POLICY

Policy Spotlight
With Mother’s Day approaching, it is timely to remind our new mothers about designated lactation areas for employees who have chosen to breastfeed after returning to work. The designated lactation areas are available with a clean, private, comfortable space, an electrical outlet, a chair, a table for the breast pump, and access to a sink with running water.

For a list of lactation areas on both the Frost and Medical campuses, click here. To learn about the SLU lactation policy, click here.

Happy Mother’s Day to all of our SLU mothers!

BEST PRACTICES

2013 Goal Follow-Up
During the 2012 performance evaluation process, employees and managers set future goals for the 2013 calendar year. Now is a good time to revisit the goals that were set early this year.

Ongoing communication is essential. Throughout the year, it is important for managers and employees to communicate regularly to “check in” on goals and progress. Set up meetings (monthly, bi monthly or quarterly) and make time to discuss the progress toward goals and workload. Communication is essential to ensure expectations for both employees and managers are met!

Goals and priorities may change. As priorities may vary throughout the calendar year, assigned goals may shift or change. It is important for employees and managers to review goals to make sure the goals are still relevant. If the goal no longer aligns with the need in the department/division, it is ok to change or rewrite goals. The future goals established in the 2012 evaluation are meant to be discussed and updated throughout the year.

Assess deadlines. As goals and priorities may change, so may deadlines. It is important that both managers and employees are aware of deadlines and that there is ongoing communication about achieving them. Discuss approaching deadlines and

Take ownership of goals. Employees must take ownership of their goals and be accountable for deadlines. Employees should have goals accessible for ongoing review. Employees can set up Google Calendar reminds for deadlines or progress checks. Managers should empower employees to take responsibility for goals.

Are your goals SMART? It is important that goals are Specific, Measurable, Achievable, Realistic and Time-Framed. To learn more about setting SMART goals:

- Join us for instructor lead class, Goal Setting
  - Tuesday, June 11 at 9:00am-10:00am in the Wool Center Training Room
  - Tuesday, August 13 at 9:00am-10:00am in the Wool Center Training Room

- Log onto SkillSoft for:
  - Goals and Goal Setting (pd_05_a03_bs_enus)
  - Achieving Goals through Perseverance and Resilience (pd_26_a02_bs_enus)

LEARNING & DEVELOPMENT

Engage Your Top Performers
Top performers one of our University’s main assets because they get things done and raise the bar for others around them. It’s important that supervisors manage top performers to keep them engaged in their roles. Employees who are engaged are emotionally committed to their roles, are determined to get things right and are connected to the organization. To learn more about engaging and retaining top employees, log into SkillSoft for:

- Courses
  - Engaging Top Performers: mgmt_33_a01_bs_enus
  - Retaining Top performers: mgmt_33_a02_bs_enus
**Benefits**

**Medical Plan: Tier 1 SLUCare Clarification**

As you know, the Saint Louis University employee medical plan is a three-tier network. The first in-network tier is for services received by SLUCare physicians, the second in-network tier is for services received by UnitedHealthcare (UHC) contracted physicians and hospitals, and the third tier is for services received at non-UHC contracted physicians and hospitals and therefore out-of-network.

To further clarify, tier 1 is for services received from SLUCare physicians only. Because Saint Louis University Hospital is not owned by the University, but rather Tenet HealthSystems, the tier 1 level of benefits do not apply to hospital services received at Saint Louis University Hospital. As a result, physician care received by a SLUCare physician is the only benefit available under the tier 1 level of benefits. Hospital services received at Saint Louis University Hospital will be processed under tier 2, as a UnitedHealthcare contracted hospital.

**Walk to Madrid**

Registration for the "Walk to Madrid" program will open the week of Monday, May 13th, and registration sheets can be turned in at the Poker Walk or faxed to (314) 977-3555. Official registration dates for Walk to Madrid are May 13th - May 24th. For more information, visit the "Walk to Madrid" web page.

**Poker Walk on National Employee Health and Fitness Day**

**Event Details:** 11:00 a.m. - 1:30 p.m. on Wednesday May 15th 2013

Rain location will be on the indoor track at the Simon Recreation Center

The Department of Campus Recreation will sponsor a Poker Walk from 11:00 a.m. - 1:30 p.m., Wednesday, May 15th, at two locations. Participants can meet either in front of the Simon Recreation Center or at the Medical Center Stadium Track.

A Poker Walk consists of five stations located on a designated path at which participants receive a playing card sealed inside an envelope. At the finish, an official will open the envelopes and the resulting poker hand will be noted. Rather than winning based on skill or speed, individuals with the best poker hands win.

All participants that complete the walk will earn 250 Vitality points, and in addition, the Simon Recreation Center will be open for free usage to all faculty and staff during normal hours of operation. (Employees do not need to be a member to use Simon Rec that day. Bring a SLU ID to enter the facility.)

You can register for the Poker Walk on the FROST campus [HERE](#)

You can register for the Poker Walk on the MEDICAL campus [HERE](#)

For more information, contact Khannie Dastgah at dastgahk@slu.edu.

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**Books**

- Conversations for Creating STAR Performers: Go Beyond the Performance Review to Inspire Excellence Every Day by Shawn Kent Hayashi
- Retaining Your Best People by Paul Michelman and et al.

**Microsoft Desktop Courses**
The Center for Workforce & Organizational Development offers classes on Microsoft programs to SLU employees at a discounted rate. Classes offered include Access, Excel, Project, PowerPoint and Visio. [Click here to register](#). To learn more about the Center and training opportunities, [click here](#).

**Mission**
The mission of the Human Resources division is to administer practices and programs that will attract, develop and retain high performing faculty and staff to advance Saint Louis University’s mission of higher education, patient care, research and service.