The National Student Employment Association (NSEA) annually declares a week in April to recognize student employees. The purpose of this week is to emphasize the importance of student employment in the overall higher education experience and to recognize students’ contributions to the campus community through their work.

Student Employee Appreciation Week will be celebrated at CCU on April 21 & 23. This is an opportunity for the campus community to say “THANK YOU” to all CCU student employees for their dedication and hard work. Supervisors are encouraged to attend these events with their student assistants.

**Events scheduled:**
- Tuesday, April 21: Pizza Party, Blanton Park, 1:00 pm – 2:00 pm
- Thursday, April 23: Ice Cream Social, Blanton Park, 1:00 pm – 2:00 pm

**Take this week to THANK your students for a job well done!**

**SUPERVISORS** - Here are ideas to show student employees know how much they are appreciated:

- TELL them how much you appreciate them.
- Treat them to lunch.
- Have the staff sign a “Thank You” card.
- Make banners/posters praising student employees and hang inside the office for the week.
- Organize a potluck lunch for the office.
- Bring in a sheet cake, cupcakes or brownies and have a dessert party.
- Prepare “goodie bags”, “care packages” or “finals survival kits” to give to student employees.
- Create fun computerized certificates for special categories such as Best Computer Skills, Best Customer Service, Best Telephone Skills.
- Have a chip & dip party.
- Buy them a gift with the CCU logo.
- Send your students a free e-card stating your appreciation.

**Use these during CCU Student Employee Appreciation Week or any time!**
Policies recently approved and posted:

- ACAD-111 Department Chairs (UPDATED)
- HREO-181 Dress and Appearance Guidelines (NEW)
- FINA-301 Procurement Services (UPDATED)
- FINA-502 University Interaction with the Judicial System (UPDATED)
- FINA-603 University Website (NEW)
- PRES-108 Spirit Day (UPDATED)

Please be advised that the primary method of communicating new university policies and changes to existing policies is done through the CCU website. It is important that you visit the policies page monthly and view policy updates.

Squeezing in Physical Activity

Finding ways to fit in physical activity during work days can add up and have tremendous health benefits. On the way to (and home from) work, turn up the music and "car dance" while sitting in traffic. Sitting in the car is the perfect time to work on your posture. Sit with your back straight, your chin tucked in slightly, and your shoulders relaxed, down, and back away from your ears. To add some extra activity while in the office, walk over to a coworkers office, rather than emailing or calling them. You can also try a few desk-ercises to burn extra calories and provide an energy boost. Make it more fun by asking an office buddy to join you for an active lunch break, including a walk outside or climbing a few flights of stairs. Squeezing in short bursts of exercise helps burn calories, tone muscles, and strengthen your heart!

Employee Spotlight—Madison Leach

Madison Leach has been with the University since 2014, where she started as a student assistant. Once receiving her Bachelors in Business Management with a concentration in Human Resources, she started full-time in Human Resources in January 2015 as Classification/Compensation Assistant. She is a proud alumni member of the local chapter, Alpha Delta Pi Sorority. She enjoys spending time with family and friends, traveling, and walking her new puppy, Mila.

SUMMER HOURS 2015

From May 11 through August 7, with the exception of Memorial Day and Independence Day weeks, the hours will be:

- Monday through Wednesday: 8:00 am – 5:00 pm (1 hour for lunch)
- Thursday: 8:00 am – 5:00 pm (1/2 hour for lunch)
- Friday: 8:00 am – 1:00 pm (no lunch)

Schedules for Memorial Day and Independence Day Weeks:

<table>
<thead>
<tr>
<th>Memorial Day – May 25 (Monday)</th>
<th>Independence Day – July 4 (Saturday)</th>
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<tr>
<td>May 25 – Holiday (7.5 hours)</td>
<td>June 29 – 8 am – 5 pm (1/2 hour for lunch)</td>
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<tr>
<td>May 26 – 8 am – 5 pm (1/2 hour for lunch)</td>
<td>June 30 – 8 am – 5 pm (1/2 hour for lunch)</td>
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<tr>
<td>May 27 – 8 am – 5 pm (1/2 hour for lunch)</td>
<td>July 1 – 8 am – 5 pm (1 hour for lunch)</td>
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<tr>
<td>May 28 – 8 am – 5 pm (1 hour for lunch)</td>
<td>July 2 – 8 am – 1 pm (1 hour for lunch)</td>
</tr>
<tr>
<td>May 29 – 8 am – 1 pm (no lunch)</td>
<td>July 3 – Holiday (7.5 hours)</td>
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</tbody>
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The University reserves the right to modify these hours if offices are not being adequately covered on Fridays.
State Service Awards
Wednesday, April 22nd
2:00 PM
Johnson Auditorium
Wall College of Business

Retirement Reception
Tuesday, April 21st
4:30 PM—6:30 PM
Kline Hospitality Suite
Brooks Stadium

PEBA Offers Caregivers Workshop in Columbia
Taking care of aging relatives can be rewarding, but it can also be stressful and frustrating. At noon on April 22 at the Cecil A. Tillis Center PEBA will offer a free workshop about this challenging task.

