

VIRTUAL GUIDEBOOK FALL 2020

- Virtual Fitness Classes
- Webinars and Virtual Events
- Navigating Encompass EAP



GRAND VALLEY STATE UNIVERSITY
HUMAN RESOURCES

ABOUT US



WORKING FOR YOU.

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[@gvsuhro](#)

PROFESSIONAL DEVELOPMENT

Higher education is about learning and growing. Take charge of your development– we offer workshops, online learning, free tuition, and communities of practice to keep you on top of your game.

CONFLICT RESOLUTION

Explore effective tools for dealing with conflict, including conversation with a neutral party, facilitated meetings and meditation, and more formal complaint and grievance procedures.

BENEFITS AND WELLNESS

It is our mission to promote and encourage healthy lifestyles to enhance the quality of life for the Grand Valley community and their families.

CAREER RESOURCES

Career Services wants to help you continually develop your career in a way that encourages growth and opportunity.

COMPENSATION & EMPLOYMENT SERVICES

The objective of the university's compensation program is to attract, retain, motivate, and reward faculty and staff.

EVENTS AND CHALLENGES

Open Enrollment

October 24th-November 4th

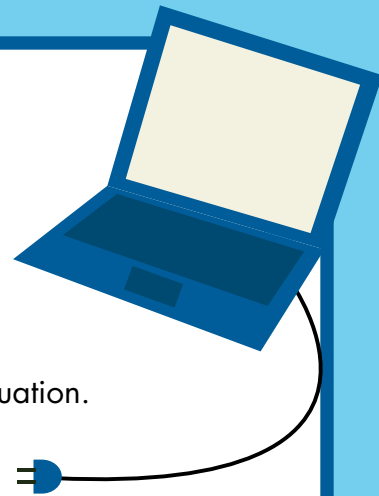
The 2021 annual benefits open enrollment is your opportunity to take a closer look at your benefit options. Follow these four easy steps:

1. Review detailed information.
2. Learn about new plan options and select the right one for your unique situation.
3. Complete the online enrollment October 24th-November 4th
4. Print your detailed confirmation statement.

To receive your total compensation/confirmation statement, each benefit eligible faculty or staff member must complete an online enrollment and update/verify benefit elections including:

- Home address for W-2 purposes
- Coordination of benefits information
- Beneficiary designation
- IRS re-election requirement for Flexible Spending Accounts and Health Savings Accounts

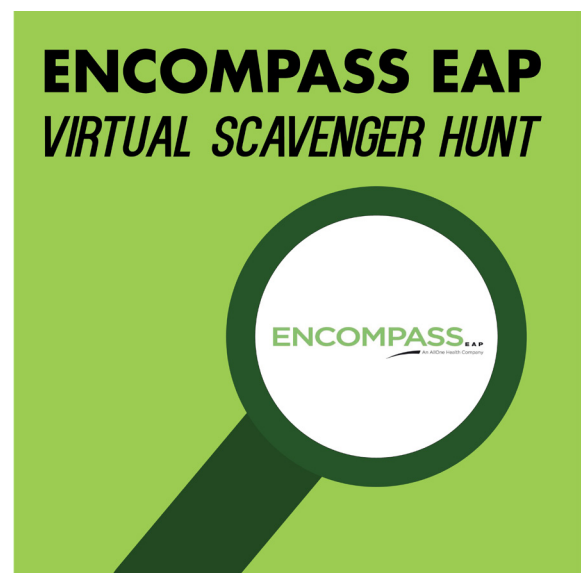
For more information or to request printed copies please contact us at 331.2220 or email benefitsandwellness@gvsu.edu.



Encompass EAP Virtual Scavenger Hunt

September–December

GVSU HR is running a virtual scavenger hunt to help you become more familiar with Encompass EAP's website and find resources and support you didn't know you had! Participants are eligible for a prize each month they participate, with those who participate during all four months eligible for a grand prize at the end of the semester. For more information on how to participate, [visit the Scavenger Hunt Website](#).



EVENTS AND CHALLENGES

Get Moving Team Challenge

October 12th-November 23rd
Register August 24th-October 12

This challenge is a 6-week fitness competition open to GVSU faculty and staff that allows participants to compete by tracking steps and physical activity as part of a team. The challenge is designed for participants of all fitness levels.

