The University of Maryland recently launched the **Thriving Workplace Initiative**, an effort sponsored by the Office of the President that aspires to make UMD the best place to work. The initiative aims to create a thriving work environment and a culture of engagement and inclusion among all UMD employees. Engaged employees work with passion, feel a profound connection to their workplace, and are empowered to succeed. Engaged employees also help an organization reach its fullest potential.

In this issue, we offer details on how you can contribute in making UMD the best place to work and provide details of the process to answer any questions you may have regarding the initial survey. The survey, which is administered and conducted by **Gallup**, is our first step in generating dialogue, action planning, and follow-up. The real power of the survey is in your opportunity to make your voice heard. The results will invite the opportunity to identify and address areas of improvement throughout the organization. Every employee plays a role in determining what to improve and making sure plans turn into action.

I hope you enjoy this issue.

**Jewel Washington**  
**Assistant Vice President**  
**University Human Resources**
The Best Place To Work

As the University of Maryland continues its ascendency as a premier institution "equal to the best," the Thriving Workplace Initiative is critical to harnessing and acknowledging each employee’s contributions every step of the way.

Improving the employer-employee relationship and redefining what it means to be an effective leader, manager, or supervisor at the university are critical parts of the initiative. So is ensuring that every employee's skills and talents are valued. As we execute our mission, it is critical that every employee feels equipped to succeed and all UMD voices are heard.

The Thriving Workplace Initiative launches in April with a campus-wide employee engagement and inclusion survey, administered by Gallup, world-renowned experts in employee engagement. The survey will be open from April 18 – May 6.

All university employees are encouraged to take the survey so your voice can be heard!

The survey is completely confidential.

All employees with a UMD email address will receive a confidential link via email to take the survey online. Gallup will administer paper versions of the survey in multiple languages at locations and times accessible to non-English speaking or non-computer accessing employees. If you need help with the survey, you can contact Gallup Client Support by sending an email to q12help@gallup.com or by calling 1-800-788-9987.

To learn more about the Thriving Workplace Initiative please visit: president.umd.edu/thrivingworkplace.

What’s in it for me?
Our aspiration is to make the University of Maryland the best place to work by committing to the success and growth of the university, faculty, and staff. This is an investment in our people as we build and sustain a diverse workforce. Through this work, we want to redefine what it means to be an effective leader, manager, or supervisor at the university and improve the employer-employee relationship. As we execute our mission, we want every employee to feel equipped to succeed, be inspired to do their best work, and produce optimal results. All UMD voices will be heard and everyone can be part of creating solutions.

How long will the survey take? Are you sure my supervisor wants me to stop working and take the time to complete this?
The survey is expected to take about 5-10 minutes to complete. All supervisors have been asked to provide their employees with sufficient time and accommodations to complete the survey. However, please talk with your supervisor about the specifics prior to taking the survey.

Who will see my responses?
This survey is completely confidential and your responses will not be linked to individuals. Gallup, completely independently of the University of Maryland, administers the entire survey. Only the aggregated results are returned to your organization, which means data will be reported out in groups and cannot be linked back to one person. Specific rules are used to ensure confidentiality of individual responses. No member of the University of Maryland has access to data that identifies specific employee responses.

Can I be identified from my responses? Will my supervisor know how I responded?
No. The reports contain totals for the group only. To protect each person’s confidentiality, a report will not be generated for groups with an insufficient sample. This means supervisors will only receive a summary of the feedback if enough people participated to keep responses anonymous.

What languages will the survey be available in?
The online survey will be offered in English and Spanish.
Supervisor’s Essentials is a new, free program open to all university supervisors with the goal of providing the skills and tools necessary to be successful in supervision. Aspiring supervisors are welcome, as well. There are six sections, each offered monthly.

