

2009 district staff excellence award winners

The University Staff Excellence Awards were established to recognize superior service and ongoing contributions by the University of Utah's full-time staff.

Twenty-four staff employees have been selected for their district's Staff Excellence Awards. These winners will be the pool from which the final six recipients of the University Staff Excellence Awards (USEA) will be selected.

All twenty-four district winners will be recognized at a special luncheon on Thursday, September 10, 2009 where the final six winners will also be announced. Each USEA winner will receive an honorarium of \$5000, a special plaque, and their name added to the Perpetual Plaque that resides in the HR Building at 420 Wakara Way.

If you would like to attend to support the winners, tickets are available for \$16.00 each. Contact Terri Crow at 585-0928 or email terri.crow@utah.edu. **Reservations must be made by Thursday, September 3, 2009.**

USEA Luncheon
Thursday, September 10, 2009
Noon
The Ballroom, Union Building

2009 District Staff Excellence Award Winners

Academic Affairs District

David Eisen, University College
Angela Gardiner, Department of Mathematics
Ian Godfrey, Marriott Library
Susan Hendry, Department of Mathematics
Nancy Klekas, Department of Psychology
Tiffany Pannier, Civil & Environmental Engineering

Administrative Services District

Nate Dickson, University Campus Store
Cynthia Garcia, Plant Operations
Joseph Harman, Campus Design & Construction
Sue Pope, Plant Operations Landscape Maintenance

General Administration District

Jenny Young, Office of the VP for Institutional Advancement / University Relations

Hospital and Clinics District

Maria Elena Acosta, UH Operating Room
Candelaria Cisneros, Environmental Services
Colleen Connelly, Emergency Preparedness
Earl Fulcher, Respiratory Care
Galina Morshedzadeh, NBICU
Daniel Sageser, Pharmacy Services
Nancy Stirling, Oncology

Other Health Sciences District

Karen De Mara, University Health Plans
Leanne Johnston, Obstetrics and Gynecology
Barbara Korous, Ophthalmology
Julia Pili, Molecular Medicine Program

Student Affairs District

Brian Burton, A.S.U.U
Kimberly Hall, Women's Resource Center

WHAT'S NEW IN THIS ISSUE

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To view other issues of *HR Connection* visit
www.hr.utah.edu/news/hrconn/

employee appreciation day 2009

Human Resources is pleased to announce that the 6th annual Employee Appreciation Day (EAD) will be held again this year. Due to the tough budget issues the University has faced this year, the entire event will be funded through generous donations. Please join us for food and fun activities on:

Thursday, September 24, 2009
Olympic Cauldron Park at
Rice-Eccles Stadium
10 am - 2 pm

Many of the activities you have enjoyed in past years such as the football field goal kick, soccer kick, hooked on books, climmassages, and bingo will still be held this year. **The first 100 employees will receive a pair of football tickets.** Remaining tickets will be distributed randomly throughout the day. The exhibitor tables will be located in the West Concourse to reduce long lines.

Important Changes for 2009

Admittance

In previous years, EAD postcards were used as your ticket. This year, to keep costs down and be more “green”, we will not be printing and mailing EAD postcards. **All employees, both faculty and staff, will need to show their ID card for admittance.** Please note that the word “faculty” or “staff” must be indicated on your ID card. Student employees will be contacted via a special email with information on how to be admitted to this event.

