

# HR Update

A Publication of the Human Resources Office  
Old Main 109, Extension 1124. [www.ship.edu/HR](http://www.ship.edu/HR)



## New Protection of Minors Law

A recent law passed in Pennsylvania and a policy passed by the PASSHE Board of Governors requires Shippensburg University to conduct additional Criminal Background Checks for all new hires, and now checks for volunteers, and current employees, including student workers. The background checks include:

**Act 34**— Pennsylvania State Police Criminal Background Check (SP4-164): This search is a criminal history record check from the Pennsylvania State Police (PSP).

**Act 151**— Pennsylvania Child Abuse History Clearance Form (CY-113): This search requests certification from the Department of Human Services as to whether an individual is named in the statewide database as a perpetrator in a pending child abuse investigation or in a founded or indicated report of child abuse in the last five years.

**Act 114** – Federal Bureau of Investigation (FBI) Fingerprint Criminal Background Check. This is a federal criminal history record check and Individuals must submit a full set of fingerprints to the Pennsylvania State Police to obtain this report. The PSP will submit the fingerprints to the Federal Bureau of Investigation for the purpose of verifying the identity of the individual and obtaining a current record of any criminal arrests and convictions.

The process has already been implemented for new employees, volunteers, and student workers. Background checks for current employees will be implemented throughout the remainder of this year. These background checks must be repeated every three years.

The Protection of Minors Policy also requires training regarding the identification and reporting of suspected child abuse. Information regarding this training is coming soon.



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## Preventive Care is Vital



Each year, millions of Americans choose to skip routine exams, missing their chance to catch health problems early and potentially avoid illness.

When it comes to treating serious conditions, early detection is key. Often, the earlier you start treatment, the greater your chance is to get

Even if you exercise and eat right, you could have high cholesterol, diabetes or high blood pressure. There are often no clear external signs of these conditions. Doctors must use X-rays, blood tests or other tests to find the early warning signs. Does a health

problem like colon cancer, for example, run in your family? Then it's even more important that you get screened early and often.

Every year, Highmark updates the Preventive Schedule to follow the most updated federal guidelines on preventive care. Take a look at the [2015 Preventive Schedule](#) and be sure to make an appointment with your doctor today.

## Positive Thinking Could Make YOU Healthier.

### Imagine that!

*“ A positive attitude may not solve all your problems, but it will annoy enough people to make it worth the effort.”*

~Herm Albright~

Simple tips for cultivating a positive mindset

1. Surround yourself with positive people. Interaction with others with a positive disposition, on a regular basis, is contagious and will further encourage you to view life from an optimistic perspective.
2. Make a daily conscientious choice to look at situations from a constructive viewpoint and life challenges as an opportunity for personal growth, not as a burden.
3. Take a time to enjoy a good laugh. As the old adage goes, “laughter is the best medicine.” Sharing a good joke with a friend will help you to alleviate stress and add some fun and levity to your life.

SEAP Newsletter

# 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

## Resources

[www.liveandworkwell.com](http://www.liveandworkwell.com)

Visit the BeWell section for more information, tools, articles, self-help programs and resources on health and well-being.



- Donald Browder**—Registrar’s Office
- Kristin Byers**—Geography/Earth Science
- James D’Amico**—Student Union & Activities
- Erik Forsman**—Computing Technologies Center
- Jeffrey Henry**—Electrical Services
- Cecil Howard**—Social Equity
- Sara Kobus**—Student Union & Activities
- Kyle Kurutz**—Web Tech Services
- Kristin Lovett**—Office of Professional, Continuing and Distance Education Studies
- Terrijo McLucas**—Custodial & Housekeeping Services
- Bradley Nailor**—Registrar’s Office
- Ginger Reed**—Custodial & Housekeeping Services
- Jeffrey Tomasetti**—Athletics
- Elizabeth Yoder**—Student Union & Activities

## Upcoming Wellness Fair



**April 8, 2015**  
**10:00 a.m.—2:00 p.m.**  
**CUB MPR**

### Activities include:

- \* Massage or acupuncture
- \* Therapy dogs and a therapy bird
- \* Brochures, handouts & information
- \* Learn about skin care, heart health, diabetes management
- \* Receive a five point fitness assessment
- \* How you can improve your nutrition
- \* Free glucose, cholesterol and bone density screenings
- \* Learn about dancing for your health
- \* Get lots of freebies!
- \* Win a door prize!

### Fund raiser for Women In Need

Donate money to the fundraiser and get an entry into a prize drawing. See wish list below:

#### SHELTER WISH LIST

Set of pots and pans Plastic storage containers (Ziploc) Old Cell phones (phone with battery attached)-to be recycled	Pocket calendars (2015) Gift cards to restaurants, grocery stores, gas stations, etc.
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#### WISH LIST

Canned diced tomatoes Canned pizza sauce Boxed meals or items (Hamburger Helper, rice, noodles, scalloped potatoes) Cereal Peanut butter Ketchup Mustard Mayo Canned fruit Canned meals Tuna Mac and cheese Tea bags Coffee (ground) Sugar	Toilet paper Paper towels Kleenex Napkins Hand Soap Refill Shampoo and conditioner Clorox wipes Hand sanitizer Deodorant 1 subject notebooks and Pens Diapers (size 4, 5) Pull-ups for children (all sizes) Baby wipes
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### Red Cross Blood Drive

**CUB 119**

**9:00 a.m.—3:00 p.m.**



# 11 Thoughts About Teamwork

1. **Teams rise and fall on culture, leadership, relationships, attitude and effort.** Great teams have a great culture driven by great leadership. Relationships are meaningful and teammates are connected. The collective attitude is very positive and everyone on the team works hard to accomplish their mission.
2. **It's all about teamwork. Sometimes you are the star and sometimes you help the star.**
3. **If you want to be truly great you have to work as hard to be a great teammate as you do to be a great player.**
4. **Your team doesn't care if you are a superstar. They care if you are a super team member.**
5. **Three things you control every day are your attitude, your effort and your actions to be a great teammate.** It doesn't matter what is happening around you and who you think is being unfair. Every day you can focus on being positive, working hard and making others around you better. If you do that great things will happen.
6. **One person can't make a team but one person can break a team. Stay positive!** Make sure you don't let energy vampires sabotage your team. Post a sign that says "**No Energy Vampires**" allowed and keep them off the bus. Most importantly, decide to stay positive.
7. **Great team members hold each other accountable to the high standards and excellence their culture expects and demands.**
8. **Team beats talent when talent isn't a team.**
9. **Great teams care more. They care more about their effort, their work and their team members.**
10. **We > me.** Unity is the difference between a great team and an average team. United teams are connected and committed to each other. They are selfless instead of selfish. They put the team first and know together we accomplish more.
11. **You and your team face a fork in the road each day. You can settle for average and choose the path of mediocrity or you can take the road less traveled and chase greatness.** It is a choice you make each day. Which path will your team take?

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