

**HR Liaison Breakfast
August 2011**

**Vice President for
Finance
&
Administration**

HR Liaison Breakfast August 2011



Chrissy Shinn
College of Engineering
2nd Quarter 2011

**TITLE IX:
Primer for HR Liaisons**

**Bindu Kolli
Legal Counsel & Chief Policy Advisor
Office of VP for Finance and
Administration**

Why the recent focus on Title IX?

In April 2011, the Office of Civil Rights released a “Dear Colleague Letter” (“DCL”) that clarified the obligations of colleges and universities under Title IX and identified certain requirements that higher ed institutions had to implement immediately.

Three Areas of Focus in the DCL

1. Training
2. Title IX Coordinator
3. Notice of Nondiscrimination

What is Title IX?

Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681 *et seq.*) prohibits sex discrimination in education and in education employment.

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Who is protected by Title IX?

- Both men and women
- Both staff and students

What is sexual harassment?

Sexual harassment includes **unwelcome** sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when...

What is sexual harassment? (cont'd)

- (1) submission to such conduct is made either **explicitly or implicitly** a term or condition of **an individual's employment or academic advancement**,
- (2) submission to or rejection of such conduct by an individual is used as the **basis for employment decisions or academic decisions affecting such individual**, or
- (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or **unreasonably creating an intimidating, hostile, or offensive working or academic environment**.

Harassment can be:

- Perpetrated by a faculty member, staff member, student or third party
- Directed by either gender at the other
- Directed at a victim of the same gender as the harasser, as long as the harassment is based on sex

Two Types of Sexual Harassment

- **Quid Pro Quo:** Benefits (or penalties) are conditioned on an individual's submission to (or failure to submit to) requests for sexual favors.
- **Hostile Environment:** Harassment that does not result in a tangible benefit or penalty but that is sufficiently severe and pervasive to limit the victim's ability to participate in classes, work activities, or other aspects of the academic or work environment.

- Title IX requires schools to have an **anti-discrimination policy and grievance process** to address sex discrimination, including sexual harassment.
- Universities are under a **legal obligation** to take steps to prevent harassment and address any harassment that occurs.

Policy 4-29: University Policy Against Sexual and Other Unlawful Harassment

- Lays out the reporting procedures for lodging a complaint and the offices that handle informal resolution of complaints.
- Lays out the investigation process for addressing formal complaints.
- Identifies the rights of both the complainant and the accused during the formal investigation process.
- Establishes the University's non-retaliation policy.

- As HR Liaisons you may be approached by possible complainants who want to file a formal complaint or with individuals who have questions about sexual harassment generally.
- Functionally, the University will continue to adopt a “**no door is the wrong door**” approach to intake of complaints and fielding of inquiries (i.e. Office of Equity and Inclusion, Office of Student Conduct, Wellspring, etc.). The faculty or staff member consulted should **inform the Title IX coordinator of any complaints or inquiries regarding gender-based discrimination.** Faculty or staff members should also feel comfortable directly referring the inquiries to the Title IX coordinator.
- Even if you are approached about allegations of gender-based discrimination and the individual **does not want to file a formal complaint, the Title IX coordinator still must be informed of the existence of the allegation.**

Title IX Coordinator

School systems or other recipients of federal funds **must** designate at least one employee as the **Title IX coordinator** to oversee compliance efforts and investigate any complaints of sex discrimination.

Although at least one employee is required to be designated to coordinate compliance with Title IX, it is the **shared responsibility** of the entire University, from top-level administration to individual staff, to foster compliance... hence, the **mandatory training for individuals throughout the University.**

Core Responsibilities of Title IX Coordinators

- Develop and maintain a working knowledge of Title IX and relevant state laws.
- Monitor school district's compliance with legal requirements.
- Ensure school district has required policies and procedures in place.
- Conduct evaluations of school compliance.
- Arrange for training for staff and students.
- Provide and update resources.
- Ensure prompt and effective processing of complaints.

- At the University of Delaware, we have three Title IX coordinators:

(1) For overall coordinating purposes, Title IX coordinator is:

Bindu Kolli,
Chief Policy Advisor
OEI
305 HULLIHEN HALL
(302) 831-8063
bkolli@udel.edu

(2) For Athletic Department purposes:

**Jennifer W. Davis, Vice
President for Finance and
Administration**
220 HULLIHEN HALL
(302) 831-2769
jjdavis@udel.edu

(3) For Student Life purposes:

**Dawn Thompson, Dean of
Students /AVP for Student
Life**
101 HULLIHEN HALL
(302)831-8939
dawnt@udel.edu

Notice of Nondiscrimination

- The DCL clearly provides the information that must be included in a university's notice of nondiscrimination in order to comply with Title IX.
- This Notice must be included in publications aimed at general distribution that provide information to students and employees about the school's services and policies.
- In situations where print real estate is at a premium (i.e. recruitment postcard), we understand that the complete Notice of Nondiscrimination will not fit.
- Please contact me to discuss alternative Notice language that may be used depending on the space available for the Notice.

ANY QUESTIONS?

