A GREAT PLACE TO WORK

Keeping in mind our goal to more advantageously partner with our campus colleagues and provide the best quality services, we implemented the HR Service Partners (HRSP) group in April of 2015. The HR Service Partners provide strategic input to UHR services and processes. The primary responsibility of an HRSP member is to ensure that his/her organization’s overarching human resources practices are followed in accordance with UHR and system-wide policies, Federal/State laws and regulations, and accepted best-practices. HRSP is still going strong!

In order to continue to build upon these partnerships and enhance the quality of processing of HR transactions, another team, the HR Service Representatives (HRSR) was brought together in March 2016. This group is comprised of the hands-on unit employees who carry-out the various human resources processes. Their objective is to enhance the quality and efficiency of UHR-related transactions, communications, programs, and initiatives within their department/college/unit. HRSR responsibilities may include: providing input and feedback on current processes and improvements, acting as a liaison from/to UHR for their departments, acting as the point of contact for all UHR service areas including Benefits, Staff Relations, Learning & Talent Development, Compensation and Classification, and Information Services and for audit reports from UHR’s systems such as PHR and eTerp. UHR is excited to be working with this group and we look forward to the collaboration effort and the opportunity to enhance the quality of our HR services.

We hope you enjoy this issue.

Jewel Washington
Assistant Vice President
University Human Resources

Free Weight Management Programs
United Healthcare, CareFirst BCBS, and Kaiser Permanente are offering a no cost, virtual weight loss and healthy lifestyle program to their health insurance members.

Lunch and Learn Series: July
July’s Lunch & Learn will focus on Sun Safety. This month is designed to raise awareness about staying in the sun safely. Learn how and when to protect your skin from further damage.

Today is All About You
Administrative Professionals Conference
July 28, 2016 from 8am until 4pm.
FREE Weight Management Programs Are Here!

United Healthcare members - Real Appeal is a brand new virtual weight loss and healthy lifestyle program available at absolutely NO COST to United Healthcare members! Whether you’re looking to drop just five pounds, shed serious weight and inches, or tackle other health issues, Real Appeal is right for you. You can get started by enrolling at stateofmd.realappeal.com using a smartphone, tablet or personal computer. To view a video about Real Appeal, please click on http://www.realappeal.com/video.

CareFirst BCBS members - Innergy® is a new virtual weight loss and healthy lifestyle program available at absolutely NO COST to Carefirst BCBS members! Innergy® was developed through an ongoing collaboration with Johns Hopkins Medicine and features frequent contact with a Johns Hopkins trained coach, social connections and physician support, education and guidance to change behaviors, and realistic and achievable goals that build confidence. You can learn more by reading about Innergy® or viewing a video. To enroll in Innergy®, simply go to http://www.carefirst.com/statemd/, log into MyAccount, and click on the tab "My Health".

Kaiser Permanente members – Balance empowers Kaiser Permanente members to take charge of their weight and physical fitness by providing a customized program and coaching them through their individual barriers to successful weight loss. It offers resources such as exercise videos (which you can play on your computer or personal digital player, such as an iPod), goal-tracking tools, recipes, and more. Balance produces a customized strategy, tailored to the individual, based on a computer profile that members complete. To join, members simply logon at http://my.kp.org/maryland/healthy-extra and fill out an online questionnaire about their current health status and motivation for participating in the program. Answers are used to create an action plan based on strategies and advice specific to the member’s personality, preferences, and needs.

Wellness Coaching is Available Now!

Make a change for better health -- call a Wellness Coach!

FYI – It is Free!

Despite the recent rain and chilly temps, summer is definitely on its way...and as the weather warms up, many of us think about getting into shape, starting a fitness routine, and/or eating better. Perhaps, we’re also thinking about how to reduce stress or quit tobacco. Whatever our health desires, we’re motivated, but sometimes that isn’t enough—we need help! That’s where partnering with a wellness coach, who provides dedicated support, and can lead us to success.

Wellness coaching is offered FREE OF CHARGE to all State of Maryland employees who have health insurance benefits as an employee through CareFirst, United Healthcare, or Kaiser Permanente. The coaching is personalized, confidential, and conveniently conducted via telephone. Don’t delay, start your wellness coaching partnership today by calling the wellness coaching numbers for your health insurance carrier listed below!

- CareFirst BlueCross BlueShield: 1-800-783-4582 (press 2)
- Kaiser Permanente: 1-866-862-4295 (press 0)
- UnitedHealthcare: 1-800-478-1057 (press 2)
July’s Lunch & Learn will focus on Sun Safety. July is National Sun Safety Month. This month is designed to raise awareness about staying in the sun safely. The Lunch & Learn will be held on Friday, July 8th in 1101U Chesapeake Building from 12:00 pm – 1:00 pm. Register now at www.training.umd.edu. Skin cancer is on the rise and early detection is important. A test will be given to determine if sun damage has occurred and how much has occurred. Learn how and when to protect your skin from further damage.

