Hello – April has arrived and along with it are budding trees, spring flowers and the smell of fresh cut grass. Enjoy the spring season!

In this monthly newsletter, please find:

1. Title IX Compliance
2. 9 Month Employee Payroll Summer Benefits Deductions
3. Important Information for Employees Taking Summer Off
4. Employee Timesheet, Absence Management and Supervisor Approval Training Scheduled
5. Upcoming Training Sessions
6. Upcoming WorkLife Balance Webinars available from [www.mylifematters.com](http://www.mylifematters.com) - Use SOWI as the password.
7. Attached flyers from LifeMatters on these topics:
   - Avoiding Eye Strain
   - Alcohol and Drug Abuse
   - Avoid Home-Buying Mistakes

1. Required - Title IX Compliance Email for On-line Course:

Federal Title IX legislation broadly prohibits discrimination, on the basis of sex, in any education program or activity which receives federal dollars. This includes sexual violence, viewed as an extreme form of sexual harassment in a hostile environment.

During the next week to ten (10) days, you will receive an email request to take an “on-line” course, titled, Preventing Discrimination and Sexual Violence: Title IX, VAWA and Clery Act for Faculty and Staff. The email will be distributed from a third party, Workplace Answers and the subject line will read, Title IX Compliance for (your name). The course takes approximately 40 minutes to complete. UW-Platteville contracted with Workplace Answers for this training for 2015-16 fiscal year.
Please do not ignore this email. Address this federal Title IX compliance requirement as soon as possible, but no more than 30 days after receiving the first email request. Automatic email reminders will be distributed to those who do not take this course within fourteen (14) days.

This training is required for UW-Platteville to be in compliance with federal requirements. The university must be able to document that all employees have completed this training annually. Thank you for your assistance in achieving this mandated requirement.

2. **9 Month Employee Payroll Summer Benefit Deductions**

Starting April 1st, 9 month employees will start to see an extra deduction taken out of their April 1st, May 1st, and June 1st paychecks. This deduction is to cover benefit premiums during the summer months. On your check stub, it is listed under “Before-Tax Deductions section as Prepaid Before-Tax.” Please note: If you’ve elected the Health Opt-Out Incentive you will not have prepay deductions taken.

3. **Important information for employees taking summer off**

Any University Staff or Limited Term Employees (LTE) who are planning to be off during the summer, please email humanresources@uwplatt.edu with this information by Friday, April 15.

4. **Employee Timesheet, Absence Management and Supervisor Approval Training Scheduled**

Our payroll department is offering training to all employees on timesheet entry, absence requests and supervisor approvals. Please check these out on the Events Calendar. Please choose your employment category and sign up today for the session that works best for you!

5. **Upcoming Training Sessions -- Please register for the following sessions on our Events Calendar.**

**APRIL:**

**GETTING THE MOST OUT OF YOUR LIFE:** Wednesday, April 6, 2016 - University Room South, Markee Pioneer Student Center at 10-11 a.m. Often people get caught up in the hectic pace of life. What they really desire is a simpler, more meaningful life. Content includes: Assessing your values, commitments and time, simplifying your life, and seven strategies for happiness.
**HUMAN RESOURCES AND WORKPLACE UPDATES:** Tuesday, April 12, 2016 - Platteville West - Markee Pioneer Student Center from 11-Noon. Learn about updates in the Human Resources department, University Personnel System (UPS), Employee Assistance Program (EAP), and changes in the recruitment process.

**EFFECTIVE MEETING PLANNING:** Supervisory Empowerment Series (Supervisors of University Staff, Academic Staff and Faculty): - Wednesday, April 13 from 11:30 a.m.-12:30 p.m. in Nohr Gallery, Ullsvik Hall. This is a luncheon meeting, so please feel free to bring your lunch. Meetings continue to be an important part of conducting business. Research indicates that over 50% of meeting time is unproductive. Therefore, it is crucial to examine ways to improve their effectiveness.
Content includes:
- Effect of unproductive meetings
- Why do we continue to have them
- Effective meeting tips
- Effective meeting leaders
- Evaluate meetings
- Keeping on track

**PROGRAMS AND BENEFITS FOR DISLOCATED WORKERS:** Thursday, April 14 from 1-3 p.m. in the Platteville Room in the Pioneer Student Center. The Wisconsin Rapid Response Team will explain the programs and benefits available for dislocated and other workers who are or may be affected by the budget cuts.

