

IOWA WESLEYAN UNIVERSITY NEWSLETTER

VOLUME 1 / ISSUE 1

IOWA WESLEYAN

HUMAN RESOURCES OFFICE

Located on the upper level
of the PEO Building.

Kathy Moothart
Director of Human Resources
kathy_moothart@iw.edu
319.385.6209

Rooks DeRosear
Business Office Assistant
rooks.derosear1@iw.edu
319.385.6219

UPCOMING HOLIDAYS AND EVENTS AT IW

- July 4
Independence Day
(IW Offices are closed)
- July 29 at 10:00 a.m.
Tiger Golf Outing
Sheaffer Memorial Golf
Course, Fort Madison, IA

INTRODUCTION OF NEWSLETTER

Starting in June 2022, we will be putting out a monthly newsletter with all kinds of information that includes updates around campus, new hires/promotions, employee birthdays, and other miscellaneous things pertaining to **Iowa Wesleyan**. We want this to be informative but also keep it light and enjoyable. If anyone has any stories or pictures they would like to share, do not hesitate to contact HR – Rooks.DeRosear1@iw.edu.

UPDATES AT IOWA WESLEYAN

June 2022 has been a quiet but busy month. We have hired numerous positions around campus and are happy to see new faces. In case you missed the new employee spotlights, find their names and titles below. Followed by recent promotions at **Iowa Wesleyan**.

New Hires

Samantha (Sammi) Messenger – Registrar
Tim Westmoreland – Assistant Dean of Students/Director of Residential Life
Sarah Poole – Online Enrollment Advisor
Destiny Stetson – Online Enrollment Advisor
Renee Barney – E-Resources and Instruction Librarian
Nathaniel Mahon – Sr. E-Resources Librarian

IW Promotions or Title Changes

Devin Rings – Director of Graduate and Professional Studies
Megan Hill – Associate Dean of Academic Affairs
Haleigh Cowan – Director of Student Engagement
LaShawnda Roberts – Director of Financial Aid
Jason Sloan – Assistant Director of Financial Aid
Kim Robertson – Financial Aid Counselor
Eric Booth – Vice President for Student Development
Wyatt Gatlin – IT Support Engineer

POLICY REMINDERS

Are you looking for specific forms or a specific IW policy?

Please be sure you are checking out the HR section of the IW website: <https://www.iw.edu/human-resources/>

In the HR section of our website, you will find Manuals and Handbooks, Tax Forms, Insurance Benefit Information, and Miscellaneous Employee Forms. This is also the same area that you can find IW's Employment Opportunities as well as the students and Graduate Assistant employment opportunities.

Another area to check out to find this information plus lots more is the HR L: drive. On the HR L: drive, you will find individual folders that contain information for Background Checks, Benefits, Evaluations, Miscellaneous Forms, as well as the Staff and Student Timesheets.

Please check these 2 sections out! If there is information that you are not finding that you think would be beneficial to the IW employees, please let me know and I will see if we can include it at either of these locations. As always, if you have any questions or concerns do not hesitate to contact me.

IW Policy and Procedure Reminders

POLICY

Absences

An employee's immediate supervisor must be notified as early as possible, but no later than the beginning of the work period and each day thereafter, unless otherwise approved, if the employee will be absent from work. An absence of three or more consecutive working days without notification can be cause for immediate separation of the employee without notice.

An absence of three or more days that is an FMLA (federal Family Medical Leave Act) qualifying event will be treated as initiating an FMLA leave, regardless of whether the employee has initiated the required FMLA paperwork. In such a case, Human Resources will be required to begin that paperwork on the employee's behalf. See the Family Medical Leave Act section in the Employee Handbook for additional information.

PROCEDURE

All employees, both exempt and non-exempt, must complete an Absence Request Form (available on the Human Resources section of the University web site and on the Human Resources' L:drive) for each absence, including sick time, vacation time, or any other reason. For planned absences, the form may be completed and approved in advance. For unplanned absences, the form must be completed and approved immediately upon the employee's return to work. Forms must be signed by the supervisor and submitted to the Human Resources office. This reporting allows the Human Resources office to correctly calculate payroll and to accurately reflect employees' available sick and vacation time.

All absences must be reported to the Human Resource Office by the supervisor when notified. Absence Forms must be completed by the employee and supervisor and submitted to the Human Resources office for payroll and the employee's personnel file.

While an employee is on paid leave, holidays and benefit premiums will continue to be paid and sick and vacation time will continue to accrue.

While an employee is on unpaid leave, holidays will not be paid and neither sick nor vacation time will accrue. While on unpaid leave, the employee is responsible for paying the full cost of the health insurance premiums by the date(s) specified by Human Resources or the coverages will be canceled 15 days after the date(s) specified by Human Resources.

Please review more detailed information regarding sick and vacation time found in the Employee Handbook.

THE RECIPE CORNER - *Back by popular demand*



July 19, 2022 is National Daiquiri Day. If you want to honor this day by making your own daiquiri, you can find the recipe for the allrecipe.com's **Best Strawberry Daiquiri** at <https://www.allrecipes.com/recipe/32352/best-strawberry-daiquiri>. **Enjoy!**

SHARE THE NEWS OF A CO-WORKER

Know of a co-worker that has recently accomplished a goal of their, got married, had a baby or done something amazing. Please don't hesitate to share their success story with us so the whole IW campus can enjoy their success with them. Please send these stories to rooks.derosear@iw.edu.

“Success is best when it's shared” – Howard Schultz
