As we close out our first full academic year, we are proud of the work that has been accomplished across campus and in the community. We successfully hosted/co-hosted 82 educational seminars, workshops and conferences. From our Open House launch in October to our monthly lunch and learns throughout the year, we have had a chance to connect with a wide-range of faculty, staff and administrators. As we look towards our second academic year, we are eager to continue making these connections and working with units across campus to serve our community.

We are also proud that effective January 1, 2017, Provost Youatt extended the parental leave for faculty and academic staff at MSU. The policy now provides six weeks of paid parental leave to each parent employed by MSU as a faculty or academic staff member—rather than being required to split the six weeks if both parents were employed by the university. The WorkLife Office commends this positive change and we look forward to continued progress in supporting our faculty and staff.

We are confident that the 2017-2018 academic year will continue along this trajectory. We already have several projects in the works, including a collaborative assessment of onboarding for new faculty and staff—especially those who join the MSU team as international hires. The staff of the WorkLife Office is also working diligently to extend support to MSU Extension staff and centralizing support for our commuter employees, whether they are utilizing alternative modes of transportation, car pooling, or telecommuting.

As always, we will continue to offer our services and consultations based in best practice research, and will confidently offer innovative solutions to work-life concerns. Additionally, our on-campus research will assist us in identifying gaps in currently existing services, in order to, ultimately, create a work environment that recruits and retains the best and brightest faculty and staff.
Congratulations, Graduates!

The WorkLife Office would like to congratulate two very special graduates, Department Aide, Hui Huang and Intern, Allison Foster.

Hui graduated with a Master's degree in Public Policy from the College of Social Science. She has been a joy to work with and we know that she will be successful in her area of study. We appreciated the dedication she showed on the projects she worked on, including research projects and data analysis. Her thoroughness, creativity and attention to details helped keep us on track for deadlines. We want Hui to know that her work at the MSU WorkLife Office is appreciated. We wish her the best in all that’s ahead of her.

Allison Foster graduated with her Bachelors in Human Development and Family Studies. She interned in the WorkLife Office during spring semester 2017. Allison tackled a variety of tasks—she worked with lifespan and family service issues such as parenting education, breastfeeding support, and eldercare. Lori Strom said, “She is a team player and has contributed to program planning, implementation, promotion and evaluation.” Allison has played an integral role in many of our initiatives and has become a valuable partner in our office. We hope she will have opportunities to learn from new challenges in a work environment where she is encouraged to grow and thrive. We know she will be an asset to any workplace, just as she has been in the WorkLife Office.

NOMINATIONS DUE JUNE 30, 2017

2017 MSU OUTSTANDING SUPERVISOR AWARD

Members of the MSU community are invited to nominate a supervisor/administrator who consistently supports the WORK/LIFE (professional/personal) needs of their employees/staff through positive leadership and managerial practices for the 16th Annual Outstanding Supervisor Award. Please complete the nomination form available on the WorkLife Office website: http://worklife.msu.edu.

All staff, faculty and students may nominate their supervisors who have been in their position for more than two years. The nomination package must include the nomination form, nomination letter, plus 2 to 4 letters of support. The nomination package must be submitted electronically by Friday, June 30, 2017 via the WorkLife Office website. See the website for instructions and the nomination form (http://worklife.msu.edu).

Nominators will be notified in late September if their supervisor has been selected. Celebrations will occur around National Bosses Day, October 16. Remember, the process is more fun for everyone if you KEEP IT A SECRET!

Questions? Contact the WorkLife Office by phone at (517) 353-1635 or via email at worklife@msu.edu.
Tips and Tricks for Trying Flex this Summer

The nature of working at a university means that often the workload changes over the summer months. In many units, summer is a time for strategic planning and tackling special projects/research. This change in pace might mean that the summer is a great time to test a flexible work arrangement.

Here are some tips for trying a flex arrangement this summer:

1. Never One-Size Fits All. Not every position on campus is conducive to a flexible work arrangement. Spend some time thinking about what elements of your job are and are not compatible with flexible work arrangements.

2. Consider All of Your Options. There are many types of flexible work arrangements, including compressed work weeks, flex-time, job-sharing and telecommuting. Explore all of the options for the type of arrangement that would work best for you and your work environment.

3. Trial Period. As is always true when considering a flexible work arrangement, try it on a time-limited basis. This will help you know if this is a correct fit for you, your coworkers, and your supervisor.

4. Open Communication. Even though it is the summer, that doesn’t mean that all of our workplace pressures disappear. You will need to plan to be clear about how you will demonstrate productivity and accomplishments to your supervisor. It’s also advised to maintain open communication with your coworkers about your new flexible work arrangement, so everyone is on the same page.