Please feel free to contact me –

Bindu Kolli

bkolli@udel.edu

THANK YOU!

This Is Your Year...

This Is Your Health...

Make It Happen!



2011-2012 Program Year

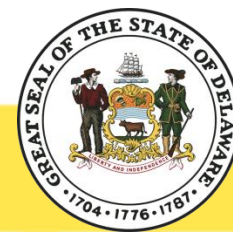
Feel
Better
and
Have
More
Energy

Increase
My Level
of
Physical
Activity

Make
Better
Food
Choices

Control
My
Diabetes

Quit
Smoking



Set Yourself Up For Success By Joining The State's Wellness Journey:

"As one of DelaWELL's strongest supporters, I am excited to see the selection of programs, services and incentives DelaWELL is making available to state employees. As always, thank you for your participation. Your involvement helps create a healthier Delaware."

- Governor Jack Markell



Motivation Station: Employee Spotlight

January 2010 – 342 lbs.

April 2011 – 237 lbs.



Melody Rose
Sr. Social Worker
DHSS - Laurel State Service Center

Motivator(s):

"Back in January 2010, my weight was 342 lbs. I decided it was time to change that. I no longer wanted to be the "fat girl" in the office."

Health Improvements/ Lifestyle Changes:

- Lost 105 lbs.
- She now stays under a specific calorie intake, uses a food diary, and eats healthy (for the most part)
- Melody hasn't given up any foods that she likes, she has just learned to control her portions
- Exercises on a daily basis
- Melody now holds a Zumba class three times a week after work at the Laurel State Service Center
- Everyone is so enthusiastic about becoming healthier, and their team spirit has tripled
- The Laurel State Service Center has become a healthy and joyful place to be

How Has DelaWELL Helped?

- Attended the DelaWELL University Onsite "Weight Management" Seminar, the DelaWELL health screening, as well as completed the online wellness assessment, several of the online seminars, stress management program, and the Strive for 5 fruit and vegetable challenge
- The information gained from these programs provided Melody with the motivation and resources to lose the weight

Motivation Station: Employee Spotlight

April 2007

April 2011



Motivator(s):

"When we saw the results of our DelaWELL health screenings and online wellness assessments, we suddenly had a wakeup call."

"As I am looking forward to being retired with my husband, it is so wonderful to know we will be able to bike, kayak, play tennis, and play with our seven grandchildren. No more having trouble getting up and down on the floor to play with them! We are both certainly living proof that healthy living is wonderful! "

Health Improvements/ Lifestyle Changes:

Mike-

- Blood pressure has gone from 162/96 to 127/72
- Lost 44 lbs.

Kathy-

- Lost 27 lbs.
- Blood pressure now runs 116/67; She now only takes half of a blood pressure pill

Both-

- Blood sugar, cholesterol and triglyceride levels have gone down and are now within the normal range
- Eating more fruits and vegetables and limit their meats to chicken, turkey and fish
- Energy levels have increased which allowed them to begin walking and biking regularly; Regular household chores have become so much easier. Working in the yard is a breeze now, no more shortness of breath or achy joints

How Has DelaWELL Helped?

- Made them focus on their health and realize how important it was- Both Mike and Kathy participated in the Weigh Down, Stay Down Challenge and the DelaWELL University "Nutrition" Onsite Seminar ; Mike completed DelaWELL's six-week online "Healthier Diet Program." He does most of the cooking in their home since he is retired, so they both benefited from the information he learned.

- DelaWELL Health Coaches have been encouraging to them

Mike Brittingham

State of Delaware Pensioner

Kathy Brittingham

Senior Secretary

Milton Elementary School

Cape Henlopen School District

DelaWELL 2011-2012 Rewards Are As Easy As 1-2-3!

Beginning **July 1, 2011 through May 31, 2012**, benefit eligible state agency, school district, charter school and higher education employees, as well as state non-Medicare eligible pensioners, who are currently enrolled in a State of Delaware Group Health Plan can earn **DelaWELL Rewards** for participating in various program activities throughout the year.

- 1) Participate in a **DelaWELL Health Screening** to be held at various locations throughout the state from July 18, 2011 through November 2011 AND January through April 2012.
- 2) Complete your confidential online **Wellness Assessment** questionnaire for 2011-2012.
- 3) Actively participate in a **Health Coaching or Condition Care Program**.

