

# HR&D UPDATE

## Human Resources & Diversity

May 2009

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Welcome to

UW-Whitewater

### Employee Recognition & Service Awards



Please come and support your co-workers at this year's Employee Service Awards Ceremony. This special occasion is hosted by the Chancellor's Office and Human Resources and Diversity. The event will be held on Wednesday, May 6 at 3:00pm in the Hamilton Center – UC. UW-W staff members meeting a milestone in 2008 or 2009 will be honored. The event is in harmony with the State Employee Recognition Day as deemed by the Governor. To view those being honored, visit Quick Links on the HR&D website at <http://www.uww.edu/adminaffairs/hr/>.

Angeline Counsell, Fin. Ser.  
Carie Kendrick, Res. Life  
Joseph Uselding, iCIT  
Dan Wiedman, FP&M



### Direct Link

View UW-W employment opportunities directly at:  
<http://jobs.uww.edu>

## Unclassified Employee Information

**Floating Holiday Reminder-** Annual (12-month) unclassified employees are reminded that they must use vacation carryover and 2008-09 floating holiday balances by June 30, 2009, or the hours will be forfeited (unless ALRA eligible). A new allocation of 36 hours (pro-rated for part-time employees) will be granted on July 1, 2009 along with new vacation allocation for 2009-10. New balances will be reflected on the August leave statements. Please contact your Payroll & Benefit Specialist (P&B) with any questions.

**End of Semester final paycheck** for 9/mo. academic-year employees will be paid Monday, June 1. Returning staff will notice multiple deductions for premiums to continue their insurance coverage over the summer. Employees will need to access their email in June to complete the May leave report. A generic leave report is available on our website at: <http://www.uww.edu/adminaffairs/hr/forms/index.html>. Failure to file monthly leave reports will result in reduced sick leave earnings for this fiscal year.

**Video of the March 20 WRS presentation is now available on our website at:** <http://www.uww.edu/adminaffairs/hr/>. Under Quick Links, select "Video Conference on the WRS & Retirement Planning". The Power Point slides are also available directly below the actual video. You can print the presentation and follow along with the video presentation.



## Classified Employees-Vacation Carry-Over

The deadline to use 2008 vacation carry-over is quickly approaching for Represented-Classified employees. Any 2008 vacation carry-over not used by June 30, 2009 will automatically be dropped from your vacation balances. On your earnings statement, this balance is shown as VC. Non-represented classified staff will have until December 31, 2009 to use 2008 vacation carry-over. Please contact your P&B Specialist with any questions.

## Wisconsin Retirement System (WRS) Statement

Employees covered under the Wisconsin Retirement System (WRS) received 2008 annual statements in April. Online video produced by Employee Trust Funds (ETF) is available to assist in understanding this statement. To view "Your Annual Statement of Benefits" online, go to the ETF website at <http://etf.wi.gov/webcasts.htm> and select the video catalog for "Participants". \*\*Have your WRS Statement of Benefits in-hand while viewing the program.\*\*





Employees who have insurance coverage should have received a Staff Benefit Statement identifying individual plans and their fees. The statement gives an overview of enrolled plans, level of coverage, and the projected annual costs paid by the employee and the University. It is extremely important to review this statement thoroughly. The information is based on payroll records as of April 1 and is only a snapshot in time. The statement may not be exact if there were changes in income or benefit programs during the year. To help you review this statement, please visit our website at: <http://www.uww.edu/adminaffairs/hr/index.html>. There are two benefit guides Under “Recent News”; Wisconsin Retirement System (WRS) and Staff Benefits Statement. Please contact your P&B Specialist with any questions.

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### HR&D DIRECTOR’S CORNER—Pavlov and the Learned Response

If I remember my psychology correctly, a guy named Pavlov did some stimulus / response studies with dogs. When he put food (the stimulus) in front of a dog, the dog just naturally began to salivate (the natural response). Then, Pavlov began to ring a bell at the same time that he put food in front of the dog. Over time, without the presence of food, the dog would begin to salivate when it heard the bell – which was a learned response. I once witnessed a similar incident involving food.

In 1990, the former Soviet Union had dissolved, and many of the satellite nations of that union were exploring new ways to survive and prosper in a free and capitalistic world. The economy of Bulgaria was weak; it had few goods or natural resources that it could export. Perhaps Bulgaria’s only true asset for export was electricity. The town of Kozloduy was home to six Soviet built reactors. These reactors had the potential to produce more electricity than Bulgaria could ever use. The dilemma was that the reactors seldom ran. There were a number of root causes for this, which included parts supply, maintenance, and an inadequately trained workforce. The Bulgarian government requested that Westinghouse explore a joint venture. This involved oversight of plant operations, maintenance, and training. My friend Karl (the Marketing Manger) and I (the Product Line Manager) were asked to conduct a needs assessment for training. After two weeks in Kozloduy, our report was simple – they had nothing and they needed everything – which included curriculum, instructors, a training facility, simulators, and other sundry items which would account to \$35 million in Westinghouse investment. On the last evening of our visit, our hosts showed us their local culture. While at the pub, we were treated to Bulgarian wine, cheese, grapes, and sausage. We chose wine produced on the other side of Bulgaria – knowing that at least it was not radioactive; we ignored the grapes – knowing that they were radioactive; the cheese was good; and the sausage was the reddest, coarsest meat I had ever seen. Karl, the braver of us, ate several pieces of sausage. One of our hosts smiled and exclaimed, “Ah, you like the sausage! It is Bulgarian specialty - **only** meat of the horse!” Karl’s eyes opened to the size of silver dollars, his face became a little ashen, and he forced his swallow. Then, in a display that would make Pavlov proud, he smiled broadly, reached for another piece, exclaimed “it’s really quite exceptional” and downed his next piece of sausage.

In our jobs, each of us is presented with many unpleasant stimuli. But often times, the natural response is not the productive or helpful response. We have to learn and apply a different response. Let’s face it – anger, stinging words, shouting, or other forms of aggression really don’t have a place on our campus. I’ll admit that any of these responses might be natural and feel good at the time; but in the long run, they won’t be productive. Follow the lead of my friend Karl; do what is best for the long term goals of the organization. Make it your mission to assure that UW-W operates in an environment of dignity, diversity, and mutual respect. When you are confronted with an unpleasant, unexpected stimulus; stop, think, take a deep breath, and do your best to respond with something you have learned – something that will promote understanding and respect while preserving a safe and comfortable environment for learning. It won’t be easy, it won’t be natural, and it may not feel good at the time. But it’s the right thing to do. And, it’s entirely possible – both Pavlov and my friend Karl have proven so.



See you in the fall!

