



UHR | Connect July 2018

Vol. 4 No.7

No Ordinary Team Building Activity

Solve a mystery while building your team. Choose from four scenarios (Escape Room, Rescue Mission, Murder Mystery, Solve a Crime). These scenarios are designed to focus on team building skills and awareness while having fun. Participants have the opportunity to problem solve, collaborate, communicate, lead, analyze, and work with deadlines. Schedule your team event for this fall by contacting traindev@umd.edu.

State Minimum Wage Increase



The Maryland State Minimum Wage will be increasing to \$10.10/hour effective, July 1, 2018. If you have any employees, including students and general assistants, who are currently paid less than \$10.10/hour, please be sure to increase their pay rates.



Development and Training Opportunities Inside.



Pre-Retirement Seminars

UHR Benefits Office will be hosting a Pre-Retirement Seminar for Faculty and Staff.

Page 2



Lunch & Learns

July & August Lunch & Learns. See what's coming.

Page 3



Eldercare Consultation

Appointments available for the University elder care on campus consultation days.

Page 3



Looking for Childcare?

Maryland Family Network's enhanced offering of its LOCATE: Child Care service.

Page 3

IMPORTANT NOTICE:

Please be advised that the UMD branch of



**BANK located in STAMP
will be CLOSING
AUGUST 17, 2018**

Plans for another financial institution at this location are underway. Details from STAMP Administration will be forthcoming.

Please direct any inquiries regarding your existing Capital One account directly to Capital One Bank.

As an added resource, you may also visit the STAMP Information Desk on the First Floor lobby for FAQs.

We appreciate the convenience and services our long partnership with Capital One Bank has provided the UMD community, and are working quickly for a seamless transition to welcome a new partner to meet your banking needs.

**Capital One ATMs will continue to be available
at Maryland Stadium and Xfinity Center.**

STAMP



**UMD Branch at STAMP
CLOSING
AUGUST 17, 2018**

FAQs

Where can I find a full-service Capital One Bank branch closest to the UMD campus?

- Prince George's Plaza, 6400 Belcrest Road, Hyattsville, 301-559-2080, 1.74 miles away.
- Greenbelt Plaza Mall, 6226 Greenbelt Road, 301-345-2424, 2.0 miles away.

Who do I contact about my existing Capital One Bank account or safe deposit box at the STAMP branch location?

- Until August 17, you may consult with the bankers at the branch location in STAMP on the Ground Floor. **Please pick up the contents of your safety deposit box by July 27, 2018.** You may also contact the full-service Capital One branches at Prince George's Plaza or Greenbelt Plaza (see above) OR visit capitalone.com for more information.

Where can my student organization find information on opening an account? What about personal banking account options?

- Student groups can inquire about banking options, including with SECU by visiting the Student Organization Resource Center on the Ground Floor at STAMP (Student Involvement Suite).
- We hope to have identified a banking provider by early fall and will work to make certain that students, faculty and staff are made aware of banking services as soon as we secure a new banking contract.

Will the Capital One ATMs on campus still be operating?

- Yes. Capital One ATMs are located at Maryland Stadium and Xfinity Center.

STAMP



Pre-Retirement Seminars

Optional Retirement Plan

UHR Benefits Office is hosting a Pre-Retirement Seminar for Faculty and Staff who are members of the Optional Retirement Plan.

Topics to be discussed include:

- Retiring Under the Optional Retirement Program (ORP) presented by TIAA and Fidelity
- What you need to know about Retiree Health Benefits
- Social Security and Medicare Overview

The ORP Pre-Retirement Seminar will be on:

Friday, August 3, 2018 from 9:00 – 11:30

Edward St. John Learning and Teaching Center Rm. 1224

State Retirement & Pension System

UHR Benefits Office is hosting a Pre-Retirement Seminar for Faculty and Staff who are members of the State Retirement & Pension System.

Topics to be discussed include:

- Applying for an Estimate of Retirement Allowances
- Retiring Under the State Pension and Retirement System
- What you need to know about your pension options and Retiree Health Benefits
- Medicare Overview

The SRPS Pre-Retirement Seminar will be on:

Wednesday, August 8, 2018 from 9:00 – 12:00

Edward St. John Learning and Teaching Center Rm. 1224.

To register for a seminar, go to training.umd.edu



Lunch & Learns

July

July's Lunch & Learn will focus on Healthy Skin. Your skin is the first defense against pathogens, dirt, and the sun. A health educator will discuss the three types of UV rays and their impacts on your skin, as well as moles, and skin cancer. Participants will learn how to spot dangerous changes in skin's appearance and how to perform a skin self-exam.

