

**WELCOME TO USU
AND THE
CLASSIFIED EMPLOYEES ASSOCIATION**



Classified Employees Association Executive Board

2006-07

<u>Position</u>	<u>Name</u>	<u>Phone</u>	<u>UMC</u>	<u>Email</u>
President	Jill Ballard	7-1038	8300	jballard@purchasing.usu.edu
Vice President	Karen Meacham	7-3128	6600	karen.hoffman@usu.edu
Secretary	Enid Kelley	7-2463	5210	kelley@cc.usu.edu
Treasurer	Pat Anderson	7-1128	0120	pata@cc.usu.edu

Standing Committees:

Salaries and Benefits	Debra Megill	7-1846	2400	deb.megill@usu.edu
Employee Enhancement	Jen Archibald	7-3372	0102	
Employee Relations	Shannon Johnson	7-1470	2800	shannon.johnson@usu.edu
Scholarship Committee	Dorothy Kent	7-3036	4015	dorothyk@cc.usu.edu
Media & Public Relations	Amy Brazier	7-2734	3200	abrazier@english.usu.edu
Employee Recognition	Suzanne Thorpe	7-1878	0155	suzanne.thorpe@usu.edu
	Maren Seamons	7-1012	0115	mseamons@cc.usu.edu

Task Force/University Committees:

Board of Trustees; Health Benefits; Salary & Benefits; AAEO	Jill Ballard
Parking	Karen Hoffman
University Calendar	Shauna Jensen
Bookstore	Shannon Johnson
Performance Appraisal	ValeRee Tennant
Banner Steering	Milt Johnson
SAAVI	Maren Seamons

Sign up for the CEA email list to receive up-to-date USU and CEA information and events. Go to the CEA homepage web site for easy sign up or type the following address into your browser: <http://lists.usu.edu/mailman/listinfo/cea-list>

What is CEA?

CEA is USU's official organization to represent the approximately 1,000 classified* employees on campus (*Refers to employees Act FLSA legislation) who are considered "non-exempt" from the Fair Labor Standards.

MISSION STATEMENT: CEA supports the goals and objectives of the University, provides representation to the administration and the University community, recognizes the dignity of individuals, and promotes excellence and service.

The CEA Executive Board addresses issues from a win-win perspective and have voting privileges on critical USU committees (e.g., Banner; Performance Appraisal; Salary and Benefits; Parking, Bookstore, Grievance Hearing; University Calendar; etc.). CEA networks with employees of other institutions of higher education in the state through association with the Utah Higher Education Staff Association (UHESA). First created in 1966, CEA has evolved into a proactive, highly focused team.

The CEA Executive Board consists of **4 elected officers and 6 committee chairs**.

CEA Scholarships

The Classified Employees Association awards two \$600 scholarships each fiscal year. These scholarships are awarded to a child, grandchild, or spouse of a Classified Employee. They are funded through small monthly contributions from employees. If you would like more information or would like to start supporting the scholarships (\$1 a month helps significantly), call Pat Anderson at 797-1128.

HOW CAN YOU GET INVOLVED?

If you would like to become involved, just let us know. You are always invited to forward your thoughts, suggestions, and questions to any Executive Board member. Visit our web page at: www.cea.usu.edu/classemp/index.htm or see the names and phone numbers of the executive committee.

Events

1. CEA Recognition Luncheon
2. CEA Week
3. Employee of the Quarter
4. Scholarship to CEA Relatives
5. Online Newsletter
6. Online Schedule of Brown Bag Forums

History of Classified Employees Association of Utah State University

The Classified Employees Association (CEA) at Utah State University represents over 1,000 classified employees. The executive council, made up of elected officers, and standing committee chairs meet monthly to discuss policies and concerns of classified employees, and if needed, seek guidance or pass those concerns on to the administration. We are always looking for new ideas and ways to better help all employees of USU.

The CEA works closely with the Professional Employees Association and Faculty Senate in passing certain resolutions to be presented to the administration. The President of CEA gives a monthly report to the USU Board of Trustees. In addition, members of the CEA serve as committee members on University Committees such as: the Affirmative Action Advisory Committee; Banner Steering Committee; Bookstore Committee; Calendar Committee; Health & Benefits Committee; Parking Policy Committee; Performance Appraisal Committee; and Salary & Benefits Committee and Sexual Assault & Anti Violence Prevention Program (SAAVI).

