

CALS STAFF CONNECTIONS



COLLEGE OF AGRICULTURE AND LIFE SCIENCES
STAFF COUNCIL

Furlough FAQs

For answers to these FAQs go to URL: hr.arizona.edu/furlough_faq

(These are general questions regarding furloughs based on current information. The process/procedures for implementation of the furlough will be forthcoming in a separate document at a later date.)

- ◆ What is a mandatory furlough?
- ◆ Why is The University of Arizona implementing a furlough?
- ◆ Who is required to participate in a mandatory furlough?
- ◆ How many days do I have to take off as furlough days?
- ◆ How will the funding for my position affect the number of my furlough hours?
- ◆ Will my unit receive acknowledgement for the salary savings associated with my furlough hours?
- ◆ Will I be paid for these hours?
- ◆ May I apply paid annual leave, paid sick leave or compensatory time towards the furlough?
- ◆ Can I choose to report to work on furlough time?
- ◆ I am paid a salary and am exempt from overtime. May I take my unpaid furlough time in increments of 1 hour as stated above? How will my pay be affected?
- ◆ How will my paycheck be affected?
- ◆ How will my benefits be affected?
- ◆ May I purchase the unpaid furlough days through the ASRS Service Purchase program?
- ◆ How do I submit my request for furlough days?
- ◆ May I donate part of my pay to support other employees in need?
- ◆ How will the furlough program affect an employee hired during the FY 2010?

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- ◆ Can I request a furlough the day before or the day after an observed holiday or in conjunction with my vacation?
- ◆ If an employee uses approved Family Medical Leave in FY 2010, what is the impact on the employee's required furlough?
- ◆ If I work a flexible year in FY 2010, will I also have to take furlough hours?
- ◆ How do I file a grievance regarding the mandatory furlough?
- ◆ How will the furlough be handled for employees who have more than one UA job?
- ◆ What are Locally Allocated Funds?
- ◆ How do I find out if my funding source requires me to be furloughed?
- ◆ What will happen if I fail to take my required furlough days by the end of FY 2010?
- ◆ How does furlough time affect overtime compensation?
- ◆ If a non-exempt employee is called back to the University for an emergency on a furlough day, does the Call-Back policy of time and a half for time worked still stand even if the employee has not worked 40 hours due to furlough time taken?



2009 Spring Tour

We invite you to participate in our Spring Tour scheduled for Friday, April 24th, 10:00 AM-2:00 PM on the U of A campus. You will have the opportunity to visit the administrative offices in Forbes, take a walk with Libby Davison on the Campus Arboretum Tree tour, eat lunch with Dean Sander and visit the Sixth Street Garage greenhouses. This tour will be walking intensive, so a great pair of walking shoes is recommended! Space is limited so register now at

<http://ag.arizona.edu/staff/tour/>

You must have your supervisor's approval and have not previously attended a staff council tour to participate.

The deadline to register for the Spring Tour is April 17.



What is Breeze? Helpful Tips

What is Breeze? Helpful Tips

Macromedia Breeze is software used to create information and general presentations, online training materials, web conferencing, learning modules, and user desktop sharing. The product is entirely [Adobe Flash](#) based. All meeting workspaces are organized into 'pods'; with each pod performing a specific role (i.e. chat, whiteboard, note, etc.).

Breeze is based in Macromedia Flash

Macromedia Breeze includes four applications: Breeze Presenter, Breeze Training, Breeze Meeting, and Breeze Events. Following the acquisition by Adobe, Macromedia Breeze Meeting is now rebranded as **Adobe Acrobat Connect Professional**, and includes rebranded versions of Breeze Training, Breeze Meeting and Breeze Events.

A lot of services are provided by this software but as a "participant" the services you want to focus on are:

- Meeting rooms
- Video conferencing
- Meeting recording
- Screen sharing
- Notes, chat and white boarding

Does your system support the Breeze system?

Go to the UA test link at:

http://breeze.ltc.arizona.edu/common/help/en/support/meeting_test.htm

This test runs automatically and will tell you if your system is ready to connect to the Breeze system.

More questions? Go to UA site: <http://cals.arizona.edu/extension/employee/breeze.html>

This may provide you with all the information you need.

On-line Breeze Resource Center

Find self-paced tutorials, best practices, and help documentation to help you get the most out of Breeze.

<http://www.adobe.com/resources/breeze/>

More Helpful Tips

Follow the guidelines below to provide the best web casting session possible.

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What is Breeze?

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Connection:

For the presenter, all connections will be set up by ITS; all equipment is provided.

(To ensure compatibility, please note that we use a Microsoft Windows based platform.)

Verify you have a working internet connection and open your web-browser. Adobe breeze is compatible with Internet Explorer 5.0+ and Mozilla Firefox 1.5+.

You will need to have Macromedia Flash installed on your computer, which Adobe Breeze will assist you with if you do not already have the software installed.

