

# THE UHR CONNECT

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UNIVERSITY  
HUMAN RESOURCES



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lactation/feeding spaces on campus**

**BOR Staff nominations due soon**

# LEARNING SPOTLIGHT

## Weekly Management Tips

In this LinkedIn series, Todd Dewett, PhD, shares the tips respected and motivated managers use to improve rapport, navigate tricky situations, build better relationships, and drive the business forward. Each installment presents two tips ranging from avoiding the dreaded micromanagement, to managing a multigenerational workforce, cultivating better listening skills, and developing an understanding of your organization's politics.

[View Course](#)

## DON'T LOSE ANY LEAVE

Employees, now is the time to start planning to use any annual or personal leave you may be in jeopardy of losing. Employees eligible to earn leave may carry over a maximum of 50 days or 400 hours of annual leave into the next calendar year. This maximum will be prorated for part-time employees working 50% or more. Additionally, employees are granted three personal days each calendar year -- these personal days cannot be carried forward into the next calendar. Therefore, any annual leave exceeding 400 hours and/or any unused personal days will be forfeited on January 4, 2020.

The forfeited personal leave is contributed to the USM Leave Reserve Fund (LRF). All Exempt and Nonexempt Staff employees on Regular Status, working 50% or more, who become temporarily medically disabled or are eligible for Parental Leave and who meet qualifying criteria are eligible for paid leave through the LRF.

For more information on annual leave and the leave reserve fund, please see the Board of Regents Policies:

[VII-7.00-Policy](#) on Annual Leave for Regular Nonexempt and Exempt Staff Employees.

[VII-7.11-USM](#) Policy on Leave Reserve Fund for Exempt and Nonexempt Staff Employees on Regular Status

## SCHEDULE YOUR LEAVE TODAY

# **NEW** TUITION REMISSION APPLICATION PORTAL COMING SOON

We are pleased to announce that a new University System of Maryland (USM) Tuition Remission application portal is scheduled to “go live” in November 2019 for the 2020 Winter term. This portal will replace our current online Tuition Remission Electronic Form System (TR-ELF) and the USM paper Tuition Remission Request form that is currently used to request tuition remission at other USM institutions. The paper form will still be required for employees and dependents attending Baltimore City Community College (BCCC), Morgan State University, and St. Mary’s College of Maryland.

The USM Tuition Remission application portal was built to streamline the process of applying for tuition remission between USM institutions. It allows all USM employees to access one centralized portal to request tuition remission for consistent application of the USM Board of Regents Tuition Remission policy.

More information will be communicated during October about the new system through email and the UHR website ([uhr.umd.edu](http://uhr.umd.edu)). Stay tuned!

## **INTRO TO RADICAL BRAINSTORMING**

Join a FREE Intro to Radical Brainstorming workshop to learn (in an interactive way!) tips and tools for generating wild ideas, re-framing problems in unexpected ways, collaborating with others, translating those wild ideas into something real, and much more (including snacks)! This is happening Friday, October 11 at 1pm. Learn more and sign-up here: [ter.ps/radical](http://ter.ps/radical)

[Sign Up](#)

## BRING A DONATION TO THE FOOD PANTRY

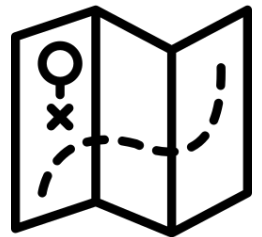
Bring a donation to the Food Pantry at the Fair and receive a raffle ticket for a chance to win a prize. **Most Needed**

**Non-Perishable Items:**

Canned Fish or Poultry | Canned Vegetables | Canned Beans | Canned Fruit (preferred: in juice/no sugar added) | Dry Pasta or Rice | Cereal, Oatmeal, or other non-perishable breakfast items | Pasta Sauce | Peanut Butter and Jelly or Jam | Non-Fat Dry or Canned Milk | Baby Food or Formula | Cooking Supplies (flour, spices, oils, etc.)

