

Gonzaga University Staff Handbook  
from your...

# Staff Assembly

**C**ommunity

**A**ppreciation

**R**esources

**E**mpowerment

**S**ervice

...the bridge across Gonzaga!

**The Purpose of GU's Staff Assembly is to:**

***Empower staff and give them a voice through community awareness***

***Represent staff by providing resource information, guidance & support***

***Ensure staff recognition and appreciation***

***Partner with staff in strengthening community***

The Staff Assembly strives to foster and improve the professional atmosphere among all staff employees at Gonzaga University.

The Staff Assembly exists to contribute to the success of Gonzaga University, to the growth and welfare of its staff employees, and to the promotion of a positive and supportive work environment. As a constituent organization, along with the Faculty Senate and the Gonzaga Student Body Association (GSBA), the Staff Assembly shall operate as a recognized part of the University system to provide a forum for open communication and ongoing dialogue among staff and between staff and administration. The Assembly shall be a consultative and deliberative body with authority to make recommendations on all matters which have a significant bearing on the working environment of the staff. The Staff Assembly will serve as the official nominating body for staff representation to University committees that deal with topics which have an impact on staff employees and for other task forces and search committees as needed (e.g., Budget Committee).

The Staff Assembly Executive Council meets the first and third Wednesday of the month. The location and time are posted on the website (listed at the top of this page). Meetings are open: all staff members are invited to participate. E-mail [staff-assembly@gonzaga.edu](mailto:staff-assembly@gonzaga.edu) for information or to add agenda items to the next meeting.

# Community

## Academic Calendar

See the GU website:

[www.gonzaga.edu/about/Academic+Calendar](http://www.gonzaga.edu/about/Academic+Calendar)

## Staff Holiday Calendar

The University observes the following holidays:

- Founder's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve (if it falls on Monday thru Thursday)
- Christmas Day
- New Year's Day
- Martin Luther King Day
- President's Holiday
- Good Friday
- Easter Monday
- Memorial Day
- Independence Day
- Labor Day (observed)

Specific information on eligibility and holiday pay can be found in the GU Personnel Policy Manual or online: [www.gonzaga.edu/Benefits](http://www.gonzaga.edu/Benefits).

## Spokane Community Event Calendar

Many events, athletic competitions, art festivals musical performances, theater productions and more, happen in and around Spokane. For current listings of local activities look for: [The Inlander](#) (weekly newspaper), [Out There](#) (weekly newspaper), The [Spokesman-Review](#) (daily newspaper) and the Spokane Regional Convention and Visitors Bureau website [visitspokane.com](http://visitspokane.com).

## Gonzaga community events

- Staff/Faculty Family Picnic – held during the summer
- Heads Up Gonzaga
- Conversations on Mission
- Holiday parties

## Community Discounts

See the Human Resources Web Page, General Benefits Information! There are 3 pages of local businesses offering discounts to GU employees. New ones are added regularly!

## **iMye**

An iMye card is like a debit card with cash stored on your employee ID card. They can be used in a variety of locations besides dining service locations: Crosby Student Info Center, GSBA, Paw Prints, or Faculty Services, as well as more and more off-campus locations.

**Enroll to use your iMye card in the Sodexo office in the COG**

**iMye can be used at all campus dining service locations.**

**You can order pizza from Papa Johns to be delivered to your door.**

**You can add cash to your card at any time in \$35.00 increments. Payment can be made at the University Dining Services (3rd floor COG) or by online transfer once your account is set up.**

**You are assured "tax free" purchases in all campus food locations by utilizing this program on campus.**

**No funds can be spent off-campus unless through an approved retailer.**

Larger purchases will be given up to 7% in bonus dollars that can be used in food service operations.

## **Jundt Art Museum**

The museum hours are: MONDAY– FRIDAY, 10 am to 4 pm, SATURDAY, noon to 4 pm, Closed traditional holidays and the following weekends: September 15-17, October 14-16.

## **Foley Library**

Foley Library is open\*:

Monday-Thursday , 8AM-midnight

Friday, 8AM-9PM

Saturday, 9AM-6PM

Sunday, 10AM-Midnight

The GU Law School Library, the Chastek Library, is open 1 hr earlier than each of the above posted hours for Foley.

\*Hours may vary during holidays and finals week.

## **University Post Office**

One of the best kept GU secrets (even in the weeks before Christmas!) is the quiet post office in the basement of Crosby. The hours are: 9AM-4PM.

