ITS-HR Monthly Update – July 2013

1. Call for Submissions
ITS HR would like to feature staff members and supervisors/managers who have unique hobbies or talents in our upcoming newsletters! Please email monica@psu.edu if you would like to be featured.

2. ITS HR News: Paul Peworchik Retires
On June 20, 2013, ITS employees gathered to honor Paul Peworchik as he retired with over 30 years of service to ITS. Starting in ITS on August 22, 1983, Paul was part of the initial start-up of ITS as a centralized IT unit at Penn State. Over the span of his career, Paul served in many different roles in ITS, from operations to administration, facilities, safety, and HR. Paul is well-known for his great sense of humor and willingness to pitch in and do whatever ITS needed at the time. He will be missed!

3. New Hires
Charles Gilbert, Research Computing & Cyber Infrastructure, Systems Admin
Shannon Roddy, Digital Library Technologies, Systems Admin
Matthew Hansen, Classrooms & Lab Computing, Systems Admin


5. HR News: 'Take Care of Your Health' initiative announced ahead of open enrollment

6. Penn State News: 2013-2014 University Budget is Passed

7. 2013 General Salary Increase

8. Policy Alert: Update to AD67

9. PSU OHR Performance Management Redesign: Ratings Calibration – Manager Discussion by Christy Long

10. Upcoming Events

11. Climate & Diversity Information

Skillport is an online learning portal to training and on-the-job support tools that enhance your business and technical skills. The Center for Workplace Learning & Performance is currently offering a 90-minute Adobe Connect session called ‘Getting to Know Skillport - How to Access and Navigate Skillport Online Training’. This session will provide information about what types of courses are available, teach you how to access a Business Skills Course, show you how to view the ‘My Plan’ and ‘My Progress’ features of Skillport as well as how to create new assignments for yourself, and describe the support features available through Skillport.

For more information and to register, visit: http://portal.outreach.psu.edu/search/publicCourseSearchDetails.do?method=load&courseId=198871

If you have any questions, you may contact the Center for Workplace Learning & Performance (learning@psu.edu/814-865-8216).

5. HR News: 'Take Care of Your Health' initiative announced ahead of open enrollment

As part of a strategic plan to better control health care costs for the University and its faculty and staff, Penn State officials from the Office of Human Resources have announced a wellness-focused initiative that will begin in July. In preparation for 2014 Benefits Open Enrollment, the initiative, called "Take Care of Your Health," is designed to help employees and their spouse or same-sex domestic partner (SSDP) learn about possible health risks and take proactive steps to enhance their well-being. To avoid paying a $100-per-month surcharge beginning in January, benefits-enrolled employees and their spouse/SSDP will need to complete the simple steps of the Take Care of Your Health initiative.

In the coming days, all employees enrolled in the University health plan will receive a brochure by mail, which will outline details of the plan. Comprehensive information about the changes also is available online at http://ohr.psu.edu/benefits, including frequently asked questions, a recorded presentation and links to other important information. In addition, more details will be sent to employees by email in the coming week.

Read the full story: http://news.psu.edu/story/281346/2013/07/11/administration%20take-care-of-your-health-initiative-announced-ahead-open

6. Penn State News: 2013-2014 University Budget is Passed

On July 12, Penn State’s Board of Trustees approved a $4.42 billion University operating budget for 2013-14. The budget includes a $285 million appropriation from the Commonwealth of Pennsylvania, representing level funding for Penn State’s general support appropriation and increases in some key programs.

Read the full story:
7. 2013 General Salary Increase

The Board of Trustees passed a budget which includes funding for a General Salary Increase (GSI) effective October 1, 2013. Specific instructions will be provided by the President to the Budget Executives in the next few weeks.

8. Policy Alert: Update to AD67

ITS HR, along with the Climate & Diversity team, has been focusing on fostering a collaborative and respectful learning environment. In the last All Staff, Kevin mentioned bullying and the need for bulldozing and retaliation to stop. We would like to make you aware of an updated policy, AD67: Disclosure of Wrongful Conduct and Protection from Retaliation.

