Hello UMD,

As you can imagine, I have “hit the ground running” in my new role as Assistant Vice President of University Human Resources. I am so excited to be joining the UMD family and have already met many wonderful people. I am also excited about the future of University Human Resources. We have been assessing the way we currently provide human resources services across campus and are working on a strategy going forward. One of the areas we have identified as an improvement opportunity is the way we communicate human resources related information with you, our constituents. Therefore, we are glad to present to you the inaugural issue of our HR newsletter UHR|Connect. Our goal in providing you with this monthly newsletter is to ensure that you are kept abreast of information related to benefits, training and development opportunities, changes in processes, and other important information for you as an employee at UMD. As with any change, we have created a mechanism for you to provide us with feedback through our new central email address UHRConnect@umd.edu. We value your opinion in ensuring that we are communicating effectively. Thank you in advance and we hope you enjoy this issue.

Jewel Washington
Assistant Vice President
University Human Resources

Minimum Wage Update
The Federal Minimum Wage will be increasing to $8.25 effective, July 1, 2015. If you have any employees, including Students and General Assistants, who are currently being paid less than $8.25, please be sure to increase their pay rates.

The Nonexempt and Exempt Pay Scales that went into effect on January 1, 2015 will remain in place until June 30, 2016. Remember, an employee cannot be paid lower than the minimum of their assigned pay range.

Staff Awards
There are a number of awards given out annually to recognize staff who exemplify many of the core values of the university. You may know someone who deserves to be recognized but you don’t know how to nominate them. We recently added a listing of staff award opportunities to the UHR website. Check it out today!
Maryland Family Network
by Lauren N Hunt

The service that now assists University of Maryland faculty, staff, and students with their family care needs and concerns is the Maryland Family Network (MFN). LOCATE: Child Care is MFN’s referral service in addressing concerns and finding child care for University of Maryland employees. MFN, is the state’s foremost child advocacy organization. It is a private, non-profit organization that has nearly 70 years of experience in matters affecting children, families, and the child care community of this state.

MFN’s mission is to ensure that young children and their families have the resources to learn and succeed. The organizational philosophy is that all children are entitled to accessible, affordable, and quality child care and that all families should have access to community resources that help stabilize the family and prepare children for school readiness.

Services Offered:

MFN offers many services, which include:

- LOCATE: Child Care
- Improving early childhood education
- Assists working parents in need of child care
- Provides training and other professional opportunities to the child care community
- Works with employers on work/family policy issues
- Offers parenting workshops
- Stimulates the supply of child care resources across the state
- Offers special needs services
- Offers language services

Contact:

To initiate or to utilize the child care location service, you can contact LOCATE: Child Care directly at 1-800-999-0120. Please note you will need to provide your UID number.

Debunking Staff Parental Leave
by Natalie M. Torres

The details of the staff parental leave policy may feel overwhelming, but there are ways to navigate them. The most important aspect of staff parental leave to remember is that it allows an employee eight weeks of leave for the birth or adoption of a child who is younger than six years of age. Staff parental leave is, first, comprised of an employee’s own personal accrued leave (sick, annual, personal, holiday, and compensatory time).

Should an employee not have enough of their own accrued leave to make up the eight weeks, then the employee can borrow ‘advanced sick leave’, ‘extended sick leave’, leave from the leave reserve fund or parental leave, depending on the employee’s eligibility. Each employee is allowed two occurrences of parental leave during his/her career at the university. Staff parental leave can run concurrently with family medical leave (FML). If you would like more information, please refer to the FAQs at http://ter.ps/94f.

Feel free to call me, Natalie Torres, at x55674 with specific questions.
LDI AT WORK

Captain Smiley Does His Job!

Current LDI participant Deborah Slosberg, a coordinator at Leadership & Student Service Learning, keeps Captain Smiley front and center. In her words:

“Captain Smiley is a constant reminder that even on days when I’m feeling all 8 months pregnant that I am that people can “hear the smile in my voice” and it can really make a difference. Having the physical reminder on my desk (especially one that looks so silly) makes me smile in and of itself.”

LDI Track 1 Foundations of Leadership Summer Schedule

- Keys to a Positive Workplace 6/23
- Communication Essentials 7/07
- Conflict Resolution 7/21
- Effective Delegation 7/28
- Planning & Execution 8/04
- Performance Conversations 8/11

To register: training.umd.edu

LYNDA.COM FAST FACTS

252,903
Videos watched since Jan ’14

6,910
Faculty, staff, and students have logged-in since Jan ’14

FOR MORE INFORMATION

Want to find out more about the training and development opportunities for UMD employees? Check out Learning & Talent Development on the UHR website, the schedule at the end of this newsletter or send an email to UHRConnect@umd.edu

The Return of Leadership Development Initiatives (LDI)

These sessions have not only taught me a great deal about management and leadership and equipped me with practical skills that I can apply immediately, but they have also afforded me the opportunity to network with colleagues across campus that I might not have otherwise met. — Niambi Winter, 2014 Foundations of Leadership Participant

Since LDI’s return in October 2014, we are thrilled to announce that 159 supervisors and/or aspiring supervisors have attended at least one course and 65 leaders have earned certificates of completion. Although UHR’s Learning & Talent Development has already facilitated more than 24 courses, the demand continues to grow and we are currently training other facilitators to add more courses this summer and next fall.

