



**Dear ICA Employees,**

Fall is here, and I hope you are enjoying this time of year. In this quarter's ICA HR newsletter, there are a number of important updates for you to review such as open enrollment, clerical act/mandated reporting, and upcoming trainings. And, looking ahead to the next few months, our office will provide you with updates related to several upcoming initiatives such as the new professional development tool, YOU@PSU. In fact, we just completed our training for the new tool. If you missed it, we encourage you to view the Adobe Connect session available at: [http://ohr.psu.edu/performance?utm\\_source=mass-email&utm\\_medium=email&utm\\_campaign=performance-management-hr-rep-intro](http://ohr.psu.edu/performance?utm_source=mass-email&utm_medium=email&utm_campaign=performance-management-hr-rep-intro). We are pleased to announce that a new staff member has joined ICA Human Resources. Nick Reichart as taken on the role as our HR Assistant. Please welcome him next time you're in our office. On behalf of ICA's HR Team, I want to thank you for all of your contributions to Penn State Intercollegiate Athletics. Please contact our office at any time, should you have any questions. Sincerely,  
Clint

## 2015 Benefits Open Enrollment

### Health Care Choices Meetings

Prepare for Benefits Open Enrollment, which runs from November 3 - November 21, 2014, by attending one of our campus meetings. Representatives will be visiting every campus to help you learn more about the PPO Blue and PPO Savings health plan choices and how to select the one that's best for you. **The Open Enrollment booklet will be mailed in October.**

**Intercollegiate Athletics will host our own session on October 27th from 9:00am -11:00am in 133 East Area Locker Room. Spouse and partners are able to attend the sessions. If you are unable to make this session, below is the schedule for the other sessions available at University Park.**

### University Park Schedule:

#### HUB-Robeson Center

Tuesday, October 21

Employee Benefits and Highmark staff available 9:00am - 4:00 pm, Auditorium Lounge  
Health Care Choices presentations: 9:00am - 11:00am and 1:00pm - 3:00pm  
Freeman Auditorium

#### Penn Stater

Wednesday, October 29

Employee Benefits and Highmark staff available 9:00am - 4:00 pm, Deans Hall  
Health Care Choices presentations: 9:00am - 11:00am and 1:00pm - 3:00pm  
Deans Hall

#### HUB-Robeson Center

Wednesday, November 5

Benefits and Highmark staff available 11:00am - 7:00 pm, Auditorium Lounge  
Health Care Choices presentations: 1:00pm - 3:00pm and 4:00pm - 6:00pm  
Freeman Auditorium

## Upcoming TEAM ICA Events

**Chili/Soup Cook Off**-Tuesday October 28th  
11:30 to 1PM Tombros Clubhouse, PSU Golf Course

**ICA After Hours Event**-Friday November 21st  
5:30pm, Damons

**Toys for Tots Holiday Party**-December, More  
Details Coming Soon

## University sets the end-of-year holiday schedule

### **Thanksgiving Holiday**

The Thanksgiving holiday will be observed on Thursday, November 27. The University will remain closed on Friday, November 28. This day will be considered a closedown day, as the day after Thanksgiving was in 2012 and 2013. As a reminder ICA uses service days instead of holidays. Employees should mark accordingly in ESSIC.

### **December/January Holidays**

University offices and operations, except for essential services, will close at the normal end-of-business times on Tuesday, December 23, and will resume at normal starting times on Monday, January 5. The official University holidays will be Wednesday, December 24, through Friday, December 26; and Monday, December 29 through Thursday, January 1. However, in order to provide a generally more desirable and efficient application of time off, University offices and operations, except for essential services, will be closed January 2 as well. Friday, January 2 is not a University holiday and employees will need to account for this time appropriately, e.g., with vacation or no pay.

## New Professional Development Opportunities

### **Seminars & Workshops**

The Center for Workplace Learning and Performance has a great new lineup of programs for fall 2014. Seminars & Workshops are FREE, however, space is limited so register today!

[Learn More/Register](#)

### **Strategic Customer Care**

Through popular demand, we welcome back John Moore, who will be presenting four (4) different programs focused around strategic customer care.

Programs include:

- Customer Service Brought to Life
- Dealing with Difficult People
- On the Frontline
- Understanding Customers' Communication Styles

[Learn More/Register](#)

### **Certificate Programs**

Check out our vast array of in-depth certificate programs, designed to train and develop leaders, supervisors, and office professionals.