**Section One - Role of a Supervisor**
- 90-Day Success Plan
- Planning, goal setting, and follow-up
- How to ask effective questions
- Defining and meeting expectations
- Creating a culture of continuous improvement

**Section Two - Getting Things Done**
- Effective Delegation
- Communication fundamentals
- Results-oriented meetings

**Section Three - UMD’s Performance, Review, & Development (PRD) Process for Non-Supervising and Supervising Staff**
- All university staff are required to attend the PRD training
- Includes the tools used and tips and resources for engaging in the process
- Expectation setting, midway feedback, and final review meetings

**Section Four - Staff Relations Tools**
- 11am-12pm - Writing a Performance Improvement Plan
- 1pm-2pm - Understanding Family Medical Leave (FMLA)
- 2pm-2:45pm - Managing Tardiness & Absenteeism
- 3pm-4:30pm - The Discipline Process, Including Suspensions

**Section Five - Encouraging an Inclusive Culture**
*Facilitated by Office of Diversity and Inclusion*
- Common crucial conversations that need to happen in work environments striving for inclusion and diversity
- How to interrupt harmful ways of relating with one another
- How to have conversations when you have immediate diversity concerns
- Set a tone and culture of inclusion
- How to: think and talk about “cultural” differences in communication, supervision, and work style

**Section Six - Overview of Workplace Safety**
- General Workplace Safety *facilitated by the Department of Environmental Safety, Sustainability, & Risk*
- UMD’s Emergency Management *facilitated by the Department of Environmental Safety, Sustainability, & Risk*
- Workplace Violence & Risk Assessment and Responding to an Active Shooter *facilitated by University Police*
The April Wellness Lunch & Learn will focus on “Healthy Backs.” The Lunch & Learn will be held on Friday, April 8, 2016. A healthy back allows the freedom to participate in an active lifestyle. You will learn gentle exercises for a healthy back, and you will learn proper body mechanics to prevent injury. Wear loose clothing because stretching is involved.

Take Time to Update Your Information

UHR Information Services is asking employees to please verify their personal information through ares.umd.edu by April 15, 2016 and make any necessary changes to items such as:

- Primary Name
- Address and Phone (permanent or business)
- Ethnicity/Racial Identification
- Veteran’s Status
- Emergency Contact Information

*Name and/or Address Changes- Submit a New W-4 to Payroll Services. Benefit earning employees will also need to submit an address/name change form to the Office of Employee Benefits.*

Next steps:
1. Access the ARES website (ares.umd.edu)
2. Click the Login link and enter either your Directory ID or UID and Password
3. Click Login
4. Click Continue
5. On the left-hand side of the main ARES screen, Click Payroll and Human Resources
6. Click Access Personal PHR Information
7. Review and make changes to your information as necessary
8. Scroll to the bottom of the page and click Update

If you find errors when you are reviewing, your personal information and you are not able to make changes on the “Personal PHR Information” page (i.e. Education, Optional Title, or Hire Dates), please contact your unit’s PHR Creator.

April Wellness Fair

The State of Maryland Wellness Program has added great wellness benefits this year:

- free wellness coaching
- free weight management programs
- free tobacco cessation programs
- and much more!

Because there is so much to share, we are hosting a Wellness Fair
Tuesday, April 26
Stamp Union (Colony Room)
10:00 am – 2:00 pm

The benefits carriers will provide information on the new 2016-wellness products. There will be demonstrations of healthy back exercises and “deskercises,” massages will be offered, and wellness coaches will be available for meet and greets. In addition, there will be free blood pressure and non-fasting glucose screenings. In addition, there will be lots of free giveaways and raffle prizes!

Welcome Aboard!

Coleridge Collymore (Coordinator, Compensation & Classification) He received his B.A. in Psychology (minor in Business/I-O Psychology) from Hampton University and is a certified Senior Professional in Human Resources (SPHR®). He began his HR journey in behavioral health moving from a psychiatric technician to a HR Coordinator. He then moved into community health in Washington, D.C. as HR Generalist overseeing the organization’s employment functions. Still in D.C., he soon found himself in international development as a Human Resources Officer supporting domestic and international health, social change, and education projects in the U.S. and abroad. He has most recently served in various consulting roles with Booz Allen Hamilton, MPR, Rock Recovery, and Virginia’s Department of Behavioral Health and Disability Services. He is a member of Human Resources Association of the National Capital Area (HRA-NCA), the Washington, D.C. chapter of Society of Human Resource Management (SHRM), and a member of the International Public Management Association for Human Resources (IPMA), the association for state and local government HR professionals.
Did you know?