Wellness Update

Are you one of the 66,500 State of Maryland employees who have already completed their Health Risk Assessments?

- Over 80,000 individuals selected a Primary Care Physician.
- Approximately 40% of all eligible employees, retirees, and spouses completed all three healthy activities and earned the Primary Care Physician (PCP) copay waiver.
- As a result of the wellness program, adult physicals increased over 65% in 2014.
- Mammogram screenings increased 6.3%.
- Colorectal cancer screenings increased 4.6%.

For those of you who didn’t complete the requirements by the December 31, 2015 deadline, you must take the following steps to take advantage of the program in 2016 by September 30, 2016:

- Select a Primary Care Physician,
- Complete a health risk assessment online at your carrier’s website:
  - www.carefirst.com/statemd
  - www.uhcmaryland.com
  - www.my.kp.org/maryland
- Obtain your physician’s signature on a physician notification form showing that the physician saw the results of the risk assessment.

If you don’t complete the three healthy activities by September 30, 2016, you will be assessed a surcharge in 2017.

Remember, by completing the healthy activities by September 30, 2016, your primary care physician visits will be free through December 31, 2016.

Welcome UHR’s Newest Team Member!

Jillian E. Martin, JD, PHR
(Coordinator, Staff Relations)

Jillian is excited to return to the University of Maryland, having previously worked in the Division of Student Affairs. While away from the University, Jillian earned her JD from Michigan State University College of Law. She is licensed to practice in Illinois and the District of Columbia. After law school, she served as an Assistant Attorney General, representing the Illinois Department of Labor in the prosecution and enforcement of the state labor laws and defending other state agencies in employee appeals of disciplinary and adverse actions. Jillian also served as a Litigation Attorney for the Illinois Department of Children and Family Services. She has a BA in Communication and a BS in Legal Studies from North Carolina State University and the University of Maryland University College, respectively. She holds the Professional in Human Resources (PHR) certification and certificates in human resources, civil facilitative mediation, and grant writing. She is also a member of the Society for Human Resource Management (SHRM). Jillian was born in Washington, DC and raised in Upper Marlboro, Maryland. In her spare time, she enjoys, traveling, horseback riding, and baking.
Effective Meeting Management

As we approach summer, the campus is a tad bit quieter without the hum of activity in the fall and spring semesters. Many of us look forward to summer in anticipation of how much we’ll accomplish through collaborative work with colleagues. Meetings become the vehicle by which we get things done. Amid the check lists and project lists, keep some helpful tips in mind when planning meetings this season.

Purpose

Your meeting’s purpose should be crystal clear. When your purpose is well defined, it will positively shape each person’s experience. Attendees should have a sense of investment and connection to the agenda. Try to avoid having a group meeting to solely bring folks together – that’s a gathering, not a meeting. Instead, give thoughtful consideration to what you’d like to accomplish. Jot down some goals and begin to pull together an agenda that aligns with those goals. Further, send your agenda ahead of time - you’ll role model a sense of collaboration and transparency.

Plan

Be sure to consider needs when planning the meeting. How long will the meeting last? Is the meeting space conducive to the meeting’s agenda? If you’re planning to have attendees work in small groups, are there enough tables to allow for break-out group activities? Think about the time of day and day of week before scheduling the meeting. Also, be specific about the meeting start and end time. Meetings on Monday mornings and Friday afternoons may not be as popular during the summer months. Take a pulse or better yet, send out a Doodle poll to gauge what times might be best.

People

Who is your intended audience and who will attend this meeting? Sometimes, this is the same group of people and sometimes it isn’t. If your intended audience is a senior group of leaders and mid-level managers are the ones who will likely attend the meeting, figure out how to align the scope of the meeting to the audience. Be sure to account for time to brainstorm and vet ideas, as well as gain traction on action ideas with senior leaders. You’ll ensure that your end result is well-informed and takes all perspectives into account.

Productivity

Do your best to balance interaction with information sharing, especially at your first meeting. This will help you move forward on projects without sacrificing valuable connection time. It’s important to connect people and resources and your meeting could provide an ideal opportunity.

Professional development

Take time to incorporate opportunities for colleagues to learn about other units at the first meeting and any meeting when new attendees are present. Devote a few moments for attendees to share information about their units, positions, and how they might partner with others in the room. Consider inviting guests or subject matter experts to speak at the meeting.

Progress

Ask each staff member to provide an update on tasks they are working on in connection to the project. This will ensure that attendees remain focused and connected to the goals for the meeting. Also allow participants to ask for feedback and to request help with projects. This will further fuse the group together and encourage esprit de corps.

Participation

Incorporate opportunities for folks to participate during the meeting! Invite attendees to submit agenda items or ask specific attendees to share information before the next meeting. Consider starting the first meeting with a quick icebreaker activity. If someone tends to be quiet during meetings, check in with them and ask them to share their perspective at the next meeting. It’s important to hear from the entire collective.

Each of these strategies may facilitate much needed communication and teamwork. Your planning will be much appreciated.

