

HR Liaison/Wellness Breakfast
April 2011

HR Liaison/Wellness Breakfast April 2011



Susan Phipps
Department of Computer & Information Sciences
1st Quarter 2011

Employee Education & Development

Spring training classes in full swing


- The Plus of Us on 4/11
- Stress & Burnout Prevention on 4/14
- Stress Management on 4/14
- Interview Preparation on 4/26
- Networking for Success on 5/10
- Teambuilding on 5/31
- Conflict Resolution on 5/31



160 employees attended Service Award Luncheon on March 22



For 5, 10 and 15
years of service



225 employees invited to
Service Recognition Dinner
on May 9th

Invitations will be sent 3rd week of April for retirees
and employees with 20 - 45 years of service



- Home
- Programs ▶
- Policies ▶
- Resources ▶
- Units ▶
- Career Opportunities
- Leadership Team
- Contact Us

Vice President for Finance & Administration

The success of the University of Delaware depends largely on the contributions of its faculty and staff. The University recognizes its employee's length of service by providing awards at five-year intervals.

Please visit the [Service Award Program Website](#) to view the gift collections!

Click link
to view
gifts

Service Awards website: www.udel.edu/vpfa/awards.html

Partnered with *MTM Recognition* to offer
wide range of Service Award gifts



Password

Login

Guest

Awardees will get login instructions

Congratulations

U Define our path to prominence!

Or be a
“guest”
to take
a peek
at gifts

Service Award Gift Selections

Emails or packets will be sent in a few weeks due
to UD logo updates

**2011 Flexible Benefits Open Enrollment
May 9 - May 25**

<http://www.udel.edu/flexnet>

New: Consumer-Driven Health Plan

- **Preventive services covered 100%**
- **Health Reimbursement Account (HRA): \$1,250/\$2,500**
- **In-Network Deductible: \$250/\$500**
 - **Coinsurance: 90%**
 - **Out-of-pocket maximum: \$3,000/\$6,000 (excluding deductible)**
- **Out-of-Network Deductible: \$1,500/\$,3000**
 - **Coinsurance: 70%**
 - **Out-of-pocket maximum: \$6,000/\$12,000 (excluding deductible)**

Benefits & Wellness Fair
Tuesday, May 17th
Trabant University Center
9:30am to 3:00pm

New: Panel Discussion

**Managing your Health:
Informed Choices Today for a Healthier Tomorrow**

Spring Wellness Campaign



April 4 – May 15 / 6 weeks
Registration Ends – April 8

Features:

- Online log
- Armband accessory
- Weekly newsletters with featured walks throughout DE
 - Running clinic

“Take Our Daughters and Sons to Work Day”

Thursday, April 28, 2011

- **16 different activities** offered throughout campus between 11a.m. – 2 p.m.
- Daughters and sons ages 8-18; must be with employee at all times.
- Events are voluntary and participation is at the discretion of your supervisor / manager.
- For a complete schedule of events and to register, visit www.udel.edu/wellness

**Benefits & Wellness Fair
Tuesday, May 17th
Trabant University Center
9:30am to 3:00pm**

SCREENING ZONE
\$10 Wellness Dollars



Other Upcoming Programs

- **“Know Your Numbers” Screenings** – April 11, 13, 19
- **Spring Cooking Demonstration** – April 20
- **Lyme Disease Workshop** – May 4
- **Annual Humor Lecture** – May 6
- **Tai Chi** – May 18 – June 29
- **Summer “Survivor” Program** – late June



- Update on Compensation System
- Reclassification Form



The purpose of the Request for Classification form is to collect detailed job content information to determine the appropriate classification and pay range for a position. Part I is completed by the incumbent, the supervisor or department's HR Liaison. Part II is generally completed by the incumbent with supervisory review. If the request is for a redefined vacant position, then the supervisor should complete this section. Part III is to be completed and signed by the immediate supervisor. Part IV is to be completed and signed by the department head. Please be sure that the information on this form is accurate and complete. If you have any questions or need guidance in completing this form, please contact Classification & Compensation at 831-2171.

