

## BENEFITS CORNER

### OPEN ENROLLMENT ENDS MAY 15



Open Enrollment is your chance to enroll, change, or cancel your U health coverage. If you plan to make any changes to your health plan and/or Flexible Spending Account(s), you may enroll on-line at <https://gate.acs.utah.edu> or submit your Personalized Open Enrollment Form and/or FSA Enrollment Form by 5:30 PM on Monday, May, 15, 2006.

Submit your completed form(s) to any of the following locations:

- Benefits Department - 420 Wakara Way
- U Hospital Employee Service Center - A024 HOSP
- Campus Employee Service Center - 135 Park
- or fax your form(s) to 585-7375

More information is available on the Open Enrollment web site at <http://www.hr.utah.edu/ben/oe/>.

For questions, contact the Benefits Department at 581-7447.

### FREQUENTLY ASKED QUESTIONS ABOUT OPEN ENROLLMENT

- 1. What if I like my current plan, do I have to change?**  
Your current plan will be matched to the new options. You won't have to do anything unless you elect Flexible Spending Account (FSA) which has to be done every year.
- 2. How can I control my cost with U Choose?**  
You can reduce your costs depending on what plan design and provider network you choose.
- 3. Are there other options I can choose (like dental, Rx, etc)?**  
EAP, dental and pharmacy are all included in your medical plan. The only option you can waive is dental. You cannot have dental without medical.
- 4. Do I have to change doctors?**  
No, but your doctor may participate in a more cost effective network so you may want to look at the provider network options to see if your current doctor is in the provider network you want to choose.
- 5. Is there a no cost/low cost plan? (example: currently ValueCare Basic)**  
Yes, if you choose the Basic plan design and University Health Care Plus provider network there will be no cost.

### WHAT'S NEW IN THIS ISSUE

To view the information below or any of the web sites noted in this newsletter, click on the topic or web address to be linked directly.

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- 6. If I don't do anything will I still have coverage on July 1, 2006?**  
If you do not want to change your current health plan, you don't have to do anything. Your current plan will be matched with the new options.

### COMING SOON

During May, look for information on a prepaid legal benefit offered to you by Hyatt Legal Plans. These will be mailed to your home. Onsite information will also be available. For more information, contact the Benefits Department at 581-7447 or visit <http://www.hr.utah.edu/ben/summ/standard/hyattlegal.php>.



# SPEAKING COMPENSATION

## AN INTRODUCTION

Welcome to *Speaking Compensation*. This is the first of many quarterly updates provided by Compensation Management—a department within the Division of Human Resources—that will discuss a variety of pay and classification-related topics.

The goal of Compensation Management (Compensation) is to establish pay and classification practices for staff positions that allow the University to attract and retain high performing employees in support of organizational goals while ensuring compliance with local, state and federal regulations.



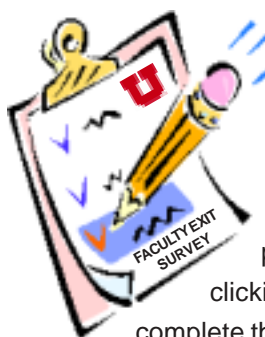
Some of the services we provide are as follows:

- Monitoring the labor market to ensure University positions are paid competitively.
- Promoting internal pay equity between similar positions.
- Recommending specific pay practices that allow departments flexibility.
- Assisting departments with organizational structure and appropriate staffing.
- Classifying and reclassifying staff positions.
- Creating and updating job descriptions.
- Ensuring compliance with relevant regulations, primarily the Fair Labor Standards Act (FLSA).

Future editions of *Speaking Compensation* will discuss a variety of issues that effect departmental practices, such as classification and reclassification of staff positions, overtime and compensatory pay and rules applying to travel. More information about Compensation can be found on our web site <http://www.hr.utah.edu/comp/> or by calling our office at (801) 581-6206. Additionally, feel free to contact us at the number above or by sending email to [ryan.speer@hsc.utah.edu](mailto:ryan.speer@hsc.utah.edu) if you have suggestions on compensation-related topics you'd like to see discussed.

