I hope everyone’s 2012-2013 academic year started off well! One of the things I am most excited about this year is the new health and wellness program - Healthy Howard. This new program should assist all students, faculty and staff in developing eating and lifestyle habits that will increase energy, reduce stress and improve health.

Please remember, this marks the first academic year under the University’s new annual leave policy for staff. The new policy encourages eligible staff to actually use the leave they have worked so diligently for to spend time away from the University renewing their bodies and refreshing their minds. University administration fully supports vacation time and is poised to aid managers with proper leave planning so no one feels like taking vacation time is detrimental to the University.

This newsletter is for you, the employee! Suggested topics should be sent via e-mail to Cherise Rhyns, Manager of HR Communications, at chrhyns@howard.edu.

OHR VISION

To foster an exceptional, dynamic environment that is creative and educational by working together optimally to deliver excellent service to our customers.

OHR MISSION

The Office of Human Resources attracts, recruits, inspires and retains a superior work force dedicated to performance excellence, mutual respect, diversity, and the overall well-being of every member of the University community. We establish policies and practices that are competitive, fair, and clear, aimed both at meeting the evolving needs of the University while also facilitating its historic reputation for excellence. We cultivate programs that strengthen enterprise effectiveness and deliver best in class services in support of the University’s educational, research, and health care mission to perpetuate the University’s position of global preeminence.
New Annual Leave Policy Increases Leave Banks

Effective July 1, 2012, Howard University implemented a revised annual leave policy that advanced a full year of annual leave at the beginning of the fiscal year to all full-time and part-time non-faculty, regular employees. That’s right — all of the hours for the leave earning period from July 1, 2012 through June 30, 2013 are available for use now!

Advanced amounts were determined based on years of service to the University. The chart on the next page details the number of hours that were advanced.

OHR EMPLOYEE SPOTLIGHT: Aisha Wise

Aisha Wise, Compensation Data Supervisor, has been an employee of the University for 21 years. In August 1991, she applied for and was selected to a receptionist position in Urban Affairs. Since then she has worked in the Department of Payroll, the Department of Recruitment and Enterprise Technology Services prior to her current appointment in the Department of Compensation and Performance Management.

After serving as a receptionist, payroll assistant, salary technician, senior personnel assistant, and help desk technician (PeopleSoft), Aisha is excited about the opportunities her new supervisory role provides. “I supervise five wonderful employees and I am very proud to be Compensation Data Supervisor and to be an Elder at my church,” said Aisha. “Both positions have matured me and shown me that my leaders have confidence in me and my ability to lead people.”

She fondly recalls her early days in the Department of Payroll as among her best memories. “When I first started working in the Payroll office, my co-workers gladly took me in and showed me so much love,” said Aisha. She is driven by the impact her position has on the University community. “I love the fact that my position allows me to help people with one of the most important things in their life — their pay,” said Aisha.

A native of Washington, Aisha likes to spend time with her family and friends. Aisha really wants to learn sign language and travel to Hawaii or California. What else does Aisha want the world to know about her? “I want people to know that I am a very loving person who loves to laugh and dance.”

Frequently Asked Questions

1. Why is Howard making changes to the Annual Leave Policy at this time?  
The University is revising its annual leave policies to encourage and support employees to regularly schedule and use annual leave for personal renewal and to meet personal obligations.

Updating Howard’s annual leave program is an element of the University’s renewal initiatives designed to enhance work — life balance and support personal renewal through scheduling and taking vacations that enhance health, wellness and quality of life.

2. What is new and what is staying the same?  
As of June 30, 2012, employees in the 104, 160 and 208 yearly leave categories will be able to carryover their current maximum leave carryover amounts into the new 2013 fiscal year. As of July 1, 2012, the leave category of 104 will become extinct and all employees will be either in the 160 or 208 leave category going forward.

