

APSS NEWSLETTER

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2017-2018

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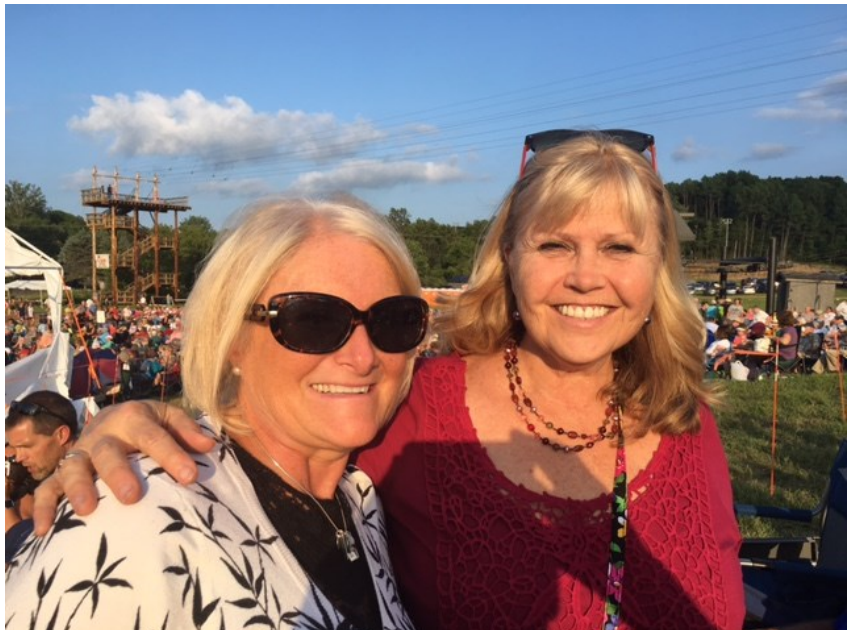
This newsletter is published
monthly.

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Member News

Cheryl Anderson - Michelle Duram and I went to see ABBA at the Picnic Pops!



SUMMER GRILLING RECIPE

Pineapple Grilled Pork Chops

Family favorite recipe submitted by Angie Ryan

Ingredients

1 (8 ounce) can pineapple rings, juice drained and reserved
1/4 cup brown sugar
1/4 cup soy sauce
1/4 teaspoon garlic powder
4 pork chops
1 pinch ground black pepper



Directions

Mix together the drained pineapple juice, brown sugar, soy sauce, and garlic powder together in a large plastic zipper bag, and smush the bag a few times with your hands to mix the marinade and dissolve the sugar. Place the pork chops into the marinade, squeeze out any air in the bag, seal it, and refrigerate overnight. Reserve the pineapple rings.

Preheat an outdoor grill for medium heat, and lightly oil the grate.

Remove the chops from the marinade, shaking off excess, and grill until browned, the meat is no longer pink inside, and the meat shows good grill marks, 5 to 8 minutes per side. Brush several times with marinade and let the marinade cook onto the surface of the meat. Discard excess marinade. While the meat is grilling, place 4 pineapple rings onto the grill, and allow to cook until hot and the slices show grill marks; serve the chops topped with the grilled pineapple rings.

Recipe can be found at <http://allrecipes.com/recipe/218070/pineapple-grilled-pork-chops/>

HEALTH & WELLNESS WORKSHOPS & INFORMATION

Life Event Change? Remember to Contact the Benefits Office

- [Qualified Events Chart \(Notify HR within 30 days of Qualified Events\)](#)
- [Change in Marital Status](#)
- [Addition of a Household Member](#)
- [Birth, adoption, or placement for adoption](#)
- [Loss of a spouse, household member, or dependent](#)
- [Loss of actively employed GVSU faculty/staff member](#)
- [Termination or commencement of employment by employee's spouse or household member](#)
- [Change in age or school status of a dependent](#)
- [Retirement](#)
- [Termination of Employment](#)

HR WORKSHOPS

What Mommies Do Best – DeVos

Meet & Greet – What's Happening?

Come join us and connect with other working moms from departments all across campus! Enjoy a relaxing lunch hour networking with fellow moms and sharing conversations about motherhood. Please feel free to invite a friend!

August 24, 2017
12:00 – 1:00 PM
303C DeVos

Please register on [Sprout](#) in order to have enough food and materials for all applicants.

