

GELMAN NEWS

Africana Women at the Dawn of the New Millennium Reception and Program

by **Erica Aungst**
Administration

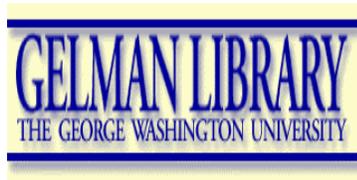
Please join us on Monday, March 13 at the *Africana Women at the Dawn of the New Millennium* reception and program. See **Attachment A** for more details!

VACANCY LISTING

Please see **Attachment B** for Gelman's Vacancy Listing.

ANDREA'S SCHEDULE IN THE HUMAN RESOURCES OFFICE

Monday, March 6, 2000	11:00 a.m. – 12:00 noon 1:30 p.m. – 3:30 p.m.
Tuesday, March 7, 2000	11:30 a.m. – 1:00 p.m. 3:00 p.m. – 5:00 p.m.
Wednesday, March 8, 2000	1:30 p.m. – 5:00 p.m.
Thursday, March 9, 2000	10:30 a.m. – 11:30 a.m.
Friday, March 10, 2000	9:00 a.m. – 12 noon



HUMAN RESOURCES (HR) TEAM REPORT

by **Andrea Stewart**
Human Resources Team

This article summarizes recent activities of the HR Team.

Staff Management Group Update

At the February 24 meeting of the Staff Management Group, the HR Team briefed the members on several topics. Nia announced that 16 students in 8 departments are now able to clock in via the Time Reporting System after an unusually long delay. She worked quite closely with Peter Cheyne, (Student Employment Specialist), Student Employment Office, to make this happen. In a subsequent meeting with staff from that office, Tracy Boswell and Peter Cheyne, we learned that the Director, Curtis Goode, left the University in early February, and new staff were being trained to assist Peter in his work. We expect that our students will be entered into the TRS more quickly. Ingrid and Nia will meet each week to continue this effort.

(Continued...)

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Ingrid Eusebe, Sr. Fiscal Supervisor, invited supervisors to submit timesheets for these students saying that she hoped they would receive their checks for the time they have worked early in the week of February 28. She emphasized that our goal is to submit paperwork promptly, follow up with the Student Employment Office weekly, and reduce the amount of time our students must wait for their first paychecks.

Emma Mosby, Administration Office Manager, reported on the Team's continuing meetings with University Human Resources' Staff to improve employee-processing procedures. Recently the Team met with Liz Pendleton, Manager, Records and Data Management. On February 28, the Team met with Tracy Boswell and Peter Cheyne of Student Employment. [See notes above on the outcome of that meeting.]

Later in the same week, the Team met with Employee Relations staff members, Deborah McDonald, Manager, Employee Relations and Margo Carter, Employee Relations Specialist. The SMG Steering Committee will consider inviting them to address the members at a future meeting.

Alicia Miller, MIS Manager and advisor to the HR team, reported on her continuing research for an HR Information Systems software package that will enable the Team and Library managers to track progress of filling vacancies. She has reviewed several products and will report on her findings and make them available to the HR Team for testing during the week of March 13.

Andrea Stewart, AUL for Administration and Development, announced the formation of the Human Resources Advisory Committee. Members are Alicia Miller, Marifran Bustion, Barbra Tschida and Glenn Canner. When we fill the HR Generalist / Training Specialist position, that person will also be a member of the HR Advisory Committee. Each member brings his or her own unique perspective of Library staffing issues to the group and has demonstrated interest in working on human resources projects. The group will meet

initially with the HR Team in March. At that meeting the group will define its charge, set its meeting schedule and identify projects and priorities. In addition, we will establish mechanisms for communicating concerns or issues and for identifying topics to be addressed at meetings of SMG, Council of Librarians or Open Forum programs. Andrea also noted that she would meet weekly with Nia to review pending personnel actions.

