New Human Resources Initiative

In 2011, the South Carolina Higher Education Efficiency and Administrative Policies Act (HEEAPA) was signed into law. The law was created as a comprehensive regulatory relief effort that sought to provide South Carolina higher education institutions with much needed reforms in the primary areas of Facilities and Capital Expenditures, Procurement, and Human Resources (HR). Since that time, representatives from the human resources community within higher education in South Carolina have been working in collaboration with the State Human Resource Division (SHRD) to develop a separate, comprehensive HR system for higher education which will give institutions appropriate flexibility to manage their day-to-day HR Operations that support the effectiveness of their respective institutions, while providing necessary accountability to the SC Budget and Control Board. The comprehensive system will include a separate classification and compensation system that addresses the specific needs of higher education as well as a separate set of HR regulations. The work associated with this initiative is expected to continue over the next few years.

Related to this initiative, over the course of the last year, the State Human Resource Division (SHRD), along with the higher education community, have studied and developed some new classified and unclassified titles. The study was focused on identifying new state titles for certain positions that are unique to colleges and universities in South Carolina. The new titles are in the process of being finalized for use within higher education during 2014, as appropriate. The new titles will NOT affect all employees at the University. Any classification changes as the result of this transition will be neutral. For example, an employee’s position classification could change from CB65-Student Services Program Coordinator I (Band 4) to AD80 – Financial Aid Specialist (Pay Band 4), in an effort to more closely match the classification title to the work the employee performs. There will be no pay actions associated with the classification changes related to this process. Employees impacted by the classification title changes will be notified at the appropriate time.

Additional information will be provided regarding this initiative as implementation milestones are met. This initiative will be very beneficial to Coastal Carolina University and all public institutions of higher learning in South Carolina in the years to come.
SUMMER HOURS 2014

From May 12 through August 8, with the exception of the weeks with holidays (below), 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 weeks that include holidays:

<table>
<thead>
<tr>
<th>Memorial Day – May 26 (Monday)</th>
<th>Independence Day – July 4th (Friday)</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 26 – Holiday (7.5 hours)</td>
<td>June 30 – 8 am – 5 pm (1/2 hour for lunch)</td>
</tr>
<tr>
<td>May 27 – 8 am – 5 pm (1/2 hour for lunch)</td>
<td>July 1 – 8 am – 5 pm (1/2 hour for lunch)</td>
</tr>
<tr>
<td>May 28 – 8 am – 5 pm (1/2 hour for lunch)</td>
<td>July 2 – 8 am – 5 pm (1 hour for lunch)</td>
</tr>
<tr>
<td>May 29 – 8 am – 5 pm (1 hour for lunch)</td>
<td>July 3 – 8 am – 1 pm (no lunch)</td>
</tr>
<tr>
<td>May 30 – 8 am – 1 pm (no lunch)</td>
<td>July 4 – Holiday (7.5 hours)</td>
</tr>
</tbody>
</table>

The University reserves the right to modify these hours if offices are not being adequately covered on Fridays.

RETIREE RECOGNITION
April 23, 2014
Adkins Hall of Fame
5:00 pm

Employee Appreciation Day
May 27th, 2014
Blanton Park -11 am—2 pm
Including STATE SERVICE AWARDS and
I SPY recognition

New Policy: Job Reference and Background Checks

To safeguard the campus community the University conducts background checks for all finalists for slotted, other funded and temporary positions. Provisions also apply to volunteers and certain affiliate and student assistant positions.

Background checks are initiated for a ten-year period and include:

- Social security number verification and fraud detection
- Criminal conviction record – county, state, federal, international (if applicable)
- Sex offender registry
- Driver’s license verification and driving record check (if applicable)
- Credit check (University Officers, financial, cash handling and other positions of security/trust)
- Prior employment verification
- Education and other credentials (including professional licenses) verification

For more information refer to Policy: HREO 170 - Job Reference and Background Checks.

Employee Spotlight—Caroline Oakes

Caroline returned to CCU in September, 2013. She currently serves as Office Support for the Employment area. She enjoys spending time with her family, on the beach and at church. Her ten year old daughter, Abigayl, keeps her busy. Caroline is glad to be back at Coastal Carolina University!
Student Employee Appreciation Events

April 23 & 24, 2014

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 the contributions of student assistants to the campus community.

Student Employee Appreciation Week will be celebrated at CCU on April 23rd & 24th. This is an opportunity for the campus community to express gratitude and say “Thank You” to all CCU student employees for their dedication and hard work.

SCHEDULE OF EVENTS

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, April 23</td>
<td>Pizza Party</td>
<td>12:00 pm – 1:00 pm</td>
<td>Atheneum Patio</td>
</tr>
<tr>
<td>Thursday, April 24</td>
<td>Ice Cream Social</td>
<td>12:00 pm—1:00 pm</td>
<td>Atheneum Patio</td>
</tr>
</tbody>
</table>

Student employees and their supervisors are invited to participate.

Attention Search Teams!

Search Team Training

HREO has developed this program to provide current information on policy changes, applicant tracking enhancements and best practices in employment. The program will also review the responsibilities as a search team chair. All search team chairs should plan to attend one session during 2013/2014 academic year.

Search Team Training

This program is intended to provide an overview of the employment process for faculty members serving on search teams. Topics will include EEO/AA, screening and interviewing candidates, search team member responsibilities, search documentation, best employment practices and much more. New faculty members on search teams and CCU faculty members who have not attended similar sessions in the last year are expected to participate in one session. Seasoned search team members are always welcome to attend as a refresher.

April Training Schedule

April 9th – 10am – Search Team Training (HREO Conference Room)
April 15th – 10am – Search Chair Training (HREO Conference Room)

Register Here!

Don’t Provide Information to Unsolicited Callers

The S.C. Public Employee Benefit Authority (PEBA) is determined to protect the information entrusted to it. Be aware that staff members who work with the State Health Plan and other PEBA programs do not make unsolicited calls to subscribers. Employees should not provide personal information unless they are sure of the caller’s identity.