The LDI Foundations of Leadership series, which is being condensed from seven courses to six starting this summer, is a highly-interactive learning experience designed to help leaders at almost any level develop and practice their skills. Leaders, and aspiring leaders, gain valuable skills in planning, delegating, communicating, conflict resolution and for creating a positive, high-trust work environment.

In other LDI News:

LDI II, Performance Management, is currently in development and will start fall 2015.

We’re developing an LDI group page where graduates can go to connect with other participants and download LDI resources

LDI I Summer schedule just released! First course starts June 23, 2015.
Furlough Eligible Employees

Staff eligible employees:
Please schedule your days off with supervisory approval, by June 27, 2015. The salary reduction day(s) should be recorded on the PHR timesheet as Admin Leave-Furlough Plan under (Select addtl Lv Cds).

Faculty eligible employees:
Please record your furlough days by May 30, 2015. The furlough day(s) should be recorded on the PHR faculty leave record as Furlough, UNPD under (Select addtl Lv Cds). The deduction from pay should be processed in the subsequent pay period following the day recorded.

State of Maryland Wellness Program

The goals of the State of Maryland Wellness Program are: improve the overall health of our population, be a better consumer in healthcare services, and keep health plans affordable.

About the Wellness Program:
The Wellness Program applies to employees and their spouses who are enrolled in a medical plan and those who have the State of Maryland as their primary insurance*. In 2015, they will need to complete the following:

1. Designate a primary care physician through their medical care provider’s website
2. Complete a health risk assessment
3. Discuss those results with their PCP.

This must happen by September 30th, 2015 in order to avoid a surcharge fee in 2016. By completing the wellness program all future non-routine PCP visits will be covered 100% without a copay.

Special instructions are provided that walk you through how to complete the wellness program with your medical provider. Please remember that the health risk assessment is kept confidential. The State of Maryland and your employer will not see your health risk assessment or your results.

Investing in You

Education is important in growing a competent and productive workforce. That is why the university has invested in many educational programs that are available to employees. These programs range from online courses through Lynda.com (lyndatraining.umd.edu), on-campus lecture series, and tuition remission to cover the majority of higher educational costs. The university encourages, and supports faculty, staff and retirees, in making use of the opportunity to enroll in academic courses.

While online learning from Lynda.com is available anytime, classes on campus, and other USM institutions, have deadlines. There is still time for you to register for summer classes. Be sure to check the UHR website for tuition benefits and deadlines at uhr.umd.edu.

State of Maryland Wellness Program

Why is the Wellness Program important?

Since the Wellness Program requires the selection of a primary care physician, the number of emergency visits will decrease, and the level of preventative care of staff and their spouses will increase. These changes will keep healthcare costs down and, thus, provide you with affordable health insurance through the State of Maryland. It is important to the university, and to the State of Maryland, that we keep our staff and their families happy and healthy.

WELLNESS PROGRAM UPDATE

Update 3/31/15: Participants may designate an out-of-network PCP who can sign the form indicating he/she has reviewed the results of your health risk assessment. You will avoid the surcharge, but we cannot waive your out of pocket costs for the out-of-network PCP as we do for an in-network PCP.
Profiles | UHR

Jewel Washington, Assistant Vice President

Jewel Washington was appointed Assistant Vice President for University Human Resources at the University of Maryland, College Park in February 2015. Jewel is responsible for programs and services in the areas of Employee Benefits, Staff Employment and Compensation, Staff Relations, Workplace Learning and Development, and HR Information Services.

Jewel has almost 25 years of progressive HR experience, including in an academic medical center/hospital and university as well as at her own HR consulting business. She has led the transformation of HR operations and programs, engaging with leadership and university constituencies to build a responsive and proactive infrastructure of strategically aligned policies, programs, and services to support an ambitious institutional agenda. She has taken an organization through a metrics-based transformation to best practices. Prior to coming to the University of Maryland, she served as Interim Vice President of Human Resources at the University of New Mexico. She has also held leadership roles in organizational development and customer service at the university and hospital.

Jewel holds a B.S. from the Eastern New Mexico University and an M.A. from Webster University. She has a certificate in mediation, in addition to certification in a variety of leadership development instruments, including Development Dimensions International (DDI), Myers Briggs, Coaching for C.A.R.E., and Blanchard’s Situational Leadership.