ARL/OMS Library Human Resources Symposium

On March 2nd and 3rd, Emma, Ingrid and I attended this Symposium. We heard presentations on a wide variety of issues from speakers Dr. Michael Ray and Shelley Phipps, University of Arizona; Mary Beth Clack, Harvard College Library; Beth McNeil, University of Nebraska, DeEtta Jones, ARL; John Lehner, University of Houston; Stanley Wilder, University of Rochester, and Barclay Ogden, UC at Berkeley. Topics included human resources as a system, competencies, the ARL Diversity Initiative, recruitment, organizational renewal, and performance effectiveness management compensation systems. After we have had an opportunity to digest this information, we will write a report for *RT*.

Continuing Partnership with the University's Human Resources Office of Staffing and Compensation Services

At a recent meeting with Pat Tanner, Manager, Staffing and Compensation Services, and Enok Dancil, Assistant Manager, we explored ways to involve our staff more closely in the initial phases of application processing. I am happy to report that with the assistance of Pat and Enok, we have identified another piece of the process where we can lend our support. After some additional training in the Banner system, Nia will work with Enok on a weekly basis to generate referrals for Library applicants. This new step in the process should reduce the amount of time we wait for applicant referrals, one of the goals announced by

the HR Team when it was formed last January. We continue to look for these opportunities.

Accident Reporting and Workers' Compensation Procedures Summary of SMG Program, February 24, 2000

by **Beth Weston**
Acquisitions Department

The Assistant Director of the Office of Risk Management (ORM), Joe Yohe, gave a presentation on accident reporting and workers' compensation procedures at the February 24th SMG meeting. The information shared by Mr. Yohe is of interest to all Gelman employees. A summary of the program, as well as some related forms are attached to this issue of RT as **Attachment C, D and E**. Workers' compensation is no-fault insurance that covers injuries on the job. All employees who receive a GW paycheck are eligible. Two requirements must be met for a claim to be compensable:

1) The injury must occur on the employer's premises and, 2) A person must be acting within the scope of his or her job. Injuries that occur while traveling for work purposes are also covered, including conferences. Injuries that occur on non-work time, at lunch, for example, are not covered. There is a 1-yr. deadline for filing a claim. The Office of Risk Management will investigate all claims.

GWU Accident Reporting Kits, containing needed forms and instructions, were distributed to supervisors at the meeting. All employees are responsible for reporting any work-related injury or illness to their supervisor immediately. The supervisor is responsible for completing an Accident Reporting Form and submitting it to the Office of Risk Management within 24 hours. For non-emergency injuries and illnesses, your supervisor will give you an Authorization for Medical Treatment and you should go to the GWU Student Health Service, 2150 Pennsylvania Ave. (entrance on 22nd St.). If your supervisor is

not readily available, report directly to the Student Health Service and tell the physician that you are employed by the University and were hurt on the job. If an injury is serious, report directly to the GWU Medical Center Emergency Room and tell the physician that you are employed by the University and were hurt on the job. The supervisor may accompany the injured person to the Student Health Service or Emergency Room. UPD is also available to provide transport services.

Within 30 days after you become aware of a work-related injury or illness, you are responsible for filing a District of Columbia Government, Office of Workers' Compensation (DCWC) Form 7, "Employee Notice of Accidental Injury or Occupational Disease." You may complete this form at the same time your supervisor is completing the Accident Reporting Form. The Risk Management staff will see that it is forwarded to the DC Office of Workers' Compensation. If your injury causes you to lose time from work, you are responsible for filing an "Employee's Claim Application," DCWC Form 7a, with the DC Office of Workers' Compensation.

Employees will be paid for a full day of work on the day they are injured. If the injury or illness requires less than 14 days off the job, the first three days following the day of injury will be covered by accrued sick leave, annual leave, or in the case where there is insufficient leave accrued, leave without pay. The remaining time off the job will be covered by workers' compensation. If you will be off the job for 14 or more days, the entire period following the injury is covered by workers' compensation. Documentation from a physician is required for any time off work. The physician's certification that your disability prevents you from working should be given to your supervisor who will forward it to the Office of Risk Management. While receiving workers' compensation, your pay rate will be $66\frac{2}{3}\%$ of your average weekly wage. Workers' compensation is non-taxable. If you elect to use your accrued sick leave (i.e. receive full pay), you will get back $\frac{2}{3}$ of a day of sick leave for each day used.