Beginning July 1, 2012, and on July 1 of each year thereafter, each employee’s annual leave account (vacation bank) will be increased by the applicable hours based on years of service. See the following chart:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Annual Leave Amount (Advanced on July 1)</th>
<th>Maximum Carryover / Maximum Payout at Separation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 15</td>
<td>160 hours</td>
<td>80 hours</td>
</tr>
<tr>
<td>15 or more</td>
<td>208 hours</td>
<td>80 hours</td>
</tr>
</tbody>
</table>

3. What are the key changes and when does each go into effect?

- On July 1, 2012, and every July 1 thereafter, eligible employees will receive an advance of their total annual allotment of leave (vacation bank) in accordance with the chart in number 2 above. Note that these hours are in addition to any hours carried forward from the previous leave year.

- Each June 30 (starting in June 30, 2013), eligible employees may carry over 80 hours of annual leave into the new fiscal year. Any unused amount over 80 hours will be lost. On July 1st, the full allotment for the next year will be added to what is carried over and all banked leave will immediately be available for employee use.

— Maya Angelou

"Every person needs to take one day away. A day in which one consciously separates the past from the future. Jobs, family, employers, and friends can exist one day without any one of us, and if our egos permit us to confess, they could exist eternally in our absence. Each person deserves a day away in which no problems are confronted, no solutions searched for. Each of us needs to withdraw from the cares which will not withdraw from us."
• After June 30, 2013, when an employee fully separates from the University because of either retirement, resignation or for any reason, a maximum of 80 hours is paid for any unused annual leave. (Changing to a different position that is non-faculty within the University does not affect leave earnings or leave balance.)

4. What is the effective date of this policy?
The revised annual leave policy is effective July 1, 2012. The dates of specific provisions of the policy are described in the answer to 3 above.

It is important to know that the existing limits for carryover of leave were applicable June 30, 2012. The new carryover limit of 80 hours described above will apply June 30, 2013.

5. I'm a new staff member. How will I be affected?
New hires also benefit from the updated policy. At the time they are hired, employees hired after June 30, 2012, will have leave advanced to their account in the amount of 6 hours times the number of pay periods remaining in the fiscal year and all will immediately be available for use.

6. What should I do by June 30, 2012?
Employees should work with their managers to schedule and use annual leave in awareness of current carryover limits (see chart in 4 above).

7. I'm a staff member who has been at Howard less than 3 years. How will I be affected?
Your maximum carryover amount remains 104 hours. On July 1, 2012, you will change to the 160-hour yearly leave category and be advanced 160 hours (potential maximum 284 hours). Any leave in excess of 80 hours on June 30 will be lost starting in 2013. Every July 1 thereafter you will be advanced 160 hours until you reach 15 years of service, at which point you will be advanced 208 hours every July 1.

8. I'm a staff member who has been at Howard more than 3 years but less than 15 years. How will I be affected?
Your maximum carryover on June 30, 2012 remains 160 hours. On July 1, 2012, you will be advanced an additional 208 hours, (potential maximum of 416 hours).

Any leave in excess of 80 hours on June 30 will be lost starting in 2013. Every July 1 thereafter you will be advanced 208 hours.

10. How much do I earn each year?
Effective July 1, 2012, employees with less than 15 years of service are advanced 160 hours annually and employees with 15 years of service or more are advanced 208 hours annually.

11. Each July 1st my annual leave account is advanced with hours I have not yet earned. What are the implications?
Although the full year’s leave hours are available as of July 1st, these hours are provided in advance of when they are actually earned. The amount credited on July 1st of each year is based on the bi-weekly accrual rate of 6 hours per pay period for employees with less than 15 years of service and 8 hours per pay period for employees with 15 or more years of service. Employees who separate having used more annual leave than they have earned (i.e., earned in the previous year and carried forward as well as earned through accrual each pay period worked during the fiscal year in which separation occurs) at the time of separation must repay excess hours used beyond those earned. Having the full year’s leave available at the beginning of the year is a critical factor in providing flexibility to employees in their scheduling and full utilization of annual leave.

12. How do I check my current annual leave balance?
Leave balances are available on pay statements, and are current through the pay period end date indicated on the respective statement.