Complete Steps 1 and 2 to earn the Silver Level: \$100 DelaWELL Reward

OR

Complete Steps 1 and 2 and 3 to earn the Gold Level: \$200 DelaWELL Reward

Members who meet the requirements for the Silver or Gold Levels will also have a chance to win a FREE:

• **Three-Month YMCA Family Membership**

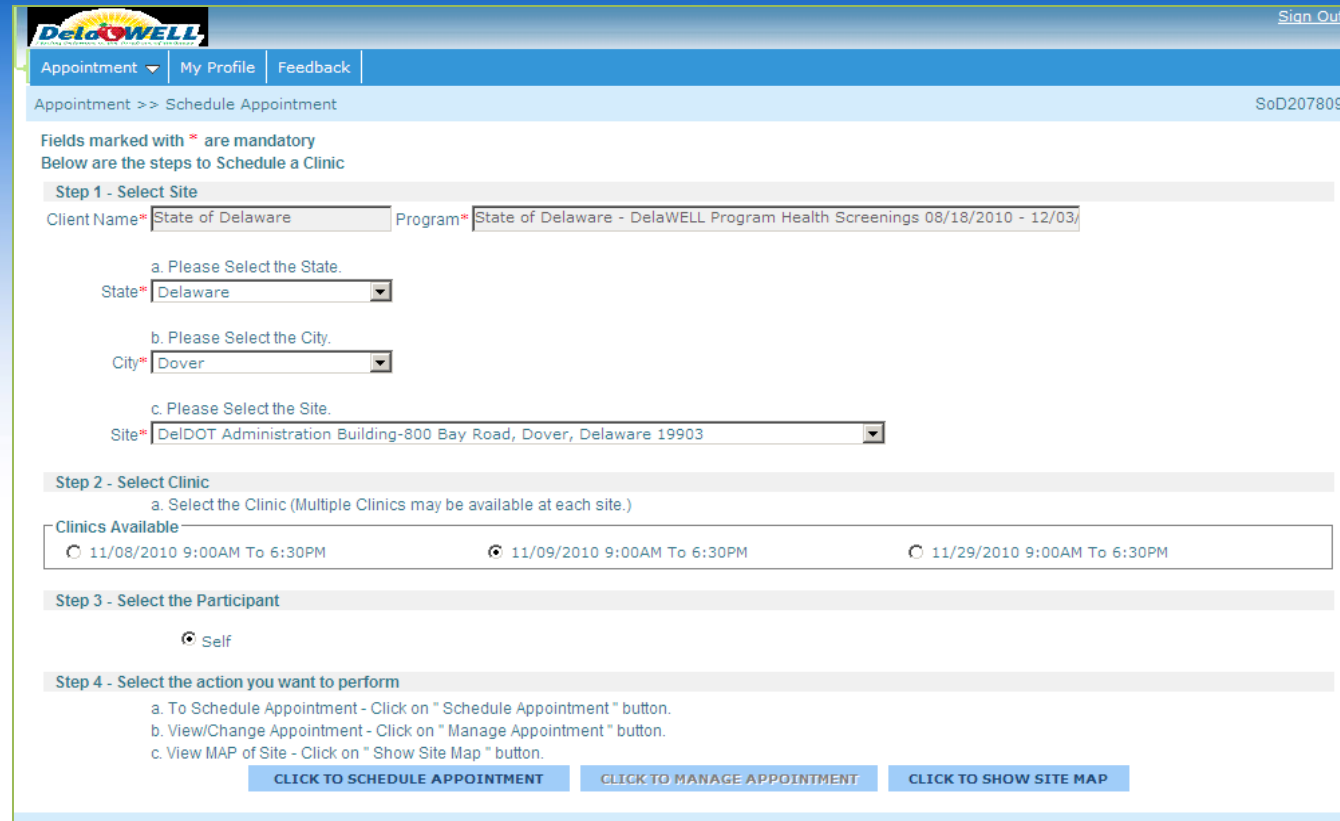
OR

• **One-Year YMCA Family Membership**

(Memberships generously donated by the YMCA of Delaware)



- Knowing your key health values, such as blood pressure, blood sugar (glucose) and cholesterol is important to help you stay healthy and detect health conditions early when they are most treatable
- Screening results on the spot with review by health care professional
- Results and credit will be awarded for you automatically about two weeks after completion of your screening appointment
- Completion is required to earn any DelaWELL rewards



The screenshot shows the DelaWELL Health Screening website interface. At the top, there is a navigation menu with 'Appointment', 'My Profile', and 'Feedback'. The current page is 'Appointment >> Schedule Appointment'. Below the navigation, there are instructions: 'Fields marked with * are mandatory. Below are the steps to Schedule a Clinic.' The interface is divided into four steps:

- Step 1 - Select Site:** Includes fields for Client Name (State of Delaware), Program (State of Delaware - DelaWELL Program Health Screenings 08/18/2010 - 12/03/), State (Delaware), City (Dover), and Site (DelDOT Administration Building-800 Bay Road, Dover, Delaware 19903).
- Step 2 - Select Clinic:** Includes a section for 'Clinics Available' with three radio button options for different dates and times: 11/08/2010 9:00AM To 6:30PM, 11/09/2010 9:00AM To 6:30PM, and 11/29/2010 9:00AM To 6:30PM.
- Step 3 - Select the Participant:** Includes a radio button option for 'Self'.
- Step 4 - Select the action you want to perform:** Includes three instructions: 'a. To Schedule Appointment - Click on "Schedule Appointment" button.', 'b. View/Change Appointment - Click on "Manage Appointment" button.', and 'c. View MAP of Site - Click on "Show Site Map" button.' Below these instructions are three buttons: 'CLICK TO SCHEDULE APPOINTMENT', 'CLICK TO MANAGE APPOINTMENT', and 'CLICK TO SHOW SITE MAP'.