We'll provide you with the tools and resources to easily set goals track your progress and motivate a team. Prizes are awarded for teams who earn the most steps and reach set goals. Find out more at:

gvsu.edu/hro/benefitswellness/getmoving



FLU SHOT Drop in Clinics

Conducted by GVSU Kirkhof College of Nursing. Please refer to the GVSU Family Health Center for Fall dates and details at www.gvsu.edu/fhc

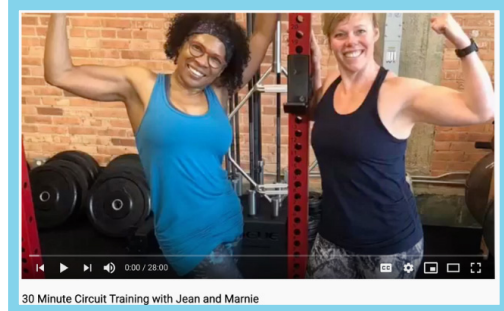


WORKSHOPS AND CLASSES

Virtual Faculty/Staff Group Exercise (Free!)

A variety of virtual fitness classes are open to GVSU faculty, staff and family members. All fitness levels are welcome and encouraged to participate. Classes are offered at no cost to employees.

August 24th-December 18th
Register online at gvsu.edu/sprout



MON	TUES	WED	THUR	FRI
12-12:45pm Straight up Strength with Jean	12-12:45pm Yoga with Terri	12-12:45pm Boot Camp Conditioning with Marnie	12-12:45pm GROOVE with Terri	12-12:45pm Yoga with Shannon
5:15pm-6pm Straight up Strength with Beth			5:15-6pm Straight up Strength with Aaron	

Responding to Distressed Colleagues-A toolkit for GVSU faculty and staff

August 26th at 3:00pm-4:30pm
October 7th at 12:00pm-1:30pm

The goal of this training is to increase awareness, knowledge, and confidence in responding to crisis situations for colleagues and co-workers on and off campus. Participants in this workshop:

1. Will review and learn how to use the GVSU Dealing with Distressed Co-Workers process map, a tool for faculty and staff.
 2. Engage in interactive crisis training scenarios where outreach to Encompass, EAP, Human Resources or GVPD emergency services might be warranted.
- Presented by Encompass, GVSU's Employee Assistance Program and Elisa Salazar, Work Life Consultant.



Registration for all workshops and classes can be found on gvsu.edu/sprout unless otherwise indicated.

WORKSHOPS AND CLASSES

Open Session for Emotional Strength Support- 2 Part Series

November 11th & November 17th at 12:00pm

Could your heart use some rest and relief? What does restoration look like for you emotionally and mentally? If these questions are relevant to you, your Work Life Consultant invites you to join the Emotional Strength and Support two-part series.

This series will include facilitated dialogue around matters of the heart and will offer a safe space to check-in and share with colleagues. Participants will be asked to share and dialogue with each other. Participants can expect to walk away with tools for personal reflection. Each session in this two-part series is intended to build off of one another. Please attend both sessions. Space is limited to 8 people to allow an opportunity to share.

We request that cameras be turned on and participants be willing to speak and share during the session. If you want to participate but are not able to use camera or audio, or if you have a group of colleagues that would like to participate together, please email the facilitator, Elisa Salazar, at salazael@gvsu.edu.

Session 1: Rest and Relief

We will learn about negativity bias and discuss how to build awareness around our needs.

Session 2: Restore

We will learn about self-compassion and emotional agility. We will discuss how to leverage our mental resources to care for ourselves.

Interpersonal Communication

October 23rd 8:30am-10:30am

This training will help participants communicate effectively and will provide specific tools to address barriers to effective communication. This training will help participants develop tools to have difficult conversations and set themselves up to have the most success in asking for what they want. These tools will be helpful when communicating with people from diverse backgrounds or different disciplines.

After successful completion of this program, participants will:

- Be able to work through a specific script that will help them hone in on their message.
- Use mindfulness to manage emotions that can come up and interfere during interpersonal communication.
- Validate and listen more effectively.

*Presented by Elisa Salazar.
Approved for non-technical credit.*

WORKSHOPS AND CLASSES

How to Retire Happy and Informed

November 9th at 12:00pm-1:30pm

As you think ahead to the years of retirement, the door closes on one stage of life and a new door opens up to a sea of opportunities to consider. Plan your new beginning by being well informed. Attend this workshop to explore your options with regard to Social Security and Grand Valley medical plan options.

Nick Ekstrom, Benefits Specialist will facilitate a panel of experts including, representatives from, GVSU Human Resources, the Social Security Administration and Advantage Benefits Group to present and to answer questions. All are welcome, including partners and family members.



Supervisor Roundtables

Supervisors of full-time staff, please join us for monthly roundtable discussions with Natalie Trent, Human Resources Specialist and Elisa Salazar, Work Life Consultant. We will discuss and review various scenarios supervisors might face with employees and other supervisory issues. We will also provide a Q & A opportunity so you can get support in working through questions or concerns. We want to draw from the collective knowledge of our supervisors. Please bring your knowledge and experience to share and provide guidance to others.

