

What to expect from HR in 2009

This fall brings a myriad of new and exciting opportunities from the human resources office. From informational webinars to new staff orientation to training and development opportunities, there's sure to be a lot to do.

New HR staff members

If you haven't had a chance to visit our new office space in the Youngsma Center, we would like to introduce you to two new members of our HR team. **Jessica Bareman** started in February as the Human Resources Assistant and **Marissa Trook** (Harvey) started in June as the new Generalist. Please take the opportunity to welcome them to Calvin if you find yourself on this side of campus!



←→R Razel Jones, Deirdre Honner, Todd Hubers, Marissa Trook, Dorothy Britton and Jessica Bareman

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From the desk of our director

Since moving to the Youngsma Center, located across the Beltline from Calvin's "main" campus, things can feel a less connected. But we are excited about our new space and even more excited to introduce you to some of the great things coming from the human resources office this fall.

The Resource is a new way for us to connect with staff at Calvin about what's happening in our office and around campus. The newsletter will be posted monthly on our website and delivered via hr-notification straight to your email inbox. Each issue will include useful information, upcoming events and interesting features from the human resources office. It's one way to stay connected.

This fall, you'll be hearing a lot from Calvin offices about good health—how to *be* healthy and how to *stay* healthy. As we enter the season of cold temperatures and flu viruses, it becomes increasingly important to know how to take care of ourselves.

As a member of the pandemic steering response committee, I've had the opportunity to work with staff members from several different departments to prepare our campus for the possibility of an H1N1 flu pandemic. Check out the HR questionnaire on page two to find out what

you should do if you or someone in your family gets sick with the H1N1 flu. This information can also be found [on our website](#).

A new academic year brings excitement, but it can also bring challenges and stress. Check out page three for a short list of ways to reduce stress in your life. Taking time to rest (body and soul) and exercise can often fall to the wayside when life gets busy, but those are two of the best ways to stay healthy. Work out in the fitness center, take a Healthy Habits class, attend chapel or simply take a stroll through the ecosystem preserve. In our fast-paced world, it has become increasingly important to find a work/life balance.

Be on the lookout for more information about the upcoming benefits fair sponsored by HR. This year's benefits fair will be in the Spoelhof Fieldhouse Complex on November 5, 2009. We hope you take advantage of this great event.

We are excited to introduce this new extension of the human resources office. If you have questions, an idea for an article or even a book review (read Glenn Remelts' review of *The Road* on page four), please email humanresources@calvin.edu. Happy October!

Todd Hubers
director of human resources

It's My Job: A chat with Kelly Greenway

When you walk into the Youngsma Center, it's impossible to miss the smiling face waiting to greet you.

This is Kelly Greenway, gifts specialist extraordinaire.



Resource: Well here's the obvious question—what exactly do you do at Calvin? Describe a "typical" day.

Kelly: I greet visitors that come into the Youngsma Center, answer the main phone line for development, and I'm a gift specialist, so I spend a lot of time figuring out where gifts go and entering them into the data system.

R: What do you like most about your job?

K: I love the details. That helps me a lot when I'm processing gifts!

R: Why are you good at your job?

K: I think my personality is well suited for this job. I like to talk and I like to do a lot of different things at once. I like to learn new things— and this job is full of that.

R: What is something we would never guess about you?

K: My husband and I used to live right outside of New York -we could actually see the Twin Towers from our window!



Preparing for Influenza A (H1N1) at Calvin

What if I get the flu? What if have to stay home to take care of a sick child? Answers to these questions and more found below.

The human resources department has put together an FAQ outlining Calvin's current policies as they relate to Influenza A (H1N1). If you have additional questions, please contact our office.

How do I know if I have H1N1 (swine flu)?

Influenza A symptoms include fever (great than 100 degrees Fahrenheit), chills, sore throat, headache, cough, body aches fatigue, diarrhea and/or vomiting.

For more information about symptoms and treatment, visit the [health services website](#)

What do I do if I think I or a family member have Influenza A (H1N1)?

