



HR Notes

ASU DEPARTMENT OF HUMAN RESOURCES

June 2011

In this Issue

- Men's Health Month 2
- 24/7 Nurseline 3
- Healthy Recipe 3
- Men's Health continued 4
- Employee Blood Drive 4
- Training continued 5
- ASU Employee Birthdays 5

Sexual Harassment Training

Texas Labor Code, Section 21.010, and Texas Administrative Code, Title 40, Section 819.24, require state agencies to conduct sexual harassment awareness training for all employees every two years. The Office of Human Resources will be releasing the online training to all employees this year in two phases via the Blackboard portal (accessed through your RamPort login). The first rollout will be to all staff employees during the month of June, while the second phase will be to all faculty and student employees in September. The training will be available online and can be accessed from any computer that has an Internet connection and audio speaker capability.

The training module consists of one online presentation for employees and two online presentations for supervisors. Supervisors are required to view both presentations. For the purpose of this training, a supervisor is defined as an employee who is responsible for conducting a performance review for one or more employees

(including staff and students). Each presentation is approximately 15-20 minutes in length. The training presentations are to be accessed through the university's Blackboard system to give the university the ability to authenticate employee access and to track the completion of the training by each employee.



As most of you know, sexual harassment in the workplace is a serious compliance matter across the country and is considered just the same by Angelo State University and the Texas Tech University System.

Training - continued on page 5

Men's Health Month - June

Anchored by a congressional health education program, Men's Health Month is celebrated across the country with screenings, health fairs, media appearances and other health education and outreach activities.

Goal of Men's Health Month

The purpose of Men's Health Month is to heighten the awareness of preventable health problems and to encourage early detection and treatment of disease among men and boys. This month gives health care providers, public policy makers, the media and individuals an opportunity to encourage men and boys to seek regular medical advice as well as early treatment for disease and injury. The response has been overwhelming, with thousands of awareness activities in the U.S.A. and around the globe.

MEN...

GET IT CHECKED!

The Men's Health Network provides this maintenance schedule for men as a reminder of your need to take responsibility for safeguarding your health. Regular checkups and age-appropriate screenings CAN improve your health and reduce the chances of premature death and disability. You should consult your health care provider about the benefits of earlier screenings, especially if you are a member of a high-risk group or have a family history of disease.

MEN'S HEALTH CHECKLIST

CHECKUPS AND SCREENINGS	WHEN?	AGES		
		20-39	40-49	50+
PHYSICAL EXAM: Review overall health status, perform a thorough physical exam and discuss health related topics.	Every 3 years Every 2 years Every year	✓	✓	✓
BLOOD PRESSURE: High blood pressure (Hypertension) has no symptoms, but can cause permanent damage to body organs.	Every year	✓	✓	✓
TB SKIN TEST: Should be done on occasion of exposure or suggestive symptoms at direction of physician. Some occupations may require more frequent testing for public health indications.	Every 5 years	✓	✓	✓
BLOOD TESTS & URINALYSIS: Screens for various illnesses and diseases (such as cholesterol, diabetes, kidney or thyroid dysfunction) before symptoms occur.	Every 3 years Every 2 years Every year	✓	✓	✓
EKG: Electrocardiogram screens for heart abnormalities.	Baseline Every 4 years Every 3 years	Age 30	✓	✓
TETANUS BOOSTER: Prevents lockjaw.	Every 10 years	✓	✓	✓
RECTAL EXAM: Screens for hemorrhoids, lower rectal problems, colon and prostate cancer.	Every year	✓	✓	✓
PSA BLOOD TEST: Prostate Specific Antigen is produced by the prostate. Levels rise when there is an abnormality such as an infection, enlargement or cancer. Testing should be done in collaboration with your physician.	Every year		*	✓

Do You Know About the 24/7 Nurseline?

For Health Select Participants

Health concerns do not always follow a 9-to-5 schedule. Fortunately, registered nurses are on call at **(888) 334-9473** to answer your health questions, wherever you may be, 24 hours a day, seven days a week.

