In this issue of UHR|Connect, we have featured our university’s Staff Relations office. Staff Relations is comprised of a team of experienced professionals with the mission of collaborating with management to promote a positive and productive work culture among the employees of UMD. Each member of the staff endorses effective HR practices that are essential in establishing and maintaining productive employer-employee relationships in the context of the work rules in effect in our community. They provide various consultation services and training classes on topics including: performance management, the grievance process, collective bargaining and union agreements, and the Performance Review and Development (PRD) process and content. Staff Relations seeks to align the employees’ needs and rights with the business needs of the larger organization.

UHR has recently added a new member to the university’s Staff Relations team. Jennifer Matthews has been selected as the new Director of Staff Relations and her first day is Monday, July 6th. She brings a wealth of knowledge with her to UMD, including experience in higher education and government and she will play a key role in facilitating proactive consultative services to the university. We look forward to orienting her to our campus and services. Please join us in welcoming her.

We want to thank Bill Pugh for serving as the Acting Director for the past year and a half.

We hope you enjoy this issue.

Jewel Washington
Assistant Vice President
University Human Resources
Viewer Controls

At the bottom of the screen, when viewing our publication, there are a set of controls. While the symbols may be familiar to some, they are not to everyone. The above graphic shows a brief description of what each control does.

What other sharing options are available? Not only do you have the option to download but you can quickly share within your social network, email or embed in your own website such as a blog.

Viewing Options

Readers can enjoy UHR|Connect by viewing it online or on mobile devices. While the mobile reader utilizes HTML5 there are also native iOS and Android Apps. For those that do not have a smart phone or access to a computer, a PDF version can be downloaded and printed.

New College Park Homeownership Program

Purchase a Home in College Park with $15,000 in Down Payment and Closing Cost Assistance!

The College Park City-University Partnership (“CPCUP”) Home Ownership Program is part of an effort to increase the number of University of Maryland employees living in the City of College Park (“City” or “College Park”) as outlined in the University District Vision 2020 (http://collegeparkpartnership.org/). Through this program, employees of the University of Maryland, College Park can receive $15,000, structured as a zero-interest, 10-year forgivable loan, in down payment/closing cost assistance for the purchase of a primary residence (single-family home, townhouse, condominium) in College Park, MD.

The College Park Partnership FAQs: http://collegeparkpartnership.org/homeownershipprogram/faq/

Additional Homeowner Incentives: http://collegeparkpartnership.org/homeownershipprogram/additionalincentives/

Learn More about Living in College Park: http://collegeparkpartnership.org/homeownershipprogram/collegeparkliving/

For more information about the assistance program, please visit http://go.umd.edu/CPHomeOwnership or call Valerie Woodall, Program Associate, at (845) 649-2477.

To complete the employer verification, please contact Alesia Ruiz with the UHR Office of Employee Benefits at (301) 405-8301.
Adult Education Program @ UMD

“The ESOL classes have helped me tremendously to better communicate with my supervisor and to understand more clearly our monthly Safety Meetings.”

— Joel Calix, Painter Facilities Management

The University of Maryland is committed to fostering a learning community for our staff, faculty, and students. The office of Learning & Talent Development, University Human Resources (UHR), aids the larger university in meeting this commitment by providing campus-wide learning and development opportunities for UMD employees. We contribute to our positive work culture of community, inclusion, support and celebration of diversity.

Through the following courses and campus partnerships, our Adult Education program offers resources to improve and enhance work functionality, recognition, and performance.

English for Speakers of Other Languages (ESOL)

ESOL classes are designed to teach language skills to support our non-native English speaking UMD employees in fully understanding and following work-related tasks, guidelines, and procedures. Additionally, they encourage communication and connection with the larger campus community. Currently, we offer a sequential semester-based program with 36 hours of instruction per semester and a non-sequential summer ESOL course that supports language retention.

ESOL Placement Test: Interested employees must take a placement test prior to registering for classes. This assessment will determine placement in one of the ESOL levels being offered. ESOL placement testing is being held on Thursday, July 23rd and Friday, July 24th, 2015. Please go to: training.umd.edu or call (301) 405-5651 / (301) 405-1248 (Spanish or English) for more information.

Pre-GED/GED Placement Test: Interested participants must take a placement test prior to be registered for classes. This assessment test will determine placement in either Pre-GED or GED. Dates for test will be in late July. Call (301) 405-5651 / (301) 405-1248 (Spanish or English) for more information.

The Adult Education program has a Service-Learning Partnership with the College of Arts and Humanities - School of Languages, Literatures, and Cultures at the University of Maryland, to work collaboratively on a project with Dr. Ana Patricia Rodriguez’s undergraduate course Spanish 408L Latina/o Communities and (Language) Struggles. Students serve as classroom and materials development assistants. Our collaboration is a demonstration of UMD’s community partnerships across our campus.

Computer Connections

The Computer Connections course provides employees with introductory computer skills to increase their connections to online campus resources and job development opportunities. Employees learn how to navigate the internet to access information related to payroll, leave, and benefits. They learn how to use Outlook email to communicate with colleagues, within and across, departments, and how to create and print simple work related documents in Microsoft Word. We review eTerp to search and apply for new positions, and also provide demonstrations on how to access Lynda.com and other internal/external eLearning resources.

Our pre-test is used to determine computer literacy level, and is required for any UMD employee who would like to take this course.

Computer Connections Pre-Test (NEW!): Interested participants must take a pre-test in order to register for classes. The next pre-test is scheduled for Monday, July 27th, 1-3pm, 1101U Chesapeake Building. Call (301) 405-5651 / (301) 405-1248 (Spanish or English) for more information.