Sign up for a **FREE Health Screening Appointment** provided at various State of Delaware locations from **July 18, 2011 through November 2011 AND January 2012 through April 2012**. Please continue to check the website for updates.

To register for a Health Screening appointment, please visit the DelaWELL Health Portal at <https://delawell.alerehealth.com>. Once logged in, click on the "Appointment Registration" link located on the left menu under Health Screenings.

- 15-20 minute online questionnaire about your health habits
- Confidential – aggregate reporting only
- Include recent health screening results for most thorough report and recommendations
- You will get your Wellness Score and personalized report with recommendations for healthy steps you can take to reach your goals
- Credit will be awarded for you automatically upon completion. This activity is required to earn any DelaWELL rewards.
- **Available July 1, 2011 through May 31, 2012!**

Welcome, Test1787! Ready to learn more about your health? Take the Assessment Now!

What is the Wellness Assessment?

This survey asks questions about your lifestyle habits and medical history. We use your answers to give an overview of your current risk for health problems. We'll also show you simple steps you can take to reduce your risk.

Why should I take it?

We'll use your answers to give personal advice, tools and programs that you can use to improve your health.

How long will it take?

The Assessment takes about 20 minutes.

What do I need?

To receive the most comprehensive report and recommendations, you should include your recent health screening values. You can enter these directly from the sheet provided at your DelaWELL Health Screening OR wait about two weeks after your screening event for your screening values to be automatically included in your assessment for you. If you want your values loaded for you, do not click "Finish" on your assessment until after your values are included.

What if I can't finish it now?

We'll save your results. You can come back to finish it later.

Sample Results
The Risk Factor Scorecard

Your Wellness Score is 89

Ready for the next step? **Your Risk Scorecard**

Things you're doing well on:

Nutrition

- ✔ You are meeting the recommended level of five or more servings of fruits and vegetables per day.
- ✔ Keep up the good work! Taking steps to limit the amount of fat in your diet is a good way to protect your health.
- ✘ Keep trying to get at least 6 servings of bread, cereals, rice, and pasta servings each day. [See our nutrition recommendations -->](#)

Alcohol Use

- ✔ Your alcohol use appears to be moderate. That's great! your use of alcohol right now does not put you at increased health risk. [See our alcohol use recommendations -->](#)

Tobacco Use

- ✔ You never started smoking cigarettes. This is one of the most important lifestyle choices you have ever made. [See our tobacco use recommendations -->](#)

◀ • • • ▶

Take the Assessment Now!

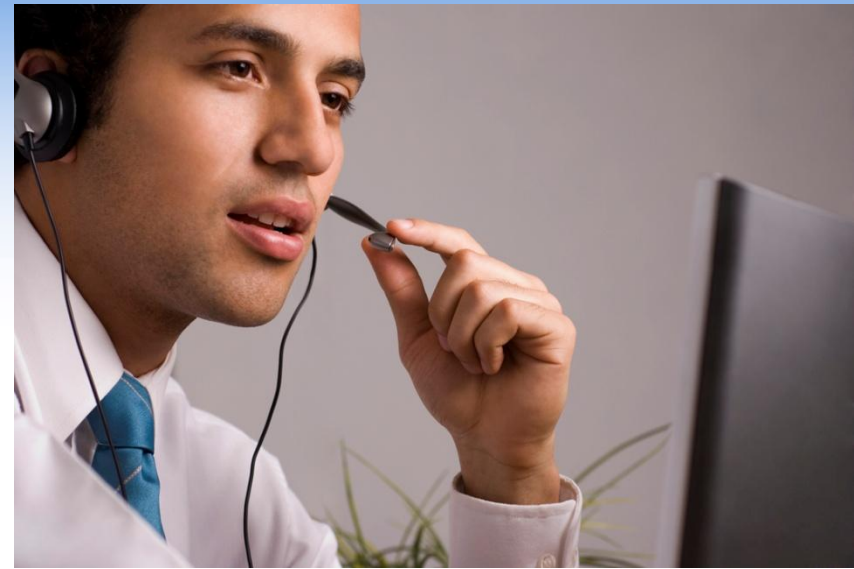
To access and complete your online Wellness Assessment, please visit the DelaWELL Health Portal at <https://delawell.alerehealth.com>.

Step 3: Actively participate in a Health Coaching or Condition Care Program

- ▶ Qualification for a Health Coaching or Condition Care program is determined by the results of your Wellness Assessment or healthcare claims.
- ▶ **Low risk individuals** who don't qualify for a health coaching program must participate in an online Healthy Living Program to complete Step 3 and qualify to earn the \$200 incentive.
- ▶ All other participants must enroll in and participate in a Health Coaching program or Condition Care program to complete Step 3 and qualify to earn the \$200 incentive.

