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UNOPA NOTES

"*Experience Enrichment...Get Involved*"

November 2000 **Vol. 39, No. 4**

UNOPA Board

President, **Edie Schleiger**

President-elect, **Pat Hust**

Treasurer, **JoAnn Barry**

Recording Secretary, **Chris Cary**

Corresponding Secretary, **Carol Bom**

Immediate Past President, **Diane Wasser**

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Employee Concerns Director, **Cheryl Ross**

Employee Concerns Co-Director, **Barb L'Heureux**

Hospitality Director, **Mari Greer**

Membership Director, **Judy Anderson**

Nominating Director, **Diane Sullivan**

Professional Growth, **Barbara Homer**

UNOPA Notes, **LaRita Lang**

Ways & Means, **Jeanette Fisher**

Education is the birthright of every person. We as members of the University of Nebraska Office Personnel Association pledge ourselves to safeguard that right. We acknowledge the unique role of educational office personnel and the importance of their contributions to the university and the community.

HAPPY HOLIDAYS!

President's Message

By: Edie Schleiger

I hope you all had a very Happy Thanksgiving!
Congratulations to the recipient of the **2000 Boss of the Year Award, Mr. Ken Holm** of Printing and Copy Services and all of the PSP recipients. It was great to see such a large gathering of members and bosses alike.

In October, Interim Chancellor Perlman decided to make some changes regarding the Chancellor's Cabinet. Previously, the Cabinet met weekly, but the meetings had been repeatedly cancelled, so he decided to implement an alternative meeting structure. It was decided that all members of the Cabinet, except the Vice Chancellors, would meet separately with the Assistant to the Chancellor, Herb Howe, once a month to discuss issues of concern to employees and the administration. This includes UNOPA and UAAD. However, when the topic warrants all members of the Cabinet will be called to meet as one unit. It is believed that this method will be more effective and allow more open communication between the administration and various employee groups.

A big "Thank you" to the PSP committee members for their continued hard work and dedication toward our goal of promoting and elevating the view of the Professional Standards Program. I encourage you all to work toward achieving this admirable goal. If you have questions about the program, I'm sure any PSP committee member would be happy to help you.

The football season has concluded along with our fundraising efforts. According to Jeanette Fisher we had thirty-two different members help with the parking lot this year, including some first-timers. I'd like to thank all of you that participated in this fundraising project. UNOPA couldn't have done it without you!
To all of you who participated—tell others how much fun it was and encourage them to volunteer next year. It's a great way to interact and meet new people outside of the workplace.

I'd like to close this "visit" with a quote from Margaret Mead. *"Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it's the only thing that ever has."* Think about it!
Here's wishing you a very Happy Holiday season.

Minutes
UNOPA General Meeting
November 14, 2000

Call to Order

President Edie Schleiger called the November 14, 2000, meeting to order at 12:00 Noon, in the Regency Suite of the City Campus Union.

Edie welcomed guests and new members, and introduced the head table.

Minutes

Minutes of the last meeting were approved as read.

Treasurer's Report

Edie reported for JoAnn Barry the beginning checkbook balance in October was $1052.65. Income totaled $454.00 and expenses totaled $186.33, leaving a final balance of $1320.32. The savings balance was $3397.53.

Communications & Announcements

On November 30th, three UNOPA members will join representatives from other UNL groups to discuss "soft benefits" which might be offered to employees. Soft benefits are those that can be implemented with a minimal investment by the University.

Debbie Hendricks explained that the PSP informational meeting she planned to present did not take place because of a scheduling mix-up in the room reservations.

The next UNOPA Notes deadline is this Friday, November 17th.

Committee Reports

Tricia Liedle explained the Program Committee's Christmas tree display. Members and guests were asked to select a star from a tree, and purchase a gift for the child described on the star. Gifts should be brought, unwrapped, to the December meeting or Tricia's office.

Edie reported that the future of UNOPA is at stake! Members are still needed to serve on the Nominating Committee.

Barbara Homer reminded members to attend the Professional Growth Committee's workshop, "Real Colors," on December 5th. Registration sheets are in the current *UNOPA Notes*. She also mentioned the UAAD's "Motivational Sources Inventory" workshop on November 30th.

Diane Wasser reported the Foundation Committee has $50 stipends available to help defray the cost of continuing education. They can be used to reimburse educational expenses such as textbooks and registration fees. E-mail Diane to apply for a stipend.

Old Business

None

New Business

Annual Professional Standards Program (PSP) Awards

Luise Berner and Sheila Perry explained the PSP is sanctioned by the National Association of Educational Office Professionals, and includes a certification program. Over 130 educational institution systems offer financial support for the program, but UNL does not. The PSP Committee raises funds for stipends in order to recognize our members' achievements in this program. The stipends are quite modest compared to other institutions, but they represent a big step for UNOPA. The following members were recognized in 2000.