PART I: ORGANIZATIONAL INFORMATION

1. PLEASE CHECK: Hrs. per week: <input type="checkbox"/> 37.5 <input type="checkbox"/> 40 <input type="checkbox"/> Part Time <input type="checkbox"/> Existing Position <input type="checkbox"/> Vacant Position		POSITION NUMBER: <div style="background-color: #e0e0e0; height: 20px; width: 100%;"></div>
2. NAME, PRESENT TITLE AND CURRENT LEVEL OF POSITION: <div style="background-color: #e0e0e0; height: 20px; width: 100%;"></div>		
TELEPHONE NUMBER: <div style="background-color: #e0e0e0; height: 20px; width: 100%;"></div>		DEPARTMENT: <div style="background-color: #e0e0e0; height: 20px; width: 100%;"></div>
3. NAME AND TITLE OF PERSON RESPONSIBLE FOR PREPARING THE QUESTIONNAIRE: <div style="background-color: #e0e0e0; height: 20px; width: 100%;"></div>		
TELEPHONE NUMBER: <div style="background-color: #e0e0e0; height: 20px; width: 100%;"></div>		ROOM NUMBER/BUILDING: <div style="background-color: #e0e0e0; height: 20px; width: 100%;"></div>
4. NAME AND TITLE OF SUPERVISOR: <div style="background-color: #e0e0e0; height: 20px; width: 100%;"></div>		
TELEPHONE NUMBER: <div style="background-color: #e0e0e0; height: 20px; width: 100%;"></div>		ROOM NUMBER/BUILDING: <div style="background-color: #e0e0e0; height: 20px; width: 100%;"></div>

FOR CLASSIFICATION & COMPENSATION USE ONLY

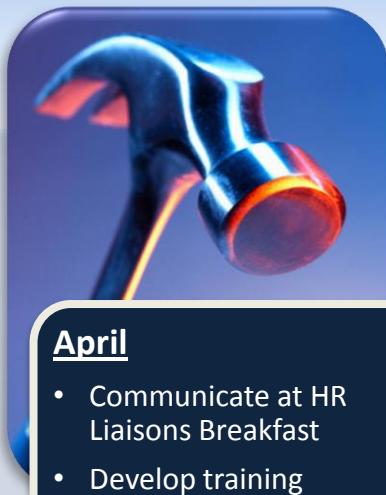
NUMBER:		ASSIGNED TO:		DATE/TIME OF INTERVIEW:	
DETERMINATION/DATE:		FLSA CLASSIFICATION			
		<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt			
LEVEL:	JOB CODE NUMBER:	SALARY RANGE:			APPROVED/DATE:
		MIN	MID	MAX	
COMMENTS:					

Online Recruitment Tool: Tentative Timeline



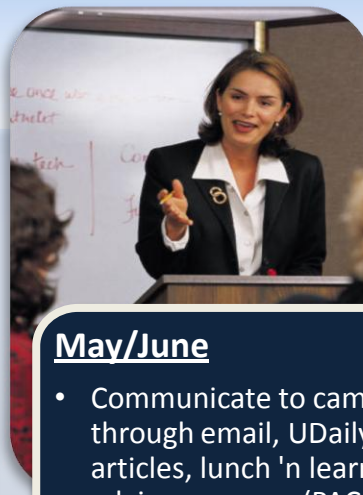
March

- Testing and Development



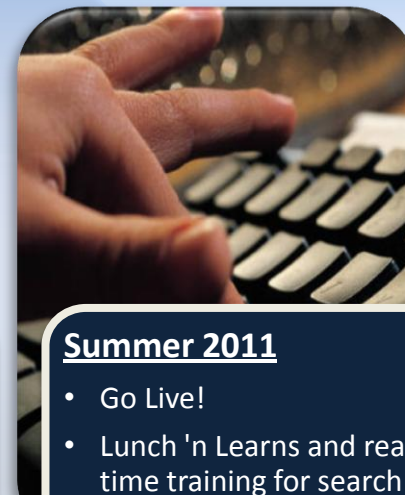
April

- Communicate at HR Liaisons Breakfast
- Develop training documentation and user's manuals
- Form core users group to meet weekly



May/June

- Communicate to campus through email, UDaily articles, lunch 'n learns, advisory groups (PAC, SSAC, Chairs Workshop, PEC, etc.)
- Train users



Summer 2011

- Go Live!
- Lunch 'n Learns and real-time training for search committee members