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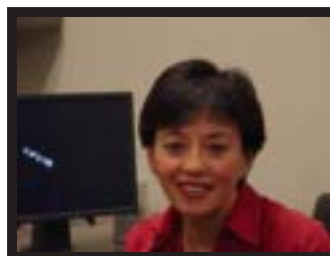
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**Susan Weaver**  
**New Manager of**  
**Employment**  
**Services**

Susan Weaver,  
Manager of  
Employment Services,

has worked as a HR Generalist at the University since April of 2002. Prior to the University, she held a variety of HR positions, including Recruiting Manager and Senior HR Generalist, working for such companies as 3Com and Financial Fusion.



**Mary Anne Berzins**  
**Special Assistant**  
**to the VP for HR**

Mary Anne joined the HR team in August 2004 from England. She has significant

HR experience in both private and not for profit organizations including general management, employment, compensation, employee relations, equal opportunity, benefits and training and development. Within the HR team, Mary Anne's role is to support university wide projects and to develop HR metrics to measure and monitor the progress of strategic HR initiatives.



For more information about *HR Connection*, please contact Thuy Nguyen at 585-6898 or email [thuy.nguyen@hsc.utah.edu](mailto:thuy.nguyen@hsc.utah.edu).



**MEMORANDUM**

DATE: September 17, 2004  
TO: Vice Presidents & Deans  
FROM: Loretta Harper  
Vice President for Human Resources  
SUBJECT: 2004 Holiday Schedule

The University's 2004 winter holiday schedule will be as follows:

|                       |                        |
|-----------------------|------------------------|
| Thursday, December 23 | University closed      |
| Friday, December 24   | Christmas Day Holiday  |
| Friday, December 31   | New Year's Day Holiday |

Employees will be paid their regular rate for work hours scheduled but not worked on Thursday, December 23rd. Information on the University Closure Day process can be found at [www.hr.utah.edu/comp/proc/sect\\_14.php](http://www.hr.utah.edu/comp/proc/sect_14.php). If you have further questions please contact your service team.

This holiday closing schedule does not apply to employees of University Hospitals and Clinics and identified employees in Health Sciences departments, and other departments providing critical services. Please advise members of your staff who are affected.

# A Party Just for U! Employee Day 2004



The 2004 Employee Day held on Thursday, September 30, 2004 was a great success. Over 4,000 employees from across campus attended this first annual event. Photos from the event along with winners from the talent show and giveaways are now available on the Employee Day web site at [www.utah.edu/employeeday](http://www.utah.edu/employeeday).

On behalf of Human Resources, UUSAC, and the Office of the VP for Administrative Services, many thanks to everyone who worked diligently to coordinate this event.

## **Food Committee**

|                         |                            |
|-------------------------|----------------------------|
| Terri Crow, co-Chair*   | Human Resources            |
| Sheri Gordon, co-Chair* | Technology Transfer Office |
| Joan Christensen        | Law Library                |
| Peggy Halliday          | Technology Transfer Office |
| Malinda Lewis           | Hospital Employee Services |
| Kathy Marlock*          | Undergraduate Studies      |
| Carole Robinson         | Nutritional Care Services  |
| Tricia Tucker           | Chemistry                  |

## **PR and Marketing**

|                     |                            |
|---------------------|----------------------------|
| Thuy Nguyen, Chair* | Human Resources            |
| Ann Bardsley        | Marketing & Communications |
| Jason Burgess       | Health Sciences            |
| Frank Chacon        | Union Administration       |
| Rachel Colledge     | Human Resources            |
| Mara Dykstra*       | Human Resources            |
| Ann Floor           | Marketing & Communications |
| Jim Grierson*       | Union Administration       |
| Dana Sowby          | Career Counseling          |

## **Fundraising and Development Committee**

|                      |                            |
|----------------------|----------------------------|
| Wendy Bailey, Chair* | Hospital Employee Services |
| Dawn Aoki            | Development Office         |
| Sandy Bruhn          | College of Engineering     |
| Karen Evans*         | Neurobiology and Anatomy   |
| Sandy McClelland     | University College         |
| Lori Tavey           | Hospital Foundation        |
| Marcus Trinite*      | Health Information         |
| Tricia Tucker        | Chemistry                  |

