

Human Resources

News You Can Use

A publication for University of Wisconsin-La Crosse employees

From the desk of the Executive Director

The **primary focus** of this month's newsletter is **your health**, both **physical and financial**. You have been receiving information on the opportunity to review your benefit plans and providers. This option comes up once a year. I encourage you to review the materials carefully to match the benefits to the needs of your family. You can get quite a bit of information from the materials sent to you, but sometimes what you really need is a face to face discussion to get your questions answered. The Health and Financial Fair brings representatives to campus for just that purpose, so please take advantage of it. Trust me on this, they want to talk with you and answer your questions!

Health Insurance coverage has been extended to **domestic partners** this year. Learn more about this option as well as other available benefits. There are timelines for signing up so check this out and take action now.

If you are a new employee, it is never too early to learn more about your **retirement** benefits and other ways to make your salary work harder for you, such as the Employee Reimbursement Account, Tax Sheltered Annuity and Deferred Compensation, to name a few. For continuing employees, this is a time to check out your **savings plan** for retirement to make adjustments.

To your health!

Jennifer B. Wilson

EFT and DOA Newsletter Distribution

In the next couple of weeks you will receive e-mails with information on how to access the **Benefits** and **Safe & Sound** Newsletters described below.

Benefits Newsletter—This week you will receive an email with a link to the Wisconsin Department of Employee Trust Funds (EFT) September newsletter. This issue contains important information about changes to state health insurance programs, as well as details about the *It's Your Choice* health enrollment period (formerly known as Dual Choice). The "From" line on the email will be: UW HR Administration.

Safe & Sound Newsletter--Next week you will receive an email with a link to the Department of Administration's (DOA) safety newsletter, sent directly from the UWSA Service Center ("From" line will be: UW HR Administration). The newsletter provides information on a variety of topics, including preventing winter slips and falls, balancing work and home, H1N1 Flu and the common cold, and much more. Well worth your time to read those articles of particular interest to you and your family.

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Issue 2



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Office of Human Resources News

PeopleAdmin Collecting Reference Information

PeopleAdmin, the specialist in higher education recruitment, has over 400 university/college customers. As a result, best business practices have been identified. We strive to incorporate these best business practices in our use of the software. Below are the 3 ways in PeopleAdmin within which to collect reference information from applicants.

You may have applicants attach contact information for their reference providers.

Use this option to call reference providers for information about your applicants. The [advantage](#) of this method is that you are able to obtain answers to specific questions structured to your position and is considered the best method to get answers.

Letters of reference can be submitted through an electronic portal from the reference provider bypassing the applicant, thereby making it confidential.

The applicant provides specific information about their references including email addresses. The PeopleAdmin system automatically generates an email to the reference providers who are then able to attach their reference letter within the PeopleAdmin system.

The [advantage](#) to this particular method is that it's confidential. The applicant is not able to view the letter, thereby preserving the integrity of the letter. Since it is stored within the applicant's profile electronically paper copies are not needed. A [drawback](#) is the applicant's lack of control over ensuring references are provided. This business practice is considered a solid method to receive information from references, when phone contact is not an option.

You may have applicants electronically attach letters of reference directly to their application packet at the time they apply.

The [advantage](#) is electronic storage of the information and it puts the responsibility on the applicant to attach the letters prior to submitting their application packet. The [drawbacks](#) are: the applicant knows the content of the letters and can choose the "best" letters to attach; reference letters cannot remain confidential if this option is used since the document will be uploaded to the application and will be viewable by the applicant. Using this option, the functionality of the software does not allow the reference letter to remain confidential, which is a breach in any applicable confidentiality agreements between the applicant and reference provider.

This business practice is considered limited as you will not learn about any areas where improvement may be needed and any references with confidentiality agreements in place will need to be kept outside of PeopleAdmin (a paper process ☺).

If you are serving as a Search and Screen Chair, you should discuss these options in one of your initial committee meetings to determine which will be the best option for your search.

Tracey Simpson is available to answer your questions about best business practices and other PeopleAdmin topics.



Reminders

Health Insurance Enrollment

Enrollment period
October 5 – 23, 2009

Employee Reimbursement Account (ERA) Enrollment

Enrollment period
October 5- November 5, 2009

If you are currently enrolled in ERA and would like to continue this program you must re-enroll

New VSP Vision Insurance (replaces OptumHealth)

Enrollment period
October 5 – November 13, 2009

If you are currently enrolled in OptumHealth Vision and would like to maintain vision insurance you must enroll in VSP during the open enrollment

UW Tax-Sheltered Annuity Workshop

Thursday, October 15th
1:15p.m. to 2:15 p.m.
Room 126
Wing Technology Center

Flu Shots

Free to GL Health Plan Participants
(Must show Health Card)
November 5, 2009

Port O'Call Cartwright Center

An announcement will be issued when Health Traditions will be on campus to administer flu shots.

Office of Human Resources News

Classified Excellence Appreciation Breakfast

The Thirteenth Annual Appreciation Breakfast for classified staff was held on Thursday, September 24th in Valhalla, Cartwright Center-Gunning Addition.

Pictures of the event along with the individuals, who were honored, can be viewed by clicking on the camera.



WI Civil Service Exam

UW-L Limited Term and Project employees who are interested in permanent employment are required to take the civil service exam. UW-L classified permanent employees who are pursuing a different position in a higher classification must also take the exam.

Pre-registration is now being accepted for the November 14, 2009 exam. Pre-registration is required for all monthly exams and only pre-registered applicants are guaranteed an opportunity to complete an exam. To view the list of exams being administered and for information on registering, please click on the following link:

[WiscJobs](#)

EAP Newsletters

Governor Jim Doyle signed a proclamation declaring October 2009 as Employee Assistance and Drug Free Workplace Awareness Month. To view the proclamation, click on the following link:

[Governor's Proclamation](#)

To view this month's EAP newsletters provided by Gundersen Lutheran, right click the newsletter icon and open the hyperlink.