Associate Professional: **Sandy Lineberry, Linda Pence**

Advanced I: **Lola Young**

Advanced III: **Jan Schinstock**

Advanced III and CEOE**:** **Jeanne Andelt**, **Kathy Bennetch, Jeanette Fisher, Shirley Horstman, Betty James, LaRita Lang, Marcia Rowley, Diane Wasser, Sandy Watmore**

Bachelor's Degree, CEOE: **Debbie Hendricks**
Master's Degree: **Lorraine Moon**
Special honors were given to Jeanne Andelt for her leadership in promoting the PSP. She was presented with a Christmas ornament decorated with the birthstones of each PSP member. Jeanne thanked her committee for making the program successful and promised to keep up the fight for recognition of office professionals at UNL.

Floyd S. Oldt Boss of the Year Award

Sandy Watmore explained this annual award, which recognizes outstanding supervisors at UNL. The winner receives a one-year associate membership in UNOPA, a UNOPA pin, a certificate of award, and a $500 cash award. The nominees for the year 2000 were Mr. Kenneth L. Holm of Printing and Copy Services, nominated by Katherine Gulland; and Dr. Roch Gaussoin of Agronomy and Horticulture Dept., nominated by Donna Michel. Last year's recipient, Dr. Larry Dlugosh, presented the Boss of the Year Award to Mr. Kenneth L. Holm. Mr. Holm accepted his award with thanks to Katherine, and a few words about the crucial role of office employees, who must constantly adapt to changing policies and procedures.

Drawing & Raffle
$77.00 was collected in the 50/50 Drawing; Betty James won $38.50.
Lorraine Moon won the raffle for Potpourri and an Angel Pin.
Program
Barb Ryan introduced the speaker, Dr. Colleen Jones, recipient of the College of Business Administration's Distinguished Professor Award in 1999. Dr. Jones gave a dynamic presentation on "The Empowered Workplace."
Next Meeting
The next meeting will be December 12, 2000, at the Holiday Inn Downtown.
Adjournment
President Schleiger adjourned the meeting at 1:00 p.m.

Christine Cary, Recording Secretary
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Holiday Charity Giving

The "KLIN/B107.3 Giving Tree's" that were set up at the November UNOPA meeting appear to have been a good success. Out of 105 stars 54 have been claimed to make some child's Christmas a happier one. Three trees will be set up on East Campus in three different buildings with the remaining stars and they are located in: Ag Hall, Plant Sciences and Natural Resources Hall.

I am asking that all donations be brought to the Holiday Inn Downtown on **December 12** for our UNOPA Holiday meeting, or you can send them to Tricia Liedle at 103 NRH, 0844. Please double check with all bosses who attended the November meeting and may have chosen a 'star'. You could offer to bring their donation with you or give them my address to send it to me. This is helpful as I do not know all the bosses or who chose stars. PLEASE RETURN ALL GIFTS UNWRAPPED WITH THE STAR ATTACHED. There is no price limit or quantity limit per star.

If you were unable to attend the November meeting and would like to receive a star, please contact Tricia Liedle at 472-3305. Thank you and Happy Holidays

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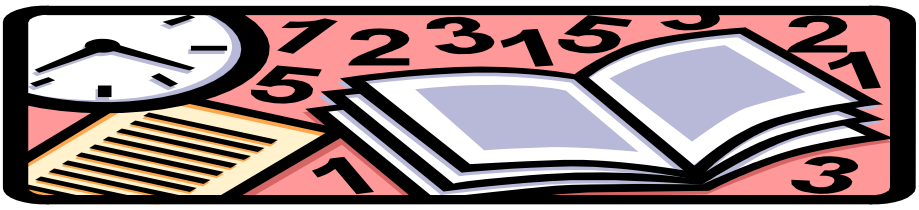
Join the State and National Organizations!

Are you interested in joining the Nebraska Educational Office Professional Association (NEOPA) or the National Association of Educational Office Professionals (NAEOP)? If so, contact Carol Bom, 472-9131 for the NEOPA membership form and check out this web site <www.naeop.org> for the NAEOP membership form!!



HR Notes……Overtime

By: Suzanne Drew, Director-Employee Relations

Situation: *You are an hourly-paid employee who sometimes puts in a few extra hours. You know your department can't afford to pay for these extra hours but you don't really mind "volunteering" an hour every now and then – especially if it will get a long awaited project off your desk. Occasionally, you bring work home with you to do in front of the television.*

Question: **When should you be compensated for these extra hours worked?**

Answer: Always. All hourly-paid employees (both office/service and managerial/professional) must be paid for all hours worked. Further, all hourly-paid employees must be compensated at a rate one-and-a-half times their regular hourly rate for time worked in excess of 40 hours (sometimes more for agricultural workers) in a workweek. This overtime may be in the form of overtime pay or compensatory time. Compensatory time can be granted only to employees who were hired before April 1, 1986 or employees hired after April 1, 1986 who have signed a written agreement indicating they are willing to accept comp time in lieu of paid overtime.

UNL policy notes, however, that all overtime must be approved before it is earned - so if your supervisor hasn't specifically authorized you to work more than 40 hours in a given work week, be sure to talk them before hand.

Employees who are paid monthly, on the other hand, are not eligible for overtime payment or compensatory time even though they can often expect to work more than 40 hours in a week. Instead, policy recommends that departments offer greater flexibility in arranging schedules to monthly paid employees who frequently work over 40 hours a week.

Questions? Call Human Resources at 472-3101.

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