## **Volunteer Committee**

|                        |                 |
|------------------------|-----------------|
| Carolyn Hebert, Chair* | Student Affairs |
| Lisa Bouillon          | Athletics       |
| Kim Free               | Athletics       |
| Cindy Hanson           | IMS             |

## **Transportation Committee**

|              |                   |
|--------------|-------------------|
| Ken Searles* | Commuter Services |
|--------------|-------------------|

## **Activities and Performance Committee**

|                      |                           |
|----------------------|---------------------------|
| Jenny Thomas, Chair* | Presenter's Office - ASUU |
| Margaret Brady       | Marriott Library          |
| Mandy Britt          | Human Resources           |
| Sandy Bruhn          | College of Engineering    |
| Mary Ann Cal         | Human Resources           |
| Robbi Dewey          | Alumni Association        |
| Jim Grierson         | Union Building            |
| Terri Hill           | Human Resources           |
| Kristi Holt          | Rice-Eccles Stadium       |
| Tom Loveridge*       | Human Resources           |
| Christi Neal         | Nursing Services          |
| Susan Weaver         | Human Resources           |

## **Set-up & Security Committee**

|                        |                  |
|------------------------|------------------|
| Aaron White, co-Chair* | Special Services |
| Steve Davis, co-Chair  | Special Services |
| Plant Operations Team  |                  |

**MARK YOUR CALENDARS!**  
**THURSDAY, SEPTEMBER 29, 2005**  
**EMPLOYEE DAY 2005**

\*Also Member of Executive Committee

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# ORGANIZATIONAL DEVELOPMENT SERVICES

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*Strengthening Performance Together*

**It's not too late to enhance your professional and leadership skills. The Spring semester workshop schedule is now available. Register on-line today at [www.hr.utah.edu/ods/](http://www.hr.utah.edu/ods/). For more information call 585-2300.**

# Benefits Corner

## FREQUENTLY ASKED QUESTIONS (FAQ's)

**Question:** The 403(b) and 457(b) maximum deferral limits change every year. What are the maximum limits for 2005?

**Answer:** These retirement plan deferral limits are set by the Internal Revenue Service. For 2005, the maximum you can defer to your 403(b) or 457(b) account is \$14,000. If you have both a 403(b) and a 457(b) account, you may contribute \$14,000 to each. If you will be age 50 by December 31, 2005, you may contribute an additional \$4,000. If you have at least 15 years of full-time equivalent service with the University, you may be eligible for a special 403(b) catch up provision. If you qualify, you may defer an additional \$3,000 per year, for five years.

**Question:** Are emergency travel services provided under any of the University's benefit plans?

**Answer:** Both the group accidental death and dismemberment policy, underwritten by The Transamerica Life Companies, and the group term life insurance plan, underwritten by Beneficial Life Insurance Company, now provide benefits for global emergency services. Beneficial Life Insurance Company recently created an alliance with Assist America, a provider of global emergency travel services. Some of the services provided by Transamerica and Beneficial Life (Assist America) are: medical evaluation and referral, emergency medical evacuation, medically supervised repatriation, and prescription assistance. Later this month, you will receive information on the Assist America benefits via U.S. Mail.

Benefits Corner Frequently Asked Questions continued on page 5

**Question:** Is there a maximum amount of vacation that may be carried over at year-end?

**Answer:** Vacation hours that carry forward to the new calendar year are limited to 240 hours plus the employee's current annual vacation leave entitlement. Any accrued leave in excess of the maximum will be forfeited and eliminated from the employee's accrued vacation leave balance at year-end. This carry-over provision does not apply to faculty members, senior administrative officers, senior academic officers, postdoctoral fellows, and medical housestaff. Please refer to University of Utah Vacation Leave Policy (2-41) for the specific details.

