

# HR CONNECTION

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Human Resource News!

The University of Utah Division of Human Resources  
420 Wakara Way, Suite 105, Salt Lake City, Utah 84108  
<http://www.hr.utah.edu/news/hrconn/>

Volume 4 Fall 05

## EMPLOYEE APPRECIATION DAY 2005 PHOTOS

4,000 employees were in attendance for Employee Appreciation Day 2005.



Photos now available on the web at [www.utah.edu/employeeday/EAD05/photos.html](http://www.utah.edu/employeeday/EAD05/photos.html).

A list of winners from both the field activities and general prize drawings are also available at [www.utah.edu/employeeday/EAD05/winners.html](http://www.utah.edu/employeeday/EAD05/winners.html).

Thank you for another successful year!

Mark your calendar for the 3rd annual Employee Appreciation Day on Thursday, September 28, 2006!

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## The University of Utah Ethical Standards and Code of Conduct

handbook is now available on the web at  
[www.hr.utah.edu/ethicalstandards/](http://www.hr.utah.edu/ethicalstandards/).

A complete copy of the handbook can be downloaded at  
[www.hr.utah.edu/ethicalstandards/ethicalstandardsbook.pdf](http://www.hr.utah.edu/ethicalstandards/ethicalstandardsbook.pdf)

# TRAINING AND DEVELOPMENT

## New Name, New Staff

Organizational Development Services is now called Training and Development. The responsibilities of organizational development services have been split off from Training and Development and will primarily be the responsibility of Michael de Lisser.

Managed by Andrea Brown, Training and Development will coordinate with other University departments to expand the workshops currently offered to University employees.

In addition to the new name, the department has also hired several new training specialists. John Robinson, Brent Potts, and Melanie Hawks are the new faces of the Training and Development Department. Each will play a key role in the department.



From left to right:  
Melanie Hawks (inset),  
John Robinson, and Brent Potts

## It's Not Too Late - Register for FREE Professional and Leadership Development Workshops

DECEMBER

1	Thursday	Presentation Skills	9:00 - 1:00
6	Tuesday	Conflict Management	9:00 - 1:00
8	Thursday	Calming Upset Customers	9:00 - 1:00
8	Thursday	Discrimination, Sexual Harassment, & ADA for Employees	2:00 - 3:30
13	Tuesday	C.A.R.E	9:00 - 1:00

Register on-line at <http://www.hr.utah.edu/ods/register/allclasses.php>  
or for more information, contact Myrna Hill at 585-2300.

## DEBRA ALEXANDER NEW EMPLOYEE RELATIONS MANAGER

Please welcome Debra Alexander, the new Employee Relations Manager in Human Resources. Debra joins HR with 5 years of experience in human resources. Prior to the University of Utah, Debra worked in in the state's Office of Recovery Services. Debra replaces Andrea Brown who is now the manager of Training and Development.



# Benefits Corner

For this issue of the HR Connection we would just like to pass along a few reminders...

## Check your address!

Open Enrollment materials will be mailed to your home in April 2006. **Please make sure your address is current.** You may check and/or update your address on the Campus Information System at <https://gate.acs.utah.edu/>. Once you log on, make sure you are looking at the “employee” tab and click on “Change Your Mailing Address.”

## eBenefits is available:

You may also log on to the Campus Information System (<https://gate.acs.utah.edu/>) to view your benefits enrollment by clicking on the “Benefits Information” link. eBenefits allows you to view your current enrollment in most benefit plans and to update your beneficiaries.

## Special Supplemental Life Insurance Enrollment Opportunity:

Approximately 175 people signed up for supplemental life insurance during our special enrollment period in September. University employees can always apply for life insurance coverage or additional amounts of coverage; however, evidence of insurability may be required.

## Medicare D:

New federal regulations for Medicare Part D take effect January 1, 2006. The Benefits Department will be sending a letter to those who are Medicare eligible or have dependents who are Medicare eligible regarding prescription coverage under Medicare D in conjunction with the University’s Employee and Retiree Health Care Plans. The letter will be sent in mid-November and will be posted on the Benefits Department website at <http://www.hr.utah.edu/ben/medicare>.

