



Stacy Simms & Namrata Ram-Andriessens @ Annual Benefits Open Enrollment Fair

UHR|Connect November 2017

Vol. 3 No. 11

Growing E-Learning Catalog!

UHR is beginning to expand our offerings through e-learning. In the past few months, we have created *I-9/E-verify Online Training*, are finalizing *Writing Effective Job Descriptions*, and collaborating with Environmental Safety Sustainability and Risk to create *Emergency Preparedness*. Our goal is to produce these trainings to reach a wider audience and provide resources that you can review wherever and whenever you need.

We are currently housing these tools in [Canvas](#) and are working with specific populations, such as the human resources contacts in departments and colleges who are responsible for completing new hire paperwork and updating job descriptions in eTerp, to test out our new tools. As we continue to build our library, we will be sharing information in UHR|Connect and other avenues to keep you updated with our offerings.



Be sure to take a few minutes to review the article contributed to this month's UHR|Connect by the Office of Civil Rights and Sexual Misconduct. They are providing a new online option for the required training for supervisors and faculty about the Disability and Accessibility Policy at the University of Maryland.



Open Enrollment

11/15/17 is the last day for Open Enrollment.

Page 2



Disability & Accessibility Training

Facilitating reasonable accommodations for employees and students with disabilities.

Page 3



SMART Commute

Learn about the new digital platform from DOTS.

Page 4



Benefits Fair

We had a blast hosting this annual event.

Page 4



2018 BOR Staff Awards

Nominations are now being accepted.

Page 6

The City of College Park Neighborhood Quality of Life Committee presents...

RD 3rd THIRSTY THURSDAYS

Bringing the City and University Community Together

Dates and Locations

- ✓ **SEPTEMBER 21** Nando's Peri Peri
- ✓ **OCTOBER 19** Milkboy ArtHouse
- ✓ **NOVEMBER 16** The Commons @ Marriott Coat Drive
- JANUARY 18** Kapnos Taverna @ The Hotel
- FEBRUARY 15** Mulligan's Grill and Pub Food Drive
- MARCH 15** Old Maryland Grill @ The Hotel
- APRIL 19** Milkboy ArtHouse
- MAY 17** College Park Aviation Museum Pet Food Drive
- JUNE 21** The Clarice

ALL EVENTS ARE HELD FROM 5PM-7PM

For more information, visit fb.me/collegeparkmd and go to "Events"

EAT, DRINK & HAVE LAUGHS WITH YOUR COLLEAGUES AND NEIGHBORS

3rd Thirsty Thursdays

Join the City/University Community every third Thursday (of most months) for [3rd Thirsty Thursdays](#)! Presented by the City of College Park's Neighborhood Quality of Life Committee, this series is designed to bring community members together, especially UMD staff and faculty, to meet their neighbors and enjoy the variety of food merchants in our city. For November, bring gently-used warm coats, hats, gloves, and any other cold weather items to help College Park residents in need and donate to the City's One Warm Coat Drive.

New Limit for the Health Care Flexible Spending Account

The IRS issued notice on October 19, 2017 that the maximum annual election for the healthcare FSA will increase to \$2,650 (from \$2,600) effective January 1, 2018. This is an increase of \$50 over what was in your Open Enrollment Materials.

What does this mean for you?

If you have already submitted your health care flexible spending account enrollment elections for 2018, you can go back into that same system and re-elect your healthcare FSA to the new maximum amount **up until the end of the day on November 15, 2017**. If you elected less than the maximum and are satisfied with that election you do not have to do anything.

The Dependent Care FSA remains at \$5000.00 for 2018.

To calculate your biweekly Health or Dependent Care FSA payroll deduction, please use the appropriate scenario below.

22 pay (9 month) employees: there are **20 biweekly deductions** in 2018. Divide total by 20.

26 pay (12 month) employees: there are **24 biweekly deductions** in 2018. Divide total by 24.



Lunch & Learn

November's Lunch & Learn topic is Well Being: The Impact of Your Environment on Your Well-Being. Learn how your environment has a

strong impact on your quality of life, how to assess your environment, and how to create healthy surroundings which will help you to improve your well-being. The Lunch & Learn will be held on **Friday, November 10, 2017** in 1101U Chesapeake Building from 12:00 p.m. – 1:00 p.m. Please register at training.umd.edu

Open Enrollment Reminder

November 15, 2017 is the last day for Open Enrollment. The Plan Year begins January 1, 2018.