Event Entrance

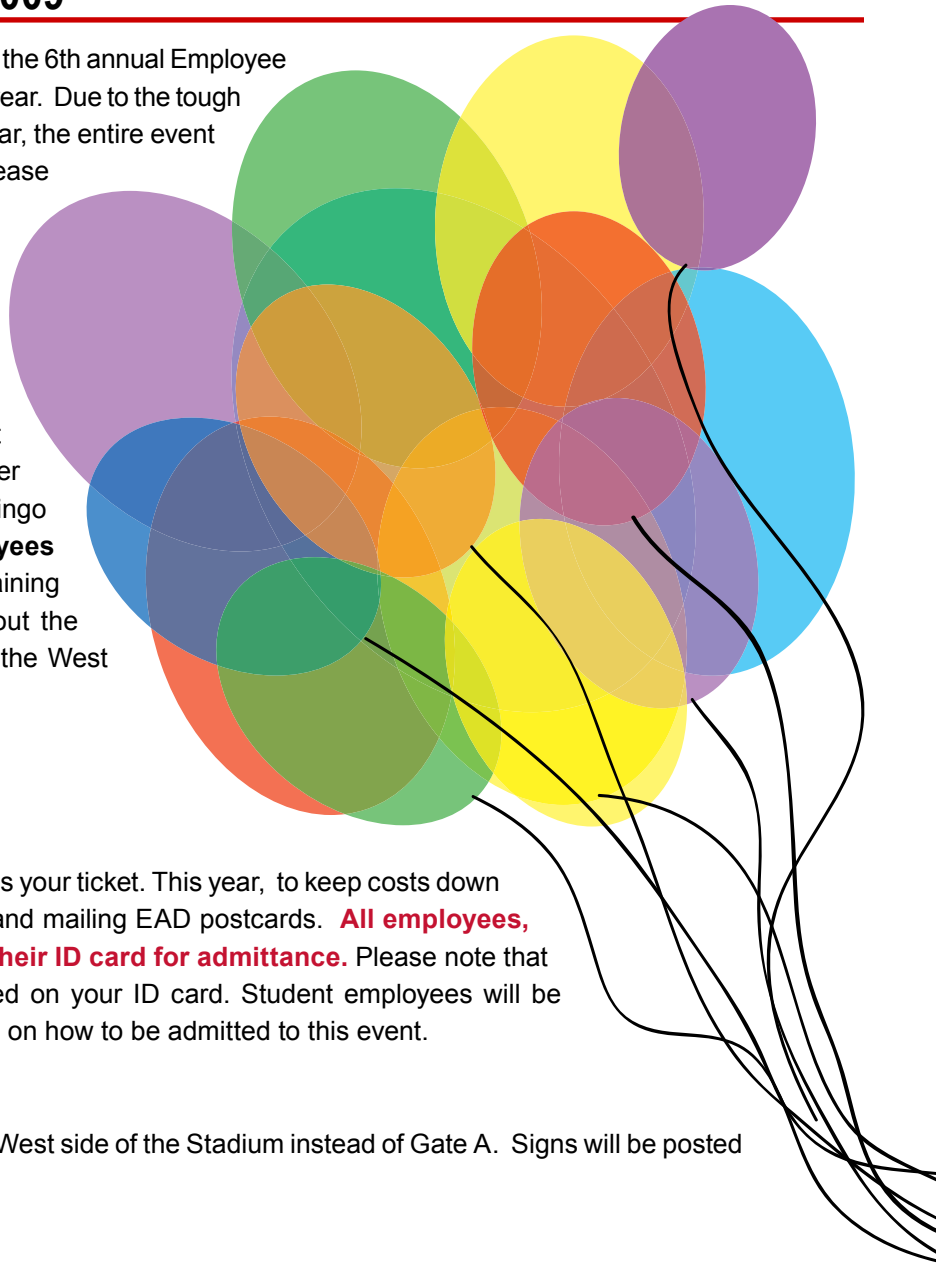
The entrance to EAD will be at Gate D on the West side of the Stadium instead of Gate A. Signs will be posted to assist you with this change.

Volunteers Needed

Don't wait in line for your athletic tickets, volunteer for EAD. Volunteers will be required to work in one to two hour shifts and will receive a pair of athletic tickets in appreciation. Training will be provided.

If you would like to volunteer, please contact Shanna Erickson at shanna.erickson@vpres.adm.utah.edu for more information.

For more information about EAD, please contact Susie Johnson at 581-8365 or visit web.utah.edu/employeeday.





farmers market starts August 20th

It's back! The University of Utah Farmers Market was such a huge success last year that Human Resources' WellU Program will be hosting it again this year. The market brings fresh, local food and talented artisans to the greater campus community.