## FACULTY EXIT SURVEY

The University of Utah is committed to maintaining a creative and supportive workplace for our faculty members. As part of that commitment we are pleased to announce the creation of an exit survey for departing tenure or tenure/track faculty members. The survey is designed to obtain feedback to help us improve the work environment at the University.



It will help us to understand the reasons why the University loses faculty members and to identify any areas that may require further study and inquiry. We also want to document our competitive pressures from other institutions. This survey will give departing faculty the option of allowing you to see the suggestions they have for improving the department.

When you become aware that a tenure or tenure/track faculty member is leaving the University, please inform them of this new exit survey. Faculty may access the survey electronically by clicking on the following link: <http://www.hr.utah.edu/exit>. This is the easiest and most effective way to complete the survey. You may also request hard copies of the survey by calling 581-5469. The hard copy can be returned directly to Human Resources.

If you have any questions, please contact Human Resources at 581-5469.

# 2006 DISTRICT STAFF AWARD WINNERS

In order to recognize the exceptional contribution of a much larger number of staff at the University of Utah, the nomination process for the Presidential Staff Awards has changed for 2006. Twenty-four District Staff Awards will be given to staff employees throughout the University. Twenty-two of these awards have been divided among the vice presidential areas according to the percent of staff who work in that area. Up to two at-large district awards will also be given.

The following staff employees have been selected for their district's Staff Awards. These winners will be the pool from which the final six recipients of the Presidential Staff Awards will be selected. Each Presidential Staff Award winner will receive an honorarium of \$3000, a special plaque, and their name added to the Perpetual Plaque that resides in the HR Building at 420 Wakara Way. The winners of the Presidential Staff Awards will be announced in September at a special luncheon.

| <b>District</b>         | <b>Eligible Awards</b> |
|-------------------------|------------------------|
| Academic Affairs        | 6                      |
| Administrative Services | 3                      |
| General Administration  | 1                      |
| Hospital and Clinics    | 7                      |
| Other Health Sciences   | 4                      |
| Student Affairs         | 1                      |
| At-Large                | 2                      |
| <b>Total</b>            | <b>24</b>              |

For more information about the Presidential Staff Awards, visit <http://www.hr.utah.edu/etc/psa/> or contact Terri Crow at [terri.crow@hsc.utah.edu](mailto:terri.crow@hsc.utah.edu) or Thuy Nguyen at [thuy.nguyen@hsc.utah.edu](mailto:thuy.nguyen@hsc.utah.edu).

