A GREAT PLACE TO WORK

In this issue we are featuring our Employment and Compensation team. This staff provides a wide variety of HR services to the UMD Community. They are charged with developing and administering policies and programs that are designed to attract and retain a highly skilled workforce.

The Compensation unit, through much research and review in professional journals and resource tools, establishes the pay rate that UMD offers an employee in return for his or her services. The set pay rate consists of the base pay and then includes wages and salaries, overtime, pay differentials and/or a multitude of other components of pay.

On the Classification side, our UHR analysts review staff positions to ensure that they are properly classified and in compliance with various labor laws. They ensure that our pay structures are up to date by analyzing market trends. Our analysts also attend various job fairs in order to recruit skilled applicants and work with recruiting agencies to provide the university with a variety of options for recruiting specialized employees. You will also find an introduction of our newest member of the team -- Susan Harkins.

As always we hope you enjoy this issue.

Jewel Washington
Assistant Vice President
University Human Resources

IN SUPPORT OF MARYLAND UNITES

Maryland Unites: Day of Service
We are pleased to announce Terps in Support of Maryland Unites as part of Governor Hogan’s initiative for state employees to offer their time and talents through the “Maryland Unites: Day of Service” initiative.

Adult Education Program

Through courses and campus partnerships, our Adult Education program offers resources to improve and enhance work functionality, recognition, and performance.
We are pleased to announce *Terps in Support of Maryland Unites* as part of Governor Hogan’s initiative for state employees to offer their time and talents through the “Maryland Unites: Day of Service” initiative. We encourage all UMD employees to take advantage of this wonderful opportunity and participate in *Maryland Unites: Day of Service*.

**Service Leave/Eligibility**

- All regular faculty, exempt, and non-exempt staff are eligible to participate.

- As a participating member in Maryland Unites you will receive up to 4 hours of paid “administrative leave” to perform qualifying volunteer service during normal working hours. The leave must be pre-approved by your supervisor and scheduled at a time when it will not impair essential functions of your unit or department.

- The volunteer service must be performed in conjunction with an organization that has a valid 501 (c)(3) designation from the Internal Revenue Service.

- The volunteer service must not attempt to promote religious beliefs, or influence legislation, governmental policy, or elections to public office.

- A participating employee may not receive any direct communication (what does this mean?) or benefits for the services.

The University’s Office of Community Engagement, in conjunction with University Human Resources and the Office of the Vice President for Administration & Finance, has identified 15 distinct service opportunities, taking place from July 29 through December 31, 2015. UMD faculty and staff project choices include food storage and preparation at the Capital Area Food Bank, students mentoring and tutoring in reading, math, and art at GapBuster, Inc., and various construction projects at REAL School Gardens, along with several others. Visit [marylandunites.umd.edu](marylandunites.umd.edu) for the full listing of UMD coordinated projects. Before participating, you and your supervisor need to sign the University of Maryland, College Park’s “Agreement to Participate in Volunteer Services” form.

After completing the “Agreement to Participate in Volunteer Services” form, please register by going to [marylandunites.umd.edu](marylandunites.umd.edu) and clicking on “Register Here.” Once registered, you will be able to participate in a qualifying volunteer service opportunity. After completing the volunteer service, you will need to then fill out the “Verification of Volunteer Service” form. This form requires information about the organization for which you volunteered and signatures from the program supervisor, your supervisor, and you. After you submit the completed Verification of Volunteer Service form to your supervisor, he/she will record the leave on your timesheet as “Admin Lv – MD Unites” from the drop down menu of the additional leave codes.

The University of Maryland, College Park welcomes all faculty and staff to give back to the community by volunteering their time and talents to *Terps in Support of Maryland Unites*.

For questions please contact the Office of Community Engagement at [oce@umd.edu](oce@umd.edu) or call Catherine Bennett at 301-405-1113.
LDI II Launches This Fall

Since the return of the Leadership Development Initiative’s (LDI) program in October 2014, nearly two hundred employees have attended courses and eighty-nine participants have completed the Foundations of Leadership certification program. The highly-interactive program equips supervisors with the skills to improve communication, build trust, delegate effectively, and improve organizational morale and performance.