Leanne Thompson, M.S., will discuss issues facing the aging, how to avoid burnout and resources that are available to help you care for a loved one. Ms. Thompson was director of the Alzheimer’s Association for ten years and is now a part-time geriatric care manager at a law firm.

The workshop is open to employees, retirees and their family members. Participants are invited to bring their lunch.

Click here to register. For more information, contact Ramsey Makhuli at 803-737-3823.

STUDENT ASSISTANT HOURS
Please remember that student assistants are allowed to work up to a maximum of 20 hours during weeks in which classes are in session, and up to a maximum of 37.5 hours during weeks in which classes are not in session. These limits apply to all student assistants, whether they hold one or more positions.

SUMMER TERM
- Current students pre-registered for the fall and taking no classes during a summer term may work up to thirty seven and a half hours per week.
- Students taking one (1) course may work no more than an average of thirty hours per week during the summer term in which they are enrolled.
- Students taking two (2) or more courses may work no more than an average of twenty hours per week during the summer term in which they are enrolled.

Minnesota Life Offers an Additional Service
The Legal, Financial and Grief Resources service is now available to employees and their spouses and dependent children covered under Basic Life and/or Optional Life insurance through Minnesota Life Insurance Company.

This service, provided by Ceridian, includes legal services, financial consultation and grief support for insured members and their families.

Resources include guidance and consultation with professionals over the telephone, comprehensive web and mobile resources, and a 30-minute face-to-face consultation with an attorney for each unique legal issue.

To learn more, visit LifeWorks.com and log in with the username lfg and the password resources. You also may call 877-849-6034.

Other services include: Travel Assistance Services, for active employees, their spouses and dependent children; Legacy Planning Resources, for active employees, retirees and their families; and Beneficiary Financial Counseling, for life insurance beneficiaries who receive $25,000 or more. Additional information is available in the February 2015 edition of PEBA Direct.

EMERGENCY CONTACT INFORMATION
Be sure to periodically review and update your emergency contact information on WebAdvisor by going to webadvisor.coastal.edu.

You will need to log in, then choose “Employees”. The Employee Emergency Data Form is under the “Employee Profile” section.
This FAQ applies to ALL University Staff

This FAQ applies to ALL University Staff and it may be updated or modified from time to time at the sole discretion of the University.

Can I wear low-riding, saggy or hip hugger pants?
No. Pants (including jeans) that are low-riding, saggy or hip hugging styles should not be worn at work.

Can I wear leggings, jeggings or yoga pants to work? *
No. Jeggings and yoga pants are not considered acceptable dress for employees in a professional/ office setting. Leggings may not be worn as pants but may be worn with a dress (not blouse).

Can I wear a warm-up suit or track suit to work? *
No. Warm-up suits and track suits are not considered acceptable dress for employees in a professional/office setting.

Can I wear sweat shirts to work? *
No. Sweatshirts are not considered acceptable for employees in a professional/office setting.

Can I wear hats, baseball caps and/or toboggans at work? *
No. Hats, baseball caps and toboggans are not considered acceptable for employees in a professional/office setting.

Can I wear jean capris on “spirit day” or “dress down” Fridays?
Yes. You may wear “office-acceptable” jean capris provided the length is mid-calf. In keeping with the University policy PRES-108, jean capris must be dark or colored denim that are NOT distressed, cut off, ripped, stonewashed, paint-splattered, skintight, excessively baggy, sequined, bedazzled, faded or frayed, and does not contain cutouts or patchwork. Refer to PRES-108 policy.

Can I wear other items made of denim?
Other items made of denim such as button down shirts, blouses, dresses, blazers are acceptable provided they are neat and professional in appearance.

Can I wear shorts to work? *
No. Shorts are not considered acceptable dress for employees in a professional/office setting.

Can I wear "skorts" to work?
No. Skorts (skirted shorts) are not considered acceptable dress for employees in a professional/office setting.

Can I wear t-shirts to work?
No. Casual t-shirts with or without potentially offensive words, terms, logos, pictures, cartoons, or slogans are not permitted. CCU golf shirts with logos are acceptable.

Can I wear a blouse on “dress down” Fridays (last Friday of the month)?
A blouse is considered to be a top that is suitable for a professional/office setting. A blouse is not considered to be a t-shirt or tank top unless worn under another blouse, shirt, jacket or dress. An acceptable blouse can be sleeveless. Cropped tops are not acceptable.

If I am uncertain if what I am wearing is appropriate, what should I do?
If you are uncertain, ask your supervisor for clarification (preferably before you wear the item to work). Keep in mind that your supervisor can send you home to change if he/she determines that what you are wearing is inappropriate. As a general rule, it is best not to wear something if you think it could be considered to be inappropriate at work.

*Not generally permissible in a professional/office setting. Exception may be granted if the item is part of a departmental uniform or is customary based on the nature of work performed. This designation will be made by the department head.