DATES AND TIMES:

September 14th
9-10:30am

October 12th
9am-10:30am

November 12th
9am-10:30am

September 24th
12-1:30pm

October 22nd
12pm- 1:30pm

November 23rd
12pm-1:30pm

WORKSHOPS AND CLASSES



National Center for Faculty Diversity and Development (NCFDD) Institutional Membership

The NCFDD virtual mentoring program is an independent online professional development, training, and mentoring community dedicated to supporting successful career transitions. Graduate students, faculty at all ranks and career stages, unit heads, administrators and staff can [activate their personal accounts here at no cost](#). Select GVSU from the institution list when signing up. The NCFDD Virtual Orientation is September 4th at 9 a.m. and noon, [more information found on their website](#).

NCFDD Fall Discussion Series

This series will bring faculty and staff together for iterative conversation on selected NCFDD webinars. Registrants will have the opportunity to participate in the live webinar or view the recorded version prior to the discussion session. Facilitated by the Pew FTLC and Human Resources

August 28 at Noon: Developing Anti-Oppressive Communities: Supporting Black Students and Mentees

This webinar will provide attendees with opportunities to identify and reflect on their privileges and biases and how these impact their ability to effectively serve as teachers and scholars. The presenter will discuss strategies for identifying and combating anti-Black racism in classrooms and research groups, how to most effectively support Black students and colleagues, and how to proactively contribute to diverse and inclusive campus communities, whether those be classrooms, research teams, labs, or committees. The presenter will also address how the unequal impact of the COVID-19 pandemic and economic downturn and the recent racist killings of Breonna Taylor, George Floyd, and Ahmaud Arbery impact black research assistants and postdocs and the role of faculty and PIs in supporting Black mentees during the present historical moment.

September 25 at Noon: Cultivating Your Network of Mentors, Sponsors & Collaborators

- Do you have a reliable and strong network of mentors?
- Are you struggling to cultivate mentoring relationships?
- Do you know the difference between a mentor and a sponsor?
- Are you moving to a new stage of your career and wondering how to find new mentors and sponsors that are appropriate to the next level? If so, join us for a webinar that will help you:
- Map your current mentoring network
- Identify your unmet needs
- Plan how to expand your existing network to meet your current needs



PROGRAMS & SERVICES

Make the most of your benefits by looking into the many programs and services offered to you as an employee of Grand Valley to make your life easier.

PRIORITY HEALTH SERVICES

www.priorityhealth.com



24/7 Care NOW

Introducing Spectrum Health Now, the 24/7 virtual care delivered by care providers from one of the top fifteen health systems in the country.

Here's How it Works:

1. Call Spectrum Health Now at 1-844-322-7374
2. Provide your G-number
3. Answer a few health questions from the Spectrum Health Now team, including a brief description of your current symptoms
4. Connect to a care provider who can get you on the path to better health.



Care Management

Learn how to manage your conditions, connect with resources to help you be your healthiest, and find the best care as you navigate the health system with the help on a care manager.



Cost Estimator

Priority Health's newest tool, the Cost Estimator, combines doctor and facility pricing information with your personal benefit and deductible balances to give a close estimate of your out-of-pocket costs, giving you a say in how you spend your health dollars.



My Rewards

By using the Cost Estimator to shop for high-quality, lower-priced care, Priority Health members can earn rewards ranging from \$50 to \$200.



Stay in Contact

By logging into your MyHealth account, you can message your provider, view test results, and schedule appointments.*

*Direct online scheduling may not be available in all locations



ENCOMPASS

Your Employee Assistance Program (EAP)

What is an Employee Assistance Program?

Sometimes life can be overwhelming. Your Employee Assistance Program, Encompass, is here for you through all life's changes. Encompass wants to see you take life's challenges in stride, [offering 24/7 instant and confidential support.](#)

What can Encompass do for me?

Encompass offers a variety of helpful resources, including:

- **7 free counseling sessions** with a licensed professional counselor for you and your dependents
- **Life-coaching** to achieve your goals and a **personal assistant** to help you with everyday tasks
- **Medical advocacy** to help you understand insurance and find the best care for you and your loved ones
- **Legal and financial services** including a free one-hour consultation with financial planner and a free half hour consultation with an area lawyer with 25% off future visits if the lawyer is retained
- A wide range of **work life resources** for professional development, including **wellness** resources, **parenting and adoption** resources, **webinars** and **soft-skills courses**, and so much more

How do I access Encompass?

