

# HR Update

A publication of  
the Human Resources Department  
1871 Old Main Drive, Suite 109  
www.ship.edu/hr

## Shippensburg University is named 2011 Gold Start! Fit-Friendly Program

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This workplace has been recognized by the American Heart Association for meeting criteria for employee fitness.

Shippensburg University is the recipient of the American Heart Association *Gold Start! Fit Friendly* award. The *Start! Fit-Friendly* program recognizes employers who champion the health of their employees and work to create a culture of physical activity and health in the workplace. The award recognizes Shippensburg University as an employer that has taken steps to create a culture of physical activity in the workplace. Programs offered through the Well-Being Initiative demonstrated to the American Heart Association that there is a proactive and visible wellness climate on campus that supports the health of campus members.

## Do you know the color of your Personality Trait, RED, YELLOW, BLUE or GREEN?

Have you ever been curious about why you and others do things the way you do? A fun and easy way to find out is with the PACE Palette personality assessment. The PACE Palette is a color assessment tool designed to enhance communication in the workplace by utilizing a fun, non-threatening, easily adaptable tool.

The PACE Palette classifies four basic temperaments (individual's preferences to how they approach life) into colors—**RED**, **YELLOW**, **BLUE** and **GREEN**.

As a result of this personality profile, you will be able to quickly identify the governing color of those around you (co-workers, customers, supervisors, employees, and family members) and most importantly as a result, you will immediately have the tools in place to effectively communicate with others that may have a different color temperament.

The PACE Palette was developed by James W. Newman, a pioneering behavioral scientist whose study of high-performance people identified a group of habits, attitudes, and patterns of behavior which appeared to be common denominators of high level success and achievement in all walks of life.

Please join the Human Resources Department and the Women's Center in the journey of discovering your basic temperament.

Contact Nipa Browder at extension 3110 to enroll in the workshop.

Tuesday, July 26, 2011

9:30 a.m. & 1:30 p.m.

Cora I. Grove  
Spiritual Center



## *Basic Rules for New Supervisors*



**Before you are a leader, success is all about growing yourself.**

**When you become a leader, success is all about growing**

New leaders will develop their own style over time, but there are basic techniques that will help new supervisors lead successfully: empowerment, motivation, delegation, accountability, participation, feedback, and reliance on credibility and trust.

### **Don't "Boss" Employees, Empower Them.**

Lead employees to feel they "own" their jobs and are responsible for their performance. Encourage initiative, provide training, and promote teamwork and cooperation.

### **Use Motivation to Fuel Achievement.**

Have high expectations for employees, set reasonable goals, and maintain consistent standards. Provide clear direction, create a vision of success, and use personal motivators for each individual you supervise.

### **Don't Be Afraid to Delegate.**

Decide what you need to delegate, define the task, outline what needs to be done step-by-step, and select the right employee for the job.

### **Hold Employees Accountable For Results.**

Make sure employees understand your expectations and how to achieve departmental objectives. Monitor performance and provide support and assistance as needed. Explain what needs improvement and how to make it happen.

### **Encourage Participation.**

Interact with employees daily in groups and one-on-one. Welcome employee input and encourage workers to share ideas and make suggestions. Involve employees in decision making and problem solving.

### **Use Feedback to Promote Superior Performance.**

Be specific and base feedback on specific events, behaviors, or actions. Give feedback as soon as possible after the observed action or event. Identify what was done well or poorly and give constructive advice. Listen to what the employee has to say.

### **Rely More on Credibility and Trust than on Your Power.**

Always set a good example, keep commitments, and never promise more than you know you can deliver. Always tell the truth, but always understand the importance of discretion. Be fair and provide equal opportunities for all employees.

Best Practice in HR May 2010—[www.blr.com](http://www.blr.com)

## *Employee Discounts*



Check out the Human Resources Department website to see what discounts we have to offer for Shippensburg University Faculty/Staff. Discounts include:

- Hertz Rent to Buy
- Red Envelope
- Parliament Tutors
- Ryan Homes
- TotalVac.com

- Museum Way Pearls
- 1-800- Bakery
- VacuumStore
- Overstock.com
- Sprint
- Tselectronic.com
- Bigmansland
- Home Health Testing
- Belly Dance Maternity

- Nutra Planet
- Iced Orchid
- Blouse House
- USA Vacation Homes & Spa, Orlando
- Connect Your Home
- Regency Shop
- Freeshipping.org
- and more

## Breaking Down Workers' Compensation

In accordance with the Pennsylvania Worker's Compensation Act, benefits are provided to all employees who sustained work-related injuries or illnesses. These benefits include medical expenses and in the event you are unable to work, wage-loss compensation benefits until you're able to go back to work. Additional, death benefits for work-related deaths are paid to your dependent survivors.

It is crucial that the employee reports to supervisor/employer immediately following an injury on the job. An accident report must be filled with the Safety Director within seven days. Even if an injury seems minor, it should still be reported. Any injury, no matter how small, is *always worth reporting*. Small injuries can easily turn into a bigger problem. *Prompt reporting is the key*. Failure to notify the employer can result in the delay or denial of benefits.