Make sure you are at the right website: It should be provided to you in advance

Other Useful Information:

Adobe Breeze is just like any other chat program you may have used before. On the side panel, you will find there is a list of other people in your chat session as well as actual text-based IM area.

- 1.) Please turn off your cell phone as these devices create static pickup in the microphones. Before starting, we recommend turning speaker volume between $\frac{1}{4}$ to $\frac{1}{3}$.

Presenters:

Presenters will give their meeting the larger space to the right of the side panels.

- 1.) You may also share files, your computer screen, and a whiteboard space in Adobe Breeze. The program will walk you through these options when they are selected.
- 2.) The view of each presentation can be adjusted either manually or automatically, depending on user preference. Simply click the "Full Screen" tab on the main workspace to toggle through these various settings. Your changes will apply to all participants' screens.
- 3.) Remember that unless you are the presenter, you will not have full control over the presentation or workspace environment.



UA Services

Human Resources

<http://www.hr.arizona.edu/>

An infinite amount of information for UA employees. Too many to list, below is a small sampling.

New to the U

http://www.hr.arizona.edu/new_to_the_u

Training and Development

http://www.hr.arizona.edu/other_ua_training_and_development

Career Development – A great program. Contact HR for more information.

http://www.hr.arizona.edu/08_o/development3/

Center for Professional Development. We offer a variety of professional development courses designed specifically to enhance your skills and competencies. We invite you to explore our programs by clicking on the links below. Professional development courses are free of charge, open to benefits-eligible employees, and offered at various times throughout the year.

[The Professional Success Institute](#) The Professional Success Institute (PSI) is a certificate program designed to enhance the professional success of individual contributors in our University community.

[The University Leadership Institute](#) The University Leadership Institute (ULI) is a program designed *exclusively for managers and supervisors of classified staff and/or appointed personnel*. The Institute's curriculum is designed to strengthen competencies most often cited as critical for outstanding supervisory and managerial success.

[The Successful Supervisor Series](#) The Successful Supervisor Series (SSS) is a program of management essentials designed for both new and experienced supervisors of classified staff and/or appointed personnel to understand and use University human resources policies and procedures.

[Career Success Strategies Workshops](#) These stand alone, compact and information-rich workshops are designed for UA employees interested in resources and strategies that will help them effectively manage their careers.

[General Human Resources Courses](#) Additional professional development offerings that are not part of the programs described above.

Consulting Services

http://hr2.hr.arizona.edu/about_hrcs

HR Consulting Services provides consultation and coaching services to administrators, managers and supervisors on issues such as: Workplace culture, communication and organizational design; Policy interpretation and use to achieve organizational goals; performance management and disciplinary actions; Work group interactions and conflict management strategies; Strategic planning and development of best practices in organizational management



UA Life & Work Connections

http://lifework.arizona.edu/ea/individual_and_family_services

UA Services (Continued from page 5)

Provides the following individual and family of services to address a variety of employee needs: [Employee Assistance Counseling / Consultation](#); [Worksite Wellness](#); [Child Care and Family Resources](#); [Elder Care Resources](#); [Work/Life Support](#).

University Information Technology Services (UITS)

CCIT's responsibilities can be grouped into three main areas: Information Clearing Center, Backbone & Foundation Services, and Consulting & Expert Liaison.

<http://uits.arizona.edu/index.php?id=426>

Link below is to available workshops. Requires registration, training site on campus

<http://www2.uits.arizona.edu/workshops>

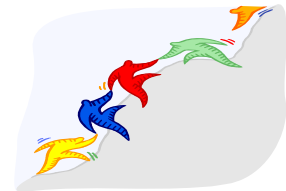
Link below is to web service options.

<http://uits.arizona.edu/index.php?id=web>

UA Computer Based Training

<http://uacbt.arizona.edu/>

UA CBT (Computer-Based Training) offers *FREE* computer training via the Web to all [UA NetID](#) holders (instructors, students, employees).

**Helpful Link****UA Library**

<http://www.library.arizona.edu/>

Did you know that as a staff member you can check out materials from the UA Libraries for six months? Did you know you can borrow DVDs from the library for seven days? Not only do we have access to a library full of research materials for our jobs, the library also has plenty to keep us entertained and educated when we aren't working! All this and it's easy to use! Need a book, but don't want to search for it? Use Express Retrieval - the library will now retrieve items off the library shelves and place them directly on the hold shelf for you to come and pick up. Not on campus? There are plenty of books that you can read directly online.

Contact Us!

If you love the newsletter or hate it, we want to know! Send comments, suggestions, rants or raves to:

staffcouncil@cals.arizona.edu

You can also visit cals.arizona.edu/staff/members.htm for a list of all the members and their email and mailing addresses.

Our website: cals.arizona.edu/staff, also has other useful information and links.

**Upcoming Events:**

- **Spring Tour—April 24, 2009 10 am to 2 pm**
- **Next issue of CALS Staff Connections—July 2009**