Please visit [https://guru.psu.edu/policies/ad67.html](https://guru.psu.edu/policies/ad67.html) to learn more about updated Policy AD67.

If you have concerns about retaliation, please contact your Manager or Supervisor or ITS HR. Please also remember your other options for seeking guidance regarding any concern - they are the Affirmative Action Office, Employee Relations, or call the Ethics Hotline (1-800-560-1637).

9. PSU OHR Performance Management Redesign: Ratings Calibration – Manager Discussion by Christy Long

The Office of Human Resources and Sibson held a special session for pilot groups’ management staff to discuss the importance of conducting performance ratings calibrations, overview ratings calibration options for PSU, gain practice in conducting a calibration session, and provide feedback on implementing ratings calibration at Penn State.

Ratings Calibration is a process to gain greater consistency in how performance evaluation ratings are provided. It can occur through various ways:

- A discussion among peer managers prior to end-of-year conversations to agree on what ratings mean and how they will know they are exhibited
- Calibration meetings among peer managers to discuss each staff member, his or her rating, and rationale for providing the rating
- Review of all staff ratings by a Vice President or other form of leadership review

**Ratings Calibration:**

- Provides a means to create consistency in how ratings are established, both within and across PSU
- Decreases the sense of unfairness by making the process more visible; performance management is not done in a silo
- Enables greater differentiation among high performers and others
Ratings Calibration Options:

**Option 1 - Establishing Norms and Standards of Performance at the Group/Unit Level**

Prior to beginning the end-of-year evaluation process, peer managers meet and agree to what each rating in the rating scale means to them (e.g., What behaviors should be demonstrated at each level? What does each rating look like in action?) This option establishes norms at the group level.

**Option 2 – Establishing Norms and Standards of Performance at the Group/Unit and Individual Level**

Option 2 begins with a discussion similar to Option 1, where norms and standards of performance are established at the group/unit level followed by the end-of-year evaluation process. Option 2 goes one step further than Option 1. Once each manager has come to a decision on a rating for each employee, peer managers meet together and discuss each individual staff member to ensure the behaviors described by the manager align with what was discussed at the beginning of the process. Peer managers will provide feedback and input throughout the discussion. Adjustments may be made to ratings to ensure alignment and consistency in ratings within a unit or department. This option ensures each individual staff member’s rating is discussed and confirmed by group leadership prior to being finalized.

As part of the new performance management redesign, every group and unit at Penn State will begin with Option 1. Some groups may be ready for Option 2 based on their experience in conducting past ratings calibration discussions, level of perceived trust among managers and staff members, and leadership’s support and championing of performance management within the group/unit. Regardless of which option is selected, group leadership will review all ratings to ensure consistency in ratings distribution.

Christy Long, Chris Lucas, and Diane Weller are members of the Leadership Steering Committee that meets regularly with OHR and Sibson to provide input on the design and implementation of the program. If you have questions, feel free to contact them.

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10. Upcoming Events:

**4th Annual IT Picnic**

Good food, good fun, and a little time in the sun with great IT colleagues

Penn State IT has had another incredible year in support of the University's teaching, research, and service mission. As we get ready for the new academic year, let's pause for a moment and enjoy each other's company and camaraderie.

To attend, please RSVP by Friday, August 2. Please RSVP at: [http://it.psu.edu/picnic](http://it.psu.edu/picnic)

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11. Climate and Diversity Information

The Climate and Diversity Team is pleased to welcome Paul Yeager as the new Chair.

Please visit the ITS Climate and Diversity blog/site: [http://wp.tlt.psu.edu/connectrespect/](http://wp.tlt.psu.edu/connectrespect/) to find Climate and Diversity resources, news, updates from ITS senior management, stories on climate and diversity issues, and more. You can also follow the Climate and Diversity Team on Twitter: @ConnectRespect