- Notify your supervisor and human resources that you are ill with flu-like symptoms and will not be able to come to work (or that you will be taking care of a sick family member)
- Isolate yourself or your family member to keep from potentially exposing other people
- Seek medical advice from your primary care physician

If you have a fever, you must stay home until your fever has been gone for 24 hours with no fever-reducing medication.

Do I need a doctor's note?

You only need a doctor's note if your illness exceeds five (5) business days. If you will be missing work for longer than

five days, please contact human resources for FMLA (Family and Medical Leave Act) paperwork.

Will my time off for sickness be paid?

- If you are eligible for sick time, your time off will be paid
- If you are eligible for any type of paid time off, you may use time from your paid time off bank.
- If you are not eligible for any type of paid leave time, your time off will be unpaid.

Will my time off to care for a family member be paid?

If eligible, you can be paid for up to two (2) family care days to take care of a sick family member. Beyond the family care days, you can either take vacation days or unpaid FMLA (Family and Medical Leave Act) time.

If you are not eligible for family care days or vacation time, your time off will be unpaid.

Can I choose to work from home?

Some positions require a physical presence on campus and are not eligible for working at home arrangements. If your position is identified as eligible for alternative working arrangements, you may be able to work from home.

This is dependant on work load and approval by your

department head and vice president. The human resources office requires documentation for this arrangement and the form is located [here](#).

What if my child's daycare and/or school closes due to illness?

If your child is unable to attend school or daycare, please *do not* bring your child to work.

If you are unable to find alternative arrangements for childcare, you have two options. If eligible, you can take up to two (2) family care days or take unused vacation days.

If you are not eligible for family care days or vacation time, your time off will be unpaid.

Someone I supervise came to work sick. Can I send him or her home?

Yes. Employees with a fever greater than 100 degrees Fahrenheit and a cough should be sent home.

The decision to send a sick employee home will be made on a case-by-case basis. Please notify human resources if you have sent an employee home due to flu-like symptoms.

For more information, please view the [human resources website](#).

This FAQ was published by the human resources office on September 18, 2009.



Preventing sexual harassment at Calvin

This fall, the human resources office is presenting a revamped sexual harassment awareness and prevention training. It's not your mother's sexual harassment training.

"We used to bring in actual lawyers to do our sessions," said Razel Jones, training and orientation coordinator, "but this new training is designed to be everything that training wasn't—brief and painless."

The new training sessions are 60 minutes in length and designed specifically for staff at Calvin. Much of the resources were pulled from the Michigan College and University Professional Association (MICUPA), which offered applicable strategies to prevent

sexual harassment in higher education versus merely in corporate environments.

In the training sessions at Calvin, participants will learn legal definitions of sexual harassment, Calvin's harassment policies and procedures for reporting and preventing harassment.

"You can expect an open atmosphere that's safe for conversation," said Jones. "We present the basic information and then open the floor for a brief discussion. Participants can expect to leave with clear examples of what sexual harassment is as well as what they should do if they encounter any kind of harassment at Calvin."

This semester, the human resources office sent targeted invitations to staff members who have never participated in sexual harassment training (according to their permanent records). Staff members who did not receive that invitation do not need to participate in this round of training.

As per state law, Calvin is required to offer a refresher course every three years. In the coming semesters, our office will offer sexual harassment training to staff members who have not participated in the last three years.

Please click [here](#) to get more information or to register for upcoming sessions.

Calvin Perks DID YOU KNOW



DID YOU KNOW that your staff ID card is more than just a pretty picture? This little piece of plastic has a myriad of uses, including library privileges, PE facilities access, free entry to sporting events, discounted rates on concert tickets and a 15% discount at the Campus Store (on all non-textbook or food items).