[Learn More/Register](#)

### **Business Skills Courses 24/7 Access**

Don't forget to check out our online programs! You'll find over 800 FREE courses available to faculty and staff at Penn State. Learn at your pace. Learn at your convenience. With Skillport's new interface, learning has never been so easy. You can start a program and pick it up later right where you left off. Create a personal learning plan, track your progress, and earn certificates for the courses you complete.

[Learn More/Register](#)

## Driver Training Module for University Employees Under Age 21

We are pleased to announce that an online driver safety training module is now available to University employees. This training module is targeted to young drivers; Business Services Policy 20 ("University Vehicle Operations or Use") permits University employees between the ages of 18 and 21 to drive in the course of their employment if they meet all of the following three criteria:

1. They have documented completion of a University-sponsored driver safety training program during the time of their University employment;
2. Their Motor Vehicle Record has been checked by the University's Office of Human Resources (OHR) and found to contain no moving violations; and
3. Driving is a significant responsibility in their approved job description.

In order to meet the first requirement, employees must successfully complete an online driver safety training module which is available through the OHR Center for Workplace Learning and Performance. The title of the course is "Defensive Driving Fundamentals" and it can be accessed via the following link:

[https://psuohrlearning.skillport.com/skillportfe/main.action?path=summary/COURSES/esh\\_sah\\_b21\\_sh\\_enus](https://psuohrlearning.skillport.com/skillportfe/main.action?path=summary/COURSES/esh_sah_b21_sh_enus)

The course will take approximately one hour to complete. Employees must print a "certificate of completion" and submit it to their immediate supervisor after passing the course (Instructions for printing a certificate can be accessed by referring to the Guide to Printing Skillsoft Certificates). Supervisors are responsible for maintaining the training certificates for the length of employment or until the employee reaches the age of 21.

Employees must successfully complete the training course within the next ten business days to continue driving on University business before their 21st birthday.

Questions concerning access to the training should be referred to the Center for Workplace Learning and Performance at 814-865-8216 or [learning@psu.edu](mailto:learning@psu.edu). If you are having technical issues with the course, please contact the Penn State IT Service Desk (814-865-4357 or [ITservicedesk@psu.edu](mailto:ITservicedesk@psu.edu)) or Skillsoft Customer Support (<http://support.skillsoft.com/>).



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- Increase knowledge, skills and expertise
- Gain leadership abilities
- Increase self-esteem
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\* Open to ALL current and retired employees at all campuses

\* Membership is \$6/year

For more information see the PESOP website , <http://sites.psu.edu/pseop/>

### **PENN STATE EMPLOYEE DISCOUNTS**

The Penn State Discounts program is dedicated to providing information for Penn State students, employees, retirees, and alumni regarding the "extra" benefits that come with a Penn State affiliation.

Know of a discount that we don't have listed? Send us the details and a representative will contact that business for posting on this site.

To see the full list of discounts visit:

[www1.ohr.psu.edu/discounts/](http://www1.ohr.psu.edu/discounts/)

## TRAINING

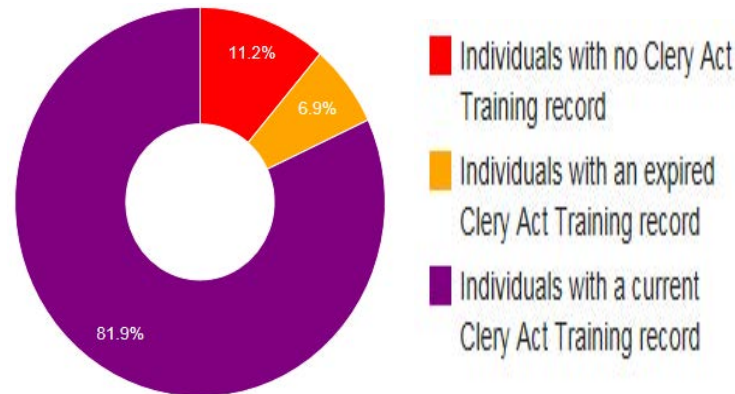
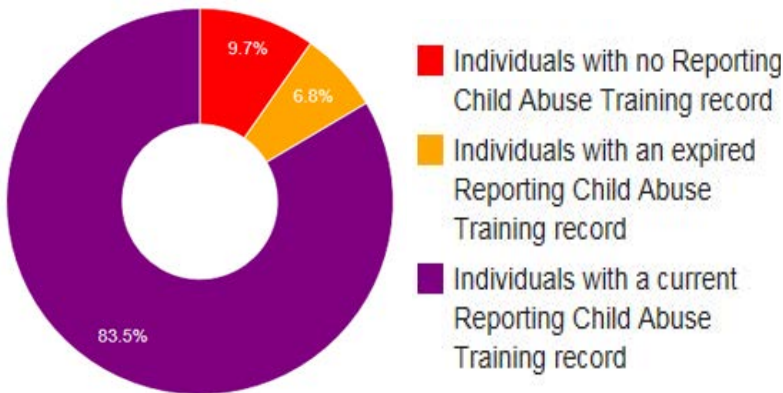
All employees are required to take training in compliance with Penn State policy. As Athletic employees, the below trainings are mandatory for each of your positions. As you will see in the following graphs, several of our employees have already completed the training. However, in order to garner 100% completion, a few of our employees still need to complete the training. If you have not had a chance yet, please take a moment to complete your training.

