457 Plan Offers a New Roth Option

The Massachusetts Deferred Compensation SMART Plan's existing 457 Plan is now offering a new Roth Option. You can enroll into the Roth 457 option now for an effective date of July 1, 2014. The existing 457 Plan will accept Roth 457 contributions, giving you the flexibility to designate all or a portion of your 457 elective deferrals as Roth contributions. Roth 457 after-tax contributions and traditional before-tax 457 deferrals each have advantages. Click here to learn more about if the Roth 457 option is right for you.

- To elect Roth 457 Option and you are an existing participant in the SMART Plan:
  Access and log into the 457(b) Smart Plan website and click on Transactions > Change Paycheck Contribution link OR,
  Contact the SMART Plan Service Center at (877) 457-1900

- To elect Roth 457 Option and you are not a current participant in the SMART Plan:
  Access the 457(b) Smart Plan website and click on Participate>Forms>Enrollment or click here to access and complete the Participant Enrollment Form OR,
  Contact the SMART Plan Service Center at (877) 457-1900

- General Questions:
  Human Resources Service Center Team
  Phone 508-856-5260 Press #1
  Fax 508-856-4049
  Email Benefits.UMMS@umassmed.edu
When to Enroll in Medicare if You Are Age 65 or Older

You may hear about Medicare Part A and Part B especially as you get closer to age 65. Original Medicare which is administered directly by the federal government (and is the way most people get their Medicare) has three parts:

1. **Part A (Hospital Insurance)** covers most medically necessary hospital, skilled nursing facility, home health and hospice care. It is free if you have worked and paid Social Security taxes for at least 40 calendar quarters (10 years); you will pay a monthly premium if you have worked and paid taxes for less time.

2. **Part B (Medical Insurance)** covers most medically necessary doctors' services, preventive care, durable medical equipment, hospital outpatient services, laboratory tests, x-rays, mental health care, and some home health and ambulance services. You pay a monthly premium for this coverage.

3. **Medicare Part D (outpatient Prescription Drug Insurance)** is the part of Medicare that provides outpatient prescription drug coverage. However, you do have prescription drug coverage through your GIC health insurance plan as a retiree and do not need to enroll in Medicare Part D as an active employee or retiree.

**Turning 65 and Medicare**

When you turn 65, you should learn more about Medicare benefits and eligibility. When turning age 65, you should contact your local Social Security office for confirmation of Social Security and Medicare benefits eligibility.

If you are eligible for Medicare Part A for free, you may enroll in Medicare Part A at age 65. If you continue working after age 65, you and your covered spouse (covered through a GIC health insurance plan) should not enroll in Medicare Part B until you (the insured) retire.

You do not need to enroll in Medicare Part D as an active employee or retiree. You have prescription drug coverage through your GIC health insurance plan.

Link to Medicare Guidelines Chart from GIC:


**Optional Retirement Program Section 60 Update**

Section 60 is the legislation that allows eligible ORP participants to transfer from ORP to MSERS. Eligible participants received an informational packet from the Department of Higher Education during the week of April 28, 2014. View the ORP Section 60 PowerPoint Presentation and the packet of information that was mailed out to eligible ORP participants by clicking here and scrolling down the page to ORP section: [ORP Section 60 Information](http://www.mass.gov/anf/docs/gic/pdfs/when-to-enroll-inmedicare.pdf)

Questions regarding this option can be emailed to ORP@bhe.mass.edu or to Benefits.UMMS@umassmed.edu
MyGIC Self Service Website

All state employees with benefits through the GIC received a notification earlier this year about the MyGIC Self Service Website. The MyGIC website gives employees online access to:
- GIC benefit elections;
- life insurance beneficiaries (state employees only); and
- covered dependents

You also will be able to view and print your GIC benefit statement anytime you choose.

All state and municipal employees have been mailed instructions and a PIN to access this site. When you receive this mailing, register for access to the MyGIC website. Other enhancements, including expansion to retirees and online change capabilities, will be rolled out in the future.

MyGIC Questions?
Phone: 617-727-2310 Ext. 9 OR Email: MyGIC Email

HR Job Opening Job Spotlight

Employee referrals are one of the most effective ways of finding the best candidates for the job. Therefore, we encourage you to please share this job opportunity with friends who may be a good fit for the job opening or who will forward the job description to their network of contacts. Please see below to email this job to a friend. Thank you in advance for your support!