The CEA has been instrumental in the sick leave conversion policy, the family medical leave policy, job evaluations, salary ranges and benefits, employee bookstore discounts, vacation days, and many other daily policies taken for granted by many university employees.

In addition, members of CEA serve on grievance councils, president, dean, and provost search committees, award and scholarship selection committees, and other specifically formed committees as needs arise.

The CEA alone awards two \$600 annual scholarships to a CEA member or family member of a classified employee. During CEA week a Coffee Break fund raiser and the annual luncheon are held. At the luncheon CEA honors four "Employees of the Quarter" and one is chosen as the "Employee of the Year." Brown Bag Forums are held regularly during the year providing discussion and information items.

The CEA council has been in existence since 1966 and has helped encourage similar organizations at other institutions throughout the state. Since 1995, the CEA has aided in the development of the Utah Higher Education Staff Association (UHESA). These organizations have great promise of developing into strong information sharing and educational forums.

It is the hope of the CEA that we can continue to be a strong voice on campus and in our community and continue to make the community and USU a better place for all employees to live and work.

USU POLICIES & PROCEDURES

Utah State University, governed by the USU Board Trustees, adopted a comprehensive Policy Manual in 1996 which outlines policies and procedures regarding employment. This manual is available to all employees over the Internet via the USU Home Page or in hard copy in administrative offices.

In striving for excellence and service, CEA feels that it is important for each employee to become informed of their responsibilities in ensuring a positive work environment free from discrimination and/or harassment. Policy Numbers 303, 305, 311, 317, 321, 323, 325 and 339 specifically address employee rights and responsibilities in these areas.

If you should ever have questions or concerns regarding employment issues, there are a number of resources on campus to assist you, including: the Employee Assistance Specialist (797-0735); the Affirmative Action/Equal Opportunity Office (797-1266); the Disability Resource Center (797-2444); the CEA Employee Relations Representative (797-1470).

Utah State University Employee Benefits

As a new employee, it can be overwhelming to figure out all of the little things in addition to your new job. We want to make this process as simple as possible. We recognize that a big draw to working at USU is our competitive benefits package. As University employees, we are privileged to participate in some great programs and profit from some exciting benefits. Below are a list of some added benefits that you may not be aware of.

- Athletics:** Staff discounts available on reserved and season tickets for all sports events. Contact the ticket office for information at 797-0305. Find out about athletic camps for youth at: <http://utahstateaggies.collegesports.com/>
- Bookstore Discount:** 10% off on almost all items, clothing and textbooks with your staff ID card. For questions contact them at 797-1666. <http://www.bookstore.usu.edu/>
- Cingular/AT&T Wireless and Verizon:** Offers a 15% discount on monthly bills. Contact Telephone Services at 797-1276 for information. <http://telecom.usu.edu/>
- Health & Physical Education/Employee Wellness Center:** Through the Wellness Center receive health tests, meet with trainers and work with dieticians. In addition, you receive use of the swimming pools, weight room, racquetball areas, etc. during open public hours with a staff ID card. Contact them at 770-9844 or visit the website: <http://www.usu.edu/wellness>
- Human Resources:** Contact their office for information regarding Employment Opportunities, Policies, Benefits, Compensation, Employee Assistance, Personnel Forms, Training and Development, University Holidays, and Online Guide for New Employees. 797-0124 or <http://www.usu.edu/hr/new/> or www.usu.edu/hr/eaphome.html
- Facilities Operations:** The Facilities Operations Division carries our two functions: Building Maintenance(routine work performed to maintain utility systems, building interiors/exterior as they were originally constructed, routine house keeping, and recycling) and Services to Departments (keys, toall types of remodeling). See their website at: <http://fac.usu.edu>
- Parking:** Most parking on campus requires a permit or meter payment. For more information on parking, contact the Parking Office at 797-3414 <http://www.usu.edu/parking/>
- Sports Academy and Racquet Club:** Offers a discount to USU employees and their families on memberships in the form of grants. A membership grant allows access to all facilities, consultations with a personal trainer, and free fat testing, etc. Also provided with a family membership is unlimited daycare. For more information contact 753-7500 or email Wendy at: wedny@sportsacademy.com and visit their website at: www.sportsacademy.com .
- Staff ID cards:** These cards allow to you put money in an account to be used at the USU food facilities (Carousel, Hub, Sky Room, Aggie Ice Cream Dairy, Copy Centers & the Ticket Office for a variety of University sponsored events). ID cards also allow access to the HPER(Health, Physical Education & Recreation) facilities and the bottom floor of the Nelson Field House that houses the indoor track. Also available to employees are staff spouse cards so that you can participate in these activities together. Contact the USU Card Office at 797-3852. <http://www.usu.edu/usucard/>
- Utah State Statesman:** Sign up for USU Statesman Email Edition and Utah State Today to receive campus news www.utahstatesman.com/ and <http://www.usu.edu/ust/> .
- Aggie Adventures for Kids - Discovery Center:** 797-2803: Utah State University Extension and 4-H is proud to expand our Discovery Summer Science Camps to include awesome year round Aggie Adventures for Kids. These adventures allow kids to discover and explore Utah State University. www.usu.edu/discovery/ .
- Alumni Center:** Alumni, faculty, staff, and students can rent the facility for banquets, weddings, reunions, meetings, recitals, clubs, and parties. Visitors may tour the building and browse through old yearbooks. For more information, call Louise Young at (435) 797-2523. <http://www.usu.edu/alumni/center.html>

