

ASC STAFF NEWS

May 2015

ALL STAFF COUNCIL ELECTIONS

Recently all staff should have received an email with the link to the ballot for All Staff Council Elections. Please take a few minutes to vote for your representatives. There is a large candidate pool this year, so every vote is important! Voting will close on Monday, May 11. If you have any questions regarding the ASC Elections, please contact Lorissa Lieurance at lorissa.lieurance@drake.edu.

SAPPHIRE AWARDS SHOW

As we conclude another academic year here at Drake, the All Staff Council invites you to join us in celebration of the fine work of this year's three True Blue Award recipients for outstanding staff efforts at the Sapphire Awards Show. The Sapphire Awards will also recognize the unit and individual staff employee who represent the finest examples of service to the Drake community. **Please join us on Wednesday, May 6, from 2 to 3 p.m. in Levitt Hall, Old Main** for refreshments, snacks, entertainment, and camaraderie to celebrate the hard work of our staff colleagues. The presentation will begin at 2:15 p.m.

SPRING FACULTY AND STAFF RECOGNITION CELEBRATION

Please join us on Thursday, May 7, for light refreshments and a brief program in Parent's Hall, Olmsted Center from 2 to 3:30 p.m. Drake University will honor employees having reached 20, 25, 30, 35, 40 or 45 years of service; are retiring; or have recently retired. Additionally, we will announce this year's Madelyn M. Levitt Distinguished Community Service Award winner and the Madelyn M. Levitt Employee Excellence Award winner. We look forward to seeing you for this celebration of achievement!

FLEXIBLE WORK SCHEDULES POLICY—SUMMER HOURS

With summer approaching we wanted to remind staff of the Flexible Work Schedules Policy, which outlines the summer hours guidelines. The flextime schedule known as "summer hours" is available during the summer months to allow time away from work for summer activities, where operationally feasible. An example of this might be working 7:30 a.m. to 4:30 p.m. Monday through Thursday and 7:30 a.m. to noon on Fridays. When considering summer hours, both employees and managers should remain mindful of operational needs, department size, and impact on co-workers and managers may elect to extend summer hours only during particular weeks. In all cases, summer hours are subject to managers' discretion.

The Flextime Understanding form, found in the Forms Library, must be completed and returned to Human Resources prior to the commencement of the arrangement. For complete details, please reference Policies from the Employee tab on Blueview.

CALLED TO BE TRUE BLUE NOMINATIONS

Are YOU Called to be TRUE BLUE?!

Do you know someone or an office that practices excellence, learning, integrity, citizenship, and/or fiscal responsibility? The All-Staff Council Recognition Committee recognizes those who practice "Called to be True Blue" values. Anyone may nominate any staff person or department for practicing these values. Winners will be announced throughout the year. At the conclusion of the academic year, each Called to be True Blue recipient will be recognized at the annual Sapphire Awards Show. To nominate someone, go to the [Called to be True Blue Nomination Form](#).