Health Coaching

- Centered on five key behaviors to help you become healthier and more productive
 - Healthy weight maintenance
 - Smoking cessation
 - Physical activity
 - Eating habits/nutrition
 - Managing stress
- Your own confidential Health Coach will provide personalized guidance and support through a series of phone calls or online interactions
- Designed for:
 - Participants who are ready to change
 - Those at risk
- Provided at no cost to eligible Delaware members
- Confidentially administered by Alere
- **Your Health Coach will validate completion, and credit will automatically be awarded upon meeting the criteria of completing 8 interactions with a coach during the first 3 months after enrollment. Completions are recorded monthly.**



See the “Health Coaching” link on the left menu once you log in on the DelaWELL Health Portal (<https://delawell.alerehealth.com>).

If you are ready to make a healthy change and need the additional support of a coach, call 1-866-674-9103 to get started.

Condition Care Program

- An Alere nurse is available to you 24/7 to help you manage your condition, get the most from visits to your healthcare providers and live well
- Specialized education and support program
- Enrollees in medical plan who have been diagnosed or are receiving treatment for the following conditions:
 - ✓ Asthma
 - ✓ Congestive heart failure
 - ✓ Coronary artery disease
 - ✓ Chronic obstructive pulmonary disorder
 - ✓ Diabetes
 - ✓ Osteoarthritis and Back Pain.

See the “Condition Care” link on the left menu once you log in on the DelaWELL Health Portal (<https://delawell.alerehealth.com>) for more information or call 1-866-674-9103.

Credit will be awarded to participants who keep scheduled phone calls with their Alere nurse care manager throughout the program year to meet completion criteria. Completions are recorded quarterly.



Healthy Living Programs

Stress Relief Program

Program Week 1 2 3 4 5 6

Week 1: The Facts About Stress

Your To-Do List [Print articles](#)

Check each box as you complete your tasks!

- [Your Stress Questions Answered](#): Learn the top ten things you should know about stress. Some of them may surprise you!
- Quick Tip: Is Your Stress Physical?** Pay attention to how your body reacts physically when you're feeling stress.
- [Progress Tracker](#): Start a stress journal — just a few entries a week can help you understand your state of mind.

Save Checked Items



Hi Test1787!

Your Goals This Week:

Learn the basics about stress and the effects it can have on your body.

Coming Next Week:

Assess your stress
(Starts Friday 10/15/10)

Want to Learn More?



- [Stress as a Motivator](#)
- [Warning Signs for Serious Stress](#)
- [Can Stress Make You Sick?](#)

Try This Recipe



[Barbecued Chicken](#)

Recommended Tool

[Meal Planner Tool](#)

Don't stress about dinner! Get healthy meal ideas customized to your tastes.

In Season

[Cancer Screening Tests](#)

October is Breast Cancer Awareness Month. Learn about risks and keys to prevention.

Interactive, personalized online tutorials available to everyone* that help you take important steps to reduce risk and improve health.

Once you complete the online Wellness Assessment, recommended Healthy Living Program topics are presented on the home page. However, you may choose any one of the 13 Healthy Living Programs (Weight Loss, Get In Shape, Stress Relief, Healthy Heart, Diabetes-Fighting, Custom Program, Smoke-Free, Healthy Aging, Easy Start, Healthier Diet, Cancer-Fighting, Healthy Senior or Healthy Kids).

To participate in a healthy living program, log into the DelaWELL Health Portal (<https://delawell.alerehealth.com>) and click on the Healthy Living Programs link located on the left menu under DelaWELL Program Info.

You'll have an achievable goal each week and a To-Do List of action items to help you make it happen. Regular e-mails will remind you to stay on track.

Credit will be awarded automatically for completion of your Healthy Living Program when you finish the short assessment at the end of week 6.

**Only those not eligible for Health Coaching or Condition Care can earn credit towards the incentive for completing a Healthy Living Program*

Additional DelaWELL Services and Health Resources To Help You Reach Your Goals

September 2011- Putting the Pieces Together: Dealing with the Stress and Challenges of Life*

October 2011- Developing a Self-Care Plan*

November 2011- Diabetes Prevention and Control

January 2012- Weight Management

February 2012- Heart Health

March 2012- Nutrition

April 2012- Cancer

May 2012- Arthritis/Joint Pain



*Online registration is currently open for these topics

Register to attend by visiting www.delawell.delaware.gov and clicking on the “DelaWELL University Onsite Health Seminars” link.

Online Resources- DelaWELL Health Portal

- [Stress Busters Challenge \(Fall 2011\)](#)
- [Healthy Hearts Challenge \(Early 2012\)](#)
- [Spring Fitness Challenge \(Early 2012\)](#)

Nurse24 Line: 1-866-674-9103

Healthy Lifestyle ▾	Diseases & Conditions ▾
Food & Recipes	Stress Management
Nutrition	Weight Management
Fitness & Activity	Tobacco Cessation
Tools	
Progress Tracker	Walking Challenge
Meal Planner	Diet Manager
Fitness Planner	

Take Your Well...

Contact the Dela**WELL** Team

Website: www.delawell.delaware.gov

Email: Employee.Wellness@state.de.us

Phone: (800) 556-6106

Teri Strawder, Dela**WELL** Program Administrator

Aaron Schrader, Health Promotion Coordinator

HealthyU Employee Wellness

Dare to be *fit.*
FITNESS CHALLENGE HEALTHY·U

Registration begins August 22

www.udel.edu/wellness

September 25-November 6, 2011

25 Wellness Dollars

“Dare to be Fit” may also be purchased at a discount as part of the Wellness Plus membership package.

