

July 28, 2010



Human Resource Bi-Weekly Newsletter

“ Taulogologo ” Newsletter

Equal Employment Opportunity Commission



EEOC Director Tim Riera with private agencies representatives.

Representatives from government departments and agencies participated in an Equal Employment Opportunity Commission (EEO) training conducted by Director Mr Tim Riera at the Elections Conference Room on Monday - Thursday. It focused on the law governing EEO, theories of discrimination, the Commission's investigation process, and the prevention of harassment within workplaces. It also introduced the law which came in effect on Nov 21, 2009 known as the "Genetic Information Non-Discrimination Act" (GINA). This act prohibits intentional acquisition of genetic information about applicants and employees.

As Mrs Evelyn Langford announced, this is the first of several trainings that will be conducted during this fiscal year and the next.

For more information visit www.eeoc.gov/policy

Featured Article:

DOL Break Time for Nursing Mothers

The Patient Protection and Affordable Care Act (PPACA) signed into law in March 2010 included a provision allowing reasonable break time for nursing mothers in the workplace. The law specifies the requirement for employers to provide a "reasonable break time" (compensated break time) for an employee to express breast milk for her nursing child for one year after the child's birth. Employers are also required to provide "a place" other than the bathroom, that is shielded from view and free from intrusion from co-workers and the public, which may be used by an employee to express breast milk.

From August 1st - 7th, our local community is celebrating Breastfeeding Week, sponsored by Human & Social Services, which emphasizes the importance of

breastfeeding for mothers and babies for a healthier tomorrow.



Annual Leave and Compensatory Time Policies

- ASCC Personnel Manual Policy No. 4.2405(h)(1), ASCC Governance Policy No. 4500.4:

"An employee who has annual leave to hi/her credit and who is **separated from employment** with ASCC is entitled to payment of accumulated, accrued annual leave lump sum."

Separated from employment conditions: Resignation, Retirement, Termination, End of Contract or Deceased.

Maximum Accumulation

- Personnel Manual No. 4.2405 (B)(4) Governance 4500.1 (B)

"Accumulation of unused accrued leave may not exceed a total of 60 days (480 hours) at the beginning of the first complete pay period of each year."

- ASCC Personnel Manual Policy No. 4.2309 and Governance Policy No. 4605.1

"Any balance of compensatory time in excess of 120 hours will be paid to the employee at his/her regular time rate during the last pay period of June and December of each year."

Administrative Announcement

We extend our deepest sympathy and condolences to Dean of Student Services, Dr. Emelia Le'i, for the passing of her beloved father. May God be with you during this difficult time. Donations will be collected by the Office of Academic Affairs through Monday, 8/2/10.

Fa'afetai tele.

DID YOU KNOW?

Summer Break is on. Free time. Available?

Check out the vast collection of books, journals, magazines and reference books at our Learning Resource Centre - Library.

**Opening Hours: Monday – Friday
7:00am – 4:00pm Contact Extension 418**

Get a Library Card and Happy Reading. ☺

" Today is tomorrow, depending on what you do today "