Carolyn Trimble, Deputy Chief Human Resources Officer

Carolyn came to University Human Resources in 1994, and serves as the university’s deputy chief human resources officer (staff), and UHR’s chief of staff. A trusted advisor to campus administrators and staff alike, her policy expertise and breadth of experience provide her with unique insights to even the most complex organizational challenges. Knowing that great people deliver on the university’s commitment to excellence and the promises of its mission, Carolyn is dedicated to heightening the potential of the University’s staff workforce and developing the university’s employment brand.

Carolyn holds the highest two credentials available to HR professionals: the Senior Professional of Human Resources (SPHR), and the Society for Human Resource Management’s Senior Certified Professional (SHRM-SCP). She is a Maryland alumna and devotee of all-things Terrapin; visitors to her Chesapeake Building office are greeted by a “Marylandia” collection second, perhaps, only to the Turkos Archives. Cheer the Turtle!


**Dave Rieger**
Assistant Director

**Benefits**

The Benefits office administers health, retirement, and tuition remission benefits for faculty, staff, and graduate assistants. Dave has over 40 years of experience in the areas of finance and human resources. He has served on several University Senate committees, including Elections, Representation, and Governance and Equity, Diversity and Inclusion and currently serves on the Staff Affairs committee. He holds a Bachelor of Science Degree from West Virginia Wesleyan College.

**Cynthia Trombly Allen (CYN)**
Assistant Director

**Learning & Talent Development**

Prior to joining UHR, Cyn was the director of human resources for the division of University Relations (UR) at UMD starting in January 2008. She oversaw payroll and benefits administration, recruitment, hiring, and retention activities, and took the lead on an organizational change initiative supported by the vice president and his team.

Cyn came to the University of Maryland in June 2000 as the Assistant General Manager at Shuttle-UM, overseeing the employment model for the student managers, drivers, dispatchers, trainers, and maintenance staff. She was promoted to an Assistant Director, when Shuttle-UM merged with Campus Parking to become the Department of Transportation Services in 2002, overseeing the department’s human resources, public relations and marketing, and staff development and training.

Cyn holds a Master’s Degree in Higher Education Administration (M. Ed) in Education, Policy, and Research, with a focus on Social Justice, from the University of Massachusetts, Amherst and a Bachelor’s Degree from Curry College in Radio and TV Broadcasting.

**Karen McDonald**
Assistant Director

**Employment and Compensation**

Karen has been with the University of Maryland for over 17 years. Prior to coming here, Karen held positions in Human Resources at Georgetown University, Georgetown University Hospital and General Motors. Karen has a MBA in Labor Management Relations from Howard University and recently obtained her PHR from SHRM. She has over 30 years of progressively responsible experience in Human Resources. Karen is responsible for managing Employment and Wage and Salary Administration for staff employees. This office is responsible for ensuring that the University’s staff pay programs are market based so that we can attract and retain a highly skilled workforce.

**William (Bill) Pugh**
Assistant Director

**Staff Relations**

Staff Relations works primarily with staff employee matters. The office is involved with bargaining union contracts for exempt, nonexempt, and sworn police bargaining units, and is available to explain work rules for staff employees. Staff Relations also advises management on performance and behavior issues and represents the university in grievance hearings. Family Medical Leave, parental leave, work accommodations, unemployment claims, and implementations are included in the assignments for Staff Relations.
## JUNE 2015 UHR EVENTS

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<th>Monday</th>
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<td>Summer ESOL Classes begin</td>
<td>New Employee Orientation Stamp Student Union 9am-12:30pm</td>
<td>Lynda.com Demo at The Diner, Dining Services</td>
<td>The New American Workforce Citizenship Application Workshop</td>
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<td>UMD’s PRD Tool Intro (all staff) – 9-9:45 am In-Depth (supervisors) – 10am - noon</td>
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<td>Administrative Professional Track – Business Writing Fundamentals 9am-noon</td>
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<td>MSRP Workshop Benefits Office Topic TBD 10:30am and 12pm</td>
<td>MetLife Workshop Benefits Office Topic TBD</td>
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<td>University Policy - Sexual Misconduct Policy Training 1-3pm Chesapeake, 1101U</td>
<td>Track I Foundations - Keys to a Positive Workplace (Course 1 of 6) 9am-12:30pm</td>
<td>MetLife Workshop Benefits Office Topic TBD</td>
<td>Supervisor Training – UMD Essentials - Performance Management Matters 9am-noon</td>
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<td>Computer Connections Pre-Assessment Testing Chesapeake 1101U</td>
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<td>MetLife Workshop Benefits Office Topic TBD</td>
<td>University Closed July 4th Holiday</td>
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Registration – training.umd.edu
Let us know how we are doing

UHRConnect@umd.edu