Employee Education and Development

FALL TRAINING OPPORTUNITIES

Communication Skills – October 5

Time Management – October 20

Change Skills for Change Agents - October 26

Business Writing and Proofreading - November 2

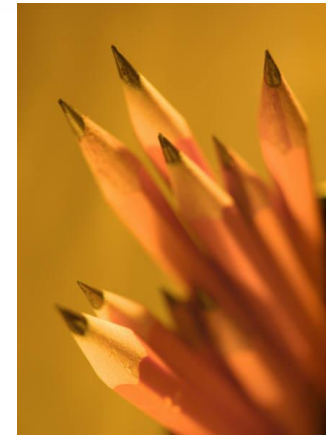
Situational Leadership - November 16

Customer Service – November 16

Speak with Confidence - November 30

Customer Service – December 6

Communication Skills – December 8



Pending Confirmation: Project Management; Process Improvement



Blue & Gold Administrative Essentials Certificate

Gives UD employees the skills needed to improve
organizational effectiveness

Learn

process improvement,
communication,
team-building and
change management
skills.

Improve

your unit's processes
and procedures to save
time and money.

Build

your professional
credentials to improve
your work and further
your career.



Blue & Gold Administrative Essentials
September 6, 8, 13, 15, 20, 22, 27 and 29



Blue & Gold Management Essentials Certificate

Giving UD managers the skills
to manage their teams to prominence

Learn

proven management
skills to become a more
effective manager

Increase

your UD unit's
performance and
added value

Build

your professional
credentials to improve
your work and
further your career



Blue & Gold Management Essentials

October 18, 20, 25, 27, November 1, 3, 8 and 10

Conducting Business at UD

A library of online resources for new managers and others to learn how business is conducted at the University.

Topics include:

- Systems Overview
- Human Resources
- UD Financials
- Student Records & UDSIS
- Payroll and Records Management
- Information Technologies
- Others as identified and/or requested



**Delaware Technical & Community
College (DTCC)**

Tuition Waiver Exchange Lottery

Deadline August 12

Contact Human Resources

Phone: 831-2171

Email: ben-serv@udel.edu

Financial Planning Workplace Savings Plan Seminars October 17 – 21

Registration: <http://www.udel.edu/EmployeeTraining>
(Available September 1)

**Tuition Exchange Program (TEP)
Lottery Deadline October 24
<http://www.udel.edu/webforms>
BEN Educational Benefits**

2011 Open Enrollment Flexible Spending Accounts

November 7 – 18

<http://www.udel.edu/flexnet>

Family Status Change

You are permitted to change your coverage elections between annual enrollments only if you have a change in family status:

Marriage, divorce, birth, adoption, death of a dependent, a change in your spouse's employment, job status or involuntary loss of medical coverage.

You have only 30 days to submit a Family Status Change form:

<http://www.udel.edu/00422>

Any required backup documentation should be submitted as soon as available.