UNION NEWS

Salary Continuation Information Codes for UltraTime*

SCF:	For child, spouse, household member, parent, or parent-in-law's (living in the staff member's household) illness, injury and health appointments. Appropriate notification provided to supervisor, as requested.
SCS:	For staff member's own illness, injury, and health appointments including health conditions or procedures. Appropriate notification provided to supervisor, as requested.
SMD:	For staff member's scheduled surgeries and known medical conditions that require time off from work of 10 consecutive work days or longer. Must provide doctor's documentation to HR prior to time off from work.
SMT:	For staff member's maternity leave for the initial twenty consecutive days before short term disability begins. Must provide doctor's documentation to HR prior to time off from work.
SBI:	Bereavement for death of staff member's child, stepchild, foster child, spouse, household member, brother, brother-in-law, sister, sister-in-law, parent, parent-in-law, grandchild, grandparent, grandparent-in-law (five day max).
SBO:	For attendance at funeral of a relative other than listed above (one day max). For that part of that day needed to attend the funeral of a staff member of the University.
SNO:	For staff member's time off due to inclement weather (eight hours max a calendar year). Can be used in hour increments.
WEA:	For staff member's time off on days the University is officially closed due to inclement weather. Excludes essential staff members.

Frequently Asked Questions

1. What if I am ill or injured and miss work for less than 10 work days?

Hours are logged as salary continuation self (SCS) because it is for the staff member's own illness or injury and the days away from work were less than (10) ten consecutive work days. Staff member should provide appropriate medical documentation to supervisor when requested.

2. What if I have a scheduled surgery or known medical condition with medical documentation that require time off from work of less than 10 consecutive work days?

Hours are logged as salary continuation self (SCS) because it is for the staff member's own illness or injury and the days away from work are less than (10) ten consecutive work days. Staff member should provide appropriate medical documentation to supervisor when requested.

3. What if I am ill or injured and think I am going to return in less than 10 work days, but I remain out for more than 10 consecutive work days?

The absence is initially logged as salary continuation self (SCS) because it is for the staff member's own illness or injury and the days away from work is expected to be less than (10) ten consecutive work days. Staff member should provide appropriate medical 2 documentation to supervisor when requested. If absence is longer than (10) ten consecutive work days, doctor's documentation should be submitted to Human Resources and the absence is logged as salary continuation medical (SMD).

4. What if I have a scheduled surgery or known medical condition that requires time off from work longer than 10 consecutive work days?

Hours are logged as salary continuation medical (SMD) because it is the staff member's own illness or injury and the time away from work is more than (10) ten consecutive work days. Doctor's documentation should be submitted to Human Resources prior to time off work.

5. What if I have a medical condition, a surgery, or am injured and will be out of work for six consecutive weeks (30 work days)?

The first 20 days qualify as salary continuation, if available*, and are logged as salary continuation medical (SMD). The Payroll Department will code the remaining ten work days as short term disability (SHD). Doctor's documentation should be submitted to Human Resources prior to time off from work for any absences longer than (10) ten consecutive work days.

6. If I am on short term disability, how are my hours logged?

The first 20 days qualify as salary continuation, if available*, and are logged as salary continuation medical (SMD). The Payroll Department will code the rest of the days as short term disability (SHD). Human Resources should have already received the doctor's documentation since the absence is longer than (10) ten consecutive work days.

7. What if I am absent from work because of an illness on Monday and absent on Wednesday and Thursday to care for my sick child?

Hours for Monday are logged as salary continuation self (SCS). Hours for Wednesday and Thursday are logged as salary continuation family (SCF).

8. What if I am going on maternity leave?

Provide Human Resources medical documentation as soon as possible. The first 20 days qualify as salary continuation, if available* and are logged as salary continuation maternity (SMT). The Payroll Department will code the remaining work days as short term disability (SHD).

9. What if I am ill or injured for just one day prior to my maternity leave?

The day of illness is logged as salary continuation self (SCS). Maternity leave hours are logged as salary continuation maternity (SMT).

10. What if I have a work injury?

Work injuries are logged as work injury (WI), not logged as salary continuation.

