

Greetings

This past academic year has been a time of change and transition throughout the university with a new strategic plan, a new provost and various department mergers and realignments, to name just a few changes. The Department of Human Resource Management has also experienced some changes in personnel, processes and new requirements. This has created a need to re-evaluate the department to better meet the university's needs. To assist in this transition, a few changes have been made in the HR staff over the last few months. I would like to welcome Elizabeth Hall and Valerie Gutierrez, who joined our staff temporarily to assist us in our transition. Elizabeth has assumed the duties of Employment Manager and Valerie will be assisting at the front desk with general HR duties. We hope by working on this transformation, we will be able to provide better services to you, as employees.

HR EMPLOYEE SPOTLIGHT - Meet Marilyn Galasso

"I have worked for ESU since 1994 starting as a temporary employee in Financial Aid as a counselor and then on to University Advancement as the accountant until 2002. I moved to Human Resources and have been working mainly with staff and students. Twenty years later (where did the time go?) retirement to Montana is on the horizon. When, you ask? At this time... unknown. It has been my privilege to work here. I have seen many terrific people come and go in my years at ESU. I always say, 'Where else can you go, have so much fun, and get paid for it?'"

BACKGROUND CHECKS

As most of you are aware, the Board of Governors and legislators passed a new policy and legislation respectively related to the Protection of Minors and background checks. Both the policy and legislation now require all universities to complete specific background checks on all employees (including students) and volunteers. The checks include: PA State Criminal Check, Child Abuse Check and an FBI database check which involves fingerprinting. All employees will be required to have the checks completed by December 31, 2015. Human Resources will be rolling this out across campus over the next several months. You will receive additional information from Human Resources about the process and the timeframe for you to complete the checks. Jess Diaz is the point of contact for all background checks so please address any questions to her at jdiaz@esu.edu.

NEW HIRES

Welcome to our newest employees who joined us this semester:

Edward Ayala Print Shop	Michael Gildea Business Accelerator	Stacey Marshall University Advancement
Emily Brennan University Advancement	Ronald Gonzalez Facilities Management	Lynn Ramage Athletics
Joanne Bruno Academic Affairs	Valerie Gutierrez Human Resource Management	Danielle Reay Library
Ruth DeLaCruz Facilities Management	Elizabeth Hall Human Resource Management	Monica Williams Health Center
Lianna DeLuise University Advancement	Wando Holt Residence Life and Housing	Weichu Xu Business Management
Mary Fredette Assessment and Accreditation	Siyang Jiang Administrative Computing	Drew Ziner Assessment and Accreditation
Mark Gatesman Kemp Library	Kortney Kotow Kemp Library	

In addition to these employees, we would also like to extend a welcome to all of our new and returning temporary faculty and staff members. Welcome to the ESU community!

DID YOU KNOW?

As an employee of ESU, you are eligible to participate in the State Employee Assistance Program (SEAP). This program provides confidential services to employees and family members related to counseling, legal resources, and financial concerns. More information regarding the SEAP program can be found at www.liveandworkwell.com and entering "Pennsylvania" under the Access Code or by calling 1-800-692-7459.

Q&A

Question: How do I save additional money for retirement?

Answer: ESU and the State System offer two additional options for retirement plans that are entirely optional to employees: a deferred compensation plan and a tax sheltered annuity plan. The Deferred Compensation Plan is currently administered through Great West. This program allows employees to contribute to a long-term savings plan on a pre-tax basis up to amounts allowed by the IRS. The other option is the Tax Sheltered Annuity (TSA) program. The TSA program is a supplemental retirement savings plan under Section 403(b) of the Internal Revenue Code. This voluntary program allows employees to contribute, on a pre-tax basis, a portion of their salary for retirement savings. Visit the HR Benefits webpage or contact HR for more information.

If you have any questions for HR, please send them to: humanresources@esu.edu

BURGY'S BEST

In case you were not able to make it to the employee recognition ceremony, please take a minute to congratulate this year's top Burgy's Best recipients:

- **Diane Devlin**
- **Edwin Ortega**
- **Mary Rodriguez**
- **Andrew Whitehead**

Don't forget to recognize your fellow co-workers by completing a "Burgy's Best" form.