[Frontline Employee](#)

[Wellness and Productivity and You!](#)

Leader's Corner

The "Two Minute" Drill and Organizational Change

Since this is the start of the football season, I looked for a way to use football as a leadership model. In *The Two-Minute Drill: Lessons on Real and Rapid Organizational Improvement from America's Greatest Game*¹, the "two minute" drill (TMD) is used as a metaphor to speed up and increase success of improvement efforts.

The first thing I learned is that TMD does not refer to the rush for snacks or relief during commercial breaks in the game (I was really wondering how they would relate that to leadership). Instead I learned that running a TMD means your team is down points, but in a position to execute a rapid series of actions improving performance levels to help win the game.

In the workplace, a leader can create real improvement when the stakes are high, time is short, and real results are needed by using the principles the authors outline. First, the leader clearly defines winning and makes the score clear to the team. Second, change is driven by a sense of urgency and importance. TMD in the workplace draws upon this and the fact that people like to be part of winning teams. Note that successful change efforts need a sense of urgency, not a sense of crisis, panic, or despair.

A third principle is that you "win with people" at every stage of the change game. Teamwork becomes paramount as each individual performs his or her assignment on each and every play so that the team as a whole advances. Fourth, when teams score and get real improvement, they celebrate success in a fashion that reinforces desired behaviors and closes out the game so the changes stick.

Finally, organizations that are serious about winning the change game always conduct a post-game analysis to determine what was learned during the improvement drive.

The Two-Minute Drill: Lessons on Real and Rapid Organizational Improvement from America's Greatest Game by Clinton Longenecker, Greg Papp, and Tim Stansfield

Health and Wellness

Health Screenings



Gundersen Lutheran and Health Traditions will be offering health screenings during the fair. Please stop by their booths to take advantage of this great opportunity!

Gundersen Lutheran

Blood Pressure

Bone Density

Health Traditions

Hearing



6th Annual

Health and Financial Fair Thursday, October 15, 2009

The UW-L Health and Financial Fair event is being coordinated with the Department of Transportation (La Crosse). The Fair will be held in the Valhalla Cartwright Center-Gunning Addition from 10:00 a.m. to 2:00 p.m. on Thursday October 15, 2009.

If you have any questions regarding the upcoming fair please contact the Human Resources office at 608-785-8013.

This is your opportunity to talk with the experts!

This is your chance to make a self assessment of your health and financial needs and take the appropriate action. Remember, events in life can drastically change your health and financial needs.

For some of the changes you may need to consider during a life event situation, please visit the following website:

<http://www.uwsa.edu/hr/benefits/lifeevent/index.htm>

Health and Financial Fair Participants

Health Plans

Health Traditions

Gundersen Lutheran

Wisconsin Physicians Service

Dental Coverage Options

AnthemDentalBlue

Fringe Benefit Management Co.

Epic Life (WPS Booth)

Additional Benefit and Wellness Services

Minnesota Life

UW Employees Inc Life Insurance

DOT/UWL Employee Assistance Program

VSP vision plan

Booths from Gundersen Lutheran

Women's Health

Nutrition Therapy

Diabetes Education

Community and Preventative Care Services

Women's Health

Hearing Institute

Vision Services

Booths from Health Tradition

Alzheimer's Research (WRAP)

Advance Directives

Safety for Injury Prevention

Retirement Planning

Fidelity Investments

Dreyfus

TIAA - CREF

Wisconsin Deferred Comp.

Social Security Administration

UW System Tax-Sheltered Annuity Program

Wisconsin Retirement System/Employee Trust Funds

Retiree Benefits

Ameritas Dental

Long Term Care Insurance

Health Choice

John Hancock



Brain Teasers

Centennial Celebration Trivia



1. What year was the School of Physical Education formed?
2. Who was the first campus librarian?
3. In what year was the first yearbook "The Racquet," published?
4. What was the name of the opponent that was defeated when the campus celebrated its first homecoming in 1923?
5. Why was the school year shortened from 40 weeks to 33 weeks in 1941?

Reference:

<http://www.uwlax.edu/100years/timeline.htm>

Answer Key

Celebration Trivia-

- 1)1913 2) Florence Wing 3)1911
4) Lawrence University, 14-9 5) To help answer the need for wartime workers.

Trivia Time-

- 1) The Declaration of Independence
- 2) The U.S. Air Force 3) George Bush
- 4) Gerald Ford 5) Thomas P. "Tip" O'Neill
- 6) A net 7) Mikail Gorbachev
- 8) Sacramento 9) Jimmy Carter
- 10) Margaret Thatcher

Trivia Time

1. What famous document begins: "When in the course of human events..."?
2. What current branch of the U.S. military was a corps of only 50 soldiers when World War I broke out?
3. Who said: "I'm the president of the United States and I'm not going to eat any more broccoli"?
4. What president was shot while walking to California Governor Jerry Brown's office?
5. What former speaker of the U.S. House has a chair in peace studies named for him at the University of Ulster?
6. What was a gladiator armed with, in addition to a dagger and spear?
7. Who was the last president of the Soviet Union?
8. What California city was the end of the trail for the last Pony Express ride?
9. Who was the first U.S. president to adopt the informal version of his first name?
10. Who held the office of prime minister of Great Britain longer than any other person in the 20th century?

Reference: <http://www.triviaplaining.com/>

We are what we repeatedly do. Excellence, therefore, is not an act but a habit.

~Aristotle