- If you want a flexible spending account in 2018 and are currently enrolled in the health benefits plans, you must enroll or re-enroll (if you were enrolled in the FSA in 2017) in a flexible spending plan through the IVR during open enrollment. Instructions to use the IVR may be found [online](#).



Pre-Retirement Seminars

State Retirement & Pension System

November 3, 2017

UHR Benefits Office will be hosting a Pre-Retirement Seminar for Faculty and Staff who are members of the State Retirement & Pension System only. Topics to be discussed include:

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

The State Retirement & Pension Plan Seminar will be on Friday, November 3, 2017 from 8:30 a.m. – 11:30 a.m. in Edward St. John Learning & Teaching Center (ESJ) Rm. 2204. **Please note that food and drink are not allowed in the classrooms or carpeted areas of Edward St. John Learning & Teaching Center.**

To register for this workshop, go to training.umd.edu, go to the November calendar, hover over the November 3rd day and seminar title. When the pop-up appears, click on the red registration button in the lower left corner.

Optional Retirement Plan

November 10, 2017

UHR Benefits Office will be 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 will be on Friday, November 10, 2017 from 8:30 a.m. – 11:30 a.m. in Edward St. John Learning & Teaching Center (ESJ) Rm. 2204. **Please note that food and drink are not allowed in the classrooms or carpeted areas of Edward St. John Learning & Teaching Center.**

To register for this workshop, go to training.umd.edu, go to the November calendar, hover over the November 10th day and seminar title. When the pop-up appears, click on the red registration button in the lower left corner.

Disability & Accessibility

November 3, 2017

Beginning this fall, the University is providing a new online training program to help supervisors and faculty understand our Disability and Accessibility Policy and assist them in facilitating reasonable accommodations for employees and students with disabilities. Disability & Accessibility at the University of Maryland is the latest in the series of required online civil rights training programs administered by the Office of Civil Rights and Sexual Misconduct (OCRSM), and is part of the University's ongoing efforts to create a more inclusive, respectful, and accessible learning and working environment, free from all forms of discrimination.

Under the Americans with Disabilities Act (ADA) and the UMD Disability and Accessibility Policy and Procedures, supervisors and faculty members are responsible for helping to facilitate reasonable accommodations for employees and students in a timely and effective manner. It is important that all supervisory staff and faculty members know how to identify and respond effectively to requests for reasonable accommodations from employees or students for whom they are responsible.

Reasonable accommodations for employees are modifications or adjustments to the work environment, to specific tasks, or to the way things are usually done that allow individuals with disabilities to apply for a job, perform specific job functions, or enjoy equal access to benefits available to other individuals in the workplace. Similarly, reasonable accommodations for students include modifications or adjustments to policies, practices or the environment, as well as auxiliary aids and services, that allow students with disabilities to participate in University programs or activities.

Disability & Accessibility at the University of Maryland is the first campus-wide training on the University's Disability and Accessibility Policy and Procedures. The program was developed by OCRSM, in partnership with the Accessibility and Disability Service (ADS) and the President's Commission on Disability Issues (PCDI), with input from various campus offices, including UHR. This training is designed to enable supervisors and faculty to identify and respond effectively to accommodation requests and will provide supervisors with a clearer understanding of:

- 1) What a reasonable accommodation is;
- 2) The processes for requesting and implementing reasonable accommodations for staff, faculty, and students, respectively;

- 3) The roles of supervisors and of specific campus offices in facilitating and implementing reasonable accommodations; and
- 4) Best practices and available campus resources for ensuring an accessible, respectful and inclusive working and learning environment for all members of the University community.

Starting in late September, all supervisory staff members and faculty should have received an email message with a personalized link to access the training, along with brief instructions and contact information for questions and assistance. Everyone is asked to complete the training within 30 days of receiving their assignment email. Supervisory staff members who did not receive their assignment email should contact OCRSM at ocrsm-training@umd.edu. In addition, if you are a supervisor with staff members or graduate assistants who you believe should complete the training, based on their job responsibilities, please send a request to OCRSM.