## Supplemental Retirement Accounts:

For those who participate in a 403(b) and/or 457(b) supplemental retirement account (or tax-deferred annuity) the maximum amount that you can defer (through paycheck deductions) for 2005 is \$14,000 to each account, with the potential to extend that amount by an additional \$4,000 if you qualify for the age 50 or older catch-up provision. University employees can donate the maximum amount to both a 403(b) and a 457(b) account—that means a total of \$28,000 (\$36,000 if you are over age 50)! It’s not too late to change your annual election to defer up to the maximum amount! There are 3 paychecks left in the year to contribute.

All employees of the University of Utah (including University Health Care employees), regardless of full- or part-time status, are eligible to enroll in a supplemental retirement account and may do so at any time. The minimum amount allowed is \$12.50 per paycheck (\$25.00 monthly) and the IRS determines yearly maximums. The maximum limit for 2006 will be \$15,000, with an additional \$5,000 available for those who qualify for the age 50 or older catch-up provision.

Please see the Benefits Department’s website <http://www.hr.utah.edu/ben/> for more information and forms. Please contact our office for investment company applications if you would like to set up a new account.

# SALT LAKE CITY COMMUNITY HOUSING PROGRAMS

## First Time Home Buyer Program

The First Time Home Buyer Program is one of several programs offered by Salt Lake City as part of its Community Housing Plan. This plan is designed to help individuals and families purchase their first home. The City assists successful applicants to the program by providing a low interest, 30-year, fixed rate mortgage to finance the purchase of a home. The current interest rate is three percent.

Qualifications:

1. Applicant must pay an application fee of less than \$50.00.
2. Applicant must be able to provide \$500.00 towards closing costs.
3. Total household income must NOT exceed 80% of the median income for Salt Lake County. Maximum income varies by number of people in the household.
4. Applicant must have acceptable credit.



## Home Rehabilitation Program

Under the Home Rehabilitation Program, the City will assign a Rehabilitation Specialist to conduct a home inspection. The goal of the inspection is to identify all the items in the house that do not meet the City's existing housing code. The Specialist will provide an estimate on repair costs. If the owner wishes to proceed with the repairs, the Specialist will then arrange for contractors who have been approved by the Housing Division. If a repair bid is accepted, the Housing Division will prepare a financial package based on the owner's financial situation to help finance the project. The maximum rate is three percent for applicants earning less than 80% of the median income. The City will provide the same professional assistance at no charge for owners who would rather provide their own financing.

## Emergency Loan Program

The Housing Division offers an Emergency Loan Program for repair of items such as broken hot water heaters or furnaces, and leaking roofs. Under this program, the Rehabilitation Specialist will identify the problem and assist in obtaining bids. In these cases, the City will provide financing for five years at below market rates.

If you would like more information on any of the Salt Lake City's housing programs, please call 801-535-7228 or visit [www.slccgov.com/CED/hand/Housing%20Programs/housprogs.htm](http://www.slccgov.com/CED/hand/Housing%20Programs/housprogs.htm).

# Remaining UNIVERSITY OF UTAH HOLIDAYS FOR 2005

Thursday, November 24	Thanksgiving Day (PPH)
Friday, November 25	Day after Thanksgiving
Friday, December 23	University Closed *
Monday, December 26	Christmas Day (PPH)
Monday, January 2	New Year's Day



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

\*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 notify members of your staff who are affected.

**NOTE: 2 Personal Preference Days** must be taken before 12/31/05 if employed by January 1, 2005.

## DIVISION OF HUMAN RESOURCES DIRECTORY OF DEPARTMENTS

HR WEB SITE: <http://www.hr.utah.edu>

### 420 Wakara Way, Suite 105

	<u>Telephone</u>	<u>FAX</u>
Administration	585-9144	581-8481
Analysis Planning & Strategy	See Web Directory	581-8481
Benefits	581-7447	585-7375
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
Payroll	581-7873	585-3030
Service Teams	See Web Directory	581-5571
Training and Development	585-2300	581-8481

### 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 (HR Satellite Offices)

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