## **ATM Locations**

There's one on campus, just outside of the GU Bookstore. Another is located in the Crosby Student Center, near the south entrance.

## **Rudolf Fitness Center**

Hours vary by semester. For an updated list of fitness center and pool hours visit their website, [www.gonzaga.edu/Athletics/Rudolph+Fitness+Center](http://www.gonzaga.edu/Athletics/Rudolph+Fitness+Center).

## **Wellness/Fitness Classes**

Many fitness classes are offered through the Rudolph Fitness Center. They are posted at the beginning of each semester on their web page, [www.gonzaga.edu/Athletics/Rudolph+Fitness+Center](http://www.gonzaga.edu/Athletics/Rudolph+Fitness+Center).

The Wellness Committee also offers several options, including massage and reflexology sessions, Weight Watchers, walking groups and much more. At the beginning of each semester an email is sent out to all staff. These are also posted on the Wellness Committee webpage, [www.gonzaga.edu/wellness](http://www.gonzaga.edu/wellness).

# In Appreciation of You

## **Staff/Faculty Family Picnic**

This event is held every summer! It's a celebration of our wonderful staff and faculty along with families. Watch for announcements, or check the website, [www.gonzaga.edu/staff](http://www.gonzaga.edu/staff), to join us for food, fun and games!

## **Anniversary Gifts**

Recognition of the anniversary of your hire with a small gift and note of appreciation.

## **Athletic Events**

Free admission, no tickets necessary, to all GU home athletic events, except the men's basketball games. For men's basketball, you may get two free tickets by going through the ticket distribution process. Watch for information in an e-mail at the beginning of the basketball season with dates and details or call the ticket office at x6000... and GO ZAGS!

## **Discount at the GU Bookstore**

Receive a 10% discount (with a few exceptions) with a valid GU ID on most items (excludes sale items). Open Monday-Friday, 9am to 5pm.

## **Tuition Waiver Program**

Provides opportunities for eligible employees, their spouses and dependent children to take courses at Gonzaga University. The percentage of tuition adjustment is determined by the employee's length of service with the University. All related fees, (room, board and book charges) are the responsibility of the student. The Tuition Waiver Policy is available at [www.gonzaga.edu/Benefits](http://www.gonzaga.edu/Benefits).

The FACHEX and Tuition Exchange programs are also described on that website. Please call Benefits at ext. 5852 if you have questions.

### **Spokane Business Discounts**

Several local businesses offer discounts on goods and/or services to GU members. A list is available at New Employee Orientation and on the Benefits website.

### **Continuing Education Opportunities**

These opportunities are available for employees wishing to take a seminar or course that would benefit them in their daily work. Classes can improve our efficiency and/or self esteem! Bring ideas and information to your supervisor and find out if you can fit them into your schedule - AND you get them paid for by GU!

## **Resources for You**

### **Ergonomics**

Need your chair adjusted to prevent backache or carpel tunnel? Contact the Ergonomics specialist, Ron Prindle, [prindle@gonzaga.edu](mailto:prindle@gonzaga.edu), x5996.

### **Maintenance & Repair**

Is your office cold or hot, keyboard tray falling off its hinge, or a sink drain plugged? We have excellent maintenance folks who can fix the things you can't. Call Plant Services (x5656) to start the process.

### **Computer issues and problems**

Contact User Support Services (x5550) to add software, fix glitches, change passwords, etc.

### **Technology Education Services**

Do you want to learn how to use specific Software to help make you more efficient in your position? Want to learn the short cuts of Office, Blackboard, Banner, etc? Call Technology Education Services (TES) in Foley (x3810) to find out the training session schedule or set up an appointment with one of the specialists. You can also view the schedule and sign-up for workshops online at [www.gonzaga.edu/gutrainig](http://www.gonzaga.edu/gutrainig).

### **Copies/Printing Services**

Go to Paw Prints in Foley Library or Faculty Services in the basement of the AD Building. The friendly staff can help with overheads for presentations, printing posters, and any other 'copying' needs. Paw Prints also can process film.

## Employee & Organizational Development

Want to enhance your supervisory skills or need team building for your department? Call or email Jason Swain, Manager of Employee & Organizational Development at x6124 or [swain@gonzaga.edu](mailto:swain@gonzaga.edu). He can tell you what opportunities are available and can offer consultations for individuals, teams and departments on a variety of issues impacting organizational effectiveness.

