



HR Notes

ASU DEPARTMENT OF HUMAN RESOURCES

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Proposed Dress Code

The Office of Human Resources has developed a proposed dress policy for ASU employees. The intent of the policy is to set a standard that will encourage employees to project a professional and positive image to the university’s customers and community. In addition, the dress policy is intended to:

- Project an image that is consistent with the university’s values of excellence, integrity and a change for the better.
- Convey to customers that ASU personnel are professional, competent, respectful and take pride in their work and image.
- Establish a dress standard for current and prospective employees.

The policy states that employees are expected to present a clean and neat appearance and to dress in a way that is appropriate to the position, workplace and university image. While current styles provide a wide range of suitable attire for work, employees are expected to show good judgment, common sense and maturity in their selections. Professional and supervisory personnel are expected to wear standard business attire. Because of the university’s diverse jobs, expectations and enforcement of suitable attire will be managed at the department and division levels.

While the policy does not mandate specific attire, it does prohibit inappropriate wear, such as:

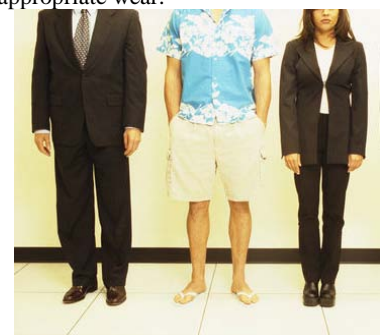
- T-shirts, slogans on shirts and tops with spaghetti-style straps
- Tennis shoes and flip-flops
- Shorts and athletic or jogging suits
- Worn, torn or color-faded jeans, including jeans with worn or frayed leg hemlines
- Low-cut blouses and short or mini skirts

- Attire that is provocative or revealing

Casual Fridays will be allowed only to the extent that jeans may be worn, provided they are clean and not worn, faded or frayed. Polo-style or “golf” shirts are appropriate as well. Casual Fridays do not mean that employees may wear the type of clothing described as inappropriate wear. Because not all casual clothing is suitable for the office, this policy will help determine what is appropriate for wear to work. Clothing that works well for the beach, yard work, dance clubs, exercise sessions and sporting activities is not appropriate for a professional appearance at work. Clothing that reveals too much cleavage, back, chest, abdomen or undergarments is not appropriate in a business setting.

Members of the staff senate have reviewed the proposed policy and provided comments. The policy has been sent through the university’s administrative channels for further review and comment. In addition, the campus community has provided comments.

No dress code can cover all situations, so employees must exert a certain amount of judgment in their choice of clothing. Information and training will be made available to guide employees and supervisors on appropriate wear.



Annual Summer Open Enrollment



Members have four weeks to make changes to benefits for Plan Year 2010 (Sept. 1, 2009 – Aug. 31, 2010). We call it Summer Enrollment. The annual enrollment period is July 6-31, 2009.

If you do not need to make any changes to your benefits, then it is not necessary for you to send in a form or call ERS. Your current benefit elections will continue in the next plan year.

New for Plan Year 2010:

Health Coverage – ASU employees will have a choice between two health plans: HealthSelect and an HMO through the Scott & White Health Plan.

Dental Coverage Changes – ERS' two dental plans will be offered by HumanaDental. The State of Texas Dental Choice PlanSM will keep its name, but drop the three-year wait for maximum benefits. Participants will now receive maximum benefits beginning on day one. Also, the maximum annual benefit available in the State of Texas Dental Choice PlanSM will increase 20 percent to \$1,500. The benefits under the HumanaDental DHMO plan (formerly Aetna DMO) will stay the same.

Optional Term Life and Dependent Term Life Insurance – Rates will stay the same, except the short-term disability rate, which decreased to \$0.29 per \$100 of monthly covered salary.

