

Human Resources Communication Strategy Project

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Human Resources is pleased to introduce you to a project that we have been working on for the past several months. We identified the need to streamline employee communications from HR, present a consistent platform for HR communications, and the need to communicate the plan of when, why, and how HR communicates to employees. Early on we partnered with University Communications to assist with project development and content. Look for more information and communication as we move into the development, testing, and implementation phases.

Project Goals:

- Redesign blueView Employee tab to create an enhanced user experience within the parameters of the system
- Develop Standard Templates and guidelines for HR emails, announcements, reminders, compliance, and newsletters
- Create new logos to easily identify communications

Project Next Steps:

Portal Project (blueView)

- Develop Time-line
- Group Usability Testing
- Create Project Communication Plan
- Build out channels in blueView Test
- Internal Function Testing
- Build out channel in blueView Production

Additional Digital Communication Needs

- Develop Icon's for main areas (Benefits, ELD, etc.)
- Develop Email headers
- Develop Newsletter templates & content review

Wellness Update

Wellness Programming: Look for more information on summer and fall wellness programming on the Drake Wellness website: www.drake.edu/wellness.



ALL employees, not just those on Drake's insurance, may visit the **myWellmark** site for valuable health information, online tracking, recipes and much more. Start using this valuable tool today!

Wellness Screening: This summer look for information in regards to the next wellness screening that will be held during the fall 2015 and coincide with open enrollment for 2016 plan year.

If you have any questions in regards to this information please contact Jana Peterson at jana.peterson@drake.edu or 271-2027

History Facts about Drake University



Did you know....

Drake's first official graduate was James Denton, class of 1882, who graduated from the Bible Department. Mr. Denton's original diploma is now on display at the Drake Alumni House.

What is a Quax? The "Quax" is Drake's annual yearbook published from 1901 until 1996. The student-led yearbook captured photos and stories from the academic year as well as documented Drake's students and faculty. A full set of Quax's are available at the Drake Alumni House and the University Archives as well as online at <http://ddr.lib.drake.edu/cdm/landingpage/collection/yearbooks>.

Policy Highlights

All policies maintained by HR are accessible from the Employee Tab of blueView.

Log into blueView
Click on the "Employee" tab
Click on "policies"

Please take a few minutes to review the three policies highlighted in this section.

VACATION – Use It or Lose It by June 30th

Time away from work is important for your physical and psychological well-being. Vacation is one means of providing this time to eligible employees (see policy for details).

Vacation is provided at the beginning of each fiscal year, and is not accrued each month. Vacation cannot be carried over from one fiscal year to the next. Unused vacation is not paid out when you leave Drake. All vacation is subject to manager approval.

If you have vacation time left, please work with your manager to determine a plan to utilize it before it is too late.

DRUG FREE WORKPLACE POLICY (excerpt)

Drake University is committed to providing a drug-free workplace. The cooperation of all employees and a similar commitment from them is expected and is a part of everyone's job duties. It is our intent and obligation to provide a drug-free, healthful, safe and secure work environment. Consistent with this commitment, Drake complies with all federal and state laws, regulations and orders, which pertain to providing a drug-free workplace.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on university premises, or while conducting university business off-campus, is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.

SMOKE FREE CAMPUS

Drake University complies with the Iowa Smoke Free Air Act and prohibits smoking on the Drake University campus. Drake policy also prohibits the use of electronic cigarettes (e-cigarettes) on the Drake campus, with the exception of performing arts performances in which e-cigarettes may be utilized by actors as part of a theatrical production.

For purposes of this prohibition, the Drake campus includes:

- All buildings on campus – residential hall rooms and common areas; work area, private offices, conference and meeting rooms; classrooms, auditoriums, lounges and cafeterias; stairways, hallways and other enclosed spaces;
- All property maintained by Drake University, including either leased or owned property, athletics fields, sidewalks and parking lots;
- Seating areas of outdoor sporting events, stadium and other outdoor entertainment venues;
- All vehicles owned, leased or rented by Drake University;
- All vehicles when parked on University property

All students, faculty, staff, contractors and visitors are responsible for observing the provisions of this policy.

Performance Management – Staff Process

Drake University expects all 12 month staff employee's evaluations to be completed no later than 6/30/15.

The evaluation is meant as a time for you and your manager to reflect on the past years performance and is a great opportunity to ask what your focus is expected to be for the next fiscal year and how your role aligns with strategic initiatives of your department and the greater university as a whole.

In addition, the beginning of the fiscal year may be a good time to evaluate and update essential job functions to make sure they accurately reflect the position you are performing. You're the expert on what you do, so be sure to let your manager know as things change.

Community Engagement Opportunities

Message from Renee Sedlacek, Assistant Director, Community Engagement

Drake will be involved with several community outreach events this summer including CelebrAsian, Principal Charity Classic, Juneteenth, Jazz in July and of course, The Iowa State Fair! Drake Day at the Fair will be Opening Day Thursday August 13th. Volunteers are needed to help represent Drake at each of these events.

For more information or to sign-up please visit www.drake.edu/volunteer or contact Renee Sedlacek, at renee.dedlacek@drake.edu.

"The best way to find yourself, is to lose yourself in the service of others."
-- Mahatma Gandhi



Memorial Day Monday, May 25th

Drake University Offices are closed in recognition of Memorial Day.

FY 2015-16 University Holiday Schedule

Independence Day	Friday, July 3, 2015 (Observed)
Labor Day	Monday, September 7, 2015
Thanksgiving	Wednesday, November 25, 2015 Half Day: Dismiss at Noon Thursday and Friday November 26 & 27, 2015
Holiday Break	Thursday, December 24, 2015 through Friday, January 1, 2016 (Returning Monday, January 4, 2016)
Martin Luther King, Jr. Day	Monday, January 18, 2016
Memorial Day	Monday, May 30, 2016 (Observed)

Recreational Services

Message from Jana Peterson, Wellness Director

Did you know that as an employee at Drake University you have a FREE membership to use the Bell Center? Start taking advantage of this great benefit today! The Bell Center includes a fitness room, swimming pool, racquetball courts, multi-purpose room, group exercise classes, gymnasium and a locker room (locker fees apply). For more information on the facilities, hours and group exercise classes visit: www.drake.edu/recservices.

Did you also know that your family can use the Bell Center? Pricing is as follows:

- Spouse - \$55/year
- Children 15 and under – FREE with parent
- Children 16 – 20 years old - \$55/year
- Children 21 and over - \$220/year

HR Team

If you have questions or concerns about any of the content within the newsletter, or otherwise HR related, please contact any member of the HR team.

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Next Edition: Look for the next issue of the HR Update the first of September.