

# human resources

News of the UMass Medical School Department of Human Resources



## *The Human Resources team*

**Row 1** (left to right) **Sharon Vieira** (Systems Analyst), **Mary Norfleet** (HR Records Clerk), **Sara Williams** (Project Assistant), **Janet Hirsch** (Work-Life Senior Manager)  
**Row 2** **Phil Kerr** (Interim Associate Vice Chancellor for Human Resources), **Paula Quatela** (HR Assistant), **Tricia McCubrey** (Employment Specialist), **Allyson Brennan** (Employment Specialist)  
**Row 3** **Anna Vijayalakshmi** (Employment Specialist), **Jessica Sedan** (Employment Specialist), **Cynthia LaClair** (Receptionist), **Holly Brown** (Administrative Assistant/Volunteer Coordinator)  
**Row 4** **Lopa Dhal** (WPL & HR Consulting Coordinator), **Ellen Jane Foley** (HR Consultant), **Oriola Koci** (HR Representative), **Denise Raskett** (Compensation Specialist)  
**Row 5** **James DiStefano** (Manager ISS), **Sue Paul** (Supervisor, Data and Employee Records), **John Roy** (Senior Compensation Manager), **Linda Misale** (Retirement Manager)  
**Row 6** **Wendy Judge** (HR Consultant), **Kimberly Mignault** (Compensation Specialist), **Katie Temple** (Benefits Manager)  
**Row 7** **Karin Fitch** (Senior HR Manager), **Sharon Shad** (WPL and Employee Recognition Specialist), **Robin Pollier** (Employment Specialist), **Anita Garabedian** (Benefits Assistant)  
**Row 8** **Gail Barrell** (Administrative Coordinator), **Mary Ellen Nsiah** (HR Assistant), **Beth McNutt** (Administrative Assistant), **Michelle Deignan** (ISS Coordinator), **Jen Laramie** (Workers Compensation Assistant)  
**Row 9** **Patti Hannam** (Benefits Assistant), **Bette Parker** (Compensation Coordinator), **Mary Ingamells** (Compensation Specialist), **Donna Gilchrist** (HR Assistant)

## Gender Equity Initiative project

During the past several months, the Gender Equity Initiative project team, led by Interim Vice Provost for Faculty Affairs Judith Ockene PhD, the *Barbara Helen Smith Chair in Preventive and Behavioral Medicine* and professor of medicine; Associate Vice Chancellor for Diversity and Equal Opportunity Marian Wilson, PhD; Senior Vice President and Chief Human Resources Officer for UMass Memorial Health Care Patricia Webb; and Interim Associate Vice Chancellor for Human Resources Phil Kerr, has been focused on conducting a thorough analysis of the variables that may affect equity with respect to compensation and advancement. UMMS Human

Resources has engaged the nationally known Human Resources consulting firm DCI Consulting to conduct a comprehensive compensation analysis of non-unit professional, classified and post-doctoral employee groups. (A comprehensive compensation analysis of faculty is also being conducted.)

The initial analysis and its specifics and key messages are being shared with stakeholder groups for their insights and feedback. Outcomes from these efforts will be incorporated into an interim report to be shared with the UMMS-UMass Memorial joint executive team. A final report with full recommendations is anticipated by the end of March 2009. ■

## Employment Services

The Employment Team is continually searching for outstanding individuals to join UMMS in fulfilling its mission of excellence in research, education and public service. Our outreach efforts include attending job fairs, employment seminars, diversity programs and networking within our community. It is very important to continue to enrich our applicant pool in anticipation of future talent needs and have a workforce that reflects our community.

In order to ensure adherence to federal EEO/AA recordkeeping and compliance requirements, we will be rolling out a new Web-based training session regarding the recruiting process. This training will be mandatory for anyone who interviews candidates since it is imperative that we understand how the EEO/AA requirements affect recruitment and selection.

We have several exciting new initiatives to expand our outreach efforts. In December, we welcomed Jackie Coppedge as our Diversity Outreach Coordinator. She will be creating partnerships with various community groups to help attract a more diverse pool of candidates. We will also be partnering with the local Job Corps agencies in Grafton and Devens. Job Corps is a program that serves young adults by integrating academic, vocational and employability skills with social competencies through classroom and hands-on learning experiences. UMMS is committed to both supporting and using this

resource, particularly in the administrative, facilities, IS and health occupations.