## Safety/Health concerns

Contact Dennis Hansen, [hansen@gu.gonzaga.edu](mailto:hansen@gu.gonzaga.edu) or x5852. You can also call your Staff Assembly Safety and Health representative, Ann-Scott Ettinger, at x6703.

## Audix

Wondering how to get your phone messages, even when you're out of the office? Tips on Audix available online: [www.gonzaga.edu/audix](http://www.gonzaga.edu/audix).

## Transportation & Parking

Parking permits are available on the ground floor of Welch Hall at the Campus Security Desk. Bus passes are available to GU employees for \$28.00 in Room 221 of the Administration Building around the 25<sup>th</sup> of each month, for the following month. Call Pam Siedhoff at x6139 if you have questions. The STA Bus route information numbers are: 328-7433, 456-4327 (TTY). Bus schedules are available online at the STA website, [www.spokanetransit.com](http://www.spokanetransit.com).

## Daycare

Although Gonzaga does not have any contractual agreement with any local daycare facility, there is an excellent resource for you to utilize to find a daycare provider. Family Care Resources, [www.nrf.org](http://www.nrf.org), can help you get a list of local providers within miles of your home. Give them a call or email them. 509-484-0048, 800-446-2229, 509-242-2779 (fax), [fcf@nrf.org](mailto:fcf@nrf.org).

## Benefits and Compensation

Get in touch with the folks over in Human Resources and they will spend whatever time it takes to help you understand your choices for retirement plans, medical insurance, etc. Call x5996 and they will put you in touch with the appropriate person. Want to do it yourself? The following is a list of most GU providers and their contact information.

### Retirement

<b>TIAA CREF</b>	1-800-842-2776	<a href="http://www.tiaa-cref.org">www.tiaa-cref.org</a>
<b>Fidelity</b>	1-800-343-0860	<a href="http://www.fidelityatwork.com">www.fidelityatwork.com</a>
<b>Lincoln Alliance</b>	1-800-234-3500	<a href="http://www.lincolnalliance.com">www.lincolnalliance.com</a>
<b>Social Security</b>	1-800-772-1213	<a href="http://www.ssa.gov">www.ssa.gov</a>

### Medical and Dental Insurance

<b>Premera BC</b>	1-800-722-1471	<a href="http://www.premera.com">www.premera.com</a>
<b>Wa. Dental Serv.</b>	1-800-554-1907	<a href="http://www.ddpwa.com">www.ddpwa.com</a>

## Life Insurance

**The Hartford**

1-888-563-1124

## Long Term Disability

**The Hartford**

1-800-289-9140

## Employee Assistance Program (EAP)

**Ability Assist**

1-800-964-3577

[http://groupbenefits.thehartford.com/employer/e\\_ap.html](http://groupbenefits.thehartford.com/employer/e_ap.html)

Enter company id: hlf902

## Long Term Care

**Unum Long Term Care** 1-800-227-4165

[www.unumprovident.com](http://www.unumprovident.com)

## Flexible Spending Plan

**Rehn & Associates** 509-534-0600

[www.ezflexplan.com/rehn](http://www.ezflexplan.com/rehn)

FAX: 509-535-7883

# Empowering You:

## Peer Advisor Group

This is a group of trained staff members who volunteer to act as advisors to fellow staff members facing challenges in their work environment. If you feel you would benefit from talking to a Peer Advisor, you can contact Marcia Bertholf at 323-3836 or go to the Staff Assembly website for a complete listing of Peer Advisors and their contact information.

## Reporting Harassment or Discrimination

If you are experiencing harassment or discrimination based on gender, race, religion, disability or other protected class, from someone in your office or on campus, call Victoria Loveland, Equal Opportunity Officer, x6910, or [loveland@gu.gonzaga.edu](mailto:loveland@gu.gonzaga.edu).

## Counseling Sessions

Do you need help coping with everyday family problems? All full time GU employees have access to 5 free counseling sessions on almost any issue, from marriage, to drugs and/or alcohol, teens, elder parents, cancer, etc. It's completely anonymous - the University doesn't know who uses it. It's a great way to get help for yourself or any member of your immediate family without telling anyone that you need it! Call 1-800-964-3577 or go to <http://groupbenefits.thehartford.com/abilityassist> and create your own confidential

username and password by clicking on *Login to Ability Assist* and entering hlf902 as the Company ID.