Lunch & Learn will be held on **Wednesday, July 25**, in 1101U Chesapeake Building from 12:00–1:00. Please register at training.umd.edu

August

August's Lunch & Learn will focus on Healthy Backs. Learn basic function of the musculoskeletal system, risk factors for back issues, and preventive measures are presented in this presentation. Participants will practice appropriate stretching suitable for all fitness levels. We recommend wearing loose fitting clothes.

Lunch & Learn will be held on **Wednesday, August 1**, in 1101U Chesapeake Building from 12:00 –1:00. Please register at training.umd.edu

Elder Care Consultation Days

There are appointment times available for the University elder care on campus consultation days

Thursday, July 12th
Wednesday, July 25th

Consultations are held in Room 4204, Toll Physics Building from 10:00 AM to 5:00 PM

The consultations are a feature of the UMD Family Care Resource & Referral Service. Many faculty, staff, graduate assistants, and students have taken advantage of this valuable, free resource sponsored by University Human Resources.

Please make an appointment directly with Karen Hansen at 301-775-3132 or email at karen.gpspartners@gmail.com or

contact the UHR Office of Employee Benefits at (301) 405-5654 with questions.

Looking for Child Care?

The University has partnered with the Maryland Family Network to bring an enhanced offering of its LOCATE: Child Care service.

To receive the most comprehensive, thorough, and personalized service, please contact us at 1.800.999.0120. When you call, a trained LOCATE: Child Care referral specialist will help you select the best child care option for your family. Safe and reliable child care is only a phone call away. You will need to provide your UID number.

When a parent calls LOCATE for information on child care, a counselor may:

- Discuss child care preferences such as type of care, preferred location, cost, and other important factors.
- Discuss whether the child may have a particular need such as mobility problems, behavior or disability and any unique modification required.
- Explain the options and child care classes.
- Call providers or programs to identify places for family and facilitate communication between family and provider.
- Give current information on early childhood education and find quality child care providers available in the community.
- Refer families to financial resources for state subsidies such as Child Care Credit, Earned Income, etc.
- Help find other agencies or related services, such as health agencies, feeding programs (including babies and mothers), programs for unemployed, parent support groups, mental health agencies, etc.

Children with special needs

All children are entitled to quality child care, and it is the parent's right to make an informed decision concerning their child care needs. Maryland Family Network offers the LOCATE: Child Care Special Needs Service.

servicio de españoles-familias de habla

Maryland Family Network ofrece la Localice servicio de cuidado de niños para los españoles-familiar de habla. Si necesita hablar con un especialista de referencia de habla hispan



Advancing Your Career at UMD

Learn how to navigate E-terp, avoid common mistakes that prevent you from consideration, and put your best foot forward when promoting yourself and your achievements during an interview.

Dates: July 11

Location: Stamp Student Union - Benjamin Banneker A

Time: 9:00am-11:30am

Learning Fee: \$00.00



Crucial Conversations

Learn how to have meaningful discussions with your colleagues in a productive and respectful manner. Gain hands on experience through practicing common challenging conversations, *and learn how to deliver bad news with finesse!*

Dates: July 18

Location: Stamp Student Union - Benjamin Banneker A

Time: 9:00am-11:30am

Learning Fee: \$00.00



Blending Our Different Personality Types

Learn about your personality style and how best to interact with others. In this session you will complete a quick and easy personality assessment to better contribute to your team and individual success and satisfaction.

Dates: July 25

Location: Stamp Student Union - Benjamin Banneker A

Time: 9:00am-11:30am

Learning Fee: \$00.00

Keys 1: Creating a High Trust Workplace

Participants gain tools to help create the ideal work environment—a place where everyone feels accepted, appreciated, respected, valued and connected. Learners apply a three-step tool to help them resolve issues in the workplace empowering them to be part of the solution rather than part of the problem.

Dates: July 11

Location: Stamp Student Union - Banneker A

Time: 1:00pm-4:30pm

Learning Fee: \$50

Audience: Individual contributors

Keys 2: Communication Essentials

The objective of this course is to help participants develop communication skills that build trust and give other people the opportunity to be heard and understood. Participants learn and apply a seven-step communication tool to effectively engage and communicate with other employees, managers or even customers.

Dates: July 18

Location: Stamp Student Union - Banneker A

Time: 1:00pm-4:30pm

Learning Fee: \$50

Audience: Individual contributors

Keys 3: Conflict as Opportunity

This course equips employees with insight, knowledge and skills to resolve conflict in the workplace. Instead of viewing conflict as bad or stressful, we explore how to view conflict as a powerful opportunity for personal and organizational change. Participants learn and apply tools that put conflict into perspective and prepare them to resolve it in a healthy, productive way.

Dates: July 25

Location: Stamp Student Union - Banneker A

Time: 1:00pm-4:30pm

Learning Fee: \$50

Audience: Individual contributors

****Please register separately for each session in the series****

Calling all Trainers...

and those who want to practice their facilitation skills, too!

