Gonzaga University Staff Handbook
from your...

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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 (i.e. Budget Committee).

The Staff Assembly Executive Council meets twice a 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. Email 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

Staff Holiday Calendar
The University observes the following holidays:
New Year’s Day
Martin Luther King Day
President’s Day
Good Friday
Easter Monday
Memorial Day
Independence Day
Labor Day
Founder’s Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve (if it falls on Monday thru Thurs)
Christmas

Specific information on eligibility and holiday pay can be found in the GU Personnel Policy Manual or online:
www.gonzaga.edu/Benefits, or in the Human Resources Public Folder in Outlook.

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 at visitspokane.com.
Gonzaga Community Events
*Staff/Faculty Family Picnic—held during the summer
*Heads Up Gonzaga (HUG)
*Staff Appreciation Socials (4 times a year)
*Conversations on Mission
*Holiday parties

Community Discounts
See the Human Resources webpage, under Benefits, Work/Life. There are 3 pages of local businesses offering discounts to GU employees. New ones are added regularly.

Bulldog Bucks
Bulldog Bucks is a convenient debit card account right on your employee ID card. They can be used in a variety of locations on campus, as well as more and more off-campus locations. You can add money to your Bulldog Bucks account by visiting the Sodexo Campus Dining Services office, located on the upper floor of the COG, or by calling them at 313-6906. Visit their website at gonzagabulldogbucks.com for more information about this program.
Jundt Art Museum
The museum hours are Monday—Friday, 10 a.m. to 4 p.m., Saturday, noon to 4 p.m. Closed traditional holidays and the following weekends: September 15-17, October 12-16.

Foley Library
Foley Library is open*:
  Monday—Thursday, 8 a.m. to 2 a.m.
  Friday, 8 a.m. to 9 p.m.
  Saturday, 9 a.m. to 6 p.m.
  Sunday, 10 a.m. to 2 a.m.

The GU Law School Library, Chastek Library is open*:
  Monday-Thursday, 7 a.m. to midnight
  Friday, 7 a.m. to 9 p.m.
  Saturday, 8 a.m. to 9 p.m.
  Sunday, 9 a.m. to midnight

*Hours may vary during holiday and final weeks.

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: 9 a.m. to 4 p.m.

ATM Locations
There are two ATM located on campus: one outside the GU Bookstore in the basement of the COG, and another near the south entrance of the Crosby Student Center.

Rudolf Fitness Center
Hours vary by semester. For an updated list of fitness center and pool hours visit their website at 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 site: www.gonzaga.edu/Athletics/Rudolph+Fitness+Center.

The Wellness Committee also offers several options, including Yoga, Pilates and Zumba classes, Weight Watchers, walking groups, the Zagfit program 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.

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 at 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 from your Staff Assembly. Special recognition for those celebrating the milestone years of 5, 10, 15 and so on!

Staff Appreciation Socials
Held four times a year, these socials are a time for staff to get together with the Staff Assembly and find out what’s happening and share concerns, ideas and comments.
Athletic Events
Gonzaga faculty and staff get free admission to all GU home games, with a valid Gonzaga ID, with the exception of 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 a Morning Mail email at the beginning of the basketball season with dates and details or visit the website www.gozags.com/tickets, or call the ticket office at x6000.

Discount at the GU Bookstore
Receive a 10% discount (with a few exceptions) with a valid GU ID on most items (excluding sale items). Located on the lower level of the COG, or on the corner of Ruby and Boone (in the Kennedy Apt complex). Hours are Monday-Friday, 9 am to 5 pm. Zag Shop hours are Tuesday—Saturday, 10 a.m. to 6 p.m.

Tuition Waiver Program
Provides opportunities for eligible employees, their spouses and dependent children to take courses at GU. The percentage of tuition adjustment is determined by the employee’s length of service with the University. All related fees (room and board and book charges) are the responsibility of the student. The Tuition Waiver Policy is available at www.gonzaga.edu/Benefits. The FACHEX and Tuition Exchange programs are also described at the above website. Please call Benefits at x5852 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.

Resources for You

Ergonomics
Need your chair adjusted to prevent backache or carpel tunnel? Contact the Safety Programs Manager, Dennis Hansen, hansen@gu.gonzaga.edu, x5856.

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 at x5656 to start the process.

Computer Issues & Problems
Contact Client Support Services (Help Desk) at 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 at x3865 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 classes online at www.gonzaga.edu/gutraining.
Copies/Printing Services
The friendly staff in Faculty Services on the lower level of College Hall can help with overheads for presentations, printing posters, and any other copying or word processing needs.