**FUNDAMENTAL MANAGEMENT SKILLS- Supervisory Empowerment Series (Supervisors of University Staff, Academic Staff and Faculty):** - Thursday, April 21 from 11:30 a.m.-1 p.m. in Nohr Gallery, Ullsvik Hall. This is a luncheon meeting, so please feel free to bring your lunch. A work environment based on trust is key to improved performance and relationships. This workshop is ideal for new managers or as a refresher for seasoned managers.
Content includes:
- How to gather information to better understand employees through personal observation and feedback
- Understanding the needs of employees and creating a climate of trust
- Steps to developing, measuring and evaluating performance
- Conducting a performance evaluation meeting

**BIOMETRIC SCREENING FOR WELLNESS INCENTIVE:** Tuesday, April 26 from 7 a.m.-Noon in Velzy Commons. You are eligible to receive a $150 reward from your insurance provider for completing your biometric screening and online Health Survey. Register for your on-site screening today to start the process! Visit https://register.wellness-inc.com/stateofwi or call (877) 818-5826 to register. This Health Risk Assessment event is open to ALL State of Wisconsin employees and their spouse/domestic partner. Your Well Wisconsin benefits are taxable.
CLUTTER BUSTERS: Wednesday, April 27 from 10-11 a.m., Platteville West Room, Markee Pioneer Student Center. People often note that feeling overwhelmed is the greatest obstacle standing in the way of getting organized. We may feel defeated by simply looking at the cluttered desk, unfinished projects, or the endless piles of paper. Register to learn about busting the clutter to get organized. Content includes:
- Creating instant results
- Conquering "trouble zones"
- Maintaining an organized life

MOTIVATE, MANAGE AND LEAD- Supervisory Empowerment Series (Supervisors of University Staff, Academic Staff and Faculty): Thursday, April 28 from 11 a.m.-12:30 p.m. in Nohr Gallery, Ullsvik Hall. This is a luncheon meeting, so please feel free to bring your lunch. On a daily basis, managers are challenged to motivate and lead their workgroups. The key to managing successfully is building trusting and respectful relationships with employees. Content includes:
- Recognizing the challenges of leading people
- Using planning/motivation to maintain control
- Identifying how to approach performance issues
- Trust building techniques
- The importance of relationships

MAY:

FAMILY AND MEDICAL LEAVE ACT (FMLA): Thursday, May 19, 2016 from 1-2 p.m. in the Wisconsin Room, Markee Pioneer Student Center. In this informational session, you will learn what Family Medical Leave Act is and how it entitles employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage.

END OF ACADEMIC YEAR: May 21, 2016

Please register for any of the sessions above on our Events Calendar.

6. Upcoming WorkLife Balance Webinars can be found on www.mylifematters.com under Workplace Consultation – click on launch button. Use code SOWI for Password. Find Browse Topics area and the webinars tab > upcoming webinars. Register for live webinars at the time indicated on www.mylifematters.com
APRIL:
Five Buckets Principle - April 19 at 11 a.m. central time. Is it possible to meet the competing demands of job, family, friends, school and work? The resounding answer is yes! In this webinar, you will learn the Five Buckets Principle of work-life balance, which focuses on identifying priorities, making choices and managing expectations.

MAY:
Caring for Aging Parents – available as a pre-recorded webinar. We want our parents to age with dignity. That can be a challenge as we attempt to manage multiple aspects of their care and take on the caregiver role. Caregivers may experience high levels of stress and feel overwhelmed by multiple obligations, which become emotionally and physically taxing. It’s important to maintain respect and value for our parents’ lives as they transition into their later years. Join us to learn how to achieve healthy balance as a caregiver.

Communicating in Relationships: 5 Steps to the Best Fight Ever - Tuesday, May 17 at 11 a.m. and 2 p.m. Central. Wouldn’t it be great if you could express yourself well in a fight and ask for what you really want and need? In this practical, research-inspired workshop you will learn how to transform your next conflict into a conversation that leaves both parties feeling heard and respected.

JUNE:
College Transition – Tuesday, June 21, 2016 at 11 a.m. and 2 p.m. central time. Preparing for college can be a daunting task. This webinar addresses both the psychological and financial aspects of this new phase of life as well as mapping out a timeline of important milestones in the college process (e.g., standardized testing, applications, admissions, and financial aid).

JULY:
Taking Care of Your Skin – Tuesday, July 19, 2016 at 11 a.m. and 2 p.m. central time. Having healthy skin is important not only for your appearance, but because your skin performs so many important tasks for your body. This webinar will provide an understanding of the various functions of the human skin, some of the common disorders of the skin, and how to maintain good skin health.

7. LifeMatters flyers are attached.

If you have any questions, please don’t hesitate to ask. It’s a great day to be a Pioneer!

Jane B. Laufenberg