ANGELO STATE UNIVERSITY
MEMBER, TEXAS TECH UNIVERSITY SYSTEM

HR Notes
ASU DEPARTMENT OF HUMAN RESOURCES

March 2012

In this Issue

Performance Reviews

Staff performance reviews are scheduled to begin on March 1, and end on April 30. Staff employees are reminded that your supervisors will be scheduling time with you to review your performance during the 2011 calendar year. Please take some time prior to your review to write down your performance areas, accomplishments and areas for improvement. This will give you and your supervisor an opportunity to reinforce performance that meets expectations and to identify performance areas that need improvement.

The review process is integral to ensuring that your work performance is within your supervisor's expectations. It is also an opportunity for you and your supervisor to discuss future plans for your career development. The electronic version of the performance review form can be found on the HR website. A link to this site is provided below for your convenience. Please note that the date at the top of the review is for 2011. This date indicates the review period, not the current year.

www.angelo.edu/services/training_development/manager_toolkit.html

ATTENTION SUPERVISORS
Collaborative Sessions: If you have specific questions pertaining to the evaluation form, or a unique situation that would not be typically handled during a presentation-style training session, please attend one of the following collaborative come-and-go sessions. These sessions are each *limited to 20 participants*. Please contact Lori Chandler in the Office of Human Resources at lori.chandler@angelo.edu or 325-942-2168 in order to reserve your seat for these sessions. All the sessions will be in Room 111 of the Rassman Building.

- March 6: 3:30- 4:30pm
- March 7: 9-10 a.m.
- March 7: 1:30-2:30 p.m.
- March 8: 3:30-4:30 p.m.
- March 12: 10-11 a.m.
- March 14: 1:30-2:30 p.m.

General Training: If you would like some more generalized training pertaining to the theory behind performance reviews, best practices and general tips, please contact Lori Chandler in the Office of Human Resources at lori.chandler@angelo.edu or 325-942-2168. She will provide you with access to an online video-based training presentation that is self-paced and viewed at your leisure.

For any other questions about the performance review process, please contact the Office of Human Resources at 325-942-2168 or hr@angelo.edu.

Save Your Vision Month

Healthy Vision at the Computer

People who sit in front of a computer for long periods of time often encounter a variety of uncomfortable symptoms. Headaches, neck strain, backaches and wrist pain are common, but sadly, the most prevalent symptoms of prolonged computer use – eye strain, blurred vision and dry eyes – are often overlooked. In fact, eye and vision problems are the most frequently reported health care issues among computer users.

Computer Vision Syndrome

Various symptoms contribute to computer vision syndrome, which the American Optometric Association defines as "the complex of eye and vision problems related to near work that are experienced during or related to computer use."

Sitting at a computer generally causes a person to look straight ahead for long stretches, work in a dry office or home environment, and to blink less often. These factors can lead to vision problems. Additionally, computer use requires specific vision skills, which add further demands to the visual system and contribute to eye and vision discomfort. These skills include:

- **Ocular Motility** – The ability of the eyes to move in various positions
- **Accommodation** – The ability of the eyes to focus clearly at various distances
- **Vergence** – The ability to move the eyes in (convergence) or out (divergence)

Effects of Working Environment

Computer work places various demands on the visual system. Each of these factors can play a part in computer vision syndrome:

- **Screen resolution** – Better resolution offers greater clarity and usually leads to improved comfort. Adjust the resolution to the highest resolution your monitor will support. If the increased screen resolution makes items too small, try increasing the font size (DPI) to compensate.
- **Screen contrast** – Adjust the contrast between the characters and the background on the monitor so the letters are easily read. Adjust the brightness of the monitor to an intensity that is comfortable to your eyes – not too bright and not too dim. Adjust both brightness and contrast for the best clarity.
- **Screen glare and reflections** – Minimize reflected glare on your monitor by using window treatments, dimmer switches on lights and glare reduction filters. Look for glare reduction filters that have received the American Optometric Association Seal of Acceptance. Proper adjustment should eliminate any reflected images from the monitor screen. To reduce glare, eliminate bright light sources from your peripheral vision and position your monitor perpendicular to windows or other bright light sources.
- **Image refresh rates and flicker** – A higher refresh rate for your monitor is best. The image on the screen should not flicker at all (not a concern with LCDs).
- **Working distances and angles** – It is important to work at a distance that is comfortable for you and where the image on the screen is clear.
- **General eyeglass prescription may not be adequate** – Computers are usually further away and higher than a typical reading task. Glasses for most people wearing bifocals are not adjusted for this new distance or angle, so they often are not adequate for using the computer. Having to move your head to an awkward angle to see the screen clearly suggests that your prescription may need adjustment.
- **Repetitive and stressful tasks** – Difficult tasks are challenging. Do not forget to take occasional breaks and let your eyes look far away while resting.

Tips for Healthy, Comfortable Vision at the Computer

While decreasing time spent at a computer may not be an option, there are ways to maximize healthy vision for comfortable use of the computer.

- Have a regular comprehensive eye exam to ensure your eyes are healthy and that you have the correct eyeglass or contact lens prescription (if necessary). Be certain to tell your optometrist about the computer work you do.
- Wear glasses that are specifically designed to function comfortably at a computer. The lenses you wear for day-to-day activities may not be the best for working at a computer.

