



One of the many breakout sessions from this year's Administrative Professionals Conference

UHR | Connect September 2017

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Welcome in the 2017-2018 school term! The summer months gave many staff members the opportunity to expand on their skill sets or just learn something new, while others took so much needed time off to spend with friends and family. Many of you were able to attend the ever-growing Administrative Professionals Conference, hosted by UHR, in July. To those that were able to attend, thank you for making this our best conference yet.

Is your son or daughter interested in attending the University of Maryland?

The Office of Undergraduate Admissions invites you to an **INFORMATION SESSION** for faculty and staff to learn about the University of Maryland and the admissions process. The information session will be held at the Adele H. Stamp Union Atrium on **WEDNESDAY, SEPTEMBER 20, 2017** beginning at **12:00 P.M.** Bring your lunch and join them to learn about Maryland's admission process, Honors College and special program opportunities, merit scholarships and financial aid, and tuition remission.

Make your reservation online at www.go.umd.edu/CFS or call 301.314.8385 or 1.800.422.5867..



Fruits & Veggies More Matters Month

Eating fruits and vegetables has many health benefits.

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September is Fruits & Veggies More Matters

Month

Eating fruits and vegetables has many health benefits. People who eat a healthy, balanced diet with plenty of fruits and vegetables can:

- Lower their risk for heart disease, type 2 diabetes, and some types of cancer.
- Eating healthy can also help prevent obesity and high blood pressure.
- Maintain or reach a healthy weight
- Keep your body strong and active

However, many people don't eat enough fruits and vegetables.

- Fewer than 1 in 4 adults eat the recommended amount of fruits every day.
- Fewer than 1 in 7 adults eat the recommended amount of vegetables every day.

Here are some ideas to help you and your family fit more fruits and vegetables into your day:

- Keep a bowl of fruit handy where the whole family can see it.
- Cut up fruits and veggies ahead of time so they're ready for quick, healthy snacks.
- Challenge your family to try a new veggie or fruit every week.

Remember, eating more fruits and veggies can be fun – and it's worth it!

Courtesy of healthfinder.gov

*Fruits and Veggie Image Created by Onlyyouqj - Freepik.com



September's Lunch & Learn



Healthy Brain

September's Lunch & Learn topic is Train for a Healthy Brain! Learn lifestyle steps to promote brain health. Learn about common threats including memory loss and stroke. Learn how to recognize the signs of a stroke. The Lunch & Learn will be held on **Friday, September 8, 2017** in 1101U Chesapeake Building

from 12:00p.m.– 1:00 p.m. Please register at www.training.umd.edu

Optimal Health

Dr. James Loomis, Medical Director of the Barnard Medical Center, will talk about how to reach and maintain optimal health with a whole food, plant based diet. The Lunch & Learn will be held on **Friday, September 29, 2017** in 1101U Chesapeake Building from 12:00 p.m. – 1:00 p.m. Please register at www.training.umd.edu

Health Benefits Open Enrollment Dates:

October 12, 2017 – November 15, 2017

The Annual Health Benefits Open Enrollment Fair will be held on Monday, October 16th from 9:00 a.m. – 2:00 p.m. in the Stamp Student Union, Colony Room. More information will be coming soon.

Voluntary Wellness Activities Deadlines Have Changed

You should take the following steps to take advantage of the program by December 31, 2017 to receive the primary care copay waiver.

1. If you haven't already done so, select a Primary Care Physician (PCP),
2. Complete a health risk assessment online at your carrier's website:
 - a. www.carefirst.com/statemd
 - b. www.uhcmaryland.com
 - c. www.my.kp.org/maryland

Remember, by completing the healthy activities by December 31, 2017, your primary care physician visits will be waived through **December 31, 2018**.

Planning Tips for Extended Leave

Let's assume that you've completed all the appropriate paperwork and have received approval to take an extended leave of absence from your job due to medical situations, military service, or other leave options as [available](#) through UMD/USM. What are some next steps you can take to ensure a smooth transition before, during, and after your departure?

Begin by creating a list of your projects and important day-to-day tasks with suggestions on how they could be managed while you are away.

- Do you have peers on your team who may be able to take them on while you are out?
- Are there some tasks that will be best handled by your supervisor(s) due to confidentiality or other issues?

- Do you have direct reports who may gain professional development experience by managing one or two projects in your absence?

The next step is for you to discuss preparations with your supervisor. Take the initiative to set up a meeting and go in with your suggested plan to start the conversation. Your supervisor may have a different vision of how things will be managed or perhaps hasn't even thought about it yet. Either way, going in with your ideas already sketched out will move the process along and show your commitment to the success of the office while you are away. You may want to set up bi-weekly, and then weekly meetings, as the time draws nearer, to ensure that you are on the same page and the plan is clear and well thought-out.