# ANNUAL OPEN ENROLLMENT FAIR

The Annual Open Enrollment Benefits Fair will be held on Tuesday, October 8, 2019, in the Colony Room of the Stamp Student Union from 9:00 a.m. – 2:00 p.m. Blood pressure, glucose, and cholesterol screening, scavenger hunt, flu shots\*, and more will be available



\*If you are interested in obtaining a flu shot and/or measles vaccination at the Benefits Fair, please make a copy of your insurance card (front and back) and your UID card, and bring the copies with you.



# OPEN ENROLLMENT

## OCTOBER 15 - NOVEMBER 14

- Open Enrollment is your opportunity to enroll in the benefit plans offered by the State of Maryland.
- If you want to make changes to your current benefits elections, or to enroll in a Flexible Spending Account, this is the time. (Remember, if you currently have a flexible spending account and would like to have one in 2020, you must re-enroll.)
- Employees will receive an “event” email from Shared Services on 10/15.
- Online Benefits – Web Open Enrollment
  - Make sure you know how to log into SPS Benefits
  - Use the below link to login

[go.umd.edu/onlinebenefits](https://go.umd.edu/onlinebenefits)

**Online enrollment must be completed by 11:59 pm on 11/14**

### What's New for 2020?

- The FSA Healthcare maximum is \$2,700 for 2020.
- Dependent Care FSA maximum remains \$5,000.

### Wellness Activities 2020

- Select Primary Care Physician (PCP) (if not already done)
- Complete health risk assessment
- Complete age/gender recommended preventive screenings

If you complete the activities, you will earn \$0.00 co-pay visits with your Primary Care Physician and you could Earn \$5.00 co-pay reduction for specialists (if you complete the age/gender recommended preventive screenings).

## THE ABC'S OF FML AND PARENTAL LEAVE POLICIES

Family and Medical Leave and Parental Leave provide essential benefits to faculty and staff who have a serious medical condition (or other qualifying reason) and who are preparing for the addition of children to their family by birth, adoption, foster parenting, or legal guardianship. However, the details of how to request either leave, the eligibility requirements, the documentation required, and other provisions of the policies are often confusing. UHR will be hosting regular monthly workshops to provide an overview of both Family and Medical Leave and Parental Leave. Go to [training.umd.edu](https://training.umd.edu) to search for a session that fits your schedule.

[Sign Up](#)

## DID YOU KNOW?

While more than 70 percent of new mothers now breastfeed their infants for some period of time, less than 50 percent of women continue for the recommended breastfeeding duration. A primary reason that women discontinue breastfeeding is their return to work. But support for breastfeeding in the workplace has been proven to help mothers continue to provide their milk for their infants.

## THE NEED TO FEED



Please take a moment to answer this brief survey (Available in English & Español) about infant/child feeding (lactation/feeding) spaces on campus. The President's Commission on Women's Issues (PCWI) and the School of Public Health are exploring the need for lactation/feeding spaces and lactation/feeding resources on campus at the University of Maryland College Park (UMD).

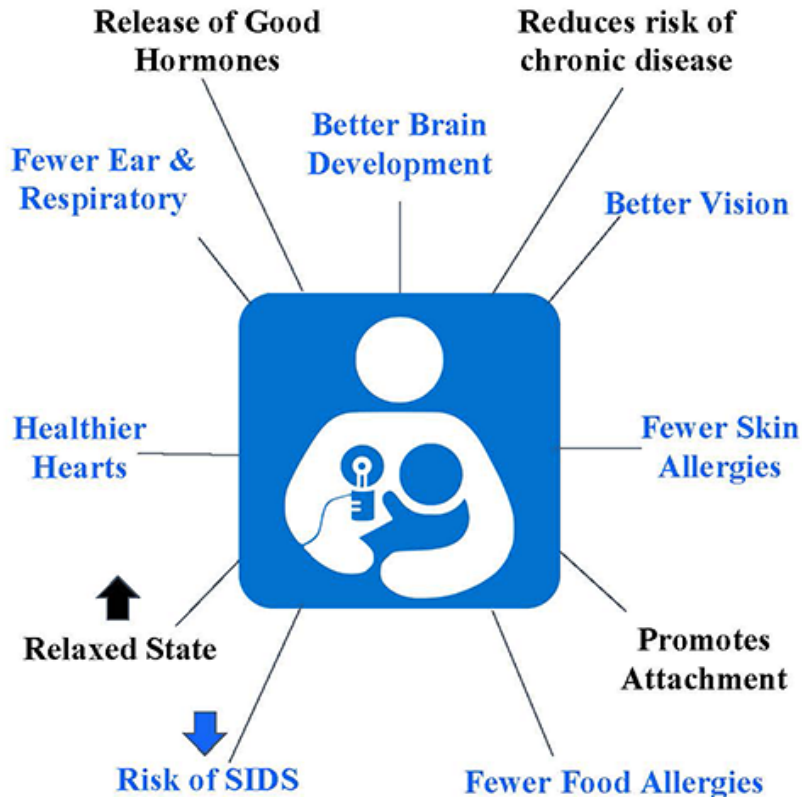
### FOLLOW THIS LINK:

<https://go.umd.edu/needtofeed>

**Purpose of the Study:** This survey will collect general Demographic Data, Awareness of Lactation/Feeding Facilities on campus, and Feeding Practices. The feedback on existing facilities that support nursing parents/caregivers will not only give more insight into usage patterns but help to increase awareness of current designated facilities, asking current users to weigh in on necessary improvements. The feedback on the importance and intent of/future use will aid in planning.

### **Objectives:**

**Benefits for Infant**  
Benefits for Mother



1. Assess Facilities to evaluate the need for lactation/feeding spaces.
2. Improve Facilities to promote healthy feeding behaviors on campus (this includes accessibility to disabled and LGBTQ+ populations).
3. Educate & Increase Awareness about the current facilities and work with the parent(s) to offer spaces conducive to comfortable and safe feeding practices and lactation facilities.

**Questions:** If you decide to stop taking part in the study, if you have questions, concerns, or complaints, or if you need to report an injury related to the research, please contact the co-investigators or

email [lactation@umd.edu](mailto:lactation@umd.edu) for further information on these facilities or this project.

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FRANKLIN COVEY'S

# 7 Habits of Highly Effective People

Created by the Franklin Covey Company and based on one of the best-selling books of all time by Stephen Covey.

In this 3 day workshop, you will learn about seven habits that will lead you to be more effective in your work and personal life, truly manage your time by setting top priorities, and get better results from each day?



UNIVERSITY  
HUMAN RESOURCE  
LEARNING & TALENT DEVELOPMENT

October 11, 18, 25 (Must attend all 3 dates)

8:30am-4:30pm

1101U Chesapeake Building

Cost: \$500

Register: [Training.umd.edu](http://Training.umd.edu)



"It was a hands-on learning cohort. Participants were able to immediately use the knowledge and skills learned in training."

**Register: [Training.umd.edu](https://Training.umd.edu)**

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# MASTER FACILITATOR

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- Become an Effective Facilitator
- Manage Challenging Participants
- Use Adult Learning Theory to Engage Your Audience
- Do's & Don'ts of Public Speaking
- Experiential Learning

"The Master Facilitator is one of the best training sessions I have ever attended. The content, delivery and interactive nature of the session, which included valuable real-time practice and on the spot feedback, were all outstanding. If you want to take your facilitation skills to the next level, then this is a training session for you."

October 15-16  
9am-4:30pm  
Cost: \$500

A large, stylized pink ribbon graphic is positioned on the left side of the page, partially overlapping the text area. It is a light pink color with a slight gradient and a soft shadow.

# **NATIONAL BREAST CANCER AWARENESS MONTH**

Breast cancer is the second most common cancer in women. About 1 in 8 women born in the United States today will get breast cancer at some point.

The good news is that most women can survive breast cancer if it's found and treated early. A mammogram – the screening test for breast cancer – can help find breast cancer early, when it's easier to treat.

National Breast Cancer Awareness Month is a chance to raise awareness about the importance of detecting breast cancer early. Make a difference! Spread the word about mammograms, and encourage communities, organizations, families, and individuals to get involved.

How can National Breast Cancer Awareness Month make a difference?

We can use this opportunity to spread the word about steps women can take to detect breast cancer early.

Here are just a few ideas:

- Ask doctors and nurses to speak to women about the importance of getting screened for breast cancer.
- Encourage women ages 40 to 49 to talk with their doctors about when to start getting mammograms.

