

# HR @ Your Service



## HAPPENING NOW...

### It's not too late!

Open Enrollment for Health, Dental, and other important Benefits end on  
**November 15, 2021.**

For **2022 Annual Enrollment** information, click on the links below for very important facts, timelines, processes for enrollment, eligibility, and more....

[Office of Group Benefits](#)

[GSU Voluntary Benefits](#)

Performance evaluation planning sections for **2021-2022** will be opening soon for unclassified team members.

LEO offers so much more than mandatory training!

We encourage you to take the opportunity to broaden your skills, knowledge, and abilities for **FREE!**

## DID YOU KNOW? NOVEMBER IS....

[National Career Development Month!](#)

[National American Indian Heritage Month!](#)

[National Alzheimer's Disease Awareness Month!](#)

[American Diabetes Awareness Month!](#) Take the Type 2 Risk Test [here!](#)

For questions regarding any information in this HR newsletter, please contact us at [hr@gram.edu](mailto:hr@gram.edu).



## Newsletter Highlights

A Message from our Interim Human Resources Director

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Open Enrollment:  
Important Facts  
Timelines  
Enrollment Processes  
Plan Options  
New York Life Insurance  
and more...

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Wellness Word of the Month:  
**EMPATHY**

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Performance Management  
System Program 2021 -2022

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[State and Civil Service  
Training Information](#)

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## **NEW YORK LIFE INSURANCE**

**OPEN ENROLLMENT ENDS**

**NOVEMBER 15, 2021**

**CURRENTLY MAKING APPOINTMENTS VIA  
ZOOM AND/OR PHONE.**

Please contact your New York Life Agent:

**Ms. Lenora Wilson 318-218-4119 (Cell) 318-227-5027 (Office)**



## **PERFORMANCE MANAGEMENT PROGRAM**

**SMART** Goals: Specific, Measurable, Achievable, Realistic, and Timely

Supervisors will be responsible for developing at least one SMART Goal for each of the three guiding principles.

The goals should align with the specific job responsibilities of the team member.

All Performance Management Plans use three identical Guiding Principles - Service, Growth, and Intelligence.

**Performance Evaluations for 2020 - 2021 were due June 30, 2021.**

Performance Management Guidance      2020-21 Performance Evaluation - 5 Point Rating Scale Descriptions

**REMINDER: 2021 - 2022 Performance Planning for Classified team members was due on October 27, 2021.**

## **LOUISIANA EMPLOYEES ONLINE (LEO) SYSTEM**

Click [HERE](#) to access the LEO System



The LEO is a “free” online training system for all active Louisiana State Employees,  
not just mandated training courses.

**All G.S.U. Employees** must complete mandatory training via LEO no later than **June 30 (Annually)**.

**All New Hires** must complete any mandatory training via LEO within the **first 30 days of their start date**.

**Please review the Employee Compliance Training Policy below  
for the list of Annual & New Hire Trainings:**

Grambling State University Employee Compliance Training Policy



## A Message from the Interim HR Director

Grambling State University's Human Resources Management team is committed to equal and fair employment practices and to providing quality, timely and accurate service using cost-effective, best-practice methods with the highest professional and ethical standards. We are committed to providing a higher level of quality customer service; ensuring every interaction we have communicates care, relevance, and attention to detail.

As our University advances into new areas of growth and excellence, the HRM Department will work to support success by collaborating with division leaders and hiring authorities to recruit and retain a talented and diverse workforce; maximizing individual potential, increasing organizational capacity, and positioning Grambling State University as a "Best In Class" employer of choice. We are creating a welcoming, and empowering culture of respect and inclusion which directly correlates with our motto, "The Place Where Everybody is Somebody".

We are Grambling.

*Ms. Phranes J. Williams*

TOGETHER WE RISE



Where Everybody is Somebody.™