Premium Rates – Premium rates for HealthSelect have increased. The following rates will apply:

Blue Cross Blue Shield HealthSelect

Coverage	Member Pays
Member Only	\$0.00
Member & Spouse	\$220.32
Member & Children	\$147.52
Family	\$367.84

Scott & White HMO

Coverage	Member Pays
Member Only	\$0.00
Member & Spouse	\$245.50
Member & Children	\$164.38
Family	\$409.88

Check Coverage on Dependents

Make sure your children are not covered in health and dental insurance by both you and your spouse. If a mother and father both work for an entity under the Texas Employees Group Benefits Program (GBP), both parents cannot cover the same child under most GBP benefits, including health and dental insurance. You will need to select one parent to cover the child. Both parents can cover the same child with Dependent Term Life and Voluntary AD&D.

If any of your children currently have double coverage for a benefit that does not allow it, make sure one parent drops the child's coverage. Contact your

benefits coordinator or AccessHR for assistance. Please do this immediately – do not wait until Summer Enrollment.

Proof of Good Health (Evidence of Insurability (EOI))

During Summer Enrollment, if you plan to apply for HealthSelect, life insurance, or short- or long-term disability coverage that requires proof of good health, you will need to send an [EOI Application](#). Please send your application to Fort Dearborn Life (FDL) as early as possible. FDL will accept EOI applications for Plan Year 2010 **starting on June 1, 2009**.

Changes to Your Online Account

ERS activated a new feature to enhance the security of your account information in ERS OnLine. You can now register your account and create your own Username and Password. Once you have registered, you can view and, in some cases, update your account information. [View the changes to your online account article for more information.](#)

Generational Differences

Sharon Daniels of Talent Management

For the first time in history, companies are employing four and, in some cases, five generations in their workforces. This means 20-somethings could be working next to colleagues nearly 50 years their senior, who have different experiences, points of view and cultural references.

Today's generations – when viewed as groups that share common life experiences, cultural icons and historic moments – are commonly described as follows:

- **Traditionalists** – Born between 1909-1945, this group is roughly 75 million people influenced by the Great Depression, Roaring 20s, World War I, World War II, the Korean War, John Wayne and Joe DiMaggio.
- **Baby Boomers** – Born between 1945-1964, this group is roughly 80 million people influenced by suburbia, TV, Vietnam, Watergate, protests, Martin Luther King Jr., Benjamin Spock, sex, drugs and rock and roll.
- **Generation X** – Born between 1964-1980, this group is roughly 46 million people influenced by

“Sesame Street,” MTV, PCs, increasing divorce rates, latch-key childhoods, Michael Jordan and Bill Gates.

- **Generation Y** – Also known as Millennials, this group was born after 1980 and numbers roughly 76 million people influenced by digital cameras, Twitter, YouTube, Sept. 11, Hurricane Katrina, gangs, diversity and President Barack Obama.

Merging of the generations in the workplace prompted many to assume a cultural collision was inevitable, like an iPod banging into a Victrola or an Xbox infiltrating the Tuesday night bridge game. It is true the workplace operates and feels different today than decades ago. But, according to an AchieveGlobal survey, as with many stereotypes, generational differences in the workplace are not as prevalent or noteworthy as imagined.

The survey results suggest that oversimplified stereotypes do not fit all individuals in a generation and understanding is crucial to develop an efficient and productive multigenerational organization.



With regard to multigenerational teams, survey respondents in the U.S., Europe and Asia revealed:

- Little sensitivity to age differences.
- Ambivalence to statements suggesting that age influences the way people behave and what they want.
- Scattered responses suggest multigenerational work groups might hinder productivity.

[Click here for remainder of article.](#)

New Online Business Processes

The university is working on several initiatives to automate our business and administrative processes. These efforts are designed to reduce processing time and costs to the university and to improve operational efficiency.

Changes that have already been implemented:

1. The online Employment System was introduced in February to a select focus group as a partial implementation. Full implementation began on June 1. This system allows departments to initiate job postings, review job applications and make candidate selections online.
2. Student and hourly employee timesheet reporting is now online.

Changes that will be implemented by Sept. 1, 2009:

1. Online leave reporting for all benefits-eligible faculty and staff who are exempt from federal overtime requirements.
2. Electronic Personnel Action Forms (E-PAFs) used to process employee transactions, such as transfers,

promotions and employment separations, will be done online.

