March Workshops

Understanding Your TSA and Your Plan Options

Fidelity Representatives

The purpose of this In-Person Transition Workshop presented by Aon Hewitt, Fidelity and CSU HR representatives, is to guide you through the CSU Tax Shelter Annuity (TSA) Program changes effective 4/1/2016. Topics that will be discussed:

- Program Overview
- Why the Retirement Plan is Changing
- New Plan Features
- Key Transition Dates and Plan Changes
- Choosing New Investment (403B) Options
- Determining Your Next Steps

Wednesday, March 15th
10:00 - 12:00 p.m./ 2:00 - 4:00 p.m.
CP - 700

Thursday, March 17th
10:00—12:00 p.m./ 2:00—4:00 p.m.
CP-700

POD 114

Conducting Effective Performance Evaluations - MPP & Department Chairs Only

Elizabeth Castello, Manager, Labor Relations, HRDI

Designed to provide managers and department chairs with knowledge and tools necessary to effectively utilize performance evaluations in optimizing staff performance.

Participants will learn:
- The value and role of performance evaluations as a performance management tool.
- How to prepare for the performance evaluation process.
- How to develop an evaluation that accurately reflects employee performance and motivates staff to excel.
- How to set effective goals.
- How to conduct performance evaluation meetings.

Thursday, March 17th
10:00 a.m. - 12:00 p.m.
CP-730

POD 234

EAP Website

Take a minute to visit your EAP’s website and you will find wonderful tips and articles on topics like:
- Leadership Development
- Anger Management
- Teams and Teamwork
- Emotional Resilience

Available at www.CAEAP.com
800.777.9376
Workshops

Being a CSUF Customer Service Generalist

Marian Sherman, Organizational Development Analyst, Professional & Organizational Development

Take service to the next level by exceeding customers’ expectations. Participants will receive guidelines for handling telephone calls which are critical for personal and organizational success. Learn to communicate professionalism, gain respect, enhance customer relationships and enjoy your work more.

Tuesday, March 22nd
10:00 a.m. - 12:00 p.m.
CP-700
POD 311

Social Security Questions & Answers

Jeffery Rodriguez, SSA Public Affairs Specialist

Jeffrey Rodriguez, SSA Public Affairs Specialist for Orange County, will provide an introduction to Social Security programs, benefits, and recent changes in the law. If you plan to receive benefits in the future, you want to be ready. Learn the actions you can take today to ensure that you will receive the maximum benefits. The presentation will primarily cover retirement benefits and Medicare, but the topics of survivor and disability will be covered briefly. Come ready to receive life changing information, and bring your questions to get the right answers.

Thursday, March 24th
12:00 - 1:00 p.m.
CP - 700
HRS 021

Procurement of Goods and Services

Michael Pruitt, Manager, e-Business Contracts and Procurement, CSUF

This session provides an overview of the process to acquire goods and services including IT, consistent with State, CSU, and campus requirements.

Participants will learn policies and procedures for:
♦ Low-value purchases.
♦ Formal bids (limits, methodologies, exceptions, etc.).
♦ Emergency purchases.
♦ Insurance compliance.

Thursday, March 24th
10:00 - 11:30 a.m.
CP - 700
POD 204

Refresher for Campus Travel

Debbie Hagman, Travel Lead, Administration and Finance

Designed for those who have completed Introduction to Campus Travel Procedures (POD 100) or are familiar with campus travel procedures.

Participants will:
♦ Review employee travel reimbursement policies and procedures.
♦ Understand driving requirements.
♦ Learn the new blanket travel authorization process.

Note: Participants may use Campus Travel Procedures Refresher in place of Introduction to Campus Travel Procedures to fulfill the Managing Funds and Accounts Certificate requirement.

Friday, March 25th
9:30 - 11:30 a.m.
SGMH - 2504
POD 101

For questions about any of the upcoming workshops, please contact Professional & Organizational Development at HRPD@fullerton.edu or X3883
Wellness Series

Meditation Mondays

Natalie Tran, Ph.D.
Associate Professor, College of Education

Learn basic mindfulness skills, manage stress, increase self-awareness, reduce negative emotion & enhance positive thinking in thirty minute meditation sessions.