Motorist Assistance Vehicle 301-314-4CAR (4227) is a free service offered by The Department of Transportation Services to anyone who parks on campus and experiences automobile difficulties. The service is limited to the following:

- Lockouts
- Jumpstarts
- Tire Inflation
- Gas Transport

Help Us Help You

Please remember when you call to give our dispatcher an exact Lot location. For example, "Lot 1" is not specific enough a location to help us locate your car quickly and efficiently. A caller might mention that he/she is located in the Northern section of lot 1b, in front of the Ludwig soccer field.

Please remember to include a detailed description of your car including make, model, color, license plate number, and type of problem experienced.

Please remain at your vehicle until the MAV vehicle arrives; persons needing jumpstarts should raise their hoods as well.

Patrick Laden Retires

Pat Laden, Office of Staff Relations, is retiring on March 31, 2016 his retirement party was held on March 25, 2016. Pat has been a valuable resource to Staff Relations with his abundant knowledge of labor law and years of representing Reynolds Metals Company. He will be greatly missed as part of the UHR team, but, recently Pat has been training and imparting his knowledge and experience to the three new Staff Relations Coordinators (Jackie Richmond, Beth Stachura, and Deidra Adams). We wish Patrick a great future filled with riding horses, biking, kayaking, and sailing.
Year End PRD Evaluations

As you know, March marked the end of the annual Performance Review & Development (PRD) cycle. By now supervisors should have conducted, or are getting prepared to conduct, final PRD evaluations for their staff. Completed PRD Lists (formerly known as PRD Rosters) must be submitted to Cynthia Trombly Allen, ctrombly@umd.edu in University Human Resources no later than Friday, April 22, 2016.

As a reminder, university policy requires that all Exempt and Nonexempt Regular and Contingent 2 staff receive a PRD evaluation. Year End PRD reviews should be conducted in accordance with institutional policies and procedures, which can be found, along with the PRD forms, at: https://uhr.umd.edu/prd-policies/

The PRD list for each unit on campus should be completed by the responsible unit administrator. Please refer to Jewel Washington’s February 23, 2016 Memo for details on how to complete this process. Returning the PRD list to UHR is confirmation that each employee has had a final PRD review meeting with his/her supervisor, and that the rating reported is accurate. If there is no rating reported for an individual employee on the PRD list, UHR will contact the department to follow-up. UHR reports all PRD data to the President and Cabinet annually.

The end of the PRD cycle is the perfect opportunity to talk about professional development opportunities in the upcoming performance evaluation year. In addition to UHR’s classroom training offerings for employees, UHR offers the Lynda.com e-learning library at no cost to the employee or the department. Employees and supervisors are encouraged to explore the Lynda.com library and identify professional development topics that can be included in the 2016-2017 PRD development plans.

Training on how to complete the required PRDs for employees is available from the Office of Staff Relations. PRD Training is on the second Wednesday of every month, from 9:00 a.m. – 10:45 a.m. in room 1101U of the Chesapeake Building.

Following PRD training each month the Staff Relations team also provides training on a number of different topics, including Family Medical Leave and Time & Attendance, so employees are welcome to make training a full-day event or split up the day over two or more months.

For questions about the PRD process or assistance with employees who performance needs to improve, please contact the Office of Staff Relations at 301-405-0001. For questions about learning and development opportunities including Lynda.com, please contact Learning and Talent Development at 301-405-5651.

Who is Required to Have a PRD on File?

PHR Creators and Approvers with PHR WOW access may process the "UMCP PRD Report" for their department administrator. The report is located under the PHR Queries & Reports/Employees Reports folder. The UMCP PRD Report identifies staff employees who must have a final PRD on file for the current review cycle. There are two reports for each department a Nonexempt PRD Report and an Exempt PRD Report.