3. Additional security features have been activated in the Banner finance module. More information will be provided during training.
4. Online budget transfers will allow fund transfers between budgeted organizations. Budget adjustments that increase or decrease the overall university budget will continue to be routed through a paper format.
5. Online purchase requisitions will automate the purchasing process from start to finish.
6. Automated e-mail notifications will prompt users to review or approve documents for most of these processes.

Changes we plan to implement in FY 2010:

1. Time sheet and leave collection for all staff that are not exempt from federal overtime requirements.
2. Improvements in the integration between the Online Employment System

and Banner H/R that will eliminate manual data entry for new hires.

3. W-2s will be available online for employees.
4. The Strategic Planning Online System (SPOL) will be phased in during the next twelve months. SPOL is an online portal to support planning, budgeting and assessment. Training for entering your institutional effectiveness (IE) goals, objectives and assessments will begin this summer. Training for budget development will be provided in January 2010 for FY 2011

Training:

Successful implementation requires effective training. We will be providing a variety of training opportunities in order to accommodate everyone's busy summer schedule. Notification of this training will be sent to employees via e-mail.

Summer Grilling Tips

Understanding the two most popular grilling styles, direct and indirect, is essential for creating a perfectly grilled entree. There are instances when both direct and indirect methods are appropriate. The direct method sears the food in order to create a flavorful crust on the surface, to be followed by indirect to prevent burning the outer area of the food while cooking evenly. The following is a quick reference for cooking methods and approximate cooking times for beef and pork:

When indirect grilling, remember to keep grill lid closed. Opening the lid can add from 10-15 minutes onto grilling time.

Do not use a fork to turn the meat as you are grilling since piercing causes the juices to escape. A long-handled spatula or tong is more appropriate.

Oil grates with no-stick spray (or brush oil on grates) before starting grill to prevent food from sticking.

Safe Temperatures

Keep yourself, friends and family safe from food-borne illnesses. To accurately check temperature, the thermometer must be inserted through the thickest part of the meat and away from any bones since bones conduct heat. Hamburgers are safe when they have reached 1600 F.

Beef roast is safe at 1455 F, unless it is a "rolled roast" or mechanically tenderized. A temperature of 1600 is recommended.

Pork roast should be cooked to 1600 F. The center may still be pink, so you may want to grill longer.

Poultry is generally safe at 1600 F. However, waiting until it reaches 1800 F is recommended.

Fish is safe when the meat flakes easily with a fork and appears opaque all the way through. If unsure by appearance, a temperature of 1555 F is recommended.

Beef:

Most cuts of beef should be placed three-to-six inches away from the heat source (direct grilling method) and cooked at medium heat. However, thicker beef cuts should be placed farther away from the heat source (indirect grilling method) than thinner cuts. This is to prevent the outside of the thicker cut from



charring before the inside is properly cooked.

When grilling steak, it is important to leave at least 1/8" of fat to help seal in the juices while the meat is cooking. The fat should be slashed at intervals approximately one inch apart around the perimeter of the steak so that the meat will not curl up during the grilling process.

Pork:

When grilling, the meat should be three-to-six inches away from the heat source and cooked at a medium heat. Because grilling uses high heat and short cooking times, it tends to toughen pork, so it is best to use the tenderest cuts available. Lean pork cuts will benefit from marinating before they are grilled or broiled. Chops and steaks that are going to be grilled should be a minimum of one inch thick because the high heat will cook the meat quickly and it is easy to overcook thinner cuts of meat causing them to dry out.

Coating the pork with a little oil or marinating before cooking will help keep it moist. It is important that the heat source be properly preheated so that it seals the juices into the meat quickly. The temperature at which the pork is cooked and the distance it is placed from the heat source are both important for providing tender, juicy, properly done pork. A cut of pork may require direct heat to seal the outside and indirect heat to allow the cut to cook thoroughly to the center.