Mondays
11:30 - 12:00 p.m.
CP - 730

Webinar Wednesdays

Wednesday, March 16th

Topics:
♦ Your Journey to Executive: Insights from Women Executives
♦ Mindful Leadership: Staying on Course When You Feel Overworked and Overwhelmed
♦ The Curious Leader: Harnessing the Power of Inquiry

Wednesday, March 30th

Topics:
♦ How to Find Your Passion
♦ The Art of Extraordinary Customer Service
♦ Triggers: Creating Behavior That Lasts

Go to: http://hr.fullerton.edu/ProfessionalDevelopment/

Register for all events through ETC

- Log into the CSUF Portal
- Select Training tab or Employee Training Center (ETC) Icon.
- Select ETC Login Link on left menu bar
- Select Instructor Led Training Sessions
- Locate the session you want to attend from the list of courses, and select Action
- Select Enroll

Calendar of Events

March 15th  Understanding Your TSA and Your Plan Options
10:00 AM - 12:00 PM | CP-700
2:00 PM - 4:00 PM | CP-700

March 17th  Conducting Effective Performance Evaluations
10:00 AM - 12:00 PM | CP 730

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2:00 PM - 4:00 PM | CP-700

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10:00 AM - 12:00 PM | CP-700

March 24th  Procurement of Goods & Services
10:00 AM - 11:30 AM | CP-700

March 24th  Social Security Questions and Answers
12:00 PM - 1:00 PM | CP 700

March 25th  Refresher for Campus Travel Procedures
9:30 AM - 11:30 AM | SGMH 2504
Keep Our Ocean Clean
EHS - safety@fullerton.edu (657)278-7233

Storm water runoff comes from rain events, snow and ice melt. Urban runoff is surface runoff flowing from urban landscapes, which flows into storm drains that eventually lead to the ocean. Storm drains differ from sewer drains in that runoff entering a storm drain is untreated and may contain fertilizers, plastic / trash, plant debris, herbicides, pesticides, auto fluids (used oil) and more. While pollution does come from commercial industries, construction, agriculture, and automotive facilities, the largest source of water pollution comes from city streets, neighborhoods, and parking lots. Pollution in the storm water and storm drain system can harm marine life in streams, rivers, and oceans as well as the shores of these coastal habitats.

CSUF has a permit with the State Water Resources Control Board to keep storm drains clean and prevent any unlawful discharges from occurring. Environmental Health and Safety is working with various campus departments to ensure that no non-storm discharges occur at the University with the ultimate goal of protecting water bodies like Fullerton Creek and Orange County beaches.

Please remember ‘Only Rain Down the Drain’. If you witness any illicit discharges occurring anywhere on campus, please contact EHS at safety@fullerton.edu or (657) 278-7233.

Household
• Used or unwanted electronics such as computers, batteries, and cellphones can be taken to household hazardous waste collection centers (HHWCC).
• For a center near you call 714-834-6752 or visit www.oclandfills.com.
• Other household detergents/ cleaners should also be properly disposed of at a local HHWCC.
• Do not rinse spills or driveways with water. Sweep up debris and dispose of it in trash cans.

Landscaping
• Don’t overwater lawn to prevent excess fertilizer runoff.
• Use proper trash can for green waste or create a compost/ mulch with yard waste.
• Use fertilizers and pesticides sparingly or as recommended on the bottle, whenever possible.

Trash
• Place trash in securely covered trash cans.
• Remember to recycle whenever possible.
• During heavy storm events keep trash cans away from gutter to prevent trash cans falling over.
• Reduce, reuse, and recycle!

Automotive
• Use commercial car washes whenever possible.
• Keep vehicle well maintained-watch for leaks.
• Never pour oil or antifreeze down drains or street gutters. Properly dispose used auto fluids and batteries at service stations or recycle collection centers.
• For the nearest used oil collection center call 1-800-cleanup or visit www.1800cleanup.org.
Your Wellness Connection...

Preventing Back Discomfort

Back discomfort affects millions, and it’s hard to feel positive and happy when we are uncomfortable! One of the best ways to prevent back discomfort is to keep your back muscles strong. The following are general tips on improving your overall physical comfort:

- Consider the benefits of doing back-strengthening & stretching exercises at least 2 or 3 times a week
- Remember to think about standing and sitting-up straight for improved posture
- Avoid heavy lifting. If you do lift something heavy, bend your knees & keep your back straight so your leg muscles can do most of the work
- Stay active and eat a balanced diet
- If you are overweight, consider losing weight to help lower possible strain on your back

800-777-9376   www.CAEAP.com
Prevenir el dolor de espalda

Dolor de espalda afecta a millones, y es difícil sentirse positivo y feliz cuando estamos incómodos! Una de las mejores maneras de prevenir el dolor de espalda es mantener los músculos de la espalda fuerte. Los siguientes son consejos generales sobre cómo mejorar su bienestar físicamente:

- Considere los beneficios de hacer fortalecimiento de espalda y ejercicios de estiramiento al menos 2 o 3 veces a la semana
- Recuerde que debe pensar acerca de levantarse de pie y sentarse, con la espalda recta para una mejor postura
- Evitar levantar objetos pesados. Si levanta algo pesado, doble las rodillas y mantenga la espalda recta para que sus músculos de las piernas puedan hacer la mayoría del trabajo
- Manténgase activo y coma una dieta equilibrada
- Si usted tiene sobrepeso, considere la pérdida de peso para ayudar a reducir la posibilidad de tensión en la espalda

¡RECUERDA SU EAP PARA ASISTENCIA!
800-777-9376
www.CAEAP.com