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*"And in the end it's not the years in your life that count. It's the life in your years."*

*—Abraham Lincoln*

## MSU Background Check Procedures

This writing is a follow-up to previous articles and information disseminated to the campus regarding background checks and hiring practices. University Administrative Regulation 333.02, Criminal Background Investigations, approved by the President on July 20, 2006, can be accessed online by visiting [www.moreheadstate.edu/files/units/daa/uar](http://www.moreheadstate.edu/files/units/daa/uar). The regulation was formulated to establish procedures for complying with Kentucky's new law requiring state and national criminal background investigations upon initial hire for full-time, part-time, temporary, and student employees. It is applicable to all employees hired on or after July 12, 2006 or whose break in service exceeds 36 months.

Those with a 36-month break in service will be considered new or initial hires for the purpose of administering criminal background investigations. The "break in service" definition was recently re-visited and has been slightly changed from the verbiage contained in the originally approved UAR to ensure uniform application of background procedures for all employees, and so it is clear to hiring supervisors as to when a background investigation will be conducted. These checks were initiated on all part-time and temporary re-appointments that became effective on or after July 12, 2006, since these types of appointments do not have expectations of continuance. Employment of lecturers, graduate assistants, and other part-time or temporary workers fall into this category.

The Office of Human Resources (OHR) will initiate checks for full-time, temporary, and part-time employees. Checks for student employees will be conducted through the Office of Enrollment Services and the procedures for hiring such employees should be obtained from that office. During the job application process, each applicant must authorize a background check by signing a consent form included with paper and online applications for employment. After the screening and interviewing phase, each supervisor will make a recommendation for employment.

### **Offer of Employment Process:**

- An offer of employment should only be made after a fully-approved Personnel Action Request (PAR) has been completed, and the hiring supervisor has been notified by OHR that an offer can be made.
- Once the PAR has been approved and the hiring supervisor notified, a verbal offer may be made to the chosen candidate conditioned upon completion of a background investigation satisfactory to the University.
- If the contingent verbal offer is accepted, a background check will be initiated by OHR.
- If the background check is not complete by the effective employment starting date for the new employee, he/she will be allowed to begin work, with continuation of employment being contingent on the satisfactory completion of the background check. OHR will monitor these checks until complete so a final decision can be made to either allow the employee to begin work or to continue his/her current appointment.

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## Congratulations MSU Employees - August, 2006

### New Hires

Mona Abdel-Meguid, Assistant Professor, Sociology, Social Work & Criminology  
 Ritta Abell, Visiting Assistant Professor, Communication & Theatre  
 Stephanie Akers, CDA Instructor/Trainer/Advisor, Child Development  
 Valerie Alexander, Instructor of Education, Curriculum & Instruction  
 Gabriel Alungbe, Associate Professor, Industrial & Engineering Technology  
 Joe Anderson, Assistant Professor, Mathematics & Computer Science  
 Silvia Atim, Assistant Professor of Chemistry, Physical Sciences  
 Theresa Ball, Library Specialist I, Camden Carroll Library  
 Jennifer Bell, Instructor, Art  
 Jody Bishop, Instructor, Sociology, Social Work & Criminology  
 Gina Blunt, Assistant Professor, HPES  
 Stefan Brooks, Assistant Professor of Government, IRAPP  
 Amy Brown, Assistant Professor, Nursing  
 Drema Cole, Secretary, Office of Vice President, Administration & Fiscal Services  
 Paul Denayer, Assistant Professor of Theatre, Communication & Theatre  
 Rebecca Farrell, Instructor of Education, Professional Programs in Education  
 Teresa Ferguson, Assistant Professor, Nursing  
 Jennifer Frazier, Student Life Staff Assistant, Student Activities  
 Braden Frieder, Assistant Professor, Art  
 Stephanie Garner, Employment & Training Manager, Human Resources  
 Lee Ann Goodan, Assistant Professor, Nursing  
 Dawn Griffin, CDA Instructor/Trainer/Advisor, Child Development  
 Mark Haberek, Teacher in Residence, Curriculum & Instruction  
 Julia Hawkins, Career Services Director, Academic & Career Services  
 Dawn Hood, Instructor, Mathematics & Computer Science  
 Erin Hopkins, Enrollment Services Counselor, Enrollment Services  
 Richard Hughes, Instructor of Education, Professional Programs in Education  
 George Jackson, Assistant Basketball Coach, Men's Basketball  
 Elizabeth Jenkins, Instructor of Education, Curriculum & Instruction  
 Diana King, Assistant Professor, Nursing  
 Xiaolong Li, Assistant Professor, Industrial & Engineering Technology  
 Esther Long, Visiting Assistant Professor, Geography, Government & History  
 Robert Maras, Instructor, Mathematics & Computer Science  
 Allison Modaff, Instructor's Aide, Adult Learning Center  
 Jaby Mohammed, Assistant Professor, Industrial & Engineering Technology  
 Dewey Murphy, Instructor, English, Foreign Languages & Philosophy