Encompass is available in a variety of formats, from mobile apps to telephone support, but the best way to start your journey is to sign up on their website:

1. Visit MyLifeExpert.com and click the green "Sign Up" button at the top
2. Enter your company code: **gvsuni**
3. Enter your email and a username
4. Once submitted, you'll receive an email with your Access Code to activate your account.
5. This is a one time set up; from now on, you can use your personal login which allows you to save resources, assessments, and certificates

Visit MyLifeExpert.com or call 1-800-788-8630
to take advantage of your benefits

THRIVE @ GVSU

WE WANT TO HELP YOU THRIVE

Can't remember the last time you had a good night's sleep? Are work distractions causing you to turn to fast food rather than planning a healthy meal? Do aches and pains keep you off the treadmill? We all face challenges in our day-to-day lives that can wear us down. We've all been there. Wellness coaches can help everyone – not because something is wrong with you but because feeling well feels right.

- Trained coaches from Priority Health provide a confidential sounding board for a variety of physical, emotional, social, and other hurdles and help you reach goals.
- The three-month program is open to all medical benefit eligible faculty and staff and covered spouses/household members.
- Investing in your wellness helps improve your life now and in the future.

THRIVE AT GVSU IS A VOLUNTARY, CONFIDENTIAL AND **FREE** THREE MONTH WELLNESS COACHING PROGRAM AVAILABLE TO ALL MEDICAL BENEFIT ELIGIBLE FACULTY, STAFF, SPOUSES AND HOUSEHOLD MEMBERS.

- Enroll during the Open Enrollment period in the fall (register your spouse or household member at this time as well).
- Priority Health's online wellness platform allows for faculty and staff to redeem their electronic gift card (\$100 value) directly from the online store upon completion of the three-month program.*

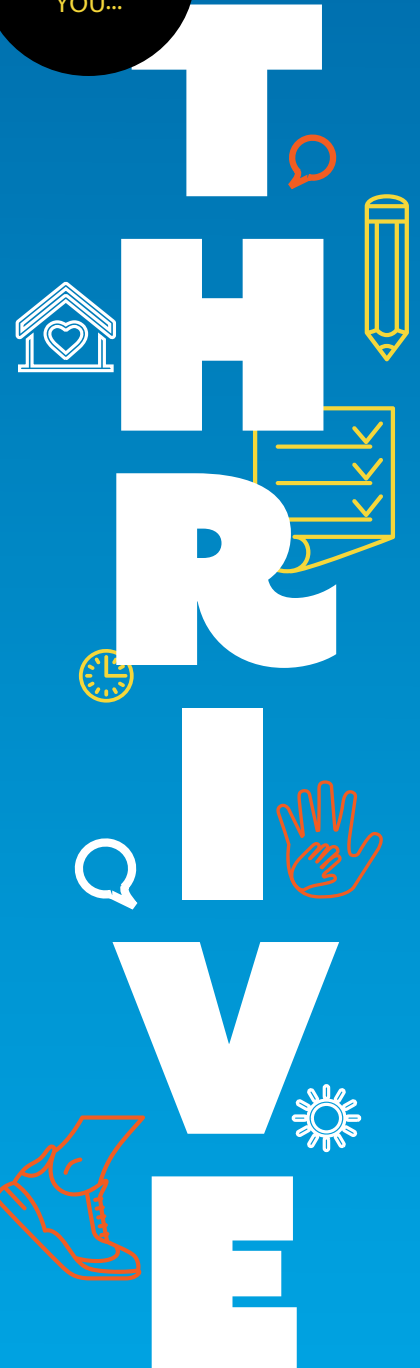
Learn more about how to invest in your wellness to improve your life now and in the future:

www.gvsu.edu/hro/benefitswellness/thrive

**Program is 1-3 months depending on the participant's goals.

**Rewards are taxable. If a dependent earns a gift card for participating, the faculty or staff member will be taxed.

WE WANT
TO HELP
YOU...



@GVSU

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PROGRAMS & SERVICES



Career Resources

The new Career Resources webpage provides you with resources to continually develop your skills, strengths, and experiences in a way that encourages growth and opportunity. Find professional development opportunities, job searching tips, and professional organizations to join, all in one place!

Visit the site at gvsu.edu/hro/career-resources-417.htm

Navigate Series

This is an overview of all the wellness resources available to you as a faculty and staff member. If you would like to see 15-minute videos on each of the topic areas for resources and support, you can visit our YouTube channel for further information.

To access the series, visit <http://gvsu.edu/s/1qn>



YPHE: Young Professionals in Higher Education

YPHE is designed to support and connect those who share the goal of developing a successful and satisfying career in higher education. Learn more at gvsu.edu/yphe.

Help! I need to set boundaries
9/29/2020 8:30am

Navigating a Job Search
11/11/2020 12:00pm

Registration for both will be at www.gvsu.edu/yphe/events soon!

Moms Network- Virtual

Connect with Grand Valley moms from every campus with three virtual meetings this semester.

Tuesday, September 22nd
12:00pm-1:00pm

Tuesday, October 20th
12:00pm-1:00pm

Tuesday, November 17th
12:00pm-1:00pm

Register on Sprout at gvsu.edu/sprout