  - Rest your eyes
  - Blink forcefully
  - Use a humidifier
  - Instill artificial tears

After you have had a comprehensive eye examination, there are a number of things that you can do to arrange and use the elements of your workstation to eliminate or minimize discomfort.

Workstation Setup for Comfortable Computer Use

Is Your Work Station Properly Arranged?

- Your feet should be flat on the floor (or on a slightly angled foot rest) with knees bent close to or greater than 90 degrees.

Save Your Vison Month contd.

- Your chair seat should support your legs without excessive pressure on the back of the thighs.
- The back should be snug against the seat to fit your spinal contour. Your thigh-to-trunk angle should be 90 degrees or greater.
- Your wrists and hands should extend nearly straight from the elbow to the home row of the keyboard.
- A commonly preferred work surface height for keyboard use is about 26 inches as opposed to the conventional 29 inches of most tables or desks.
- Place your monitor 20-26 inches from your eyes, depending on the size of the monitor and your individual vision conditions.
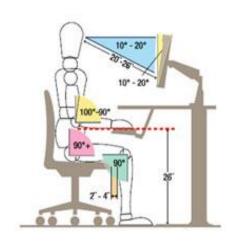- Your monitor and keyboard should be straight ahead.
- The top of your monitor should be slightly below horizontal eye level. Tilt the top of the monitor away from you at a 10-20 degree angle. The center of the monitor should be 10-20 degrees below your eyes. This is 4-9 inches below your eyes at a distance of 24 inches.
- Keep your monitor free of fingerprints and dust – both can reduce clarity.
- Place document holders close to the screen within the same viewing distance. Keep the keyboard and monitor in line.
- Adjust the keyboard tilt angle so that your wrists are straight.

Healthy Computer Use

Although your visual system faces considerable challenges when using a computer, most issues can be solved. Remember that problems with using a computer cause needless discomfort and may rob you of productivity. Heeding the suggestions made here, along with those made by your doctor of optometry, will enable you to use your computer comfortably and productively.

From http://www.aoa.org/x5072.xml

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Retirement Presentation Luncheon by VALIC

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FINANCIAL SEMINAR SERIES LITERACY

Your Retirement Plan at Work

SAVING : INVESTING : PLANNING

With essential living expenses like housing, food and fuel rising, you may be tempted to put off saving for your retirement. Don't miss Your Retirement Plan at Work. At this educational seminar and insurance sales presentation, you will learn:

Topics

> Why it is important to start saving for retirement

> The benefits of participating in your workplace plan

> The features of the most common workplace plans

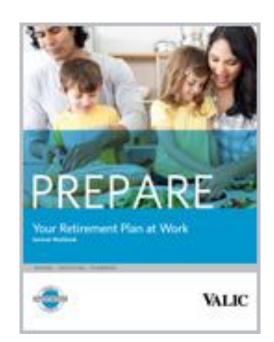**> How to take action toward saving for your retirement**

Details

Date: Wednesday, March 21

Time: 12-1:15 p.m.

Location: University Center - Nasworthy Suite

Lunch will be provided. Please RSVP as space is limited. Spouses are welcome.

Register for this seminar today.

CLICK
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Registration Code:
ASUSAN11AB

CALL
1-800-892-5558, ext. 88528

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https://shopsixflags.accesso.com/clients/sixflags/affiliate/index.php?m=15450

Username:

ANGELOSUOT

Password: (**password is numeric and case sensitive**)

SixFlags9

New to ASU

ASU Employee Birthdays - March

Please join the Office of Human Resources in welcoming the following new employees:

Marta Jones – College of Education

Michael Keeney – Residential Facilities

Ashley Scott – Controller's Office

Adams, James	Jiang, Mei
Allen, Nancy	Keith, Susan
Ammerman, Loren	Klingemann, John
Amos, Bonnie	Kloboucnik, Nancy
Apodaca, Esteban	Koenigsberg, Monica
Armendariz, Rosana	Lasly, Rickey
Badiola, Susana	Logan, Sarah
Bennett, Michelle	Mason, Carolyn
Boynton, Lindsay	McCorkle, Travis
Bright, Sherri	McKinney, William
Brooks, Kevin	McMillan, Whitney
Campbell, Elsie	Morrow, Shawn
Carr, Jo	Naumoff, Katie
Celso, Anthony	Pacheco, Brandy
Chandler, Lori	Paschal, Janetta
Chawla, Sudhir	Rathbone, Donna
Clark, Katelin	Reid, Michael
Coleman, Janet	Riddle, Poly
Collins, Julie	Riley, Michael
Collom, Zeth	Ryan, Natalie
Cope, Robert	Scott, Don
Corder, Kent	Sheppard, Lisa
Davidson, William	Singg, Sangeeta
Dusek, Suzanne	Smith, John
Edgar, Jason	Snell, Kimberly
Eoff, Shirley	Sparks, Jana
Erickson, Joey	Stanley, Judy
Escobar, Mary	Steely, Michelle
Euell, Stephen	Stenmark, Cheryl
Garcia, Ralph	Surface, Edward
Gierke, Diane	Talley, Catherine
Hack, Teresa	Tipps, Teresita
Harris, Kandice	Valdez, Alma
Henderson, Bill	Weber, Alisa
Hill, Troy	White, Carol
Hobbs, Austin	Wirth, Kimberly
Hock, Janice	Womack, James
Howard, Paul	Zapata, Haley
Hummingbird, Gloria	