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. Jason 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 at x5856 or email at hansen@gu.gonzaga.edu. You can also call your Staff Assembly Safety and Health representative. Visit the Staff Assembly website at www.gonzaga.edu/staff for the current Representative’s contact information. The Health Center offers free flu shots and H1N1 shots. Contact them for more information.

Modular Messaging/Phone
Wondering how to get your phone messages, even when you are out of the office? Tips on Modular Messaging are available online at www.gonzaga.edu/audix.

Transportation & Parking
Parking permits are available on the lower level of Welch Hall at the Campus Public Safety and Security office. Bus passes are available to GU employees in Room 221 of College Hall around the 25th 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 on the STA website at 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, can help you get a list of local providers within miles of your home. Give them a call at 509-484-0048 or 800-446-2229 or fax them at 509-242-2779, or email at fcr@nrf.org.

Benefits Information
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
- TIAA CREF 800-842-2776 www.tiaa-cref.org
- Fidelity 800-343-0860 www.fidelity.com/atwork
- Medicare 800-633-4227 www.medicare.gov
- Social Security 800-772-1213 www.ssa.gov

Medical, Dental, Vision Insurance
- Premera BC 800-722-1471 www.premera.com
- WA Dental 800-554-1907 www.deltadentalwa.com
- VSP 800-877-7195 www.vsp.com

Life Insurance
- The Standard 800-628-8600

Long Term Disability
- The Standard 800-368-1135
Employee Assistance Program (EAP)
Horizon Health 877-851-1631 www.horizoneap.com
Available 24 hours/day
Use standard6 as login ID
Use eap4u6 as password

Voluntary Long Term Care
Unum 800-227-4165
www.unumprovident.com/enroll/gonzaga/index

Flexible Spending Plan
Rehn & Assoc 509-534-0600 www.ezflexplan.com/rehn
509-535-7883 (fax)

Supplemental Disability
Mass Mutual 206-346-3269 jthomsen@finsvcs.com
sreiger@fulcrum-financialgroup.com

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 x3836 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.
**Employee Assistance Program**

Do you need help coping with everyday family problems? All full-time GU employees have access to 6 free counseling sessions on almost any issue, from marriage, drugs and/or alcohol problems, raising teens, caring for elder parents, coping with 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. Call 1-877-851-1631 or go to www.horizoneap.com. Use standard6 as the login and eap4u6 as the password.

**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 at [www.gonzaga.edu/gutraining](http://www.gonzaga.edu/gutraining).
- **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. The percentage of tuition adjustment is determined by the employee’s length of service with the university. All related fees (room and 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 Benefits website. Please call Benefits at x5852 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 will provide 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 below and on the following page. If you have any questions, feel free to call the CCASL main desk at x6824.

CCASL Service Opportunities
Alexandria’s House
American Indian Community Outreach Center
CCASL Service Opportunities, cont.

April’s Angels
ARC of Spokane
Big Brothers Big Sisters
Boys and Girls Club
Campfire Boys and Girls
Colorado Kids
Campus Kitchen at Gonzaga University
Cancer Patient Care
Catholic Charities
CenterPointe
Children’s Ark
Children’s Museum
Crosswalk
Environment Outreach
GIEOP (Gonzaga Indian Education Outreach Project)
Girl Scouts
GUM
Habitat for Humanity
House of Charity
L’Arche
Lilac Blind Foundation
M.A.T.H.
Meals on Wheels
Mission Possible
Morning Star Boys Ranch
Partner’s Project
Peace and Justice Action League of Spokane
Reality Camp
Rising Times
Salvation Army
Santa’s Helpers
CCASL Service Opportunities, cont.

Second Harvest Food Bank
Senior Outreach Services
Shalom Ministries
Shaw Connection
Shriners Hospital
SMILE (Student Mentors Increasing Life’s Excitement)
Special Olympics
Spokane AIDS Network
SNAP (Spokane Neighborhood Action Programs)
Take a Stand
Take Back the Night
Union Gospel Mission
Vanessa Behan Crisis Nursery
Volunteer Chore

Spiritual Community

Go to the University Ministry website for addresses and contact numbers for many local churches, as well as Mass schedules for St. Aloysius and the University’s Student Chapel at www.gonzaga.edu/Mission/University+Ministry. The Ministry Institute also offers workshops throughout the year. Contact them at www.gonzaga.edu/ministryinstitute for more information.

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.
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 or send us an e-mail to 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. 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.

This document was printed in February 2010 and is updated as needed. The entire document and any updates will be posted on the Staff Assembly website, www.gonzaga.edu/staff.