If medical treatment is needed, an employee has the duty to obtain treatment for work-related injuries and illnesses from one of the SU approved Workers' compensation providers within first 90 days beginning with date of first visit.

During that 90-day period the employee has the right to receive all reasonable medical supplies and treatment related to the injury and/or switch from one provider on the list to another on the

list. The employee also has the right to obtain treatment from another practitioner if referred by a designated provider.

Emergency medical treatment can be sought from any provider, but that subsequent non-emergency treatment must be by a designated provider for the remainder of the 90-day period. After the 90-day period, the employee has the right to seek treatment from any health care provider, which will be paid for by the employer if it is reasonable and necessary. The employee has the duty to notify the employer of treatment by a non-designated provider within 5 days of the first visit to that provider. The employer may not be required to pay for treatment rendered by a non-designated provider prior to receiving this notification.

If the injury requires lost time from work, the employee should contact the Human Resources Office to discuss your options.

Under the Pennsylvania Workers' Compensation Act, no compensation shall be paid when an injury or death is intentionally self-inflicted, or is caused by an employee's violation of the law including, but not limited to, the illegal use of drugs. An injury or death caused by intoxication also may not be covered.



The achievements of an organization are the results of the combined effort of each individual.

## Welcome New Employees

**Timothy Boyum**—Computing Technologies Center

**Michael Davis**—Dean of Students

**Eric Dinsmore**—Financial Aid

**Justin English**—College of Business

**Heidi Freeman**—Dean of Students



**Natalie Liston**—Dean of Students

**Eric Rauhauser**—Athletics

**Curtis Spencer**—Dean of Students

**Sandra Tarbox**—Financial Aid

**Heidi Watson**—Modern Languages

**Christopher Wonders**—Institute for Public Services

# Tips for Getting Better Sleep

- Schedule your sleep. Set a regular bedtime and wake-up time.
- Avoid caffeine, including coffee and cola, starting six to eight hours before bedtime.
- Make your bedroom 100 percent geared for sleeping. Don't pay bills or work in bed, and make your bedroom pleasing and comfortable.
- Exercise regularly, but not right before bed! Working out will help make you ready to sleep when it's time.
- If you try an over-the-counter sleep aid, check with your doctor first to make sure it's safe for you. Then follow the instructions carefully, and work on the other tips at the same time

If these activities don't solve your insomnia, or if you feel tired even when you get enough sleep, see your doctor, especially if you have trouble more than three nights a week for a month. Your doctor will check for health problems that may be interfering with your sleep. Your doctor might prescribe a sleep medication and/or a behavioral program to help with your stress. You may be referred to a sleep specialist.

SEAP Newsletter, March 2011

## SEAP

Call toll-free  
(800) 692-7459  
(800) 824-4306 TDD  
or log on to  
[www.liveandworkwell.com](http://www.liveandworkwell.com)  
access code: Pennsylvania



# Summer Nutrition Tips

Summer provides some unique nutrition opportunities and challenges. Whether we are enjoying the variety of fruits and vegetables in season, firing up the grill for a barbecue or attending an outdoor event, food is at the center of many of our favorite summer activities. Long, hot days also mean we need to pay more attention to the health of our bodies by replenishing lost fluids and taking extra food safety precautions. By following a few simple nutrition tips, you can stay healthy while enjoying all the variety summer eating has to offer.

### Enjoy Seasonal Food

Many fruits and vegetables are in season in summer, increasing their nutritional value and making them readily available. Summer fruits and vegetables such as berries, watermelon and avocados tend to be light, refreshing and packed with nutrients and hydration to help our bodies deal with the summer heat.

### Go Local and Organic

Try to eat locally grown or organic produce whenever possible. This type of produce contains fewer harmful pesticides and chemicals.

### Stay Hydrated

Summer's heat and humidity increases our hydration needs because our bodies are perspiring more and increased humidity prevents this perspiration from evaporating and lowering our body temperatures. Dehydration can lead to excessive thirst, cramping, heat exhaustion or stroke. To prevent dehydration, drink water regularly and replace lost electrolytes with natural sports drinks that don't contain too much sugar. Fruits and vegetables with high water content, such as melon, and cucumber, also help you stay hydrated.

### Find Healthier Ways to Indulge

Summer events like barbecues, reunions and fairs often feature unhealthy food choices. You can still find ways to enjoy food at these events, however. For example, choose lean grilled meats and vegetables or fruits. Split an unhealthy indulgence, such as cotton candy, with a friend.

### Practice Food Safety

Microorganisms, such as bacteria, that can cause illness grow quickly in the summer heat. To avoid illness, keep hot foods hot and cold foods cold. Keep perishable items refrigerated or stored on ice and refrigerate any leftovers within two hours of eating outdoors. Thoroughly wash hands and plates that have come into contact with raw meat and ensure that grilled meat has reached the proper internal temperature before serving.

Kelly Smith, eHow contributor