***These guidelines assume the staff member has available Salary Continuation. Please refer to Section 12.3.1 in the APSS Contract or the Benefits Section**

UNION NEWS CONTINUED

Helpful Tools for Appointments Pertaining to Health - Self

An appointment pertaining to health would include: routine doctor appointments, visit to an urgent or emergency care facility, physicals, dentist appointments, optometry exams, therapy, mental health appointments, or physician prescribed appointments.

Salary Continuation Guidelines for Staff Members Appointments Pertaining to Health

1. Staff members must meet their employment obligation of regular and reasonable attendance.
2. Salary continuation/sick time may not be used beyond what is considered reasonable for the specific situation.
3. Salary continuation/sick time is primarily intended to protect the income of staff members while disabled.
4. Staff members must make a reasonable effort to schedule appointments to not disrupt their departments operations.
 - Staff members should consider scheduling appointments before or after the work day, if available. If scheduled during the workday, the staff member shall discuss with their supervisor how to handle the remainder of their work day (i.e. job responsibilities, work schedule).
5. Staff members are encouraged to schedule routine appointments at an office location that will minimize travel time (near campus or home).
6. Staff members are encouraged to not schedule non-emergency appointments in close proximity to other absences.
7. Staff members are responsible to follow the established work rules or protocol in their department for any absences during work time (i.e. what number and who to call, notification of other office staff, etc.).

8. Staff members shall notify his or her supervisor of an absence in advance as soon as possible and shall state the expected duration thereof when possible.
9. If requested by the University, acceptable proof shall be furnished regarding the need for the absence. The University will then determine if the reason qualified for use of salary continuation/sick time.
10. Supervisors should not request a specific diagnosis but staff members must provide information regarding the need for their absence. For example: dentist appointment, doctor appointment, eye appointment, therapy, medical procedure, etc.
11. In order to comply with the Family and Medical Leave Act, time off from work of 10 consecutive work days or longer due to a staff members surgery or medical condition will require that doctors documentation be submitted to HR prior to time off from work. If unforeseeable, doctors documentation must be provided as soon as practicable under the facts and circumstances of the particular case.
 - Paperwork can be found at: <http://www.gvsu.edu/hro> under Forms-Benefits for the University Medical Leave Application, titled Certification of Health Care Provider-Self.
 - Information about the Family & Medical Leave Policy can be found on the University Policies site.
12. Staff members engaging in other employment or profit making activities while collecting salary continuation/sick time may lose rights to salary continuation/sick time as well as to continuation as a staff member of the University.
13. Examples of inappropriate salary continuation/sick time usage for appointments pertaining to health would include: car problems or repair, veterinarian appointments, home or property repair (electric, furnace, cable), hair appointments, fitness camps, and spa resorts.

All these helpful tips for Salary Continuation can be found at <http://www.gvsu.edu/hro/helpful-tools-for-proper-usage-of-salary-continuationsick-123.htm>.



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Cntr of Health Sciences,
Michigan Health Hill,
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Kindschi

Cheryl Anderson 1-3482
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Mac- A-D

Deb Rotman 1-2566
Calder, Superior, & Arts cntr

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Patrick Perry 1-6202
DeVos 3rd & 4th floors

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Michelle Duram 1-3298

Vicki Helgeson 1-2630

IMPORTANT DATES

Summer semester ends - August 5

Fall Semester Starts - August 28

SUGGESTIONS FOR UPCOMING ISSUE

Any special people in your life starting a new school this year?
If so, please share by emailing Erica by August 26.

AUGUST DATES**Birthdays**

12 - Jalyn Kamp

25 - Ronda Huster

26 - Pat Cox

28 - Julie DeVecht

29 - Coreen Bedford

GVSU Anniversary

Pamela Hart

Darrhonda Scott-Jones

7 - Barbie Young

13 - Lindsey Burns

20 - Cheryl Anderson

25 - Jalyn Kamp

Wedding Anniversary

6 - Dawn Nagelkirk

6 - Lori O'Bradovich

12 - Michelle Hodde

18 - Pamela Hart

19 - Cheryl Anderson

21 - Shawn Evans

Thinking of You Cards:

**Do you know someone
who is off work because
of surgery, illness, or
accident? Please let
Deb Barko know. She
will send a card from
our Association.**



If you would like your
birthdate, GVSU
anniversary, and/or
wedding anniversary
published in the
newsletter email Erica at
bakereri@gvsu.edu.