The 24/7 Nurseline's registered nurses can understand your health concerns and give general health tips. Get trusted guidance on possible emergency care, urgent care, family care and more, including such topics as:

- Asthma, back pain or chronic health issues
- Dizziness or severe headaches
- High fever
- A baby's nonstop crying

- Cuts or burns
- Sore throat

Plus, when you call, you can access an audio library of more than 1,000 health topics – from allergies to women's health – with more than 600 topics available in Spanish.

TIP #1: The 24/7 Nurseline phone number is on the back of your HealthSelect ID card.

TIP #2: Keep the 24/7 Nurseline number handy by adding it to the contacts list on your cell phone.

For medical emergencies, call 9-1-1 or your local emergency services first. This program is not a substitute for a doctor's care. Talk to your doctor about any health questions or

concerns.

For Scott & White Participants

If you are enrolled in Scott & White Health Plan or the Insurance Company of Scott & White and are ill or injured, you can contact the VitalCare nurse advice line at (877) 505-7947. The nurse advice line is staffed 24 hours a day, every day of the year. Scott & White nurses can give you information about how to take care of yourself at home, or can help determine if an appointment, urgent care visit or emergency room visit is most appropriate for your symptoms. It is free, completely voluntary and confidential. However, this service is not meant to replace a doctor's care.

Healthy Recipe – Country Potato Salad

Summer Picnic Favorites Made Healthier

Ingredients

- 2 pounds small potatoes, preferably heirloom
- 1 cup chopped celery
- 2 ounces smoked ham, sliced into strips
- 1/4 cup chopped fresh parsley
- 2 tablespoons chopped fresh chives or scallions
- 2 tablespoons chopped fresh mint or dill
- 3/4 cup nonfat buttermilk
- 1 tablespoon lemon juice
- 1 tablespoon peanut or canola oil
- 1/2 teaspoon salt
- Freshly ground pepper to taste
- 2 large hard-boiled eggs (see Tip), peeled and coarsely chopped

Preparation

1. Place potatoes in a large saucepan, cover with water and bring to a simmer over medium-high heat. Reduce heat to medium and cook, partially covered, until just tender (12 to 20 minutes, depending on their size). Drain and let cool for about 15 minutes.
2. When the potatoes are cool enough to handle, taste a bit of potato skin – if it is bitter or tough, peel the potatoes. Otherwise, leave the skins on. Cut the potatoes into bite-size pieces and put them in a large salad bowl.
3. Add celery, ham, parsley, chives (or scallions) and mint (or dill) to the potatoes. Toss to

combine. Add buttermilk, lemon juice, oil, salt and pepper; stir to combine. Gently stir in chopped egg. Serve at room temperature or chilled.

Nutrition

Per serving: 138 calories; 4 g fat (1 g sat, 2 g mono); 58 mg cholesterol; 20 g carbohydrates; 0 g added sugars; 6 g protein; 2 g fiber; 272 mg sodium; 643 mg potassium.

Nutrition Bonus: Vitamin C (25% daily value), Potassium (18% daily value)

Carbohydrate Servings: 1

Exchanges: 1 starch, 1/2 lean meat, 1 fat

Employee Blood Drive

The Office of Human Resources will be hosting a **Blood Drive** on Monday, June 16, from 10 a.m. to 1:45 p.m. for all ASU faculty and staff. All donors will receive a **FREE cholesterol screening** as part of their donation along with a special thank-you gift, for giving the gift of life. To sign up for an appointment, please call or e-mail me at (325) 942-2168 or lori.chandler@angelo.edu.

Why Donate?

Four million people need blood every year. That is one person every 12 seconds. Just one donation can save up to three lives.

To encourage the habit of blood donation, United Blood Services (UBS) has expanded its rewards program. Donors can earn points for donating frequently and staying involved year after year. The points are redeemable for movie and restaurant gift certificates and many other prizes.

Please call or e-mail me to sign up for your appointment today!