We are building the

2018-2019

Training

Calendar

and

want

you

to

jump

on

it!

Are you certified
in any of these
tools? Or...



Just want to practice your
facilitation skills? Or...

CliftonStrengths®

Have knowledge on
specific subjects that you
want to share?



Think it is time to
showcase your
training talents?
Or...

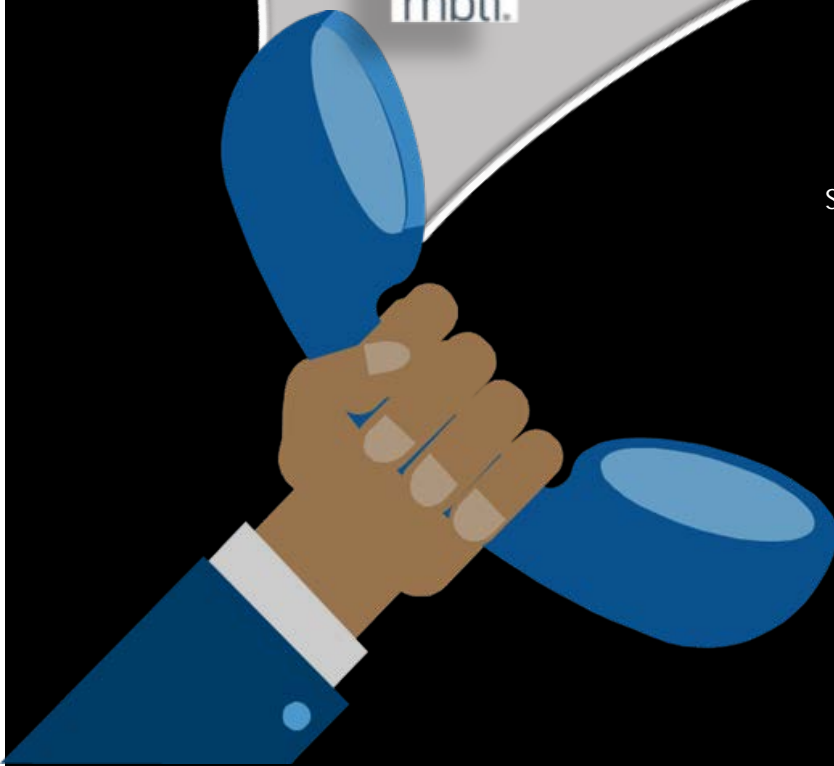
If you are certified to facilitate one of
the above tools or others, **great!**

If you've facilitated staff development
sessions for your team & are looking for a
larger audience, **awesome!**

If you speak multiple languages & can
help us out with our sessions and/or
materials, **cool!**

Contact us at
traindev@umd.edu

TODAY and let's get this ball rolling!





Solve the Mystery while Building Your Team!

**Schedule us
today
for Fall 2018!**

traindev@umd.edu

- Escape Room
- Rescue Mission
- Murder Mystery
- Solve a Crime

**This is no ordinary team
building activity!**

1st solve the mystery!

Then engage in a facilitated
discussion on how you worked
together and possible next steps to
building upon your amazing team!

**Build Skills
and Have
Fun too!**

✓ Problem Solving

✓ Collaboration

✓ Working with Deadlines

✓ Communication

✓ Leadership

✓ Analytical



Do you sing?

TerpCappella

wowed

the crowd
in our debut
at the Staff
Appreciation
Picnic for the
Division of
Administration
and Finance.

*Want to be
a part
of it?*

Join TerpCappella!

UMD's new all-staff A Cappella group

We have several engagements on the horizon and we want **YOU** to join us!

Next rehearsal:

Thursday, July 12th at 1:30 p.m.

Room 1101U, Chesapeake Building

Interested?

terpcappella@umd.edu

July 2018



Mon.	Tue.	Wed.	Thu.	Fri.
2 UHR Benefits: New Employee Benefits Enrollment and Q&A	3	4	5	6
9 New Employee Orientation & Welcome	10	11 Advancing Your Career KEYS (1 of 3) Performance Review Performance Improvement Plan FMLA Fearless Supervision	12	13
16 UHR Benefits: New Employee Benefits Enrollment and Q&A	17	18 Crucial Conversations KEYS (2of3)	19	20
23 New Employee Orientation & Welcome	24	25 Blending our Different Personality Types Benefits: Lunch & Learn KEYS (3of3)	26	27 Administrative Professionals Conference
30 UHR Benefits: New Employee Benefits Enrollment and Q&A	31			

UHR has all of this
and more!

[The full catalog](#)

****Dates and Times Subject to Change. Please visit the [training calendar](#) for up-to-date course listings****