As the plan begins to solidify, set up bi-weekly or weekly one-on-one meetings with your colleagues who are directly involved. This offers them the opportunity to discuss any concerns they may have about the additional tasks or projects. You may also learn more about their professional interests. Perhaps there is a project or task they would like to manage in your absence that you had not considered. Remain open to changing your plan if someone expresses an interest in a specific project or task or if there are additional circumstance that you had not considered as to why it may not work out.

Now that the management of your responsibilities has been determined, you or your supervisor can share the plan with your internal and external contacts. You may want to set up brief meetings to make introductions or send out an email with your departure and return dates, plans for transitioning responsibilities before you are away, and appropriate contact information during your absence.

There are a few other processes and plans you may want to set up before you go.

- Is it acceptable for your team members or other contacts to reach out to you while you are away? If so, establish guidelines as to when and how best to contact you. You may decide that it will be easiest for you if one team member or your supervisor is the

primary contact for phone calls with urgent matters and all others can reach you via email.

- Will you need a transition period to come back to your role full-time? Perhaps, if you are on medical leave, you will need to work part-time for a couple of weeks before you can return to your regular schedule. Include those needs in your planning and communication.
- Will there be a transition of responsibilities when you return? Your approved leave may end right before or during a major project that needs to be delivered or completed. It may be best if the colleague who has been overseeing the project carries it through to the end, and you step back in to it at a more appropriate time.

Register for Parental Leave Training

Are you or your spouse pregnant, or adopting a child? Staff Relations encourages staff to attend Parental Leave training on September 20, 2017 at 1:00 p.m.–2:30 p.m. The UMD Policy on Parental Leave for Staff is a family-friendly policy intended to help staff balance the demands of work and family following the birth or adoption of a child. In this workshop, Staff Relations Coordinator, Christine Hottel covers:

- When and how to apply for Parental Leave
- Eligibility requirements to take Parental Leave
- Paid leave assurance
- A review of other University policies associated with the Parental Leave benefit.

You can register for the training [here](#)! If you can't make the September 20th training, check out UHR's [online resources](#) regarding Parental Leave. To schedule a Parental Leave training for your department, email Christine Hottel at chottel@umd.edu. Personalized departmental training can also be done for the Family Medical Leave Act (FMLA).

Welcome UHR's New Team Members

Shelby Byrd

Originally from Arlington, Virginia, Shelby is thrilled to join the UHR team as the new Learning and Talent Development Consultant. A graduate of the UMBC master's program in Instructional Systems Development, she has more than 10 years' experience designing and delivering blended learning solutions in the public and private sectors. She specializes in online collaboration, in-person facilitation, and eLearning. As demonstrated at this month's staff meeting, she also has a theatre arts background and has performed on local stages such as Signature Theatre, the Maryland Shakespeare Festival, Victorian Lyric Opera Company, and appears in two feature films currently streaming on Amazon. She recently moved to College Park with her husband Eric (who is also a Terp in DIT) and their beautiful baby girl, Audra, who will turn one this November.



Autumn Stasulli

Autumn joined the UHR team as a Support Coordinator. Prior to UHR, Autumn worked as a product specialist at Apple where she engaged with customers to find the products that fit their needs, as well as their budget. She is a 2015 graduate of UMD with a degree in Communications. While attending school, she became a member of Iota, Iota (Triota) National Women's Honor Society and played intramural soccer. As a support coordinator, Autumn will use her customer-focused mindset to answer inquiries pertaining to the eTerp and PHR systems.



September 2017



| Mon. | Tue. | Wed. | Thu. | Fri. |
|--|-------------------------------|---|-------------------------------|--|
| 4 | 5 | 6 | 7 | 8 BYOL (Bring Your Own Lunch) Brown Bag Seminars |
| 11 UHR Benefits: New Employee Benefits Enrollment and Q&A | 12 LDI 1:1 | 13 Supervisor's Essentials: <ul style="list-style-type: none"> • PRD • Performance Improvement Plan • FMLA Training • Managing Time & Attendance The Disciplinary Process | 14 EDI 1:1 | 15 UHR Benefits: Your Payout Options for Retirement |
| 18 New Employee Orientation & Welcome | 19 LDI 1:2 | 20 Supervisor's Essentials: Parental Leave Training | 21 EDI 1:1 | 22 |
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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](#)



STOP FRAUD

IN STATE GOVERNMENT

What kind
of issues should
be reported?

FRAUD

MISUSE OR ABUSE
OF STATE RESOURCES

THEFT

POTENTIAL CONFLICTS
OF INTEREST

CORRUPTION

SIGNIFICANT VIOLATIONS OF
LAWS AND REGULATIONS

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You can remain anonymous.

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