

April 21, 2010

Human Resources Bi-Weekly Newsletter



## “Taulogologo” Newsletter

### Human Resources Division Training

In support of ASCC strategic plan “Employee Development”, the Human Resources Division provides training to our employees in areas that may affect their employment with the College. In April, the Human Resources Training Unit provided ASCC employees with training in “Employment Contracts” and “Sexual Physical, and Verbal Harassment” to ensure our employees are aware of ASCC personnel procedures, and in federal compliance as required under the Equal Employment Opportunity guidelines.



*April 09 - 12, 2010*

The Employment Contract Training provided information on various types of contracts offered by ASCC, the terms and benefits of each

contract, and the procedures in place to process each contract.



*April 21, 2010*

Sexual, Physical and Verbal Harassment provided awareness on the prevention of harassment in the workplace.

The goal of both trainings was to ensure that ASCC employees are well informed, and for HR to meet their needs based on earlier comments and ratings of attendees feedback. These are a few comments by those who participated:

- *“The presentation touched on a subject most Samoans would feel uncomfortable discussing. It served to educate us on where certain boundaries lie when dealing with people of authority, as well as with students” – rating was 4.5*
- *“Not beneficial in my job, presentation was not well prepared” – rating was 2.5*

We appreciate all the feedback, both positive and negative, and consider it vital to evaluating our services. Our employees’ play an integral part in making our institution of higher learning a great place to work. Therefore, we are obligated to create an atmosphere of respect, fairness and dignity for every person who comes to Human Resources or any other division in ASCC for service.

### *Edition’s Feature:*

### *Administrative Professional Day 2010*

National Professional Secretaries Week and National Secretary’s Day was created in 1952, and today we would like to recognize and extend our Fa’amalo and Fa’afetai to all administrative assistants, secretaries and receptionists, as well as other administrative support professionals, for their growing contributions to ASCC. The day is set aside to appreciate all the hard work administrative professionals do for our institution, and to thank them. Many receive flowers or written cards, and some are taken out to lunch. Take this time to do something extra special for your administrative personnel by showing them how much you appreciate their work and how important they are to you and ASCC. THANK YOU Administrative Professionals!!!

### *Job Opportunities*

#### Career Service Announcement Community & Natural Resources (Land Grant)

Plant Pathologist (Open Until Filled)

Forestry Program Manager (Open Until Filled)

Marine Science Coordinator (Open Until Filled)

Complete job descriptions and application forms are available from the HR Office.

### **DID YOU KNOW!!!**

- If you are an employee of ASCC with a dependent(s) attending the college, your dependent may qualify for a discount on their tuition. To receive this benefit, HR will verify documents to ensure legal dependency.
- If you just paid taxes and you know that you may have to pay for the upcoming year, contact the Business Office to revise your **tax withholding percentage**.

"Real success is finding your lifework in the work that you love." --David McCullough