The Foundations of Leadership series will continue in the fall and we are now thrilled to announce that another leadership series, LDI- Track II Transformational Leadership, is launching this September.

Transformational Leadership, a two-day cohort program, is designed for supervisors with more than five years’ experience or for current supervisors who have completed LDI I. This exciting, highly-participative program is being offered three times this fall, and is intended for leaders who are genuinely committed to personal and organizational change.

“I felt that the LDI Track I course was one of the best things I have ever participated in for my professional development and I am excited to implement the things I have learned with my team.” - Michelle Pridmore

“Being a part of the LDI sessions was such an amazing and eye opening experience.” — Brittany Humphries

Some of the topics covered in the program include leading change, managing up, down & across, strategic planning and coaching for performance. We will also engage in personal transformation skills that emphasize renewal, ownership and personal integrity.

Both Foundations of Leadership and Transformational Leadership programs are currently available for registration at the University’s training website: www.training.umd.edu. The schedule is found here on the right.

Note: For Foundations of Leadership, each course must be registered for individually.

LDI I – Foundations of Leadership ($50 fee for each course)

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Keys to a Positive Workplace</td>
<td>Sept 22</td>
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<tr>
<td>Communication Essentials</td>
<td>Sept 29</td>
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<tr>
<td>Conflict Resolution</td>
<td>Oct  6</td>
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<tr>
<td>Effective Delegation</td>
<td>Oct 14</td>
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<tr>
<td>Planning &amp; Execution</td>
<td>Oct 20</td>
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<tr>
<td>Performance Conversations</td>
<td>Oct 27</td>
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LDI II - Transformational Leadership ($350 fee includes both days and lunch and snacks.)

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<thead>
<tr>
<th>Course</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Transformational Leadership</td>
<td>Sept 24-25</td>
</tr>
<tr>
<td>Transformational Leadership</td>
<td>Oct 22-23</td>
</tr>
<tr>
<td>Transformational Leadership</td>
<td>Dec 9-10</td>
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</tbody>
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“Your training courses are highly participative and stimulating. I can’t wait to apply what I learned at my workplace.” — Paul Romero

“I found the program, to be a time to revisit known material and a time to explore new avenues of areas personal strength and weakness. The networking is such a wonderful positive experience, I not only gained a lot of new perspectives but managed to develop new friendships.” — Donna Middledorf
Health Risk Assessment

LAST CALL for all UMD faculty, staff, graduate assistants, and spouses who are enrolled a State of Maryland medical plan.

It’s Not Too Late to Earn Your Incentive! ACT NOW! The deadline to complete your health assessment is September 30, 2015.

Complete the “Healthy Activity” requirements by September 30, 2015 and your primary care physician (PCP) copayments will be waived for the rest of this year!

1. Select a Primary Care Provider (PCP) in your insurance carriers network (Carefirst BlueCross BlueShield, Kaiser Permanente or United-HealthCare);
2. Complete a health risk assessment
3. Take the summary results report of your assessment to your PCP and discuss it with him or her; and
4. Have your PCP sign the health assessment verification form available from your medical plan and send the completed form to the address noted on the form.

If you have already completed your Health Risk Assessment, congratulations!

If you haven’t completed your assessment yet, and need help, we have scheduled a few Health Assessment Workshops this month. We are limited to 15 employees per sessions and each session is being held in 1101U Chesapeake here on campus. Here are the dates and times:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<tr>
<td>Thursday, September 3</td>
<td>9:00 – 10:00</td>
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<tr>
<td>Friday, September 4</td>
<td>9:00 – 10:00</td>
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<tr>
<td>Thursday, September 10</td>
<td>9:00 – 10:00</td>
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<tr>
<td>Friday, September 18</td>
<td>9:00 – 10:00</td>
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<tr>
<td>Tuesday, September 22</td>
<td>9:00 – 10:00</td>
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<tr>
<td>Thursday, September 24</td>
<td>1:30 – 2:30</td>
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If you are interested in registering for a session, please go to www.training.umd.edu.