Pre-GED/GED

The Pre-GED/GED courses provides UMD employees with instruction in language arts, social studies, science, and mathematics. The Pre-GED course is designed to help students develop their basic skills in preparation for the GED-level course. Learners are assessed using the state-mandated Comprehensive Adult Student Assessment System (CASAS) which measures life application competencies and math and reading skills. The General Education Development (GED) course prepares adult learners for the GED exam needed to earn the Maryland State High School Diploma.

Pre-GED/GED Placement Test: Interested participants must take a placement test prior to being registered for classes. This assessment test will determine placement in either Pre-GED or GED. Dates for test will be in late July. Call (301) 405-5651 / (301) 405-1248 (Spanish or English) for more information.
Health Risk Assessment

This is a call to all UMD faculty, staff, graduate assistants, and spouses, who are enrolled in the State of Maryland medical plans. You have until September 30th to complete the healthy activities report/form for this year. There are three things that each enrolled adult will need to do by the deadline:

- Select a Primary Care Physician (PCP)
- Complete the Health Risk Assessment
- Meet with your Primary Care Physician

An online version of Health Risk Assessment Form is available on each health provider’s website. Or you can call your provider’s toll free number, noted in the box on the right, to request that they send the forms to you in the mail. The submission instructions are included on the forms.

Once you complete the online form, a report with the results will be generated for you. Bring a printed copy of them to discuss with your selected PCP and have them sign the Physician Verification Form.

Instructions for this process for each plan are available at:
http://go.umd.edu/healthrisk
http://go.umd.edu/992.

The full Wellness Program information can be found at:

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<th>Plan</th>
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<tr>
<td>CareFirst BlueCross BlueShield EPO, PPO</td>
<td>For the health assessment form call: 1-800-783-4582 To designate a Primary Care Physician (PCP), call: 1-800-225-0131</td>
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<tr>
<td>Kaiser Permanente IHM</td>
<td>To obtain both the health assessment form and a form to designate a Primary Care Physician (PCP) call: 1-855-839-5763</td>
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<tr>
<td>United HealthCare Choice EPO, Choice PPO</td>
<td>To obtain both the health assessment form and a form to designate a Primary Care Physician (PCP), call: 1-877-818-5826</td>
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Tuition Remission Facts

UMD encourages and supports university faculty, staff and retirees, both on the College Park campus and within the University System of Maryland (USM), to make use of the opportunity to enroll in academic courses. Tuition remission benefits are also available for the spouse and dependents of regular and retired faculty and staff.

Did you ever wonder who is taking advantage of tuition remission?

For the 2014-2015 University of Maryland College Park Academic Year:

- 4,597 Employees
- 5 Retirees
- 6 spouses
- 819 dependents attended one of the USM schools
Profiles | Office of Staff Relations

Jennifer Mathews Director

Jennifer Matthews has 20 years of progressively responsible experience in staff relations and alternative dispute resolution. She spent many years as a 3rd and 4th step grievance hearing officer, mediator, and arbitrator. Her past work experience includes Director, Employee and Labor Relations, Deputy Director of Human Resources, and as a national trainer. Jennifer has significant public sector union experience, including negotiating and administering contracts for AFSCME, Fraternal Order of Police, and others. She has developed and delivered several trainings on contract administration and improving employee/employer relationships. Jennifer is a 2013 H. Leon Higginbotham Fellow of the American Arbitration Association. In her free time, Jennifer enjoys volunteering, reading, outdoor concerts, and spending time along many of Maryland’s beautiful waterways.

Bill is at the table in bargaining with our labor unions and serves on related meetings such as the Labor Management Problem Solving Committee (LMPSC). He is the primary contact for the unions, working to ensure that the language of the union contracts is interpreted accurately and consistently. With the goal of fully informing employees of the work rules. Bill also creates, oversees and delivers training to the campus of Staff Relations matters, including on the university’s Performance Review and Development process (PRD).

Bill Pugh

Pat works with all campus units to advise supervisors on the application of rules and the implementation of the Performance Review and Development process (PRD) and/or how to engage in progressive discipline. Along with Pat, they draft disciplinary documents, process layoff requests, and represent UMD at grievance proceedings. Pat is the authority on the fitness-for-duty process.

Pat Laden

John works with all campus units to advise supervisors on the application of rules and the implementation of the Performance Review and Development process (PRD) and/or how to engage in progressive discipline. Along with Pat, they draft disciplinary documents, process layoff requests, and represent UMD at grievance proceedings. John serves as the primary contact for Family Medical Leave issues.

John Vengroski

Barbara manages the day-to-day office operations. She creates, processes, and scans documents and spreadsheets for grievances, hearing requests, layoffs, terminations, FMLA requests, fitness for duty, PDD’s (Professional Development Day) and unemployment insurance requests.

Barbara Rieger
# AUGUST 2015 UHR EVENTS

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- **3** LDI Leadership Development Initiatives
  - **Track I** Planning & Execution (course 5 of 6)

- **4** New Employee Orientation
  - Register at training.umd.edu

- **5**

- **6** Admin Professionals Developing Resourcefulness

- **10** LDI Leadership Development Initiatives
  - **Track I** Performance Conversations (course 6 of 6)

- **11**

- **12** PRD Intro - 9am PRD InDepth - 10am
  - Register at training.umd.edu

- **13**

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**Registration** – training.umd.edu

Let us know how we are doing
UHRConnect@umd.edu