OISS Update

Younes Haboussi

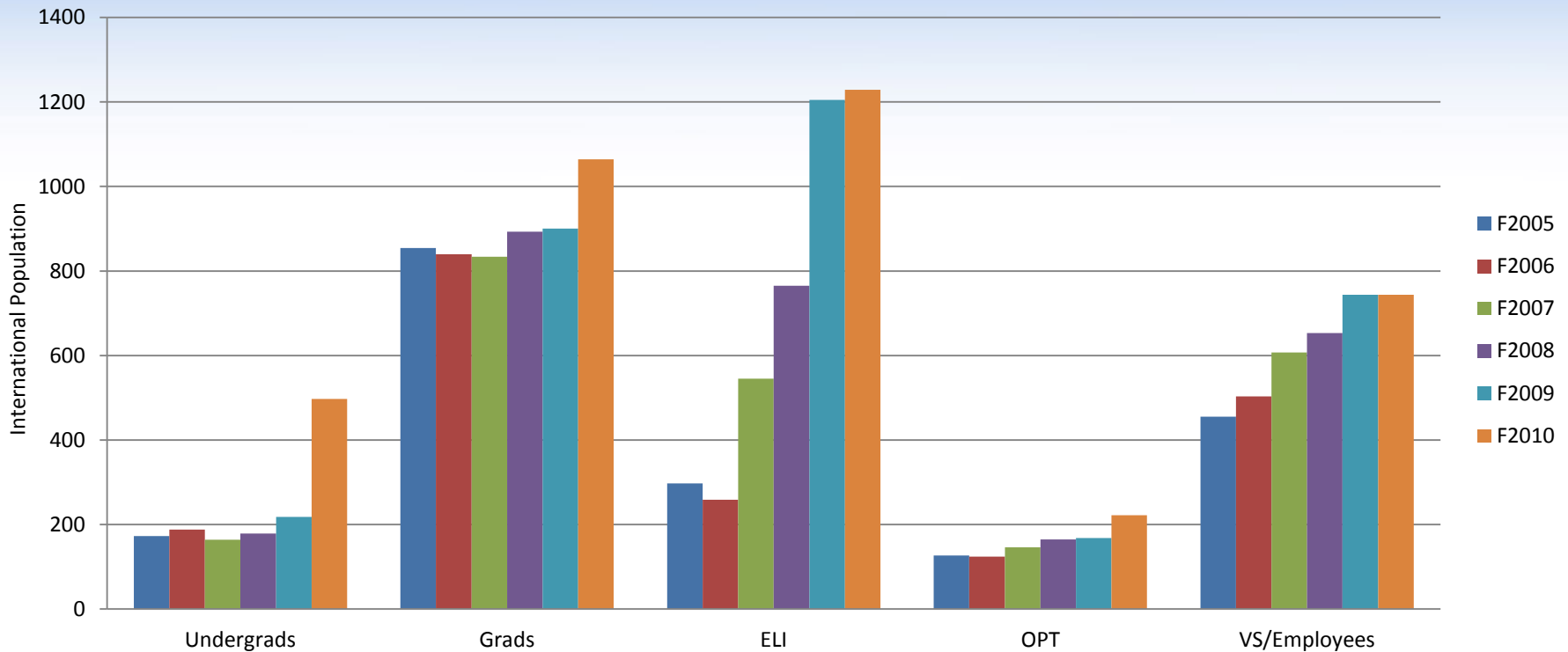
Immigration Services Coordinator

Office for International Students and Scholars

413 Academy St.

International Students & Scholars Service Fees

International Population Growth



- 15% growth expected Academic Year 2012

International Students & Scholars Service Fees

Enhanced Services

Fall and Spring of 2011 and 2012

- Support OISS operations with additional staff to better serve the growing international community.
- Expand welcome services for new international students, designed to acquaint students with the University and community, and assist in an easy transition and adjustment to life in the United States.
- Provide faster document processing and implementation of a more comprehensive communication network.
- Offer enhanced advising services on a variety of matters including immigration, campus life, and personal concerns.
- Assure continued access to Social Security for student workers by bringing the necessary services to campus or taking the students to the Social Security office.

New Services

Spring of 2012 and beyond

- Workshops and publications designed to provide information and assistance on a wide variety of topics of concern to international students, scholars and employees.
- Support social events to encourage international students to interact with the University community at large.
- Provide services to help the families who join our students, scholars and employees so they do not feel isolated in a new country.
- Improve referral assistance for international individuals who require services such as housing.

International Students & Scholars Service Fees

Individuals Impacted by the International Service Fee

- All international students (non-US citizens) except for permanent residents.
- Continuing Education and part- time international students
- Graduate students in sustaining status.
- International visiting scholars and employees requiring a visa from the University of Delaware.

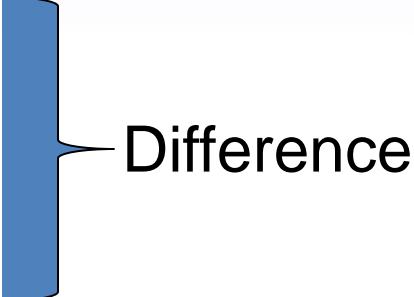
Fee Structure

- \$100 per semester for graduate and undergraduate students.
- \$50 per session for ELI students.
- \$100 per application for J-1 visiting scholars.
- \$250 per application for H1B employees (in addition to the filing fees).
- \$500 per application for permanent residency applications.

International Students & Scholars Service Fees

Visiting Scholars

➤ J-1 visa:

- Research scholars
 - Short term scholars
- 
- Difference

Request for Visiting Scholar Form

<http://www.udel.edu/oiss/forms/visschol.pdf>

International Students & Scholars Service Fees

Temporary Employees (H-1B)

➤ Export Control :

- The University of Delaware must certify whether export licensing will be required for the work.
- [“Export Control Certification Form”](#)
- STEM
- Form must be signed by the Empowered Official at the Research Office and submitted with other supporting documentation
- If a foreign national employee’s source of funding changes, a new certification form is required.

International Students & Scholars Service Fees

Temporary Employees (H-1B)

➤ Information and processing:

<http://www.udel.edu/oiss/forms/h1bdetails.pdf>

➤ H-1B visa questionnaire

<http://www.udel.edu/oiss/forms/h1bquest.doc>

➤ Sample letter instruction

<http://www.udel.edu/oiss/forms/h1bdetails-sampleltr.pdf>

➤ Change of employers / extension

➤ Dependents

<http://www.uscis.gov/files/form/i-539.pdf>

International Students & Scholars Service Fees

Permanent Residency

➤ Information and processing:

<http://www.udel.edu/oiss/information/residency.html>

➤ Academic Position

- Visa worksheet:

<http://www.udel.edu/oiss/forms/ImmigrantVisaWorksheet.pdf>

➤ Nonacademic Position

- Policy Waiver Application:

<http://www.udel.edu/oiss/forms/ImmigrantVisaWorksheet.pdf>

Online Recruitment Update

Thomas H Eggs III in the Chemical Engineering works with next-generation energy devices.