Building Brighter Futures, a program with Worcester Public Schools, will begin this year as well. This program provides employment and learning opportunities for students through six-week experiences as UMMS employees, during which time they will be held to the same standards as all other employees for punctuality, attire, daily responsibilities and performance. The Employment Team will be contacting departments to discuss their interest in bringing aboard a student.

In December Human Resources welcomed Maureen O'Reilly as the new Employment Manager; she will oversee Job Corps and Building Brighter Futures. HR also welcomed several new staff this past year including Lee Morin, Work-Place Learning manager; Wendy Judge, HR consultant; Beth McNutt, administrative assistant; and Linda Misale, retirement specialist. Tricia McCubrey and Sarah Williams joined us in HR at Commonwealth Medicine. ■

## *Benefits update*

Human Resources/Benefits is working on some exciting new programs to offer to employees for 2009, including a new short-term disability benefit and long-term care insurance.

### **Short-Term Disability Benefit coming soon**

UMass Medical School will be offering a short-term disability plan to non-faculty employees in which they can select an income replacement amount based on individual need. Premium payments will be taken via payroll deduction. More information will be available during the spring 2009 open enrollment, which will begin on Monday, April 13 and continue through Friday, May 15.

### **Long-Term Care Insurance available**

All benefited employees of UMass Medical School now have the opportunity to purchase long-term care insurance. This voluntary benefit is sponsored by UMMS and includes discounted rates. Several options are available for benefit payments, coverage amount, length of benefit and waiting period. The plan is offered through MetLife. Interested employees should contact Mark Fuller of the Benefit Development Group at 508-798-0893.

### **403(b) Plan changes for 2009**

Effective January 1, 2009, in keeping with new IRS regulations, significant changes to the University's 403(b) plans took place. As a result of these changes, UMass reduced the number of 403(b) vendors available for employees. Employees whose 403(b) vendors are no longer part of the approved list have received communication from the UMass Treasurer's Office and may need to open new accounts with one of the three approved vendors (AIG, Fidelity and TIAA-CREF). For additional information, visit [www.massachusetts.edu/treasurer/403b.html](http://www.massachusetts.edu/treasurer/403b.html).

### **State Retirement and Social Security seminars**

Human Resources/Benefits will be offering seminars with representatives from the State Retirement Board and the local Social Security office during the spring and fall of 2009. Employees with questions are encouraged to view the State Retirement and Social Security webinars that are available on the Workplace Learning section of the Human Resources Web site. For additional information, please visit [inside.umassmed.edu/hr/tracks/onlinetraining.aspx](http://inside.umassmed.edu/hr/tracks/onlinetraining.aspx).

## Work-Life news

### EAP expands child care information and referral service

It can be an overwhelming process to select a child care provider and determine openings. As a UMMS employee, you or your partner can schedule a free consultation (in-person or by phone) with an EAP consultant who will research your options and inform you of current openings that match your request at child care providers licensed by Massachusetts or the state in which the child care is provided. Contact the EAP to schedule a consultation at 800-322-5327 or [eap@umassmed.edu](mailto:eap@umassmed.edu).

### Older workers grant

Work-Life has been awarded a \$50,000 grant from Commonwealth Corporation to identify and retain mature employees (over the age of 50) who are engaged in mission-critical positions at the Medical School. Some of the defining factors that make a position "mission critical" are expertise, education, risk and difficulty of replacement. The work-life senior manager will work with the consulting group, Keystone Partners, to design and implement retention programs for this group of older workers. The grant seeks to create new opportunities and options for qualified employees through one-on-one consulting, assessment and group sessions. At the end of the grant period, participants will have developed a personal plan that includes the factors that will keep them engaged at work over a productive, longer period of time.

### UMMS to host flexible work options conference

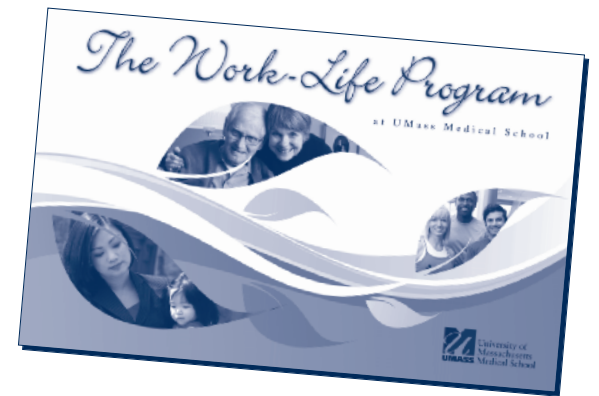
On Wednesday, Feb. 25, from 8:30 to 10:30 a.m., UMMS will host "Flexible Work Options in Difficult Economic Times" in the Faculty Conference Room. The conference is presented by the Women's Bureau of the U.S. Department of Labor and the New England Human Resources Association. Janet Hirsch, UMMS Work-Life senior manager, will serve as a panelist.