For more information about the Disability & Accessibility at the University of Maryland online training program, visit OCRSM online at ocrsm.umd.edu.

SMART COMMUTE

RETHINK YOUR RIDE

Did you know that many of your co-workers are willing to share a ride to the office? Have you considered taking one of UMD's buses to work? By signing up for UMD Smart Commute—the new digital platform from the Department of Transportation Services—you can create a carpool or vanpool with your colleagues, find a bike path to work and discover a variety of transit options that relieve the rush hour grind and reduce carbon emissions. Individuals who choose Smart Commute are eligible for sustainable transportation benefits, such as pre-tax transit payroll deduction, the Smart Commute parking lot and the Guaranteed Ride Home program. **Sign up for Smart Commute by visiting go.umd.edu/uhrcommute. Log your trips to earn battery Chargers, water bottles, Insomnia cookies and more!**



Supplemental Retirement Annuity (SRA) Limits

The Supplemental Retirement Annuity (SRA) deferral limits have increased for calendar year 2018. Therefore, if you are under the age of 50, you may contribute up to **\$18,500** in 2018. The age 50 and over catch up limit is **\$6,000**. If you are over age 50 you may contribute **\$18,500**, plus an additional **\$6,000** for a total of **\$24,500** in 2018. The following information is provided to assist you as you consider starting, maintaining or increasing your contributions.

Employees may begin or continue current deductions to either a 401(k) or a 403(b) plan and, in addition, open a 457(b) plan to defer income beyond the maximum permitted with either the existing 401(k) or 403(b) plans. Contributions up to the maximum can be made to both plans [i.e., **\$18,500 plus \$6,000 (\$24,500)**, if over age 50, to the 401(k) or the 403(b), and an additional **\$18,500 plus \$6,000 (\$24,500)**, if over age 50, to a 457(b)]. You may maximize your deferral amount by using the following chart:

Pay Frequency	If you are under age 50 \$18,500	Age 50 and over \$18,500 + \$6,000
Biweekly (26 pays)	\$711.53	\$942.30
Biweekly (22 pays)	\$840.90	\$1,113.63

This chart assumes that the deferral election is effective the first pay period in 2018 (pay period ending January 6, 2018).

Annual Open Enrollment Benefits Fair Information

On Monday, October 16, 2017 the Benefits Office hosted the Annual Open Enrollment Fair. Over 1,000 employees attended the fair. Employees took advantage of the blood pressure, glucose, and cholesterol screenings. Approximately 200 employees had flu shots.

Department of Budget & Management – Scavenger Hunt Winners

Ballard, Lionel	VPAF – Facilities Management	Carefirst – Coffee Mug
Gray, Jodie	CMNS – Computer Science	Kaiser – Yoga Mat
Payne, Jeanette	VPAF – Facilities Management	Delta Dental – Electric Toothbrush
Sherer, June	CMNS – Atmospheric & Oceanic Science	P & A Group – Various Olive Oils
Thacker, Teresa	VPAF – Business Services – Print Services	CVS – Fit Tracker
Thomason, Roy	VPSA – DS – South Campus	Securian – Gym Bag
Williams, Robyn	SVPAAP – REG - Registration	United Health Care - Picnic Bag

UHR – Door Prize Winners

Bullock, Rose	VPR – Research Administration	ARHU – Clarice Smith Performing Arts Center donated Tickets to a performance of the winner's choice
Hopkins, Jane	DIT – SSOBS – Operations & Field Support	VPSA – University Recreation & Wellness donated 10 Personal Training Sessions
Leffson-Bryant, Joanne	BSOS - Psychology	VPAF – Environmental Safety donated Carbon Monoxide Detector
Richardson, Paulette	VPSA – Transportation Services	VPSA – Dining Services donated Terrapin Express Gift Card
Tucker, Rico	VPAF – Facilities Management	VPSA – Dining Services donated Terrapin Express Gift Card
Yun, Sarah Yunhi	DIT – EE – Software Engineering	TIAA donated TIAA Lunch Bag



Congratulations to Dana Brunson! (UHR – Benefits)



Dana received a Staff Development Award at the University System of Maryland's Women's Forum on October 20, 2017.