## **Academic Affairs District**

**Joseph Buchanan**  
Computer Professional  
Marriott Library

**Jane Denton**  
Executive Assistant  
Dean's Office  
College of Humanities

**Sandra Earl**  
Executive Secretary  
Family & Consumer  
Studies

**Dale Heisler**  
Senior Engineer  
Chemistry

**Sandra McLelland**  
Advising Coordinator  
University College

**Sheila Olson-Cator**  
Executive Assistant  
Sr VP for Academic Affairs

## **Administrative Services District**

**Lonnie Medina**  
Lead Sheet Metal Worker  
Metals and Machine Shop  
Plant Operations

**Jason Moeller**  
Computer Professional  
Admin Computing Services

**Paul Simmons**  
Assistant Director  
Purchasing - Campus

## **At-Large District**

**Julia Beynon**  
Nurse Manager  
Surgical ICU

## **General Administration District**

**Joshua B. Paulsen**  
Marketing Analyst  
Marketing and Communication

## **Student Affairs District**

**Aristotelis Papadopoulos**  
Skill Specialist  
Educational Opportunity Program

## **Hospital and Clinics District**

**Julia Canfield**  
Nurse Manager  
Surgical Services Administration

**Penny L. Milne**  
Clinical Nurse  
Newborn ICU

**Kim Edward Phillips**  
Manager  
Solid Organ Transplant

**Cindy Terrill**  
Pediatric Renal Dietician  
Pediatric Dialysis

**Lawrence M. Mauck**  
Clinical Admin Manager  
Surgery Administration

**Izeta Petrovic**  
Custodian  
Environmental Services

**Debbie St. Clair**  
Staff/Charge RN  
Surgical ICU

## **Other Health Sciences District**

**Jean Hemenway**  
Computer Professional  
Dept. of Internal Medicine  
School of Medicine

**Nancy Parker**  
Executive Assistant  
Dean's Office  
College of Health

**Rita Litsas**  
Manager  
Medical Education Unit  
and Financial Aid  
School of Medicine

**Louanna Theurer**  
Administrative Assistant  
Department of Surgery  
School of Medicine

## SAVE THE DATE 3rd Annual EMPLOYEE APPRECIATION DAY

THURSDAY, SEPTEMBER 28, 2006  
10 AM - 2 PM  
OLYMPIC CAULDRON PARK at  
RICE-ECCLES STADIUM

<http://www.utah.edu/employeeday>



## HOOKED ON BOOKS IS BACK!

You read it, you enjoyed it – now let us have it! Two-thousand books were donated for the first annual Employee Appreciation Day in 2004. We need more books again for the 3rd annual Employee Appreciation Day. Books will be collected from now until September 2006. Contact Joe or Margaret at 581-6046 for special pick-ups or drop-offs.

### BOOK COLLECTION LOCATIONS

**Union Bldg Administration Office**  
Room 245 (main floor)  
Sheri Young  
585-0628

**UU Hospital**  
First Floor Lobby  
Jacki Shill  
585-7287

**Park Building**  
2nd Floor, Public Info Desk  
Terri Crow  
585-0928

**Human Resources**  
420 Wakara Way  
Terri Crow  
585-0928

**Student Services Bldg**  
Career Services, Rm 350  
Dana Sowby  
585-5061

**Marriott Library**  
3rd FL, Administration  
Margaret Brady  
581-6046



Come out and join us on Thursday, September 28, 2006 at Olympic Cauldron Park at Rice-Eccles Stadium for the 3rd annual Employee Appreciation Day. Check out <http://www.utah.edu/employeeday> for details.

### TRAINING AND DEVELOPMENT WORKSHOP SCHEDULE

2006

WORKSHOPS



801-585-2300

Division of Human Resources TEL: 801-585-2300  
420 Wakara Way, Suite 105 FAX: 801-585-8481  
Salt Lake City, Utah 84108 [www.hr.utah.edu/training](http://www.hr.utah.edu/training)

## 2006 PROFESSIONAL DEVELOPMENT WORKSHOPS

It's not too late to enhance your professional and leadership skills. Take advantage of the workshops offered by Training and Development. **There is no cost to University of Utah employees.**

Download the 2006 workshops schedule at  
<http://www.hr.utah.edu/forms/lib/workshops06.pdf> today!

For more information contact Training and Development at 585-2300 or register on-line at <http://www.hr.utah.edu/training/register/allclasses.php>.

# 2006 HOLIDAY SCHEDULE

|                              |                            |
|------------------------------|----------------------------|
| <b>Monday, January 16</b>    | Martin Luther King Jr. Day |
| <b>Monday, February 20</b>   | Presidents' Day            |
| <b>Monday, May 29</b>        | Memorial Day               |
| <b>Tuesday, July 4</b>       | Independence Day (PPH)     |
| <b>Monday, July 24</b>       | Pioneer Day                |
| <b>Monday, September 4</b>   | Labor Day (PPH)            |
| <b>Thursday, November 23</b> | Thanksgiving Day (PPH)     |
| <b>Friday, November 24</b>   | Day after Thanksgiving     |
| <b>Monday, December 25</b>   | Christmas Day (PPH)        |

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

**NOTE:** Please refer to [PPM2-40](#) regarding the use of Personal Preference Days. For additional information on Personal Preference Days, visit <http://www.hr.utah.edu/ben/summ/standard/paidleave.php#ppd>.

## DIVISION OF HUMAN RESOURCES DIRECTORY OF DEPARTMENTS

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

### **420 Wakara Way, Suite 105**

|                               | <b><u>Telephone</u></b> | <b><u>FAX</u></b> |
|-------------------------------|-------------------------|-------------------|
| Administration                | 585-9144                | 581-8481          |
| Analysis Planning & Strategy  | 585-9911                | 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) | 587-7764                | 581-5571          |
| Payroll                       | 581-7873                | 585-3030          |
| Service Teams                 | 585-5030                | 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 AM - 3:00 PM | 585-5144 |
| 135 Park Building | 581-8365 | 8:00 AM - 5:00 PM | 585-5746 |