



Quality Improvement Newsletter

Working Together to Create a Quality Environment Where Students are Served

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Spotlight

Human Resources would like to introduce Heather Jones as the departments Hourly Employment Specialist. Heather's position is the first of its kind and was created following the move of hourly employment responsibilities from Career Services to Human Resources. The process changed hands in order to streamline new hiring requirements. If you need to fill an Hourly or Adjunct position, here are some suggestions to help you along the way:



Resources. The process changed hands in order to streamline new hiring requirements.

If you need to fill an Hourly or Adjunct position, here are some suggestions to help you along the way:

- Attend course #110-21, PeopleTracker (Hiring Hourly and Adjunct)*
*See Training Tracker for dates and times.
- Review the hiring instructions posted on the Human Resources website. www.weber.edu/humanresources

Helpful Hints**

1. Hourly positions must be posted online for a minimum of 2 days.
2. All adjuncts must apply online and pass a background check before teaching.

**Contact Heather Jones at ext. 6035 for Hourly/Adjunct hiring questions.

Staff Awards Celebration Moving To January

The Staff Awards Luncheon is moving to a new month. In the past, staff recognition for years of service and retirement took place in April and included all anniversaries occurring in the same year. The timing of this ceremony caused confusion because anniversaries occurring after April were acknowledged before the milestone had been reached. In order to combat the confusion, the awards luncheon will now take place in January, celebrating achievements the year after they take place. In order to prepare for this change, a retiree luncheon is scheduled for February 4th. This luncheon gives the University a chance to recognize those who have retired from service since last April's ceremony, and prepares us for the new annual schedule.

Recognition Area	Old Method	New Method
Years of Service Awards*	Staff recognized in April during the year they achieve years of service milestone	Staff recognized in January, <u>the year after</u> they achieve years of service milestone
Retirement Awards**	Retiree staff recognized April of previous year through March of current year	Retiree staff recognized in January, <u>the year after</u> they retire

* Years of Service Awards are given for 5, 10, 15, 20, 25, 30, 35 and 40 years of service.

** In order to retire from WSU, the retiree must at the time of retirement have been at least 55 years of age and have served continuously in a full-time capacity for 10 years

Bookstore Unveils New Textbook Rental Program

Campus Stores is now offering a new textbook rental service for all students at Weber State University. The textbook rental service will allow a student many conveniences such as:

- No shipping charges
- A variety of over 150 textbook titles
- Choice of textbook condition and quality
- Convenient in-store self-serve kiosks

Textbook rentals are another way in which Campus Stores is trying to meet and exceed the needs of the campus community. Here are some additional services available to University employees:

- Tax Free Purchasing - Course textbooks qualify for tax exemption.
- Price Matching - Bring a copy of a current ad or web page to our Textbook Department, and we will match the price of any local or online retailer. Additional requirements may apply. See store for details.
- Express 'N Order - Online textbook reservation service
- E-book - Textbooks available in digital formats

Parking Services Announces Permit Swap

Employees who own non-expiring parking permits will need to trade-in their tag for a new one this Spring. The extreme weather in the area makes the permits vulnerable to damage, such as fading and cracking. Recognizing this damage is happening more frequently, Parking Services has decided to replace the entire stock of non-expiring tags.

If you own one of these permits, here are the steps to follow:

1. Surrender your permit to Parking Services between March 22nd and April 23rd.
2. Verify and update your vehicle information (please bring your licence plate number with you in order to streamline the process).

Note: Following the swap period, all old permits will be marked as expired and considered not valid

Campus Supplies Sponsors 2010 Office Product Showcase

The Weber State University Campus Stores would like to request your participation in its Second Annual 2010 Product Showcase, sponsored by our Campus Supplies Department. Last year's product showcase was a great accomplishment, averaging over 300 WSU Faculty and Staff participants and twenty-six vendor participants.

This year's showcase theme is "Let Your Recommendations Be Our Guide." Our focus is to encourage the WSU Faculty and Staff to share with us their suggestions and recommendations for the products and services that they would like to see in our Campus Stores.

Don't miss this year's showcase on February 3, 2010 from 10:00 am – 1:00 pm. Please RSVP by going to <http://www.surveymonkey.com/s/HKBYPFF> and receive a free welcome gift (WSU imprinted binder) at the Product Showcase event. Special features include a WSU Clothing Fashion Show, office raffle, and prize drawings.

Help Us Recycle! During the Product Showcase, bring us your 2009 WSU Campus Supplies catalog and receive your NEW 2010 catalogs plus receive a 25% off coupon for your next in-store supply purchase.



KUDOS!
We will miss you!

Thanks to all the 2009/10 Administrative Service Division retirees.

Ernest Aycock	Reed Chadwick	Michael Morby
Judy Bambrough	David Garff	Dennis Saxton
Earl Bullock	Larry Jensen	
Dulcie Carlile	Gilbert Martinez	

Note: If you are interested in submitting "Kudos!" for an outstanding employee, please send your request via e-mail to rccallahan@weber.edu

Upcoming Campus Events

January 18

Martin Luther King / Civil Rights
Holiday

Note to Timekeepers: TAS system verification is required by 10am on Jan. 19th in order to process hourly payroll.

January 26 and 28

NEW Franklin Covey Course
Rethinking Stress: Discovering Positive
Alternatives. *See Training Tracker for details.*

February 3

WSU Campus Supplies:
2010 Office Product Showcase

February 4

Staff Awards Luncheon

Retirement Awards Only

The awards ceremony that recognizes years of service and employee retirement is moving to January. Staff will now be recognized the year after achievement.

February 15

President's Day

Holiday

Note to Timekeepers: TAS system verification is required by 10am on Feb. 16th in order to process hourly payroll.

March 15-19

Spring Break Training Week

Back 2 Basics

Staff and Faculty are encouraged to use these dates to attend personal and professional development classes. This years theme focuses on strategies to survive the current economic situation.

March 22-April 23

Parking Permit Replacement

All non-expiring parking permits need to be exchanged for new tags during this time. See the article in this issue for additional information.

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*Please direct newsworthy items or questions to
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Visit us at <http://departments.weber.edu/owl/>