Annual Open Enrollment Fair

Monday, October 19, 2015
9:00am – 2:00pm in the Colony Room in the Stamp Student Union

OPEN ENROLLMENT
Profiles | Office of Employment and Compensation

Karen McDonald Assistant Director

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.

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**WALLY KING**

Wally King works as a Consultant for assigned areas of the campus regarding Employment, Compensation and Classification. He is responsible for analyzing and classifying staff positions, providing guidance on writing position descriptions, and making recommendations on salary setting. He is also responsible for reviewing and certifying nonexempt applications. In addition, Wally also works with the Prince Georges County Economic Development Corporation, Workforce Services Division, to place high school students into summer jobs on campus. This is an excellent way to partner with the county and to offer work opportunities to our young people. Wally has over 35 years of service at the University.

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**BRINDA WILLIAMS**

Brinda Williams works as a Consultant for assigned areas of the campus regarding Employment, Compensation and Classification. She is responsible for analyzing and classifying staff positions, providing guidance on writing position descriptions, and making recommendations on salary setting. She is also responsible for reviewing and certifying nonexempt applications. In addition, Brinda represents the College Park campus on the USM Compensation and Classification Committee. She has over 25 years of service at the University.

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**SUSAN HARKINS**

We are happy to welcome Susan Harkins to our UHR Family! She is our newest UHR Analyst and she comes to us with a wealth of classification and employment experience. She has worked within private and public universities, government contracting firms and private industry. Susan’s focus has been data analysis, communications, and customer service.

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**ALEXIS GLENN**

Alexis is our summer student intern who joins us from the KEYS (Knowledge Equals Youth Success) Program in Prince Georges County. She will be entering her junior year at Surrattsville High School in Clinton, Maryland. In addition to providing administrative support to Employment and Compensation Alexis eagerly assists other units within University Human Resources as well.
### September 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Details</th>
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<tr>
<td>1</td>
<td>2</td>
<td>3</td>
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</table>
|      | Click Here to Register OR Go to www.training.umd.edu | Health Risk Assessment Workshops  
9-10am  
11am – Noon  
1:30-2:30pm  
Chesapeake 1101U | Health Risk Assessment Workshops  
9-10am  
11am – Noon  
1:30-2:30pm  
Chesapeake 1101U |
| 7    | Labor Day University Closed | 9 | 10 | 11 |
|      | 8 | PRD Intro/Basics  
9-9:45am  
&  
PRD In-Depth  
10am - noon  
Chesapeake 1101U | Health Risk Assessment Workshops  
9-10am  
11am – Noon  
1:30-2:30pm  
Chesapeake 1101U |
| 14   | New Employee Orientation  
1-4:30pm  
Chesapeake 1101U | 15 | 16 | 17 |
|      | 15 | ESOL Classes Start this Week | 16 | 17 | 18 |
|      | 16 | 17 | 18 | Health Risk Assessment Workshops  
9-10am  
11am – Noon  
1:30-2:30pm  
Chesapeake 1101U |
| 21   | 22 | 23 | 24 | 25 |
|      | Health Risk Assessment Workshops  
9-10am  
11am – Noon  
1:30-2:30pm  
Chesapeake 1101U | LDI - Track I Foundations - Keys to a Positive Workplace | Health Risk Assessment Workshops  
1:30-2:30pm  
3-4pm  
Chesapeake 1101U | LDI – Track II Transformational Leadership  
TWO full days  
9am-4pm |
| 28   | 29 | 30 | 1 | 2 |
| New Employee Orientation  
1-4:30pm  
Chesapeake 1101U | LDI - Track I Foundations – Communication Essentials | Computer Connections Starts this Week | Changes Coming Soon to New Employee Orientation |