### New Hires, Continued

Biswajit Panja, Assistant Professor, Mathematics & Computer Science  
 Thomas Pannuti, Assistant Professor of Space Science, Space Science Center  
 Christine Perry, Assistant Professor, Mathematics & Computer Science  
 Misty Prater, Lab Coordinator, Imaging Sciences  
 Catherine Raspberry, Assistant Professor, HPES  
 Sherif Rashad, Assistant Professor, Mathematics & Computer Science  
 Ann Rathburn, Assistant Professor, HPES  
 Erica Schuler, Aquatics Assistant Director, Swimming Pool  
 Carolyn Schulte, CDA Instructor/Trainer/Advisor, Child Development  
 Wanda Staley, Associate Professor of Education, Professional Programs in Education  
 Ella VanMeter, Instructor, English, Foreign Languages & Philosophy  
 Martin Voiers, Instructor of Education, MAT Program – Secondary Education  
 John Warber, Assistant Professor of Human Sciences, Agricultural & Human Sciences  
 Crystal Wilkinson, Visiting Asst. Professor/Writer Researcher, English, Foreign Languages & Philosophy  
 Merry Winter, Instructor of Education, MAT Program – Secondary Education  
 Patricia Yaros, Coordinator of Baccalaureate Nursing Program, Nursing

### Retirement

Wanda Littleton, Secretary Specialist, Testing Center

### Promotions

Royal Berglee, Associate Professor, Geography, Government & History  
 James Canipe, Associate Professor Adult Education, Professional Programs in Education  
 Haiwook Choi, Associate Professor, Information Systems  
 Robert Cooper, Laboratories & Facilities Manager, Industrial & Engineering Technology  
 Scott Davison, Professor of Philosophy, English, Foreign Languages & Philosophy  
 John Ernst, Professor of History, Geography, Government & History  
 William Grise, Professor, Industrial & Engineering Technology  
 Diana Haleman, Associate Professor of Education, Curriculum & Instruction  
 Jason Holcomb, Associate Professor of Geography, Government & History  
 Terry Iron, Professor of English, English, Foreign Languages & Philosophy  
 Mary Just, Associate Professor of Social Work, Sociology, Social Work & Criminology  
 Robert Lacy, Technology Consultant I, Information Technology  
 Jeanie Lee, Associate Professor, Music  
 Adrian Mandzy, Associate Professor of History, Government & History  
 Brian Mason, Assistant Professor, Music

## Congratulations MSU Employees - August, 2006, Continued

### Promotions, Continued

Fatma Mohamed, Assistant Professor of Management,  
Management, Marketing & Real Estate  
Sam Nataraj, Associate Professor, Information Systems  
Emma Perkins, Associate Professor, Art  
Manuel Probst, Associate Professor, HPES  
Ashley Suttlar, Assistant Professor of Dance, Communication  
& Theatre  
Suzanne Tallichet, Professor, Sociology, Social Work &  
Criminology  
Stephen Tirone, Professor, Art

### Promotions, Continued

Denise Watkins, Associate Professor of Theatre,  
Communication & Theatre  
Ilsun White, Professor, Psychology  
Mesghena Yasin, Professor, Accounting, Economics & Finance

### Transfers

Melissa Dunn, Assistant Director, Athletics  
Robert Frank, Associate Professor of Speech, Communication &  
Theatre  
Gabria Sexton, Science & Technology Program Assistant,  
College of Science & Technology

## Position Evaluation Review Procedure

Position evaluation requests may be submitted when there is a significant change in the impact, working relationships or working conditions of the position and/or a significant change in the accountability, level and difficulty of responsibilities, or knowledge, skills and experience required of the incumbent.

A Position Review, Request and Questionnaire must be completed and submitted along with a revised job description and supporting documentation. The request for review requires approval or disapproval through all supervisory levels, including the appropriate vice president. If the vice president supports the request, it should then be forwarded to the Office of Human Resources for action. If the vice president does not support the request, the review process will end and the position review and request will be returned to the originator of the request for review.

If the reclassification of a position is approved, monies for reclassifications will come from the annual staff salary pool. Recurring funds for classifications will come from the annual salary staff pool. Reclassifications that become effective after the final approval of the University's annual budget will be funded on a non-recurring basis by the unit. If funds are not available at the unit level, funding becomes the responsibility of the Vice President of that unit.

## Time Off for Bereavement

MSU provides paid time off to regular, full-time or continuing, part-time faculty or staff members for a death in the family or funeral attendance.