### Mothers' Rooms

Over the past two years the Work-Life Office has helped to establish four Mothers' Rooms where mothers can go to breast feed their babies or pump breast milk. The rooms are in the Medical School on the main Worcester campus, on the South Street Campus, in Biotech 4 and in the Schraffts building in Boston. Three of the rooms are equipped with hospital-grade Medela breast pumps. The Work-Life Office continually receives e-mails from grateful mothers.

### Flexible work options

The Flexible Work Options Policy was implemented almost a year ago and hundreds of managers and staff have attended information and training programs. The conversations at the programs have been both challenging and rewarding. Managers and staff have been creative and flexible in their determination to make the policy work for both their business



units and the individuals involved. There are currently more than 250 approved flexible work plans in place, demonstrating this policy is becoming a part of the fabric of our workplace culture.

### Wellness Initiative

Having a healthier workforce benefits both employers and employees. Last year the Massachusetts Department of Public Health launched a wellness initiative to help eleven employers develop a wellness program that addressed the unique health issues of their employees.

The Medical School has been selected this year by the DPH to be one of the organizations to participate in this initiative. Throughout the year, DPH will provide technical assistance, evaluation and training to develop wellness programs based on our employees unique risk factors. Additional information about ways employees can participate in helping develop our *Working on Wellness* program will be available in the coming months. ■

## New PeopleSoft functionality

When the University of Massachusetts embarked on the PeopleSoft upgrade project, it wanted an increase in HR functionality, services and user access, as well as a better foundation to support future functionality and basic management reporting across the University.

In the first phase of the upgrade, employees will have direct access to view some personal information, maintain their emergency contact information, view their HR training history, and view and print their pay advices. By the time the implementation is complete, employees will be able to change other personnel information. In addition, in the first phase

a pilot group will test the functionality of reporting and submitting time.

Managers will experience increased functionality, as well. Several pilot programs are expected to be initiated in the first phase. These pilots include workforce information (job and personal history viewing); time reporting (time approval); workforce transactions (terminations and retire-

ments reporting); and compensation (compensation history viewing). These pilots will be expanded as the project progresses and other self-service workforce transactions will be increased.

In several years when implementation of the upgraded PeopleSoft system is complete, UMass will realize several key benefits. Employees will have a single, online location to access personal, emergency contact and pay information as well as training history. Managers will have a single, online

location to access information so that they can more efficiently manage their employees. All users will have Web-based features and functionality that enable campus HR/Payroll organizations to enhance process efficiency and improve data quality.

Information about the PeopleSoft implementation and training will soon be available to the UMMS community on a page of the HR Web site called "HR Direct." The first phase of the implementation is scheduled for late spring. ■

## International Students and Scholars

During 2008 the International Students and Scholars Office (ISSO) made great strides in improving the services provided to the UMMS international community. The office has introduced an ongoing series of brown-bag discussions on a variety of topics including J-1 two-year home residency requirements; the permanent residence sponsorship process; international holiday travel; and

optional practical training. These informal roundtable discussions have offered a forum where staff address the questions and concerns of the UMMS international community. This series will continue in 2009 and will repeat relevant sessions at different times during the year.

The office has also written several new policies regarding green card, H-1B, F-1, J-1 and other important

immigration-related topics. These policies will be available on the ISSO Web site, which has been updated. The site now contains new procedures and links to a variety of resources that are helpful to the international community. To view the updates, visit [www.umassmed.edu/hr/isso](http://www.umassmed.edu/hr/isso).

Additionally, ISSO is working toward a collaboration with UMass

Memorial Health Care on visa and other immigration matters. This partnership is anticipated to begin in early 2009.

Finally, since the UMMS Human Resources Department has moved to 333 South St. in Shrewsbury, ISSO provides satellite services at the Shaw building on the University campus on Tuesdays, Wednesdays and Thursdays, from 12:30 to 4:30 p.m. ■

### Focus on Human Resources

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