

HR CONNECTION

Volume 1 Number 1
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Welcome to the first issue of *HR CONNECTION*. Our goal is to provide you with helpful and timely information about the latest developments in Human Resources including updates on policies and procedures at the University of Utah. We welcome your suggestions on ways to improve *HR CONNECTION* as we develop our newsletter.

This first issue includes information and resources to help you plan during the Olympics. We have provided information about special closings, staff scheduling options, stress management, tracking compensatory time and other Olympic related resources.

To reduce cost and provide you with timely information, all subsequent issues of *HR CONNECTION* will only be available on the web at www.med.utah.edu/hr. If you wish to be notified of the next issue of *HR CONNECTION* via email, please fill out the subscription form on page 3. Your email address will be added to an email distribution list which will be used to notify subscribers of the next web issue of *HR CONNECTION*.

We hope that *HR CONNECTION* will be a valuable resource to you and your department. Contact Thuy Nguyen at 585-6898 or email thuy.nguyen@hsc.utah.edu with your suggestions or comments.

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STAFF SCHEDULING OPTIONS FOR FY 2002

The 2002 Winter Olympic Games are here! If you have not already utilized the scheduling options available to take time off during the Olympics, make sure you review the following information.

CONVERTING OVERTIME HOURS TO COMPENSATORY TIME

Employees have the opportunity to convert overtime hours to compensatory time each pay period. For each hour of overtime worked, the employee would be able to receive an hour and 30 minutes of time to be taken off at a later date. This time must be tracked in the University's time and attendance system. Information on how to track these hours is provided on page 2 under "Tracking Compensatory Time."

TRACKING ADDITIONAL HOURS FOR EXEMPT EMPLOYEES

Exempt employees will have the option to track additional hours worked during fiscal year 2002 (July 1, 2001 to June 30, 2002) in support of the Olympic games. Additional hours

worked by exempt employees are not paid out or converted to compensatory time at an overtime rate. These hours should be monitored within the department and used to allow employees to take time off during the Olympics or at a later date.

CARRY OVER OF EXCESS VACATION ACCRUALS

Employees will also be allowed to carry over excess vacation accrual amounts from calendar year 2001 to be used in calendar year 2002. Normal policy guidelines and accrual limits will be reinstated for calendar year 2003.

TELECOMMUTING & FLEXIBLE SCHEDULING

Other scheduling options available to employees are telecommuting and flexible scheduling. Supervisors should contact their department's HR service team for more information.

Employees are urged to work with their supervisors to use these scheduling options to take time off during the Olympics.



TRACKING COMPENSATORY TIME

With the new Kronos Accruals Module, payroll reporters will now be able to officially process and track the conversion of overtime hours to compensatory time in the University's time and attendance system. To ensure accurate capture and utilization of these hours, payroll reporters have been asked to collect and report compensatory time to Payroll Administration.

Each department with the exception of Hospital and Clinics departments should submit a spreadsheet listing the following information:

- Dept. Number
- Dept. Name
- Employee ID
- Employee Name
- Hours
- Payroll Reporter
- Signature of Dept. Chair or Manager

EXAMPLE:

Payroll Reporter: Michele Woodward
Signature of Dept. Chair or Manager: _____

Dept. Number	Dept. Name	Employee ID	Employee Name	Hours
00410	Human Resources	00999999	Doe, Jane	10
00410	Human Resources	00999998	Smith, John	8

The hours listed in the example to the right should be the actual hours of overtime worked, not the converted compensatory time. In the example, Jane Doe worked 10 hours of overtime but will actually receive 15 hours of time off after her hours are converted to compensatory time. **Please note that compensatory time cannot be reported in the system until it has been entered or earned.**

For more information about the collection process, contact Kronos Payroll Administration at 1-7973. Payroll Administration will work with managers and payroll reporters to coordinate training on the new module.

For questions concerning laws and regulations covering compensatory time, contact Kristen Jensen (Manager, Compensation) at 5-0726.

STRUGGLING WITH STRESS?

Brought to you by the College of Health

Most people view stress as something “bad”, as something to avoid. This is because we typically associate the emotional or psychological challenges we experience with the concept of stress. In the short term, such “bad” stress results in such things as increases in blood pressure, excessive sweating, nervousness, and a general feeling of discomfort. In the long term, the cumulative effects of “bad” stress can create havoc with overall health.

What we frequently fail to realize is that stress is actually essential to well being. An appropriate level of the types of stress associated with exercise and other physical activities reaps many positive health outcomes. With this notion of “good” and “bad” stress in mind, the challenge becomes one of balancing stressors. Let's see how we might do that right here on campus.

Let's start with a stressor that is common on the “U” campus today - PARKING! Everyone (faculty, staff, and students)

struggles with the challenges of finding a place to park. The number of available slots has been reduced dramatically due to preparation for the upcoming Winter Olympics. Understandably, circling, circling, and circling some more in hunt for the elusive parking space can be stressful. Many, too, carry the stress of the big “hunt”

into the office, classroom, or workplace. What can we do to reduce or manage stress when forced with a stress producing event (trying to find a parking place)? Although the approach used to combat stress will vary according to the individual and the situation, what follows are some tips that may be helpful in dealing with parking.

