

## What's Inside

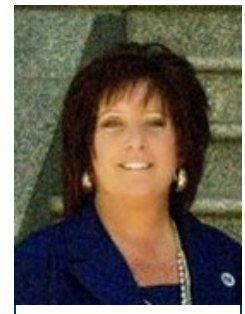
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## Congratulations, New SPHRs!



BrandE Faupell, USU HR  
Executive Director

In December BrandE Faupell and Jodi Morgan took the SPHR (Senior Professional in Human Resources) exam (a 4-hour exam with approximately 250 questions testing the knowledge and experience of an HR professional). The percentage of people sitting for this exam who pass is 58%. The rate is low because there is a lot of material to be covered and if you don't commit to a strenuous study plan, you're not going to pass. After several months of classes and many more hours of study, it paid off.



Jodi Morgan, HR  
Specialist Senior

So, please join me in saying CONGRATULATIONS!!!! to HR's two new SPHRs - BrandE and Jodi - well done!  
Marla Boyer, SPHR, Assoc. Dir. HR

## **USU's Wellness Expo**

January 20, 10:00—3:00  
Taggart Student Center

*Food, Booths, Prizes, Information*

*Free Hearing Tests (call 435-797-1375 for appointment)*

*Free Diabetes and Blood Sugar Screening (call 435-797-0122 for appointment)*

EMPLOYEE RECOGNITION:

## EMPLOYEE OF THE YEAR AWARDS

Questions are beginning to flow into HR regarding this year's Employee Recognition Lunch and Employee of the Year Awards. While a date is yet to be determined for this event, the OUTSTANDING EMPLOYEE NOMINATION INFORMATION/CRITERIA is listed below and will be posted on the HR website. Here is what is looked for in determining the outstanding employees of the year.

Nominees must have at least five years of benefit eligible service at Utah State University and be current staff.

Nominations may be made by non-exempt (classified) employees, exempt (professional) employees, faculty, or students.

An award will be made in two categories: Non-Exempt Employee and Exempt Employee.

These awards recognize employees who consistently contribute to USU by carrying out the responsibilities of their jobs in an exceptional manner.

A cash award and a gift honoring their achievement will be given to each employee named as the Outstanding Employee in their employee group.

CRITERIA FOR THE AWARDS :

**Contributions/Achievements:**

Special contributions and achievements on or off the job, to the campus, and to the community—particularly contributions that have long-lasting benefits.

**Service Excellence:**

Service to the University that demonstrates an attitude of ongoing commitment to assist the University in achieving its mission. Demonstration of exceptional ability in quality of work, proficiency, initiative, skills in dealing with people, dependability, and creativity. Productivity and quality of work should be outstanding as measured against the type of work being performed.

**Personal Traits:**

Personal qualities that reflect an employee who is team oriented, has a positive attitude, is willing to cooperate, is committed to self-improvement/professional development, and has the ability to relate to others (colleagues, students, and public) in a manner which reflects well upon the University.

**Other Accomplishments:**

List any other accomplishments of the nominee you feel are relevant to this nomination.

All nominations must be received by the Office of Human Resources, UMC 8800, no later than **Monday, February 28, 2011**. The nomination form can be found on the front page of the Human Resources website: [usu.edu/hr](http://usu.edu/hr).

Watch for more information coming in the near future.

**EMPLOYEE RECOGNITION: YEARS OF SERVICE**

Employee Recognition gifts will be handled differently this year. USU has contracted with O.C. Tanner to provide gifts for years of service. This year's 10- and 15-year recipients will receive a gift, mailed to their homes, from O.C. Tanner. Recipients with 20-plus years of service will receive a catalogue with an attractive array of gifts offered, based on number of years of service. All gifts will be sent to employee's home address at the same time as the Employee Recognition Luncheon. The University will be holding the Employee Recognition luncheon as we have done in the past.



## Handling Crucial Conversations® Class

**Handling Crucial Conversations®:** Really solving a significant problem while building a better, more trusting relationship with another person is an invaluable skill.

This 6-week workshop is being offered by HR again. Based on the book Crucial Conversations: Tools for Talking when Stakes are High, this workshop doesn't give a script of what to say. Instead, it helps participants understand their own communication style, stay focused on what they want to say, and simultaneously build personal and work relationships.

**Schedule:** The workshop will run for 6 weeks every Wednesday from Jan 26<sup>th</sup> to Mar 2<sup>nd</sup>. The first week will be 2 hours long, with 1 hour classes the following 5 weeks.

Jan 26<sup>th</sup>: 12:30 – 2:30pm (2 hours)

Feb 2 – Mar 2: **Every Wednesday: 1:30 – 2:30pm** (1 hour each week)

Carolyn Andree, Ph.D., HR's management training and professional development specialist, leads the workshop. Room location will be included in registration email.