An employee may be granted three days without loss of pay for the attendance to funeral matters for an immediate family member. The time must be taken within seven consecutive days from the date of death. In the case of extensive travel, outside the state of Kentucky, and 400 miles from the employee's residence, a supervisor may grant up to two additional days off.

Immediate family members are defined in PG-24 as father or father-in-law, mother or mother-in-law, stepfather or stepmother, brother, sister, stepbrother or stepsister, brother-in-law or sister-in-law, spouse, child or stepchild, grandmother or grandfather, grandchild and former guardian.

With supervisor approval one-half day with pay may be granted to attend the funeral service of an associate, close friend, or relative, not defined as an immediate family member. Additional time off must be taken without pay or accrued vacation, at the employee's option.

## Over-the-Counter Medications Covered by Health Insurance

If you suffer from heartburn/acid reflux or allergies and currently take a prescription medication to treat these symptoms, consider taking Prilosec OTC (Over the Counter) or Claritin OTC. With a prescription from your physician, Prilosec OTC and Claritin OTC can be purchased at the first tier copayment of \$10.00. The cost of Prilosec OTC when purchased over the counter without a prescription averages \$37.00 for 60 tablets. The cost for Claritin OTC averages \$18.00 for 30 pills; however, generic Claritin, which is called Loratidine, can be purchased off the shelf for amounts ranging from \$3.00 to \$9.00 for 30 pills.

Simply give your prescription to your pharmacist and he/she will process your claim through Medco, MSU's pharmacy benefit manager.

## MSU Criminal Background Check Procedures, Continued

### Evaluation of Criminal Background Checks:

- Results will be sent directly to a designated staff member in OHR. If no criminal convictions are indicated on the report, the hiring supervisor will be advised that the applicant/employee is approved to begin employment or that employment may continue.
- If criminal convictions are noted, the employment representative will meet with appropriate supervisors and administrators for a final employment determination.
- If information derived from the criminal background check precludes the offer of employment, the Director of Human Resources will contact the applicant/employee to inform him/her that the University is rescinding its contingent offer of employment or terminating the current employment that was conditioned upon a successful check. The applicant/employee will also be notified by the University's third party administrator, HireRight, Inc, summarizing the applicant's/employee's rights under the Fair Credit Report Act.

If you have questions pertaining to these procedures, contact the Office of Human Resources at 3-2097.

## Accepting Change

The seasons come and go and bring with them change. How often have we not exclaimed over the beauty in a winter snowfall or the budding of trees in spring? Yet when change comes to our lives, our families or our jobs we often move into those changes kicking and screaming. According to Darren Johnson in, *The Art of Letting Go of Stuff and Moving Forward with Life*, change is necessary, but even more than being necessary, he says change is inevitable. What prevents us from accepting change with joy? There are many deterrents to accepting change. Two of those are FEAR and WORRY.

Fears of the unknown prevent people from progressing and easily accepting change. We have a tendency to focus on the good of what is happening now so that we neglect to look beyond to the future and the good it could also bring with it. Darren Johnson says that 70% of what people worry about has happened in the past, not happened yet and probably never will. So why worry?

How then can we more easily change with life or our jobs instead of being left behind as life and our work or work mates change around us? By accepting that change is inevitable we will no longer be content to watch the clock move, but be the hands that move it. By setting positive reachable goals we can move on into possibly more exciting and interesting jobs or be happy for those who do. We will focus our energy into taking positive steps to reach those goals instead of being caught up in negative reactions like ones that cause a worker to become a habitual complainer.

It's true that sometimes legitimate complaints do exist, but if we focus all our energy on complaining, we could lose sight of our goal. No runner ever won a race by looking behind or complaining about the runner who just passed him or is about to pass him. Instead, he focuses solely on the finish line and to his own heart-pounding, knee-breaking, bone-jarring effort in finishing the race. Just as a runner has to face the varied road conditions that change with each curve, so do we. Just as the seasons change so does life, including our families and our jobs. Embrace it! Accept It! Join in the march! And enjoy it!

## Benefits Open Enrollment Decisions

MSU's open enrollment will soon be upon us, so now is the time to think about how your health care and benefits needs have changed in the past year and what they are likely to be in the year ahead. Open enrollment is a period during which employees may make changes to their benefits, i.e. health insurance, dental insurance, life insurance, IRC Section 125.

When open enrollment rolls around in October, you should ask yourself such questions as:

- Has anything in my life changed during the prior year?
- Did I add a dependent?
- Is my spouse covered under another employer's medical plan?
- Did the health of anyone in my family change?
- What are my known medical needs and costs going to be?

How you answer questions like these will have an impact on the choices you make about the plans offered.