New to this year's market will be weekly workshops on gardening and healthy living. Coming in August you can find a weekly market agenda with market happenings, news, and updates posted on the WellU website. Farmers Market canvas bags displaying this year's poster design will also be sold for the first time to support the continual sponsorship of this event.

Please join us for great food, fresh produce and local arts and crafts 9 am - 2 pm, Thursdays, from August 20 through October 8, 2009 on Webster's Lawn, east of Pioneer Memorial Theatre.

For more information, please visit www.hr.utah.edu/wellu/farmers_market/ or contact Vanessa Harbour at vanessa.harbour@utah.edu.

benefits corner

Dental Co-Pay/Co-Insurance Waived

Dental co-pay/co-insurance in the University's Dental Plan waived on most dental services received from July 1, 2009 through June 30, 2010.

- The co-insurance for dental services will be waived and eligible expenses will be paid at 100% up to the Plan maximum of \$2,000 per individual per Plan Year.
- Services that are covered by the Plan and included in this promotion are: Preventive, Diagnostic, Basic, and Prosthodontic. Orthodontics are not included in this promotion and will continue to be covered at 50%.
- For a detailed list of covered services please refer to the Summary Plan Description at www.hr.utah.edu/forms/lib/Dental.pdf.

Premium Rate Reductions

Rate reductions for Long Term Disability (LTD) and Supplemental Life Insurance took affect July 1, 2009. Rates will vary depending on your plan. Visit www.hr.utah.edu/ben/summ/standard/ltdinsurance.php for details for your specific plan.

Supplemental Life Insurance Open Enrollment

Now until September 30, 2009, University employees in benefit-eligible positions may enroll in supplemental term life insurance without providing proof of good health.

- Employees may enroll or increase Supplemental Life Insurance coverage up to a maximum of \$350,000.
- New coverage amounts will be effective beginning the first of the month following the date the forms are submitted.
- Employees must be actively working at the U for new coverage amounts to be effective.

Further information regarding the open enrollment process is available on the web at www.hr.utah.edu/ben/lifeinsurance/index.php.

2009 staff service award recipients

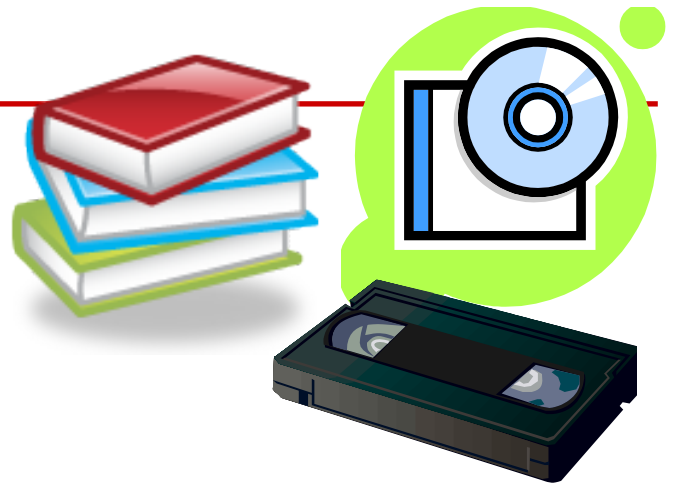
The Staff Service Awards is an annual event recognizing staff employees from across campus who have 25 or more years of service in increments of five years to the University of Utah. This year's awards luncheon will recognize 170 staff employees and will be held on Tuesday, September 1, 2009 in the Ballroom in the Union Building at noon.

The list of the 170 recipients is available at www.hr.utah.edu/etc/ssa/ssa09/ssa09.pdf.

If you would like to attend the luncheon to recognize a co-worker, tickets are available for \$14.00. The last day to RSVP with payment is Tuesday, August 25, 2009. For tickets or more information, please contact Terri Crow at 585-0928 or email terri.crow@utah.edu.

books needed for hooked on books

The sixth annual Employee Appreciation Day will be held on Thursday, September 24, 2009 in Olympic Cauldron Park at Rice-Eccles Stadium. Hooked on Books is one of the most popular venues at this annual event. We need your unwanted books to continue its success. Books, dvds, and VHS tapes will be collected until September 21, 2009. Book collection boxes have been placed around campus for your convenience. If you need more information, please contact Sandy Haughey at 585-9873.