# DOMESTIC VIOLENCE AWARENESS MONTH

## **Help Someone in an Unhealthy Relationship: Quick tips**

It can be hard to know what to do when someone you care about is in a controlling or violent relationship. These tips can help.

Watch for signs of abuse

Relationship violence can take many forms. Make a list of anything you notice that doesn't seem right. For example, watch for signs of:

- Controlling behavior, like keeping your loved one away from friends and family
- Physical abuse, like bruises or cuts
- Emotional abuse, like put-downs or name-calling
- Threatening behavior or stalking

## **Find out about local resources.**

Before you talk with your friend or family member, call 1-800-799-SAFE (1-800-799-7233) or TTY 1-800-787-3224 to get the addresses and phone numbers of some local resources in your community, like domestic violence agencies and shelters. This way, you'll be able to share the information if the person is ready for it.

## **Be specific about why you are worried.**

Does your friend or loved one:

- Spend less time with friends or do fewer things he used to enjoy?
- Make excuses for her partner's behavior?
- Have unexplained cuts or bruises?

Does your friend or loved one's partner:

- Yell at or make fun of him?
- Try to control her by making all of the decisions?
- Check up on him when he's at work or school?
- Force her to do sexual things she doesn't want to do?
- Threaten to hurt himself if his partner ever breaks up with him?

Try to help your loved one understand that being treated this way isn't healthy and that it isn't your loved one's fault or responsibility. The more specific you can be about why you're worried, the better.

## **Be patient.**

Do your best to share your concerns with your friend or loved one – but understand that she will decide what's right for her, even if it doesn't make sense to you.

## **Get help for yourself.**

Watching someone you care about stay in an unhealthy relationship is hard. You can get support, too. Call 1-800-799-SAFE (1-800-799-7233).

# NOMINATIONS DUE NOVEMBER 15

THE BOARD OF REGENTS' STAFF AWARDS ARE  
MOST PRESTIGIOUS SYSTEM-WIDE RECOGNITION  
FOR EXCEPTIONAL STAFF

WINNERS RECEIVE A \$2,000 STIPEND

NOMINATION INSTRUCTIONS AND MORE INFORMATION AT

**TER.PS/BORSA**

## 2020 BOARD OF REGENTS' STAFF AWARDS NOMINATIONS NOW BEING ACCEPTED!



**Margaret Gibbs** | *Counseling Center*

Exceptional Contribution to the Institution and/or Unit to which the  
Person Belongs (non- exempt)

## 2019 BOARD OF REGENTS' STAFF AWARDS WINNERS

**Valencia Tirado** | *Dining Services*

Outstanding Service to Students in an Academic or Residential  
Environment (non-exempt)



Photo credit: John T. Consoli/University of Maryland

# October Events

1

[LDI \(3:7\) Conflict as Opportunity](#)

3

[ESL: Conversational Workshop](#)  
[Speaking with Confidence](#)

4

[ORP: Pre-Retirement Taxes in Retirement](#)

7

[New Employee Benefits Enrollment and Q&A](#)

8

[LDI \(4:7\) Delegation](#)

9

[Using & Administering FMLA](#)  
[PRD: Process & Tools](#)

10

[ESL: Conversational Workshop](#)

11

[7-Habits of Highly Effective People](#)  
[Pre-Retirement: State Pension](#)

14

[New Employee Orientation](#)

15

[LDI \(5:7\) Leading Effective Meetings](#)  
[Master Facilitator](#)

16

[Master Facilitator](#)

17

[FMLA - Parental Leave for Staff](#)  
[ESL: Conversational Workshop](#)

18

[7-Habits of Highly Effective People](#)  
[HR Power Hour](#)

21

[New Employee Benefits Enrollment and Q&A](#)

22

[LDI \(6:7\) Leaders as Trainers](#)

24

[ESL: Conversational Workshop](#)  
[LDI \(1:7\) Leading a High Trust Workplace](#)

25

[7-Habits of Highly Effective People](#)

28

[New Employee Orientation](#)

29

[LDI \(7:7\) Performance Management Fundamentals](#)

31

[ESL: Conversational Workshop](#)  
[LDI \(2:7\) Communication Essentials](#)