To register, click [here](#).

Questions? Please call Dr. Andree at 797-9144.

**Important  
Changes!**

## 2011 Flex-Spending Changes...

The federal healthcare reform bill passed in March, 2010 states that as of January 1, 2011, over the counter (OTC) drugs and medicines will only be reimbursable through your Health Care FSA if you have a valid prescription. See the list below for examples of OTC medicines. Insulin still qualifies for reimbursement without a prescription.

Participants will be able to submit claims for eligible OTC medicines purchased without a prescription prior to January 1, 2011. Such claims can be filed through the end of the claims run out periods for any plans that began prior to December 31, 2010.

Equipment, supplies, and diagnostic devices such as bandages, hearing aid batteries, blood sugar test kits, etc. will remain eligible for reimbursement without a prescription.

Following is a list of examples of OTC medicine categories no longer eligible for a tax break without a prescription after January 1, 2011:

Acid Controllers

Anti-Gas Products

Cold Sore Remedies

Feminine Anti-Fungal/Anti-Itch

Motion Sickness

Stomach Ailment Remedies

Allergy & Sinus

Anti-Itch & Insect Bite Products

Cough, Cold & Flu Products

Hemorrhoid Remedies

Pain Relief Respiratory Treatments

Anti-Diarrhea Products

Baby Rash Ointments

Digestive Aids

Laxatives

Sleep Aids & Sedatives



## Performance Management, 2-part training (online and in-person)

Being in a supervisory position comes with some built-in challenges – from hiring to conducting performance appraisals and possibly to corrective action. To help you in these efforts, we have created a new two-part training course on Managing Performance.

The first part consists of online training modules, which serve two functions...the first is to provide information prior to the in-person portion. The second is to help you review related topics. (Click [here](#) for the online part.)

The second part is a 1- to 2-hour, in-person class that is scheduled on request. If you are interested in having a class for your department/unit, please contact us at [Training@usu.edu](mailto:Training@usu.edu). (And, based on requests, we may also offer an open-enrollment session.)

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## Spring Wellness Classes and Options

- **Employee Fitness Club** 5:15–6:15 p.m., M-F, 1/18-2/25 and 3/21-4/29, HPER 109
- **Dayna's Boot Camp** 12:00–1:00, Tu & Tr, 1/18-2/24 and 3/22-4/28, Fieldhouse
- **USU Water Aerobics** 12:00–1:00, MWF, 5:00–6:00 MW, 1/19-4/29
- **Joe's Facilities Cycling Class** Tu, 1/18-4/26
- **Dennise's Lunchtime Yoga** 12:00–1:00, Tu Tr, 1/18-4/28, HPER 209
- **Dennise's Healthy Backshop** 2:00–5:00, F, 2/25, Merrill-Cazier 101
- **Weight Watchers @ Work** 1/13, [shannon.johnson@usu.edu](mailto:shannon.johnson@usu.edu)

And *much* more information on the wellness website!

<http://www.usu.edu/wellness>

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## Inspire-Me Wellness Awards

Congratulations to Alex Baldwin and Jason Allen, recipients of the Inspire-Me Wellness Award.

To learn more about the Inspire-Me Wellness Award, or nominate a student or employee, click [here](#).

*Dr. Phil's ...*

## Retirement & Savings Seminar

Once again the popular *Retirement and Savings Seminar* will be offered to USU employees. At a time when the financial markets are volatile, it is easy to get caught up in the headline news. Instead of getting caught up in the headline news, a better option is to learn firsthand how to manage your retirement accounts by attending this excellent (and FREE) seminar, taught by USU's Dr. Phil Swensen.

- HPER Room 116
- February 2, 2011 – March 9, 2011 4:30 – 5:30 p.m.

Over the course of six weeks, you will learn about such things as:

- The importance of not making financial decisions based on short-term trends or emotions
- How to do a long-term, disciplined investment approach with your portfolio goals in mind
- The difference between stocks and bonds, and why it matters to your retirement
- How returns are generated by stock or bond investments
- How to analyze risk
- The different funds available through payroll deduction at USU
- What part an Estate Plan or a Will plays in retirement
- Laddering strategies in retirement planning for the short-term and long-term
- ...and, a presentation on Social Security benefits by a representative from the Salt Lake City Social Security Office.

The program is free but **registration is required** as space is limited. **This seminar is very well received, quickly fills up, and has a waiting list each time it is offered.**

**If you are interested in attending**,... please sign-up at (<https://www.usu.edu/hr/htm/workshops/resource=210/reservation=12396>). The deadline to register is Wednesday, January 26, 2011. Come join us for this unique educational opportunity!