



UHR | Connect August 2017

Vol. 3 No. 8

August is already here, summer is winding down and hopefully you have or will be finding time to recharge and get inspired. August is also a time of preparation and activity, whether it is hiring additional employees, readying instructional/reference materials, getting buildings and grounds ready or laying out plans for the year. This month's issue deals with helping you be productive, recapturing lost hours in the day and dealing with the difficult topic of depression.

We have been getting feedback over the past few months on how much UHR | Connect is appreciated as well as being utilized in ways we had never anticipated. Thanks to those who have given feedback, we have a few enhancements coming soon to make accessing past issues of UHR | Connect much easier and intuitive. Keep your suggestions coming and as always, we hope you enjoy this month's issue.



State Minimum Wage Increase

The Maryland State Minimum Wage increased to \$9.25/hour effective, July 1, 2017. If you have any employees, including students and general assistants, who are currently being paid less than \$9.25/hour, please be sure to increase their pay rates.



Mind, Body, and Soul

When was the last time you discussed workplace mental and emotional health?

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Lunch & Learn Series

Manage Stress, Before it Manages You!

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What is Depression?

Depression is a treatable illness. Learn to recognize the signs.

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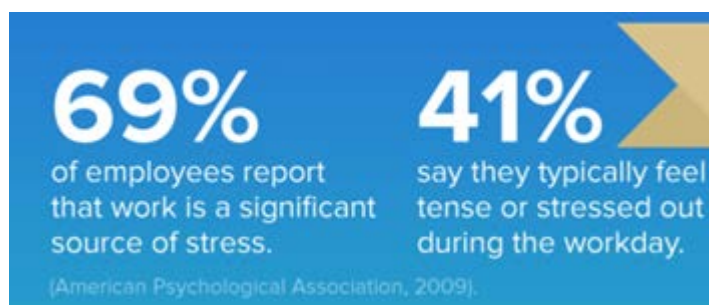
Employee Designee Affiliates

Extend your campus privileges to another

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Mind, Body, and Soul

Often when considering health and development in the workplace, we discuss learning new skills or abilities and engaging in a wellness initiative to do our best to keep our career paths solid and our bodies healthy. But, when was the last time you discussed workplace mental and emotional health with your supervisor or peers? You may have let peers know that you were stepping out of the office for a 5-minute walk around the building to clear your head and refocus. Perhaps you mentioned that you were getting a massage after work to help de-stress and relax. Let's take it a step further - have you and your supervisor ever discussed any actions or changes you think you may need to make to take better care of yourself at work, mentally, and emotionally?



If the once-in-a-while stress becomes once-a-week, and then daily stress, it may be the right time to plan a vacation or a long weekend to give you an opportunity to regroup and reconnect with family and friends. If you have noticed that you always work through lunch only leaving to run to a meeting across campus, it may be time to discuss your workload with your supervisor and ask for help in

setting priorities and managing deadlines. If your colleagues have asked why you skip the departmental luncheons, celebrations, and other social events you used to excitedly coordinate to stay in your office with the door closed, there may be something more going on that an extra Friday out of the office or a massage after work won't solve.

Our campus has many resources to help you to assess your needs and navigate any next steps you may want or need to take to get healthy. The [Faculty Staff Assistance Program](#) at the University Health Center is a good place to start. If you would prefer to check-in with someone off campus, review the mental health services you can receive in the university's [Benefits Guide](#) and find a service provider that will work best with you by searching the databases provided:


- [BCBS Carefirst State of Maryland doctors](#)
- [Kaiser Permanente doctors](#)
- [United Health Care doctors](#)



Learn more


- [12 Ways to Eliminate Stress at Work](#)
- [Making the Business Case for Workplace Mental Health Programs](#)
- [Infographics](#)
- [31 Tips to Boost Your Mental Health](#)

GO BACK TO BASICS




8 hrs of sleep, a healthy breakfast, and exercise will keep a sharp mind.

"ME" MORNING TIME




Go in early to check social profiles, news sites, and personal emails. Then, close the windows!

CLEAR-DEFINED TASKS



...ask yourself "what needs to be done next to finish the project?"


HOURLY SCHEDULE



...set your goals by the hour. Avoid multi-tasking before you're finished.


HOW TO STAY PRODUCTIVE ALL DAY LONG

CHECK-IN TIMES




...for looking at email or turning on IM's. Don't leave them open all day.

15 MINUTE WALKS




...get outside in fresh air a few times daily to avoid staring at one thing.

PLAN MEETING DAYS




...if possible, plan 2 days weekly for meetings. The others will be task days.

HAVE A CALENDAR




... that has pop up alarms to alert you when you're in the zone.

BE ACCOUNTABLE




...don't stop until it's finished, which is why setting realistic goals is important.

SWITCH UP SCENERY




...move to a different part of the office to avoid creative block.

DONT BRING IT HOME




When you get home, relax. When you come back to your work, your mind will be refreshed.

BE SELF AWARE



... recognize what keeps you going and what gets you off track.

STAY SYNCED WITH WHY



Remember your passion, your motivation, and your reason for choosing the career that you did.

Source: [FitandFrenzy](#)

August's Lunch & Learn



August's Lunch & Learn will focus on Stress – Manage Stress Before it Manages You! Identify stress-related symptoms, categorize stressors, learn when to take action and use coping skills, and discover quick relaxation techniques. The Lunch & Learn will be held on **Friday, August 11, 2017** in 1101U Chesapeake Building from 12:00pm – 1:00pm. Please register at training.umd.edu.

What is depression?