Poultry:

Flatten chicken breasts so that they are more uniform in thickness. If cooking a whole chicken, it should be butter-flied for even cooking. To butterfly, cut along each side of the backbone and then remove it. Turn chicken breast side up and use the heel of your hand to press down on the breast to break the breastbone, flattening the chicken. Use skewers to help the meat lay flat by threading one skewer through a wing, through the breast, and out the other wing. Thread a second skewer into a thigh, through the bottom part of the breast, and out the

other thigh.

When grilling or broiling, the chicken will have a tendency to dry out, so it must be watched carefully during the cooking process. Coating the chicken with a little oil or marinating it will aid in preventing it from drying out while cooking. A medium heat should be used when grilling chicken. Using too high of a heat will cause some parts to cook too quickly and dry out while other parts will not be cooked all the way through.

When selecting a whole turkey for grilling, it is best to choose one that is not too large. A 16-pound turkey is the largest size that is safe to grill. The grilling process does not allow the internal temperature of larger turkeys to reach a sufficient temperature quickly enough to destroy harmful bacteria within a safe time period. A smaller turkey is also easier to handle when moving and turning it on the grilling surface.

To prevent dryness, leave the skin on the chicken during cooking, which helps preserve the chicken's natural moisture. To speed grilling or broiling time, partially cook the chicken in the microwave first. Microwave on high approximately four-to-five minutes per pound, or three-to-four minutes if using cut-up parts. Grill or broil the micro-waved pieces of chicken immediately to finish cooking.

Fish:

Fish is cooked when the meat flakes easily with a fork and appears opaque all the way through. If any of the meat is still glossy and translucent, then it is not done.

Fish has a tendency to dry out and break into small pieces. Keep some fresh lemon juice handy while you are grilling. You can brush this on while you grill to add flavor and keep the fish moist. Wrapping fish in tinfoil also keeps fish moist and prevents sticking. Spray inside of aluminum foil with no-stick spray to prevent sticking.

A grill basket makes grilling fish, especially smaller pieces, considerably easier for cooking and clean-up. Be sure to spray or brush the basket with oil to prevent sticking.

Click here for a quick reference for cooking methods and approximate cooking times for [poultry and fish](#) or [beef and pork](#).

New to ASU



Please joining Human Resources in welcoming the following new employees:

You Jou Hung – Physical Therapy

Jose Castro – Facilities Management

Meredith Sanders – Facilities Planning and Construction

Kimberly Wirth – Library

Jeremy McNutt – Facilities Management

Kristi Wink – Library

Irma Soto – Facilities Management

Katelin Clark – Admissions

July Employee Birthdays

Ayala, Robert	2	Carter, Traci	15
Burkhalter, Johnny	2	Gabriel, Gary	15
Rosipal, David	2	Dalrymple, Terence	16
Smith, Terry	2	Williams, Paul	16
Ewert, Rex	3	Dawson, Mona	18
Spraggins, Diane	4	Ford, Roger	18
Best, Karen	5	Ramos, Ashlee	18
Branham, Britt	6	Serrano, Gabriela	18
Hernandez, Christopher	6	Weeaks, Cynthia	18
Larson, Nancy	6	Grantham, Michelle	19
Whitaker, Jeromey	6	Taylor, Betty	19
Brooks, Shonda	7	Shely, Calinda	20
McGaughey, Cheryl	7	Martinez, Corine	21
Ivey, Roy	9	Wilson, Dwayne	21
Russell, Connie	9	Stephens, Jennifer	22
Broughton, Marcia	10	Brasher, Linda	23
Cole, Lauren	10	Lynch, Jean	23
Stennett, Bonnie	10	Pepper, Maggie	23
Hite, Kelsey	11	Beck, Brian	24
Johnson, Jo	11	Dierschke, Patrick	24
Doll, William	12	Drost, Tonya	24
Hoelscher, Keith	12	Schkade, Stephen	26
Hutchinson, Mark	12	Sleutel, Martha	27
Schkade, Gregory	12	Greenwald, Beverly	30
Begil, Henry	13	Sunderman, Norman	30
Marsh, David	13	Tharp, Peggy	30
Rike, Fred	13	Yokum, J. Thomas	30
Fuson, Frankie	14		