Additional Benefits

Affirmative Action & Equal Opportunity Office (AAEO): Institutionalize affirmative action/equal opportunity concepts and actions into everyday operations and activities: Advising and assisting the Utah State University community in ensuring an equal opportunity environment, free of discrimination and sexual harassment. Assisting with proactive efforts to create a gender and ethnically diverse community of students, faculty, and staff, in order to redress imbalances and enrich the University experience. <http://www.usu.edu/aaeo/staff.html>

Ag Experiment Station: The Extension and County Extension Agents give free advise to all citizens regarding gardens, trees, grasses, etc. Excess fruit (sweet cherries, pears, peaches, and apples) are for sale at a reasonable price. Also the Utah Botanical Center is a great resource for low water maintenance for gardens, flowers, etc. <http://utahbotanicalcenter.org> or <http://extension.usu.edu/cooperative/utahhouse/index.cfm/cid.621>

Center for Persons with Disabilities: As Utah's University Center for Excellence in Developmental Disabilities Education, Research, and Service, the Center for Persons with Disabilities engages in innovative and responsive activities. <http://www.cpd.usu.edu/>

Children's House: An early care and education program serving young children and their families at 862 East 900 North 435-797-3657. The primary purpose of Children's House is to provide and maintain a high-quality inclusive early care and education program for young children of students, staff, and faculty parents of Utah State University. <http://www.childrenshouse.usu.edu/>

Child Care Resource & Referral/USU Child Care Network 797-1552. <http://www.usuchild.usu.edu/>

Conference Services: Conference Services offers Youth and Summer Citizen Programs. Visit their website at: <http://extension.usu.edu/conference/>

Disability Resource Center: The Disability Resource Center provides qualified persons with disabilities equal access to University programs, services, and activities as required by the ADA Act of 1973 which supports the understanding and acceptance of persons with disabilities throughout the University. For more information visit the website at: <http://www.usu.edu/drc/index.html>

Edith Bowen Laboratory School: Edith Bowen provides services for 305 students, enrolled in grades K-5, from the Logan, Cache, and Box Elder school districts. Edith Bowen Laboratory School is a working laboratory under the auspices of College of Education at Utah State University, to facilitate teacher preparation and educational research. Parents desiring to have children attend Edith Bowen must reside in one of the collaborating school districts (i.e., Cache, Logan or Box Elder), and submit an application to the school for each child they wish to be considered for enrollment. Students will be placed in the appropriate grade level applicant pool and will be selected based on a selection criteria. Have lunch with the kids for only \$2.75. Call 797-3085 by 9:00 a.m. <http://www.coe.usu.edu/eb/index.html>

Housing & Financing Counseling Services at the Family Life Center: The Family Life Center/HFC is open to any individual, couple, or family who desires help with housing or financial management concerns. Groups are welcomed for workshops and seminars. Most services are offered FREE of CHARGE to individuals and community groups. The Center reserves the right to charge fees for service when expenses exceed normal costs. For an appointment call 797-7224 or visit their website at: www.usu.edu/flc .

FACT Center (Faculty Assistance Center for Teaching): The FACT Center provides assistance, training, and support for the improvement of instruction at USU. They are there to assist with classroom material preparation, instructional design, graphic design, multimedia development, and WebCT support. The FACT workshops are for all USU faculty and staff. Call 797-9506 or visit their website at: www.fact.usu.edu .