Depression is an illness that involves the brain. It can affect your thoughts, mood, and daily activities. Depression is more than feeling sad for a few days. Depression can be mild or severe. Mild depression can become more serious if it's not treated.

If you are diagnosed with depression, you aren't alone. Depression is a common illness that affects millions of adults in the United States every year.

The good news is that depression can be treated. Getting help is the best thing you can do for yourself and your loved ones. You can feel better.

What are the signs of depression?

It's normal to feel sad sometimes, but if you feel "sad" or "down" on most days for more than 2 weeks at a time, you may be depressed. Depression affects people differently. Some signs of depression are:

- Losing interest in activities you used to enjoy
- Feeling hopeless or empty
- Forgetting things or having trouble making decisions
- Sleeping too much or too little

- Gaining or losing weight without meaning to
- Thinking about suicide or death

How is depression treated?

Depression can be treated with talk therapy, medicines (called antidepressants), or both. Your doctor may refer you to a mental health professional for talk therapy or medicine. Depression is a real illness. If you think you might be depressed, see your doctor.

Talk to a doctor about how you are feeling

Get a medical checkup. Ask to see a doctor or nurse who can screen you for depression.

The doctor or nurse may also check to see if you have another health condition (like thyroid disease) that can cause depression or make it worse. If you have one of these health conditions, it's important to get treatment right away.

Get treatment for depression

When you have depression, seeking help is the best thing you can do. Depression can be treated with talk therapy, medicines, or both. Here are some places you can go to for help with depression:

- Doctor's office or health clinic
- Family service or social service agency
- Psychologist
- Counselor or social worker
- Psychotherapist

Get support

If you have depression, it can also help to reach out for social support. You don't have to face depression alone. A trusted family member, friend, or faith leader can help support you as you seek out medical treatment. Remember - even if asking for help seems scary, it's an important step toward feeling better.

Get active

Getting active can lower your stress level and help your treatment work better. It can also help keep you from becoming depressed again. But it's important to know that physical activity isn't a treatment for depression.

Minimum Wage Update

The State of Maryland has a new minimum wage! As of July 1, 2017, hourly paid employees must make at least \$9.25 per hour. This wage is set by the State of Maryland.

In addition, the USM FY18 Nonexempt Salary Structure, effective July 1, 2017, is posted at uhr.umd.edu.

Employee Designee Affiliate Information

An Employee Designee Affiliate is an individual that is designated by a University of Maryland, College Park employee to receive campus-based privileges in accordance with the guidelines of the University Policy VI-27.00(A) University of Maryland Policy on Access to Campus-Based Privileges and University Policy VII-4.51(A) University of Maryland Policy on Access to Campus-Based Privileges for Graduate Assistants, Graduate Fellowship Recipients, and Postdoctoral Fellows.

Who Can Request an Employee Designee?

Each Regular employee, Contingent II staff (if specified in contract), graduate assistant, graduate fellowship recipient, and postdoctoral fellow of the University of Maryland College Park may designate one qualified person in addition to themselves who shall be eligible for campus-based privileges.

Who Qualifies as an Employee Designee?

To qualify for designation as a person eligible to receive campus-based privileges, an individual must be at least 18 years old, reside continuously with the employee, and not be in a landlord-tenant relationship with the employee. A person is qualified only so long as he or she continues to reside with the employee. Examples of such individual include spouses, domestic partners and adult children of employees.

Which Campus-Based Privileges Are Available to Employee Designees?

The campus-based privileges for which a qualified designated person may currently be granted access are:

- Use of University libraries
- Access to University Health Center Services (Note: Health Care plans are State of Maryland programs and not campus-based programs)
- Access to Counseling Center
- Access to the Campus Recreation Center at the sponsored membership rate
- Priority access to the waitlist at the Center for Young Children for children of the employee and the designated individual
- Access to University Golf Course at the faculty/staff membership rate
- Access to Shuttle-UM

Procedures to Set Up Services

Before a designated individual can receive campus-based privileges, the UMCP employee must have their designated person established in the campus Affiliates System by UHR. Once the Employee Designee is entered into the system, the service offices will then have the access to verify eligibility for services. The procedures to “set up” an Employee Designee are as follows:

The Employee must complete a [Request for Employee Designee Affiliate form](#). On the request form, the employee must attest that they are in compliance with the Campus-Based Privileges Policy. The completed form should be mailed to the UHR Information Services Office, Chesapeake Building, Room 1100A, College Park, Maryland 20742.

After the record is established in the Affiliate System, the Employee Designee will be eligible for services identified in this policy. However, in order to begin receiving the Campus-Based Privileges, the Employee Designee will need to follow instructions listed on the [UHR website](#) for each service area.

August 2017



Mon.	Tue.	Wed.	Thu.	Fri.
	1	2	3	4
7 New Employee Orientation & Welcome	8	9 Supervisor's Essentials: <ul style="list-style-type: none"> • PRD • Performance Improvement Plan • FMLA Training • Managing Time & Attendance • The Disciplinary Process 	10	11 BYOL (Bring Your Own Lunch) Brown Bag Seminars
14 UHR Benefits: New Employee Benefits Enrollment and Q&A	15	16 Supervisor's Essentials: <ul style="list-style-type: none"> • Encouraging an Inclusive Culture • Workplace Safety 	17 The Master Facilitator 1:2	18 The Master Facilitator 2:2
21 New Employee Orientation & Welcome	22	23	24	25
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****Dates and Times Subject to Change. Please visit the [training calendar](#) for up-to-date course listings****

Registration graphic [Designed by Freepik](#)