**Question:** Can sick leave be converted to vacation?

**Answer:** Benefits eligible employees, except faculty, senior administrative officers, senior academic officers, postdoctoral fellows, and medical housestaff may convert up to four days (32 hours) of accrued sick leave to vacation annually, subject to the conditions documented in University of Utah Human Resources Policy 2-21. (Leaves of Absence, Health-Related). If you accumulated 48 days (384 hours) of sick leave by January 1, 2004 and during the 2004 calendar year used fewer than four days of sick leave (32 hours) you may be eligible to convert sick hours to vacation hours. Conversion of sick leave will not increase the maximum allowable limits on vacation accrual. **The conversion process is automatic unless you request in writing to the Benefits Department not to convert your sick hours to vacation hours.**

## 2005 UNIVERSITY OF UTAH HOLIDAYS

|                           |                            |
|---------------------------|----------------------------|
| Friday, December 31, 2004 | New Year's Day (PPH)       |
| Monday, January 17        | Martin Luther King Jr. Day |
| Monday, February 21       | Presidents' Day            |
| Monday, May 30            | Memorial Day               |
| Monday, July 4            | Independence Day (PPH)     |
| Monday, July 25           | Pioneer Day                |
| Monday, September 5       | Labor Day (PPH)            |
| Thursday, November 24     | Thanksgiving Day (PPH)     |
| Friday, November 25       | Day after Thanksgiving     |
| Monday, December 26       | Christmas Day (PPH)        |

**PPH:** Premium Pay Holidays for University Hospital Staff

## REMAINING UNIVERSITY OF UTAH HOLIDAYS FOR 2004

| <u>Date</u>           | <u>Holiday</u>   | <u>Hospitals and Clinics</u>  |
|-----------------------|--|---|
| Thursday, November 25 | Thanksgiving Day (PPH)                                 | Begin Wed. 11/24/04 - 2300 to Thurs. 11/25/04 - 2300  |
| Friday, November 26   | Day after Thanksgiving                                 | Begin Thurs. 11/25/04 - 2300 to Friday 11/26/04 - 2300  |
| Thursday, December 23 | <b>Special Holiday Closure</b><br>(see memo on page 2) | These pay practices do not apply to employees in areas of the University providing a critical/community service             |
| Friday, December 24   | Christmas Day (PPH)                                    | Begin Fri. 12/23/04 - 2300 to Sat. 12/24/04 - 2300.<br>Premium Pay for this holiday begins 12/24/04-2300 to 12/25/04 - 2300 |
| Friday, December 31   | New Year's Day (PPH)                                   | Premium Pay for this holiday begins Friday 12/31/04 - 1900 to Saturday 1/1/05 - 1900  |

If employed by January 1, 2004, **two personal preference days** must be taken before December 31, 2004.

**PPH:** Premium Pay Holidays for University Hospital Staff. Please visit [www.hr.utah.edu/ben/holidays/](http://www.hr.utah.edu/ben/holidays/) for more information on PPH.

## DIVISION OF HUMAN RESOURCES DIRECTORY OF DEPARTMENTS

WEB ADDRESS: <http://www.hr.utah.edu>

### 420 Wakara Way, Suite 105

|                                     | <u>Telephone</u>  |  | <u>FAX</u> |
|-------------------------------------|-------------------|--|------------|
| Administration                      | 585-9144          |  | 581-8481   |
| Benefits                            | 581-7447          |  | 585-7375   |
| Organizational Development Services | 585-2300          |  | 581-8481   |
| Compensation                        | 581-6206          |  | 581-8481   |
| Employee Relations                  | 581-5469          |  | 581-4286   |
| Employment Office                   | 581-2169          |  | 581-4579   |
| HR Information Systems (HRIS)       | See Web Directory |  | 581-5571   |
| Service Teams                       | See Web Directory |  | 581-5571   |

### Park Building

|  |          |          |          |
|--|----------|----------|----------|
| Equal Opportunity & Affirmative Action | 581-8365 | 135 Park | 585-5746 |
| VP for Human Resources                 | 585-0928 | 208 Park | 581-5674 |

### Employee Service Centers

|                   |          |                     |          |
|-------------------|----------|---------------------|----------|
| UHOSP A024        | 585-5074 | 7:30 a.m.-3:00 p.m. | 585-5144 |
| 135 Park Building | 581-8365 | 8:00 a.m.-5:00 p.m. | 585-5746 |