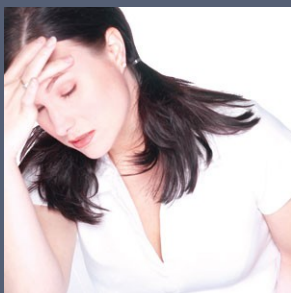
You can also put money on your ID card for use at any food location on campus by going to the Food Services office (on the same floor as Commons Dining Hall). This credit can be used at Johnny's, The Fish House, the Spoelhof Café, Devos Grab-N-Go, the Staff Dining Room and even in Commons Dining Hall.

Benefit Highlight THE EAC

For nearly 30 years, the EAC has supported employers while helping employees handle the challenges of life. The value of the EAC as an employee benefit increases during challenging times as we partner with organizations to help boost workplace efficiency and employee morale.

Visit www.eaccare.com for more information.

Dealing with stress in a new academic year



The air is crisp, the students are back on campus and academic year

2009-10 is upon us. Busier schedules can produce more stress, so we have three methods to

help you reduce stress on the job.

1. Get organized. Keep track of your projects and deadlines by making a list of what is urgent. Decide what matters most and what can wait.

2. Learn to say "no." Don't overcommit yourself. If you take on too much, you will only add to your stress.

3. Make time for you. Leave your job at the office. Don't answer your cell phone during times you've set aside for your family. Don't check work email at home.

Take a breath. Remember that the work will be there in the morning. Eat right, get enough sleep and exercise. We promise it will reduce your stress, both at work and at home.

What are you reading?

We at Calvin are a culture of education and self improvement.

What better way to encourage our colleagues in their lifelong learning than to ask staff members that revealing question—“what are you reading?”

Want to submit a book review?
Email humanresources@calvin.edu

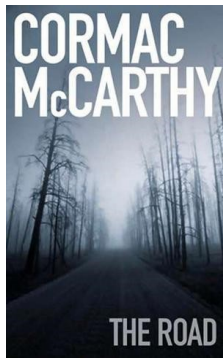
What are you reading?

Glenn Remelts

To start things off, we thought it would be fitting to start with our very own library director, Glenn Remelts. So, Glenn, what are you reading?

The Road

by *Cormac McCarthy*



A father and his son walk among the ghosts of a world that never will be again. A catastrophe ten years earlier began a chain-reaction that disrupted every natural cycle and every human invention. Pollination, photosynthesis, replenishing rain water, the seasons, government, religion, commerce and society have all vanished. Searching for food and clothing and hiding from cannibals are the sum of their physical existence.

Their journey to the sea is interrupted by horrific and disturbing encounters. The despairing but

coolly rational wife and mother, the man with the “reptilian calculations in those cold and shifting eyes,” the tempting philosophy of Ely, the nearly blind wanderer, and the army of cannibals with their human livestock remind the father and son just how lost the world is.

But they are not lost. They have each other and an enduring faith in goodness. A complex relationship develops between the father and son. “Each the other’s world entire,” says McCarthy. The child offers the man a superior moral compass and perhaps salvation. The man gives the child safety and reassurance. They are on a quest, perhaps a fool’s errand, to remain human and to show the dying world that goodness endures even if nothing else will.

R: What makes this book worth reading?

G: *The Road* is a relentless investigation of human nature. While it is a quick read, its imagery and provocative queries will keep you engaged long after the book is finished.

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Upcoming Events

Benefits fair

This year’s benefits fair will be held on Thursday, November 5 from 9 a.m. to 4 p.m. Stay tuned for more information!

Employee Assistance Center (EAC) webinars

Webinars are hosted in DeVos 170 from 12–1 p.m.

October 30: Addressing performance

*[Register](#)

New staff orientation

Please visit the human resources website for session times and locations.

October 20: Bunker Center, CIT, human resources

October 27: OCCE, scavenger hunt

November 3: Graduation luncheon, tour Prince and DeVos

*View full [schedule](#)

Sexual harassment awareness, prevention & training (for staff)

All training sessions are held in the Alumni Board Room from 3–4 p.m.

Thursday, October 29

Thursday, November 12

Tuesday, November 17

Thursday, December 10

*[Register](#)