If you have questions, or would like further guidance about testing a flexible work arrangement over the summer, feel free to contact the MSU WorkLife Office. We’d be happy to arrange a consultation with you and/or your supervisor. Contact the office at (517) 353-1635 or worklife@msu.edu.

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24th Annual Take Your Child to Work Day—Another Success

An estimated 200 kids participated in the 2017 Take Your Child to Work Day events at Michigan State University. The program is unique at MSU—the WorkLife Office coordinates over 20 tours across campus to showcase some of the amazing research, activities, and programs available at our institution. The day is centered around inspiring kids to dream of new career options by seeing all of the possibilities available here on campus.

Take Your Child to Work Day culminates at a Recognition Ceremony held at the MSU Union. This year, keynote speakers included K.C. Keyton from the Center for Service Learning and Civic Engagement and Cami Hancock, a senior at Okemos High School and alum of Take Your Child to Work Day. And we can’t forget to mention a great game of musical chairs with the one and only, Sparty!

Thank you to all of the departments that participated in a tour or career exploration activity. Make sure to mark your calendar for next year’s Take Your Child to Work Day on Thursday, April 27, 2018.
The MSU Employee Assistance Program and Health4U staff are now temporarily located within the WorkLife Office suite (116/118 Linton Hall). We are excited to have them join us until their new space in Linton Hall is finalized.

If you would like to schedule an appointment or need to contact either of these programs, their phone number and email addresses remain the same.

EAP: (517) 355-4506; eap@hc.msu.edu
Health4U: (517) 353-2596; health4u@hc.msu.edu

Validated parking is available in the parking ramp adjacent to the Kellogg Center.

SAVE THE DATE
2ND ANNUAL WORKLIFE CONFERENCE
THE CHANGING WORLD OF WORK
WEDNESDAY, OCTOBER 11, 2017

TOPICS MAY INCLUDE:
- Impacts of technological advances
- Shifting workplace cultures
- Remote working & teleworking
- New trends for retirement

SPONSORED BY THE MSU WORKLIFE OFFICE.
QUESTIONS, CALL (517) 353-1635.

Congratulations Award Recipients
The Distinguished Staff Award and Ruth Jameyson Award selection committees and the Office of the Executive Vice President for Administrative Services of Michigan State University cordially invite you and your guests to a reception in honor of the 2017 Jack Breslin Distinguished Staff Award recipients and the Ruth Jameyson “Above and Beyond” Award recipient.

2017 Jack Breslin Distinguished Staff Award Recipients
Calvin Bricker Jr.; Susan Green; Michael Hanson; Bill Kost, Sharon Reasoner; Carolyn Sekedat

2017 Ruth Jameyson “Above and Beyond” Award Recipient
Grace Morris

Award Reception:
Monday, May 15, 2017
Kellogg Center Big Ten Rooms
Reception 12:30pm—2:00pm
Awards Ceremony 12:45pm—1:45pm

Validated parking is available in the parking ramp adjacent to the Kellogg Center.
Active Commuting for Every Body
(Or how to walk or bike to work when you’re REALLY not athletic... or think you are maybe too old... or you think you live too far... or, you know, kids... or you have that one reason that you can’t remember right now but you swear is a good reason)

Wednesday, May 10, 2017  Noon until 1 p.m.
Room 110 Chittenden Hall (MSU Graduate School; 466 W. Circle Drive)

Now that the weather has turned nice, have you ever thought to yourself, “It’s such a nice day! It would be the perfect day to bike or walk to work!” If that thought ever crossed your mind, no matter how fleeting, this event is for you!

In this informal community discussion, please bring your lunch and join us for a funny and informative session from several “regular people” who walk or bike to work on campus. Hear them talk about why, even though it might seem daunting, it’s (usually) worth it, and how to overcome the obstacles that might seem insurmountable.

Bring your questions!
Topics include:
Helmet hair
Feeling safe
Overcoming fear (of bike shops, drivers, judgy people, or being sweaty)
Weather
What you need to get started
Why it’s worth trying!

If WE can do it, you can too!*
(*Probably. We think you can. We do. Let us help you figure it out).

Sponsored by a random group of colleagues who all happen to walk or ride their bike to work sometimes, with support (and giveaways!) from MSU Bikes and MSU Health4U.

Panel of Active Commuters/Regular People:
Senta Goertler (German and Second Language Studies)
Nicole Springer (Service Learning)
Adam Zwicke (Criminal Justice and ESPP)
Convenor and Moderator: Julie Rojewski (The Graduate School)

Register Here: https://goo.gl/forms/NHlgbgJUzAvZG012
Or just show up, if that’s how you like to do things.
Looking for help with:

- Eldercare
- Pet care
- Childcare
- Home maintenance

As a Michigan State University staff or faculty member, you have free access to services provided by Care.com. Visit www.care.com/msu to sign-up with your MSU NETID today!

95% of MSU users would recommend Care.com to their colleagues.