- Employment Benefits
- Wellness
- About UD »
- Living and Working in Delaware »
- Resources for Applicants »
- Resources for Recruiters
- Contact Us

udjobs

Employer of Choice

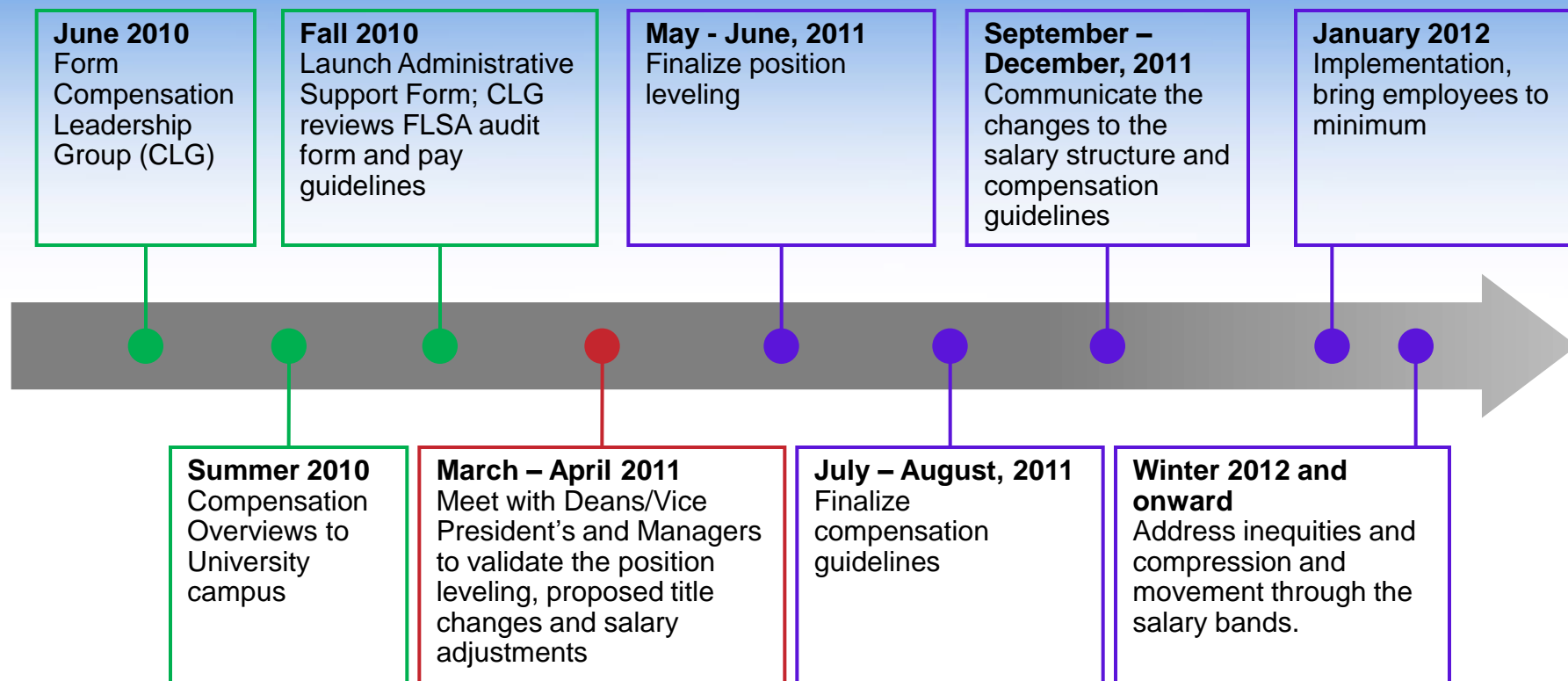
Visit the Campus

APPLY NOW

- Faculty
- Staff
- Maintenance | Service

Path to Prominence
"Fulfilling the mission of the University and..."

Tentative Timeline for Compensation Study



● Completed
 ● In Progress
 ● Pending

Summer On-boarding Dates

On-boarding Group	Location	Date	Time
ELI/ITA Group On-boarding (Completed)	New ELI Building	7/13/11	8:30-12:00
Faculty Group On-boarding	The Gallery, Alumni Room, & Collins Room in Perkins Student Center	8/25/11	8:30-4:00
All other New Graduate Students on Contract Group On-boarding	The Gallery in Perkins Student Center	8/26/11	8:30-4:00

Your Role for Summer Group On-boarding

For NEW Graduate Students on Contract:

- Complete a GSCRF
- Complete a SFAF
- Complete the on-board department data form
- Encourage your new graduate students on contract to attend the group on-boarding session

For NEW Faculty Members:

- Complete the on-board department data form
- Encourage your Faculty members to attend their group on-boarding session
- Please try not to schedule department orientation

For All New Employees:

- Please try not to schedule department orientations on group on-boarding days
- Encourage employees to respond to emails requesting completion of CBC information