



Meet the new HR Staff!



Kyle Southworth

HR Coordinator/Student Payroll

Kyle started at Norwich in Accounts Payable and then became the Executive Secretary to the CFO and Treasurer. She is excited to join the HR team, and looks forward to the opportunity to work more directly with students, while still serving Norwich staff and faculty in whatever capacity she can.



Laura Cropley

HR Coordinator

Laura moved to Vermont last summer to escape the city life of Connecticut. Her family chose the State of Vermont for the fall foliage views, winter snowstorms, and a slower pace of life. Laura spent many years working at the local hospitals in the fields of radiology & neurology. She felt it was time for a change and is excited to be a part of HR at Norwich.

Tuition Exchange

It's not too late to apply for the NU tuition exchange programs. Norwich belongs to two exchanges, The Tuition Exchange (TEP) and Council of Independent Colleges (CIC-TEP). Information about these exchanges can be found: www.tuitionexchange.org and <https://www.cic.edu/member-services/tuition-exchange-program>.

You can find details on the application form – found on the HR Team site's form page. Employees must get approval before applying for a tuition exchange. Contact nuhr@norwich.edu for additional information.

Staff Retreat

January 6, 2022

The Staff Retreat Planning Committee and Human Resources are pleased to announce that the Norwich University Staff Retreat will take place on Thursday, January 6, 2022 with the theme of "Reconnect, Refresh & Reinvigorate." Our event will take place in a hybrid format with some sessions offered virtually and some offered in person.

*** Workshop registration will be open online for all staff from Wednesday, December 8, 2021 through Tuesday, January 5, 2022.**

The Staff Retreat is an employee appreciation day that provides Norwich staff and faculty the opportunity to develop new skills, and expand their knowledge either on a personal or professional level. The day will consist of the traditional keynote lecture, workshops, and prizes.

Bowen Nominations for 2022!

We will soon be asking for nominations for the annual Kathryn Bowen Staff Recognition Awards. We are looking for nominations of outstanding individuals who bring to their jobs the spirit and characteristics epitomized by Kay Bowen. All staff members are eligible for nomination, as all staff support students and their colleagues whether directly or indirectly.

Examples of Kay's characteristics include kindness, team player, effective, efficient, goes "above and beyond," dedicated to Norwich University and his/her department, respectful, trustworthy, accountable for his/her actions, excellent customer service, participates in the NU community, and represents Norwich in a professional and appropriate manner.

The categories for the award are:

1. Service – Facilities Operations staff including Public Safety.
2. Administrative Support – Hourly staff member supporting a department.
3. Manager/Senior Professional and Administrator/Professional – Any exempt staff member except a member of the President's Cabinet.

From the HR Director:

KUDOS TO THE HR TEAM!

While running the risk of tooting our own horn, I would like to take the opportunity to recognize the extraordinary efforts of the entire HR team during a period of record-setting personnel transactions. From May 1 – October 31, HR processed more hiring, onboarding, benefit enrollment, temporary contracts, and terminations than any previous 6-month period on record. In fact, it was a 58% increase in transactions from any of the previous four years, and all done while the team was understaffed by 25%!

Ellen, Nicole, Jenn, Renee, and Sarah, my personal thanks for a job very well done!

Dana,
The one privileged to work with you all.

Stay Safe During the Winter Weather

While we have been enjoying the long, warm fall, winter will be here before we know it. Take these steps to stay safe during winter weather:

- Stay off roads if at all possible. If trapped in your car, then stay inside.
- Limit your time outside. If you need to go outside, then wear layers of warm clothing. Watch for signs of frostbite and hypothermia.
- Reduce the risk of a heart attack by avoiding overexertion when shoveling snow and walking in the snow.
- Avoid carbon monoxide poisoning. Only use generators and grills outdoors and away from windows. Never heat your home with a gas stovetop or oven.
- Learn the signs of, and basic treatments for frostbite and hypothermia.

Frostbite causes loss of feeling and color around the face, fingers and toes.

- **Signs:** Numbness, white or grayish-yellow skin, firm or waxy skin.

- **Actions:** Go to a warm room. Soak in warm water. Use body heat to warm. Do not massage or use a heating pad.

