for their outstanding performance in our division!

Nomination forms and guidelines are included as inserts inside this newsletter.

Spotlight

Jami Leatham returned to the Ogden area a few years ago after living for 26 years in Columbus, Ohio and Southern California. As a young student, she studied and worked at Weber State College before moving out of state. Since returning to Utah, Jami has graduated with an Associates of Science General Studies degree. Her four daughters, all of whom she supported in their college endeavors, have been her greatest support. Jami loves spending time with her family and especially her six grandchildren. They enjoy taking road trips back to the beach and appreciating the four seasons Utah has to offer. Jami is excited to begin a new career at WSU and she is enjoying her position in the Purchasing Department. While living in California, she spent a few years in the same position at California State University. She appreciates the University environment and the many opportunities she has to meet new people on the WSU campus.

Please join us in welcoming Jami to our Wildcat crew.
Employee Learning Week Held at WSU

Employee Learning Week, formerly known as Spring Break Training, was held at Weber State University March 11-13, 2014. This annual event was recently renamed to reflect the support ASTD (The American Society for Training & Development) gives to workplace learning.

The week was highlighted with several events. Supervisors attended a half-day conference where addresses on leadership topics were given by Max Brown, Director of Leadership and Executive Education at the Shingo Institute, and Dr. Bruce Davis, Vice Provost and Dean of Continuing Education at Weber State University.

Employees participated in a variety of classes organized around three learning tracks. The tracks included professional development, personal development and health and wellness.

The week concluded with a celebration featuring Sean Bott. Sean’s comedy mentalist act mesmerized and entertained participants as he demonstrated his uncanny ability to read minds.

Thank you to everyone who participated in and helped plan this year’s activities. If you missed Employee Learning Week, make plans now to participate in 2015!

Sean Bott wows the audience by correctly guessing the number Lorinda DeBoer is thinking of - 1956.

Dr. Bruce Davis shares the ‘Leadership Difference’ with WSU supervisors during the half-day Supervisor Conference.
Weber State Adopts Violence Prevention Policy

All one has to do is watch the news and it quickly becomes apparent that workplace violence is on the rise. According to the Utah Employment Letter, 19% of all workers report being harassed on the job, 7% report receiving threats of physical harm and 3% report being physically attacked.

Weber State University is committed to maintaining an environment that is free from any type of violence. To express this commitment, the University recently adopted a violence prevention policy – PPM 3-67. This policy can be found online at http://www.weber.edu/ppm/Policies/3-67_Violence_Prevention_Policy.html.

The violence prevention policy was crafted to help the University meet State of Utah risk requirements and address national trends. The policy also:

• Establishes an early intervention process to address threatening behavior that may turn violent.
• Allows for training to be provided to the campus community that will share basic facts about workplace violence, identify problem behavior that should be reported and behavior that may generate an immediate emergency.
• Strengthens the University’s ability to manage behaviors that may not be addressed in other policies or criminal code.

The policy also contains several definitions of violence-related terms, provides examples of violent behavior and explains how to respond to actual and potential acts of violence. To learn more about violence prevention and this policy, enroll in course # 460-001 in Training Tracker.
# Benefits Open Enrollment Details

Benefits Open Enrollment is scheduled for April 7 - May 15, 2014. PEHP and EMI Health representatives will be in attendance at open enrollment meetings in the WB Smith Lecture Hall on the dates and times listed in the advertisement above.

Along with the open enrollment meetings, drop-in labs will also be held to provide assistance with online enrollment. No insurance representatives will be available at the drop-in labs, which will be held in Lampros Hall room 203 on the dates and times listed above.

Take advantage of this opportunity to learn about plan options and changes for the 2014-15 academic year. Watch for additional information through campus mail.

## Benefits Open Enrollment

**2014-2015**

**April 7 - May 15**

**Open Enrollment Meeting Dates**

- Tuesday, April 8, 9:00 - 10:30 am
- Thursday, April 10, 3:00 - 4:30 pm
- Wednesday, April 16, 3:00 - 4:30 pm
- Thursday, April 24, 12:00 - 1:30 pm
- Wednesday, April 30, 9:00 - 10:30 am
- Wednesday, May 7, 12:00 - 1:30 pm

**Drop-in Lab Dates**

One-on-one online enrollment help (no insurance representatives will be available). HR staff will help you get a PEHP account and sign up online. **All labs will be held in LP 203.**

- Friday, April 11, 9:00 - 11:00 am
- Friday, April 18, 2:00 - 4:00 pm
- Wednesday, April 23, 11:00 - 1:00 pm
- Thursday, May 1, 10:00 - 12:00 pm
- Friday, May 9, 10:00 - 12:00 pm
- Wednesday, May 14, 12:00 - 2:00 pm

**Medical, Flex$, Dental, Vision, & Pre-Paid Legal**

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<th>OPEN ENROLLMENT ENDS</th>
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<td>Medical, Flex$, Dental, Vision, &amp; Pre-Paid Legal</td>
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### Kudos!

Special thanks from the Administration Building, 1st floor, to Facilities Management-HVAC, specifically Alberto Florez, David Castro, Colton Hansen and Craig Stuart for providing additional heat to our offices. Poor airflow resulted in colder temperatures in our offices. Your combined efforts have resulted in warmer offices, making our work environment more comfortable. Thanks so much!

--Barry Gomberg (EO/AA), Lisa Allen (Payroll Office), and Cherrie Nelson (Human Resources)

Note: If you are interested in submitting “Kudos!” for an outstanding employee, please send your request via email to vinecrane@weber.edu

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**Upcoming Campus Events**

- **April 7 - May 15**
  - Benefits Open Enrollment
- **April 25**
  - Graduation
- **May 5**
  - Summer Term Begins
- **May 26**
  - Memorial Day Holiday
- **July 4**
  - Independence Day Holiday
- **July 24**
  - Pioneer Day Holiday
- **August 2014**
  - Next round to submit applications for staff development grants

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Published by the Office of Workplace Learning, HR Dept. Administrative Services Division Weber State University

Please direct newsworthy items or questions to Vince Crane, mail code 1016, or call extension 7710.

Visit us at [http://departments.weber.edu/owl/](http://departments.weber.edu/owl/)