The [USM Women's Forum Professional Staff Development Award](#) provides funding to eligible staff members currently employed at USM institutions for a minimum of one (1) years

cumulative service. The USMWF wishes to encourage and enable staff to pursue training and/or professional development activities to enhance current job skills and/or seek career advancement opportunities. Funding can be used for non-credit courses and conferences.

Commonly Asked Questions in UHR

Q: What is the University policy on bereavement leave?

A: In the event of the death of an immediate family member in the area, an employee is eligible for a total of three (3) days of bereavement leave. If overnight travel is required, an employee is eligible for up to five (5) days of bereavement leave. In the event of the death of an employee's or his/her spouse's aunt, uncle, niece or nephew, the employee is eligible for one (1) day of paid bereavement leave. Bereavement leave is coded in PHR as "23-Bereavement Leave". Information regarding bereavement leave, including the definition of an immediate family member, can be found within University policy VII 7.45, Policy on Sick Leave for Exempt & Nonexempt Employees. For additional questions, please contact Staff Relations at 5-0001.

Social Security: One Piece of the Puzzle Workshop

Presented by Maryland Supplemental Retirement Plans (MSRP)

Thursday, November 9, 2017

10:15 am – 11:15 am

-or-

11:45 am – 12:45 pm

*Nyumburu Cultural Center
(Multipurpose Room)*

This workshop will provide guidance about issues concerning Social Security benefits such as:

- How can I maximize my Social Security benefits?
- How do I become eligible for Social Security?
- Does my retirement age affect my benefits?
- How much can I expect to receive?

To register for this workshop, go to training.umd.edu, go to the November calendar, hover over the November 9th day and seminar title. When the pop-up appears, click on the red registration button in the lower left corner.

UMCP Honored at Board of Regents Staff Awards

The Board of Regents Staff Awards is a system-wide ceremony honoring staff members who have made outstanding contributions to their university and USM as a whole. Two staff members from University of Maryland, College Park were honored at the 2017 Awards, which came with a \$1,000 prize! Audrey Stewart, a Program Administrative Specialist in Facilities Management, was honored for her leadership role in several key FM projects. Jenna Beckwith, a Sexual Health Coordinator at the University Health Center, was honored for her dedicated effort to improve care for LGBTQ+ students. Their passion and commitment help make University of Maryland, College Park a great place to work! You can read more about the [2017 Board of Regents Staff Awards](#). Do you have a colleague who goes above and beyond? Nominations are currently being accepted for the 2018 Board of Regents Staff Awards! You can learn more about the [nomination process](#).

2017 BOARD OF REGENTS' STAFF AWARDS WINNERS



Audrey Stewart | *Facilities Management*

Exceptional Contribution to the Institution And/Or Unit
to Which the Person Belongs (non-exempt)

Jenna Beckwith | *University Health Center*

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



2018 BOARD OF REGENTS' STAFF AWARDS NOMINATIONS NOW BEING ACCEPTED!

NOMINATIONS DUE NOVEMBER 17

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

GO.UMD.EDU/BORSA

November 2017



Mon.	Tue.	Wed.	Thu.	Fri.
		1	2 Keys to an Engaged and Empowered Workplace 1:1	3 Financial Wellness Pre-Retirement Seminar - SRP
6 UHR Benefits: New Employee Benefits Enrollment and Q&A	7 LDI 1:2	8 Supervisor's Essentials: <ul style="list-style-type: none"> • PRD • Performance Improvement Plan • FMLA Training • Managing Time & Attendance • The Disciplinary Process 	9 Keys to an Engaged and Empowered Workplace 1:2	10 Pre-Retirement Seminar - ORP BYOL (Bring Your Own Lunch) Brown Bag Seminars
13 New Employee Orientation & Welcome	14 LDI 1:3	15 LDI II : Transformational Leadership Supervisor's Essentials: <ul style="list-style-type: none"> • Encouraging an Inclusive Culture • Workplace Safety 	16 LDI II : Transformational Leadership Keys to an Engaged and Empowered Workplace 1:3	17
20 UHR Benefits: New Employee Benefits Enrollment and Q&A	21 Financial Planning for College	22	23	24
27 New Employee Orientation & Welcome	28 LDI 1:4	29	30 Master Facilitator (multi-day event)	



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