For a list of drop off locations, please visit web.utah.edu/employeeday/books.html.

workshop on personal finance in difficult times

The Division of Human Resources is pleased to welcome Republic Mortgage to campus on Thursday, August 20th to provide two short training sessions about personal finances. The sessions will be facilitated by Stan Nelson, Diana Rosenkrantz, and Kathy Sater. In this 50 minute session, you will learn:

- How to read and improve your credit score
- Why credit scores are important in a changing market
- The option of refinancing to improve your financial situation
- How to take advantage of federal tax credits
- The value of liquidity and savings
- Surviving the economy by monthly budget, rainy day fund, and long term investments

This session will be held twice on Thursday, August 20th:

Morning Session

When: 10:00 am to 11:00 am

Where: Health Sciences Ed. Bldg (HSEB), Rm 2958

To register: www.hr.utah.edu/training/register/registration_form.php?regSec=5115&ClassID=372

Afternoon Session

When: 2:00 pm to 3:00 pm

Where: Marriott Library, Rm 1150

To register: www.hr.utah.edu/training/register/registration_form.php?regSec=5116&ClassID=372

All employees are welcome! With questions, please send an email to andrea.d.brown@utah.edu.

training & development

fall 2009 quarterly workshop schedule

The Training and Development Department within the Division of Human Resources provides professional learning opportunities for University of Utah staff and faculty. Most workshops are available at no cost to University employees. There are a broad range of workshops in areas such as:

- management and leadership development
- interpersonal and professional communication
- customer service
- professional and personal development

For more information, please visit our website at www.hr.utah.edu/training/. To view our interactive registration calendar, please visit www.hr.utah.edu/training/calendar/. With questions, please call 585-2300.

September

Interpersonal Skills

- Giving and Receiving Feedback Among Co-Workers

Professional Development

- Decision Making

Management Essentials

- Recruiting, Hiring, and Retaining the Best
- Performance Management

Customer Services

- Creating a Positive Customer Experience

Personal Development:

- Stress Management

HR Skills

- Discrimination, Sexual Harassment, and the ADA for Managers

Specialized Workshops

- University Administrative Support Staff Essentials
 - Job Seeker Resource
-

October

Interpersonal Skills

- Navigating Communication Styles
- Self Awareness
- Listening Skills

Management Essentials

- Addressing Poor Performance and the Disciplinary Process

Personal Development

- Dealing With Personal Change

HR Skills

- Human Resources Policies and Procedures
 - FMLA for Supervisors
-

November

Professional Development

- Presentation Basics
- Goal Setting and Personal Motivation
- Time Management and Personal Productivity
- Business Writing

Management Essentials

- Delegation

Interpersonal Skills

- Creative Effective Relationships (includes Having the Difficult Conversation)

HR Skills

- Discrimination, Sexual Harassment, and the ADA
- FMLA for Supervisors

Specialized Workshops

- University Administrative Support Staff Essentials

2009 holiday schedule

Thursday, January 1	New Year's Day
Monday, January 19	Martin Luther King Jr. Day
Monday, February 16	Presidents' Day
Monday, May 25	Memorial Day
Friday, July 3	Independence Day (PPH)
Friday, July 24	Pioneer Day
Monday, September 7	Labor Day (PPH)
Thursday, November 26	Thanksgiving Day (PPH)
Friday, November 27	Day after Thanksgiving
Friday, December 25	Christmas Day (PPH)

PPH: Premium Pay Holidays for University Hospital Staff

NOTE: Please refer to [Policy 5-300](#) regarding the use of Personal Preference Days. For additional information on Personal Preference Days, visit 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

	<u>Telephone</u>	<u>FAX</u>
Absence Management	585-2169	581-5571
Administration	585-9144	581-8481
Benefits	581-7447	585-7375
Compensation	585-6392	581-6466
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	581-2169	581-5571
Training and Development	585-2300	581-8481
UTemps	585-7457	581-5571
Workforce Planning	585-9911	581-8481
Verifications	581-5793	

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