The following forms are attached:
Form ORM-2 "Accident Reporting and Workers' Compensation Information for Injured Employees"
DCWC Form 7, "Employee Notice of Accidental Injury or Occupational Disease"
DCWC Form 7a, "Employee's Claim Application"



Workstation Tip of the Week

March 7, 2000

Please direct any questions you have about this information to the GW Office of Risk Management. ORM's website is <http://www.gwu.edu/~riskmgnt/>. The address is 2025 F Street, NW, Washington, D.C. 20052, and the phone number is 202-994-3265.

by **Alicia Miller**
Management Information Systems

One new Word user asks: *What is that jigsaw puzzle thing that keeps appearing on the screen?*

Answer: That jigsaw puzzle thing is one of the many forms the Microsoft Office Assistant can take. The Office Assistant is an animated character designed to provide users with instant access to the MS Office 2000 Help program. Simply click on it and type your question in the dialog box. The assistant will give a series of possible answers to your question. To see other "forms" of the Office Assistant, right-click on it and select "Choose Assistant/Gallery." Follow the "Next" prompts and select the animated character that best suits your personality. You'll see a puppy, a cat, a paperclip, and Albert Einstein, to name a few.

To learn more about the Office Assistant, right-click on it and type "office assistant" in the dialog box. (Note: Some users who access Word through a Metaframe connection on their screen may not be able to choose a different Office Assistant character.)



BOOK QUOTE

"If none but true and useful things were recorded, our immense historical libraries would be reduced to a very narrow compass; but we would know more and know it better."

VOLTAIRE (1694-1778)

"All life is an experiment. The more experiments you make the better."

Ralph Waldo Emerson
November, 1842, Journals, 1909-1914

THIS WEEK IN LITERARY HISTORY

March 6, 1806	Elizabeth Barrett Browning born at Coxhoe Hall, Durham
March 6, 1928	Gabriel Garcia Marquez born in Aracataca, Columbia
March 6, 1982	Ayn Rand dies at 77 in New York City
March 7, 1880	James Russell Lowell arrives in London as Ambassador to the Court of St. James
March 8, 1935	Thomas Wolfe's , <i>Of Time and the River</i> , is published by Scribner's
March 9, 1918	Mickey Spillane (Frank Morrison) born in Brooklyn
March 10, 1948	Zelda Fitzgerald dies in a fire at Highland Hospital in Ashland, N.C.
March 11, 1818	Mary Shelley's <i>Frankenstein</i> is published



Extra Extra!!!

Improving Your Telephone Skills

When leaving messages:

- Speak clearly, especially if you are using unconventional names or words.
- Speak slowly enough to be understood – especially when leaving your telephone number. And give your name and number at the beginning of your message and again at the end.

Source:
Communication Briefings
Ten Ways to Improve Your Worklife

GELMAN CALENDAR OF EVENTS

EVENT	EVENT
Exhibit <i>Africana Women at the Dawn of the New Millennium</i>	Student Advisory Board Meeting
<u>DATE</u> Monday, January 31 Thru Monday May 1, 2000	<u>DATE</u> Friday, March 10, 2000
<u>PLACE</u> Room 207	<u>PLACE</u> Room 208
<u>TIME</u> Mon. Noon – 8:00 p.m. and Tues. – Fri. Noon – 5:00 p.m.	<u>TIME</u> 3:00 p.m. – 5:30 p.m.

RENAISSANCE TIMES

Renaissance Times (RT) is the official weekly newsletter of the Melvin Gelman Library at The George Washington University. *RT* is proofread by **Karen Greisman** and is published every Tuesday by **Teena Bedola** in conjunction with Photocopy Services. Submissions, comments, and questions should be directed to:

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