Hypothermia is an unusually low body temperature. A temperature below 95 degrees is an emergency.

- **Signs:** Shivering, exhaustion, confusion, fumbling hands, memory loss, slurred speech or drowsiness.

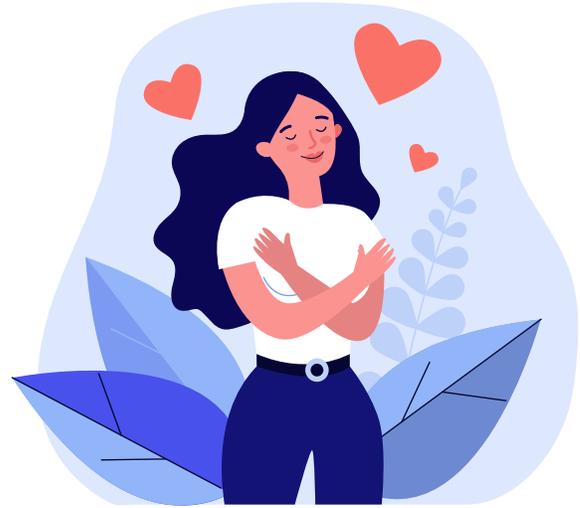
- **Actions:** Go to a warm room. Warm the center of the body first—chest, neck, head and groin. Keep dry and wrapped up in warm blankets, including the head and neck.

Taken from <https://www.ready.gov/winter-weather>

Wellness – Become a Weekend Warrior!

The cold, dark days are setting in and as much as we may love to curl up on the couch with a nice, warm blanket and hibernate, staying active throughout the year is critical to our physical and mental well-being. Here are some things to consider when it comes to staying active in the year-round.

- 1) Become a weekend warrior... Use the weekends as an opportunity to be active and have fun. Try a new activity, take a class, get outside with friends and family, head to the Shaw Outdoor Center... opportunities are endless.
- 2) Have a specific plan and schedule it in... Research shows that the fundamental difference between people who are successful with maintaining habits make a specific plan for when and where they will perform the habit. We will never find time we need to proactively allocate time. Put it on your calendar and treat it just as you would any other appointment.
- 3) Infuse your day with activity... Many of us spend our lives on zoom and in front of our screens. Our days are packed with meetings which leave us sitting for far too long. Schedule some walking meetings where you can walk and talk, park farther away, use the bathroom on a different floor, do some stretches in your chair or throw in some wall squats and pushups. Moving throughout the day can do wonders for our energy and well-being.
- 4) Find something you enjoy doing. The best routine isn't going to help us if we don't do it. It really doesn't matter that much how we're moving as long as we're moving. Did you enjoy dance as a kid? How



about signing up for a dance class? Do you enjoy the camaraderie of team sports? How about joining a local league? Are you craving something quiet? Maybe yoga is what you need. You're much more likely to be consistent if you enjoy what you're doing.

- 5) Connect your activity and self-care with your values. Values are not just abstract ideas but instead are ways of being. They can provide a path to a more fulfilling, authentic, and healthier life if we use them to guide our behavior. Get clear on your values and when faced with decisions, consider how your values may guide you toward behaviors that you will feel good about.

Staying active doesn't have to be difficult or overly time consuming. It can be fun and convenient, and it can help move us closer to the type of people we want to be. Physical activity is the one of the best things we can do for our physical and mental well-being so let's get up and get moving.

COVID Reminders

Anyone on campus is to be fully vaccinated unless they are granted a religious or medical exemption. Employees who have an exemption need to be tested each week. Masks are required in all campus buildings.

Important Dates!

Winter break – 12/20 to 12/31

Return to work – 1/3/22

Staff Retreat – 1/6

Deadline for Bowen nominations – 1/31

Do You Need to Fill a Vacancy?

You may have heard that employers across Vermont and the US are having a difficult time filling job vacancies. Norwich is no exception – we are finding it difficult to attract applicants for our open positions.

What do we need to do to get a position filled? With as much lead time as possible, here is what HR needs to get your job posted for recruitment.