Once the report has finished processing, you will be taken to a Table of Contents where you can select the reports to export to Excel for completion. Please note the instructions on the Table of contents page regarding exporting the Excel file. (Step-by-step instructions for exporting to Excel)

Before logging onto WOW, the following items are required:

1. You must be logged onto VPN using one of these group profiles: UMapps or UMaccess-MFA.
2. You must use Internet Explorer Version 10 or 11.
3. You must have made WOW a trusted website, allow pop-up windows and set Zoom to 100% (detailed instructions on IE First Time Setup for Windows)
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<td>9am-4:30pm New Employee Welcome &amp; Orientation</td>
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<td>9am-Noon Supervisor’s Essentials: Encouraging an Inclusive Culture, Section 5</td>
<td>9am-4:30pm LDI Track II, Transformational Leadership (Two Day Event)</td>
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<td>9am-Noon UHR with the University Health Center - FSAP - Dealing with Difficult People</td>
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**April 4:**
- 9am-4:30pm New Employee Orientation & Welcome
- 9am-Noon LDI Track I Foundations - Keys to a Positive Workplace
- 9am-Noon Supervisor’s Essentials: Role of a Supervisor, Section 1
- 1:30-4:30pm Supervisor’s Essentials: Getting Things Done, Section 2
- 12-1pm UHR Employee Benefits: BYOL (Bring Your Own Lunch) Brown Bag Seminars

**April 5:**
- 9am-Noon LDI Track I Foundations - Communication Essentials

**April 6:**
- 9am-Noon PRD IN-DEPTH for Supervisor’s Essentials: Section 3
- 1:30 - 4:30pm - Supervisor’s Essentials: Staff Relations Resources, Section 4

**April 8:**
- 9am-4:30pm New Employee Orientation & Welcome

**April 12:**
- 9am-Noon LDI Track I Foundations - Conflict Resolution

**April 13:**
- 9am-Noon Supervisor’s Essentials: Encouraging an Inclusive Culture, Section 5
- 1:30-4:30pm Supervisor’s Essentials: An Overview of Workplace Safety, Section 6

**April 21 & 22:**
- 9am-4:30pm LDI - Track II - Transformational Leadership (Two-Day Event)

**April 26:**
- 9am-Noon LDI Track I Foundations - Effective Delegation

**April 27:**
- 10am-Noon UHR with the University Health Center - FSAP - Dealing with Difficult People
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May

Register for our professional development programs at [www.training.umd.edu](http://www.training.umd.edu)

5/2  9am-4:30pm New Employee Orientation & Welcome
5/3  9am-Noon LDI Track I Foundations - Planning & Execution
5/4  9am-Noon Supervisor’s Essentials: Role of a Supervisor, Section 1
5/4  1:30-4:30pm Supervisor’s Essentials: Getting Things Done, Section 2
5/6  9am-Noon using Lynda.com – Decision Making Fundamentals - Facilitated by UHR Team
5/10 9am-Noon LDI Track I Foundations - Performance Conversations
5/11 9-9:45am PRD - INTRO to the Performance, Review, & Development Process
5/11 10am-Noon PRD IN-DEPTH for Supervisor’s Essentials: Section 3
5/11 1:30 - 4:30pm - Supervisor’s Essentials: Staff Relations Resources, Section 4
5/13 12-1pm UHR Employee Benefits: BYOL (Bring Your Own Lunch) Brown Bag Seminars
5/16 9am-4:30pm New Employee Orientation & Welcome
5/18 9am-Noon Supervisor’s Essentials: Encouraging an Inclusive Culture, Section 5
5/18 1:30-4:30pm UHR Supervisor’s Essentials: An Overview of Workplace Safety, Section 6
5/19&20 9am-4:30pm LDI - Track II - Transformational Leadership (Two-Day Event)

Let Us Know How We Are Doing
UHRConnect@umd.edu