1. Avoiding stress is always the best approach.

When applied to parking, try the bus or Trax and simply leave the worry about parking to someone else. This “leave the worry to someone else” has the dual benefit of reducing the stress of parking and helping to provide time for other relaxing activities such as reading the paper or a book or talking with a fellow passenger. Upon arriving on Campus, the walk to the office adds a natural and positive health benefit.



2. Sharing stress is another effective way to reduce the stress. Related to parking, carpooling can be effective. This reduces stress by a half or third, depending upon the number sharing rides or the number of days required to find a place to park. Having additional passengers also allows for more eyes to search the lot and find a place to park. Some have even been known to have one of the passengers “stand and hold” an open spot until the driver can appropriately maneuver the car into the stall. Teamwork does help!

3. Planning ahead can help to alleviate stress. If driving your car is the only option, adjust your schedule and minimize stress by arriving early before the parking spaces are gone. This approach also allows you additional time to find a space. The realization that the challenge which lies ahead, “parking the car”, can be handled because adequate time has been allowed reduces anxiety and tension. If you are lucky and can find a place “early”, the extra time can be used to enjoy the walk to the office or to feel prepared for the day ahead.

4. Trade the bad stress for good “healthy” stress. This can be achieved by using alternate forms of transportation such as cycling or walking to work. While the distance from home to the “U” may make cycling or walking impossible, many have found variations of this concept helpful. For example, driving to a location where parking is possible and then walking or cycling to the final destination. Exercising, of course, adds health value and removes the stress of on-campus parking.



**HR CONNECTION
SUBSCRIPTION FORM**

Please return the form to
Thuy Nguyen,
Human Resources, 101 Annex.

In order to collect accurate information, please print clearly. You can also email your information to thuy.nguyen@hsc.utah.edu.

Name: _____

Dept: _____

Campus Address: _____

Email: _____

5. Use the signs of stress as an “alarm” to take control and to manage the stress. This does not mean leaving the car illegally parked or nudging another car such that their place is now illegal and yours fits nicely into the stall! Removing the stress means reading the signs of stress and taking charge to manage or reduce the level of stress. For example, when caught in the “I shall park here and wait for a spot to open” mind set, use this time constructively: listen to soothing and appealing music, practice tension reduction by alternately contracting and relaxing tense portions of the body such as the face, neck, back, arms, hands. Some have used this time to also work on muscle control by squeezing and releasing a foam or nerf ball. The goal is to focus on pleasant thoughts rather than the stress-producing event.



The above only touches on some of the ideas that can be used to deal with stress. Parking is used as a common form of shared stress but many of the tips can be applied to other stress producing events. If you have additional suggestions or ideas on stress or future articles related to health, please direct them to “U and Your Health” in care of Human Resources.

HR is MOVING!

Human Resources is currently located in the Park Building, Annex and at 421 Wakara Way. With the exception of the Vice President’s Office for Human Resources and the Office of Equal Opportunity and Affirmative Action which are both located in the Park Building, HR employees at the two other locations will move to 420 Wakara



Way in the Spring. Employees will soon be able to visit with HR staff in one location for all their HR needs.

Emergency Closures

When there is an unexpected closure, employees should tune to KUED Channel 7 or KUER 90.1 FM or call 801-581-6773 for updates.



Notification of closures will also be posted on HR’s web site at <http://www.med.utah.edu/hr> and on the University’s main web page at <http://www.utah.edu>.

Emergency closures do not apply to essential University personnel or to employees who work in the University Hospitals and Clinics.

2002 WINTER OLYMPIC GAMES WEB RESOURCES

Parking and Transportation
www.parking.utah.edu

Utah Transit Authority (UTA)
www.rideuta.com

2002 Olympic Coordination
www.ufah.edu/2002

Salt Lake Organizing Committee
www.saltlake2002.com

HUMAN RESOURCES DEPARTMENTS

Annex Building

Benefits	581-7447
Compensation	See Web Directory
Employee Relations	581-5469
Employment Office	581-6787
HR Information Systems	585-5497

421 Wakara Way

Center for Employee Development	585-9911
Employment Office (Research Park)	581-2169
Service Teams	See Web Directory

Park Building

Equal Opportunity & Affirmative Action	581-8365
VP for Human Resources	585-0928

<http://www.med.utah.edu/hr>

2002 HOLIDAY SCHEDULE

New Year's Day	Tuesday, January 1
Martin Luther King Day	Monday, January 21
President's Day	Monday, February 18
Memorial Day	Monday, May 27
Independence Day	Thursday, July 4
Pioneer Day	Wednesday, July 24
Labor Day	Monday, September 2
Thanksgiving	Thursday & Friday, November 28 & 29
Christmas	Wednesday, December 25

This schedule does not apply to University Hospitals and Clinics, and some other essential services.

SPECIAL CLOSINGS TO REMEMBER

Wednesday, February 6* Opening Ceremony Dress Rehearsal

Friday, February 8* Opening Ceremony

Thursday, March 7* The University will close at 12 PM for the Paralympic Opening Ceremony. Classes will be held until 1:45 PM. Faculty, students and staff who support classes should depart by 2 PM.



***Closures do not apply to essential University personnel or employees who work in University Hospital and Clinics.**

University of Utah
Human Resources Division
1901 East South Campus Drive
Room 101 Annex Building
Salt Lake City, Utah 84112