1. Submit a hiring requisition form* once you know the position needs to be filled. Be sure to check on funding and get the appropriate signatures for approval.
2. Review and send HR a revised job description.
3. Give HR suggestions on where to post the position. Is there a specific web site that caters to the position? For instance, if we needed to fill a payroll position, we would advertise on the Green Mountain Payroll Association site. You can extend the search footprint by word of mouth, posting on a listserv relevant to the position, or posting on your LinkedIn page. Your assistance in spreading the word is vital to the success of the search.
4. Let HR know who should have access to the Interview Exchange site and if your search committee will need a refresher on how to use the site.
5. Review the hiring guidelines that you will be sent; schedule a session with HR to go over the do's and don'ts of a search.

What can the hiring manager/search committee do to help gain applications?

- Remember that your ad is marketing. Check the job posting, does it say what you need it to say? Does it convey the essence of the job?
- Do you belong to a specific group or listserv that will post your position? Please let HR know. Personal networking and word of mouth go a long way in gaining applications.
- Check with HR on the salary and associated benefits. Has the job changed? If so, please initiate a position review so it can be set at the correct wage.

- Candidates are interviewing YOU, as much as you are interviewing them. Develop questions that will help you learn about the candidate and be prepared to answer questions about Norwich, your department, and benefits offered.
- Candidates are looking for hybrid or remote work. Can you be flexible with this position? If so, be sure you know what that looks like so you are prepared to answer questions and on the reverse, if it cannot be remote or hybrid, be sure that is clear.
- Review applications as they come in. Candidates often have applications out to more than one position and if you wait too long in the search, you may lose your ideal employee because they have gotten tired of waiting for a response.
- Don't hold out for the absolute ideal person - the job description should outline the responsibilities and requirements and you should base your search whether or not the candidate meets these expectations.

Upon filling the position, submit a hiring form* via Dynamic Forms. We will need approvals, salary, number of weeks the employee will work, etc. Provide a hiring date keeping in mind that your new employee cannot start work until background check results are received by HR. The supervisor will receive a copy of the offer letter, which will have the new employee's A# and Norwich email address. HR will notify the supervisor of the start date, which will coincide with the start of a pay period on a Monday. If the new employee is benefits-eligible, an orientation meeting request will be sent to the employee and the supervisor. Please make sure your new employee attends this session.

To close out the search, be sure to notify any candidate interviewed that the position has been filled. Let HR know who you contact, and we will respond to the others.

And, as always, let HR know if you have questions or need further info!



Betty Crocker's Best Apple Crisp

Prep: 20 MIN
Total: 50 MIN
Servings: 6

Ingredients

- 4 medium tart cooking apples, sliced (4 cups)
- 3/4 cup packed brown sugar
- 1/2 cup Gold Medal™ all-purpose flour
- 1/2 cup quick-cooking or old-fashioned oats
- 1/3 cup butter, softened
- 3/4 teaspoon ground cinnamon
- 3/4 teaspoon ground nutmeg
- Cream or Ice cream, if desired

Steps

1. Heat oven to 375°F. Grease bottom and sides of 8-inch square pan with shortening.
2. Spread apples in pan. In medium bowl, stir remaining ingredients except cream until well mixed; sprinkle over apples.
3. Bake about 30 minutes or until topping is golden brown and apples are tender when pierced with a fork. Serve warm with cream.

Nutrition

Serving Size: 1 Serving		
Calories	320	
Calories from Fat	100	
Total Fat	11g	17%
Saturated Fat	5g	26%
Trans Fat	1g	
Cholesterol	25mg	9%
Sodium	80mg	3%
Potassium	230mg	7%
Total Carbohydrate	52g	17%
Dietary Fiber	3g	11%
Sugars	36g	
Protein	2g	
% Daily Value*:		
Vitamin A	8%	
Vitamin C	2%	
Calcium	4%	
Iron	8%	

Exchanges:

1 Starch; 1 Fruit; 1 1/2 Other Carbohydrate; 0 Skim Milk; 0 Low-Fat Milk; 0 Milk; 0 Vegetable; 0 Very Lean Meat; 0 Lean Meat; 0 High-Fat Meat; 2 Fat;

*Percent Daily Values are based on a 2,000 calorie diet.

<https://www.bettycrocker.com/recipes/best-apple-crisp>



(802) 485-2075 • nuhr@norwich.edu