13. As a staff member who earns vacation, what are my responsibilities under the Annual Leave Policy?
It is your responsibility to submit leave requests as early as possible, but no later than two weeks in advance to plan leave use with your supervisor, and to make sure your leave is recorded accurately. To ensure accountability, employee requests for scheduled use of annual leave must be in writing. Annual leave, however, may be requested and granted with less notice, as necessary, on an emergency basis for extenuating circumstances.

While supervisors enter the records of annual leave use in PeopleSoft, employees are responsible for verifying that use of annual leave has been properly recorded and approved.

14. Where could I find more information about the annual leave policy?
Please visit http://www.howard.edu/secretary/documents/500-008AnnualLeave.pdf to read the full policy. Questions about the policy and questions about individual leave-related circumstances may be directed to the Office of Human Resources at (202) 806-1290 or email HR at humanresources@Howard.edu.

Questions around scheduling annual leave should be directed to your supervisor. And employee who believes he/she is being denied the opportunity to schedule and take annual leave on a reasonable basis should bring this to the attention of the Chief Human Resources Officer at the above phone number and email address.
Photos by Bryan Jones and Garrett James

Howard University Learning Institute (HULI) is now the Professional Development Leadership Academy (PDLA).

Anita Jackson has been appointed to Recruitment Manager.

Lewis Jackson has been appointed to Assistant Director, Compensation.

Dawn Latimer has been appointed to Benefits Counselor.

Michelle Lamb Moone, SPHR, has been appointed to Director, Organization and Employee Development.

Marie Plummer has been appointed to Senior Benefits Analyst.

Krystian Ramlogan has been appointed to Program Coordinator for the Professional Development Leadership Academy.

Keisha Prue has been appointed to HR Office Administrator.

Lauren Williams has been appointed to Program Manager, Special Projects.
POLICY FLASH: Nepotism

While Howard University certainly embraces the advantages of employing relatives of current employees, fair, transparent and consistent employment procedures must be practiced. As a result, the University has recently updated the Nepotism Policy. This policy, applicable to all full-time, part-time and temporary, union and non-union staff, faculty and students employed by the University, places restrictions on the employment of relatives in positions where there is any level of direct or indirect supervisory relationship between the employees.

Compliance with the terms of the Policy are expected by all when hiring, accepting employment from and/or working with relatives. It is every employee’s responsibility to report potential relationships in the event an employee’s position change puts him or her in a reporting relationship with a relative. For extraordinary circumstances, the University may waive the prohibition if the reporting relationship is in the best interest of the University. However, those rare appointments must be approved in writing by the Chief Human Resources Officer in consultation with the Office of the General Counsel.

Relatives are defined as mother, father, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, mother-in-law, father-in-law, daughter-in-law, brother-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, or domestic partner. For more information on this policy, either visit www.hr.howard.edu/policies, or go directly to the University policy website at www.howard.edu/policy. Questions may be addressed to the Office of Human Resources, Department of Employee Relations, at 202-806-5396.

### Important Contact Information for OHR

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>ADDRESS</th>
<th>PHONE</th>
<th>FAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Human Resources Officer Benefits and Pension Administration Recruitment HR for Human Resources</td>
<td>2244 10th Street NW, Ste. 420 Washington, DC 20059</td>
<td>202.806.1280</td>
<td>202.806.7067</td>
</tr>
<tr>
<td>Human Resources Services Benefits Compensation Employment Employee and Labor Relations HR/IS</td>
<td>2041 Georgia Avenue NW, Rm. 2039 Washington, DC 20060</td>
<td>202.865.6650</td>
<td>202.865.7333</td>
</tr>
<tr>
<td>Employee Health</td>
<td>2139 Georgia Avenue NW, Ste. 201 Washington, DC 20059</td>
<td>202.865.1481</td>
<td>202.865.4189</td>
</tr>
<tr>
<td>Employee Relations</td>
<td>525 Bryant Street NW Washington, DC 20059</td>
<td>202.806.5396</td>
<td>202.518.6598</td>
</tr>
<tr>
<td>Human Resource Information Systems</td>
<td>525 Bryant Street NW Washington, DC 20059</td>
<td>202.806.4878</td>
<td></td>
</tr>
</tbody>
</table>

- Hospital
- University