Financial Planning for Women: Dr. Jean Lown, a faculty member in the USU FCHD Department, teaches investing and retirement planning. FPW is strictly an educational program and is not connected to any commercial products. For more information, contact: Jean Lown at 797-1569 or email her at: lown@cc.usu.edu. Visit the website at: <http://www.usu.edu/fpw>.

In and Around Logan: Learn all about Logan at: www.usu.edu/about/ial

Intermountain Health Care: Logan Regional Hospital provides a wide range of Health Promotion programs to improve the health of Cache Valley residents. Some of the classes and programs are: Pregnancy & Parenting, Children's Programs, Nutrition & Weight Management, /general Health Issues, Healthy Lifestyles, Diabetes, and Corporate Wellness. For more information about classes and programs, call 716-5310.

Knighton & Logan Optical: Offers discounts on some glasses, frames, and lenses. Contact the Human Resource Office for additional information at 797-0124.

LASIK Surgery: Receive a reduced cost on surgery through TRU VISION. See Employee Benefit package for details or Human Resources at 797-0124 for additional information.

Liberty Mutual Insurance: USU employees/alumni can save up to 15% on auto and home insurance and that's not all.....Contact the Bountiful Office at 800-365-2004 x206 or email Stephen.meador@libertymutual.com.

Lost and Found: <http://a-station.usu.edu/lostandfound/>

Outdoor Recreation: <http://www.usu.edu/orc/>

Marriage and Family Clinic: You can consider family therapy as a resource for almost any difficulty. Family therapists are trained to work with people experiencing a variety of problems. They also are trained to refer people for specialized help when necessary and to work with other professionals in the client's behalf. <http://www.usu.edu/mft/clinic/>

MetLife Auto & Home Insurance: Apply for great benefits from USU's group auto insurance program. Call for a free insurance review and no-obligation quote at 1-800-GET-MET8

Nutrition and Food Science (NFS): Get famous Aggie Ice Cream, Dairy Products. Gift Baskets, and Holiday Specials on Turkeys and Hams. Visit the NFS website at: <http://hd.usu.edu/icecream/> or www.usu.edu/aggieicecream/ or www.aggieicecream.com

O.H. Plant Shop & Greenhouse Year round specials (15% off) on flowers, plants, apple cider, and poinsettias. Located at 800 East and 1000 North between the hours are 2:30 to 5:30 p.m. Monday - Friday, Saturday 10:00 a.m. to 2:00 p.m. 797-3446

Psychology Department Community Clinic: The USU Psychology Community Clinic provides professional services to the residents of Northern Utah, Southern Idaho, and Western Wyoming, as well as students and staff of Utah State University. Services are provided by graduate students completing their MS or PhD degrees and are supervised by a licensed PhD psychology faculty. Fees for services are based on a modest sliding schedule and determined by monthly take-home pay of clients and the number of person in the family. The clinic is a participating provider with Blue Cross Blue Shield of Utah. Please visit the website at: www.cehs.usu.edu/psyc/links/clinic.htm.

Speech-Language-Hearing Center: Did you know that hearing testing is a covered benefit under USU's medical plan? Take advantage of the multiple services: Full hearing evaluations, Full hearing aid services, Hearing education/counseling, Auditory processing evaluations, Balance disorder assessment/management. USU faculty, staff, & dependents are entitled to 1 25% discount on hearing aids! Contact Heather Jensen, AuD, CCC-A, Clinic Supervisor at 797-1390 or visit their website at: <http://www.coe.usu.edu/comd/clinics.html>

Surplus Sales: Items are currently available at minimum bid price: appliances, furniture, audio visual equipment, building materials, computers & related items, electronic equipment, farm equipment, lab equipment, miscellaneous office equipment, office and shop equipment, sporting goods, vehicles and related items. Visit the website at: <http://www.usu.edu/surplus/index.html>.

Theatre and Performing Arts: A variety of cultural events. Visit their website at:
www.hass.usu.edu/arts/theatre.htm

USU Extension: The Extension Department offers a variety of classes for all interests.. Visit
<http://extension.usu.edu/cooperative/> for information.

Welcome to Cache Valley: Learn all about Cache Valley at: www.usu.edu/community

Women's Center/Reentry Student Center: The Reentry Student office is also located at the Women's Center and serves primarily those who are returning to school after a gap in their education. 797-1728