## **Training/Education Opportunities**

New trends, software tools, equipment, management and budgeting skills! All of these things are available and free (or low cost) to you as benefits!

**Software training** is available through the training website [www.gonzaga.edu/guttraining](http://www.gonzaga.edu/guttraining). **Supervisor, management, or budgeting training** is available through Human Resources and the Student Employment Office (x6588). **Gonzaga Tuition Waiver Program** provides opportunities for eligible employees, their spouses and dependent children to take courses at Gonzaga University. The percentage of tuition adjustment is determined by the employee's length of service with the university. All related fees; room, board and book charges are the responsibility of the student. The Tuition Waiver Policy is available at [www.gonzaga.edu/Benefits](http://www.gonzaga.edu/Benefits). The **FACHEX** and **Tuition Exchange programs** are also described on that website. Please call Benefits at ext. 5852 if you have questions.

# Service Opportunities:

## **Community Service**

Did you know that every staff member is encouraged to take a half day off of work, each calendar year, to do community service? In addition to supporting the University's mission statement, it is a great outreach for the University as well as for staff members. Also, the community sees Gonzaga takes its mission statement seriously and encourages its employees to demonstrate this mission. Prior to taking the time off, the employee obtains permission from his/her supervisor. The staff member contacts the Center for Community Action and Service Learning (CCASL), who provides a list of community organizations for the employee to serve. If there is an organization not on the list, for example, a child's elementary school, the University will work with CCASL for support as long as it fits the general guidelines.

It is the staff member's responsibility to make the arrangements with the organization. Following the volunteer service day, the employee would use the 'Community Service' code on his/her timesheet.

A list of the many projects within CCASL is included on the next page. If you have any questions, feel free to call the CCASL main desk at x6824.

## **CCASL Service Opportunities**

Alexandria's House	Meals on Wheels
American Indian Community Outreach Center	Mission Possible
April's Angels	Morning Star Boys Ranch
Arc of Spokane	Partner's Project
Big Brothers Big Sisters	Peace and Justice Action League of Spokane
Boys and Girls Club	Reality Camp
Campfire Boys and Girls	Rising Times
Campus Kids	Salvation Army
Campus Kitchen at Gonzaga University	Santa's Helpers
Cancer Patient Care	Second Harvest Food Bank
Catholic Charities	Senior Outreach Services
CenterPointe	Shalom Ministries
Children's Ark	Shaw Connection
Children's Musuem	Shriner's Hospital
Crosswalk	SMILE (Student Mentors Increasing Life's Excitement)
Environment Outreach	Special Olympics
GIEOP (Gonzaga Indian Education Outreach Project)	Spokane AIDS Network
Girl Scouts	SNAP (Spokane Neighborhood Action Programs)
GUM	Take A Stand
Habitat for Humanity	Take Back the Night
House of Charity	Union Gospel Mission
L'Arche	Vanessa Behan Crisis Nursery
Lilac Blind Foundation	Volunteer Chore
M.A.T.H.	

## **Spiritual Community**

Go to the University Ministries website for addresses and contact numbers for many local churches, as well as Mass schedules for St. Aloysius and the University's Student Chapel, [www.gonzaga.edu/Mission/University+Ministry](http://www.gonzaga.edu/Mission/University+Ministry).

## **The Gift of Life**

Have you always wanted to give blood? It's easy here! Watch for announcements about when the Inland Northwest Blood Center Bloodmobile will be on campus.



## Staff Assembly

502 E Boone Ave  
Spokane WA 99258

E-mail: [staff-assembly@gonzaga.edu](mailto:staff-assembly@gonzaga.edu)

Web: [www.gonzaga.edu/staff](http://www.gonzaga.edu/staff)

Your Staff Assembly **CARES**, and wants your input. If you have a suggestion for additions or other amendments to this booklet, or just want your voice heard on a campus issue affecting you, please contact us through our website, [www.gonzaga.edu/staff](http://www.gonzaga.edu/staff) or send us an e-mail to [staff-assembly@gonzaga.edu](mailto:staff-assembly@gonzaga.edu). Together, we can build a stronger Gonzaga Community that meets all of our needs.

If you would like to get involved in Staff Assembly, contact our Executive Council at [staff-assembly@gonzaga.edu](mailto:staff-assembly@gonzaga.edu). Elections are held each spring, with a call for nominations sent in March. Officers and newly elected members are inducted in June at the spring Open Meeting held by the Staff Assembly.