**Per OP 52.30 Other Leave Entitlements – Employees may take time off to donate blood not to exceed four (4) times in a fiscal year. The amount of time allowed is the time that is sufficient and reasonable to donate blood. Employees must obtain prior approval from their supervisor before taking the time off. Upon returning to work, the employee must provide to the supervisor, documented proof that the employee donated blood during the time off. If the employee fails to provide documented proof that blood was donated during the time off, the department may deduct the time off from the employee's salary or accrued leave, whichever the employee chooses.*

CHECKUPS AND SCREENINGS	WHEN?	AGES		
		20-39	40-49	50+
HEMOCCULT: Screens the stool for microscopic amounts of blood that can be the first indication of polyps or colon cancer.	Every year		✓	✓
COLORECTAL HEALTH: A flexible scope examines the rectum, sigmoid and descending colon for cancer at its earliest and treatable stages. It also detects polyps, which are benign growths that can progress to cancer if not found early.	Every 3-4 years			✓
CHEST X-RAY: Should be considered in smokers over the age of 45. The usefulness of this test on a yearly basis is debatable due to poor cure rates of lung cancer.	Discuss with a physician		✓	✓
SELF-EXAMS: Testicle: To find lumps in their earliest stages. Skin: To look for signs of changing moles, freckles, or early skin cancer. Oral: To look for signs of cancerous lesions in the mouth. Breast: To find abnormal lumps in their earliest stages.	Monthly by self	✓	✓	✓
BONE HEALTH: Bone mineral density test. Testing is best done under the supervision of your physician.	Discuss with a physician		Age 60	
TESTOSTERONE SCREENING: Low testosterone symptoms include low sex drive, erectile dysfunction, fatigue and depression. Initial screening for symptoms with a questionnaire followed by a simple blood test.	Discuss with a physician		✓	✓
SEXUALLY TRANSMITTED DISEASES (STDs): Sexually active adults who consider themselves at risk for STDs should be screened for syphilis, chlamydia and other STDs.	Under physician supervision	✓	Discuss	

Federal and state regulations require strict adherence to sexual harassment provisions, and the judicial courts typically ask about an employer's training programs on this subject should there be any litigation. From the perspective of maintaining a positive workplace environment and educating our employees, sexual harassment training makes business and common sense, and we would urge all ASU employees to adhere to our sexual harassment policy and take this training seriously.

E-mail notification will be sent out to all staff employees later this month and to faculty and student employees in September, with instructions on how to access the presentation.

Please check your e-mail for updates forthcoming. Once you complete the training, the online presentation will generate a certificate of completion that you will need to print and send to the Human Resources Office to be placed in your personnel file as a record of your training.

If there are any questions or problems accessing the training presentation, please contact Lori Chandler in the Human Resources Office at (325) 942-2168 or lori.chandler@angelo.edu.

Allan, Mark
Baccus, Casey
Baker, Tracy
Blair, Debra
Braden, Heather
Bullion-Mears, Ann
Butler, Michael
Case, Christine
Davis, Carla
Diminnie, Charles
Doyle, Tina
Ellery, Jon
Farr, Melissa
Garrison, Katherine
Grottis, Jenise
Harlin, Jessica
Hatch, Brian
Heineman, Kenneth
Hughes, Lynne
Husein, Jamal
Irby, Jeane
Jackson, Karen
Kang, Woo Jin
Khanna, Dan
Klein, Bernardine
Koca, Paula
Kuhns, Kimberly
Manley, Erica
Matheny, Johnny

Mathews, Cynthia
Maxedon, Sandra
Moreland, Ellen
Morris, Lee
Muelsch, Elisabeth
Niehues, Beth
Paddock, Lawrence
Satterfield, Joseph
Sauer, Stacey
Scobel, Erika
Sefcik, Jeffrey
Siefker, Andrew
Stark, Justina
Stephens, Bryan
Stephens, Robert
Storm, Scott
Sturm, Shannon
Swets, Paul
Tafoya, Martha
Talamantez, Alexandra
Velasquez, Bruno
Wallace, Andrew
Wallace, Ashley
Whetsel, Christina
Williams, Judith
Wilson, Crista
Wilson, Deborah