- Mandated Reporter Training**

(Must be completed by all employees). To sign up for training, please visit the online training link at [psuohrlearning.skillport.com](http://psuohrlearning.skillport.com)

- Clery Act Training**

(Must be completed by authorized adults and Campus Security Authorities (CSA's)). To sign up for training, please visit the online training link at [psuohrlearning.skillport.com](http://psuohrlearning.skillport.com)



## What is FMLA?

The Federal Family and Medical Leave Act (FMLA) entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave in a 12-month period for your own serious illness which causes you to be unable to perform the functions of your position.

You are eligible for FMLA leave if you have been employed either part-time or full-time with the University for at least 12 months, which do not need to be consecutive or continuous, and have worked at least 1250 hours in the 12 months prior to your absence. Your supervisor or Human Resources Representative will send you an FMLA Medical Certification Form – you complete part of that form and your treating physician will complete the remainder of the form.

Absences may be of an ongoing nature or, when medically necessary, may be taken as an intermittent leave or on a reduced leave schedule. Whenever possible, you should make a reasonable effort to schedule any medical treatment visits so as not to unduly disrupt operations.

Because University policies typically exceed the FMLA 12-week provision, you should refer to the applicable University policy or union agreement to answer any questions about your absence (length, pay, etc.). FMLA time and absences provided by University policies run concurrently.

FMLA requires that all covered absences are recorded as FMLA. Because the overarching philosophy of the FMLA regulations is that you cannot be disadvantaged due to an absence for an FMLA-qualifying event, these absences must be recorded correctly so that errors are avoided when making decisions about promotions, merit pay, tenure, etc. Please contact the ICA Human Resources Office if you have any questions or if you will be missing work due to your own personal illness or a family members.

## NEW FACES IN NEW PLACES

Whether you're new to Penn State Athletics, or have recently changed jobs, we're excited to have you here.

Congratulations, and welcome!

**Ronda Andrews** –Administrative Support Assistant, Communications, 101 BJC

**Sandy Barbour**–Athletic Director,101 BJC

**Melissa Boldt** – Coordinator Strength Training, Performance Management, Rec Hall

**Stewart Carter** -Assistant Equipment Manager, Football Office, Lasch Building

**Phil Esten**–Deputy Athletic Director and Chief Operating Officer,102 BJC

**Jen Heisel** – Assistant Director of Athletic Communications, Communications, 101 BJC

**Kristina Jeffries** – Coordinator Strength Training – Performance Management, Pegula

**Ian Jones** –Coordinator Strength Training – Performance Management, East Area

**Bradley Keen** –Assistant Athletic Director, Marketing, 118 Bryce Jordan Center

**Bryan Markiewicz** – Assistant Ticket Manager, Ticket Office, 240 Bryce Jordan Center

**Joi McKenzie** –Administrative Assistant, Ticket Office, BJC

**Trey Miller** -Assistant Director of Athletic Communications, Communications, 101 BJC

**PJ Mullen** – Director of Player Development and Community Relations, Football Office

**William Rottler** – Assistant Director of Athletic Communications/Director of Track Operations, Bryce Jordan Center

**Andrea Roth** –Athletic Trainer, Athletic Training, Pegula

**Matthew Rumack** – Assistant Ticket Manager, Ticket Office, 240 Bryce Jordan Center

**Kenneth Sanders** –Director of Player Personnel, Football Office, Lasch Building

**Madeleine Scaramuzzo** – Athletic Trainer, Athletic Training, East Area

**Michael Schroeder** – Coordinator Strength Training, Performance Management, Rec Hall

**Alexei Sintchinov** –Asst Coach, Fencing, White Building

**Jay Takach** – Head Equipment Manager, Football, Lasch Building