Remember, everyone has a voice and ideas that may shape the direction of your meeting.
Today is All About You

Administrative Professionals Conference
July 28, 2016, 8:00am-4:00pm
Register Today: www.training.umd.edu

Featuring: 
Vice Admiral Raquel C. Bono, Director, Defense Health Agency Medical Corps, United States Navy; 
Jewel M. Washington, Assistant Vice President, University Human Resources, and several training, development, and networking opportunities.

Learning Fee: $60

Location: Stamp Student Union, Atrium (Room 1107)

Contact: 301-405-5651 or uhrconnect@umd.edu for more information
# July 2016

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<thead>
<tr>
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<tr>
<td><strong>4</strong></td>
<td><strong>Independence Day – University Closed</strong></td>
<td><strong>6</strong> 9:00am-Noon: Supervisor’s Essentials: Role of a Supervisor</td>
<td><strong>7</strong> 12:00pm-1:00pm: UHR Employee Benefits, BYOL (Bring Your Own Lunch) Brown Bag Seminars</td>
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<td>1:30pm: Supervisor’s Essentials: Getting Things Done</td>
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<td><strong>11</strong></td>
<td>9:00am-Noon: Leadership Development Initiatives (LDI): Keys to a Positive Workplace (1 of 6)</td>
<td><strong>13</strong> 9:00am-10:30am: Performance, Review, &amp; Development Process (PRD) for Supervisors and Non Supervisors</td>
<td><strong>14</strong> 10:45am-4:30pm: Supervisor’s Essentials: Staff Relations Resources</td>
<td><strong>15</strong> 10:45am-4:30pm: Supervisor’s Essentials: Staff Relations Resources</td>
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<td>8:15am-4:30pm: New Employee Orientation &amp; Welcome</td>
<td><strong>13</strong> 9:00am-Noon: Leadership Development Initiatives (LDI): Communication Essentials (2 of 6)</td>
<td><strong>14</strong> 9:00am-Noon: Leadership Development Initiatives (LDI): Keys to a Positive Workplace (1 of 6)</td>
<td><strong>15</strong> 8:15am-4:30pm: New Employee Orientation &amp; Welcome</td>
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<td><strong>18</strong></td>
<td>9:00am-Noon: Leadership Development Initiatives (LDI): Leadership Development Initiatives (LDI): Communication Essentials (2 of 6)</td>
<td><strong>20</strong> 9:00am-Noon: Supervisor’s Essentials: Encouraging an Inclusive Culture</td>
<td><strong>21</strong> 9:00am-Noon: Leadership Development Initiatives (LDI): Communication Essentials (2 of 6)</td>
<td><strong>22</strong> 9:00am-12:00pm: Effective Listening using Lynda.com</td>
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<td><strong>25</strong> 8:15am-4:30pm: New Employee Orientation &amp; Welcome</td>
<td><strong>26</strong> 9:00am-Noon: Leadership Development Initiatives (LDI): Conflict Resolution (3 of 6)</td>
<td><strong>27</strong> 8:00am-4:00pm: Administrative Professionals Conference</td>
<td><strong>29</strong> 8:00am-4:00pm: Administrative Professionals Conference</td>
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<td><strong>July 6</strong></td>
<td>9:00am: Supervisor’s Essentials, Role of a Supervisor</td>
<td><strong>July 7</strong> 9:00am: Supervisor’s Essentials, Getting Things Done</td>
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<td>1:30pm: Supervisor’s Essentials, Getting Things Done</td>
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<td><strong>July 8</strong></td>
<td>12:00pm: Employee Benefits, Bring your Own Lunch Brown Bag Seminar</td>
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<td><strong>July 11</strong></td>
<td>8:15am: New Employee Orientation &amp; Welcome</td>
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<td><strong>July 12</strong></td>
<td>9:00am: Leadership Development Initiatives (LDI): Keys to a Positive Workplace (1 of 6)</td>
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<td><strong>July 13</strong></td>
<td>9:00am: Performance, Review, and Development Process (PRD) for Supervisors and Non-Supervisors</td>
<td>10:45am: Supervisor’s Essentials: Staff Relations Resources</td>
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<td><strong>July 19</strong></td>
<td>9:00am: Leadership Development Initiatives (LDI): Communication Essentials (2 of 6)</td>
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<td><strong>July 20</strong></td>
<td>9:00am: Supervisor’s Essentials: Encouraging an Inclusive Culture</td>
<td>1:30pm: Supervisor’s Essentials: Overview of Workplace Safety</td>
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<td><strong>July 22</strong></td>
<td>9:00am: Effective Listening using Lynda.com</td>
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<td><strong>July 25</strong></td>
<td>8:15am: New Employee Orientation &amp; Welcome</td>
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<td><strong>July 26</strong></td>
<td>9:00am: Leadership Development Initiatives (LDI): Conflict Resolution (3 of 6)</td>
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<td><strong>July 28</strong></td>
<td>8:00am: Administrative Professionals Conference</td>
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