To apply for this job and/or email this job to a friend, click here and scroll to end of page:

Senior Marketing Specialist

Senior Marketing Specialist - Job Description
Commonwealth Medicine (CWM) is the health care consulting division of UMass Medical School, Massachusetts' only public medical school. As nationwide leaders in the development and implementation of health care reform, CWM stays ahead of health care trends and helps strategize and plan for changes that impact both health care delivery systems and patients on the local, state and national level.

Commonwealth Medicine's Marketing Analytics Department is responsible for the division's internal and external communications functions, as well as business development efforts to accelerate growth. The department works with business units to support dissemination efforts aimed at enhancing CWM's reputation as a thought-leader in today's changing health care marketplace.

We are seeking an experienced and highly skilled communications specialist with proven expertise in developing and executing strategies to advance the agendas of senior business executives and their units. In this capacity, you will be responsible for the conception and creation of copy for internal and external communications activities - both on and offline.
Responsibilities:

As Senior Marketing Specialist, you will develop, create and implement Commonwealth Medicine’s communications strategies through various communications vehicles, creating a consistent voice and message. You will:

- Prepare and/or write speeches, briefings, talking points and other documents for key executives within Commonwealth Medicine
- Work discretely on sensitive or delicate assignments, exercise sound editorial judgment and maintain the trust and confidence of senior executives and their staffs
- Create story pitches and write press releases targeted at various news media outlets that showcase the value Commonwealth Medicine provides to government agencies and other clients and prospective clients
- Write, review and edit a range of targeted publications, including marketing and educational collateral, web content, newsletters, proposals, PowerPoint presentations, emails, white papers, case studies and other communication vehicles, for clarity, format and consistency of message
- Create engaging, relevant copy for collateral targeted to external audiences

Click on link above to access complete list of job responsibilities, details about job qualifications and to learn more about Commonwealth Medicine.

The Human Resources, Diversity and Inclusion and Administration and Finance Departments are excited to have kicked off the UMass Medical School (UMMS) Emerging Professionals Summer Internship Program (EPSIP) this past month. The Program is a ten-week paid internship experience for talented underrepresented minority college students. This “pipeline” program is designed to provide students with the opportunity to explore potential administrative careers in an academic health science center. This is an exciting opportunity for individuals seeking to apply their skills in a team setting that is dedicated to advancing the health and well-being of the people in Massachusetts and the world through ground-breaking development in education, research and health care delivery. To learn more about the Program go to Emerging Professionals Summer Internship Program Website.
UMMS Employee Discounts Available at Beneplace

UMass Extras is your exclusive, easy-to-use employee discount website for all UMass Medical School employees. Find savings on thousands of items every day - from automobiles to zoo tickets - in one location. Products and services you use every day are included from manufacturers and providers you already know and trust like Enterprise Rent-a-Car, Samsung and Wells Fargo.

Visit [http://beneplace.com/umass](http://beneplace.com/umass) from any computer to check out the available discounts - no password or login is required. If there's a discount provider you'd like to see on the website, click "Nomination Form" to let us know about it. If you need assistance, Beneplace customer service is available at 800-683-2886.

UMMS Participating in the "Best Places to Work in Healthcare" Program

UMass Medical School (UMMS) is participating in the "Best Places to Work in Healthcare" program created by Modern Healthcare, Modern Physician and Best Companies Group. The program is designed to recognize outstanding places of employment within the healthcare industry.

We believe UMMS has what it takes to earn a spot on the "Best Places to Work in Healthcare" list. Being recognized as one of the best places to work in America, would be a great honor for UMMS. Also, it would validate UMMS' institutional culture as one based on mutual respect among all employees. A culture that has resulted in an extremely committed team that cares about the institution and what drives our success.

As a part of the program's process, a random sample group of UMMS employees will be asked to complete the online survey which will be arriving in your email inboxes on **June 27**. Please be on the lookout for the survey coming from EmployeeSurvey@BestCompaniesGroup.com with the subject line, "Best Places to Work in Healthcare - Employee Survey." Please do not forward your invitation onto other employees as each invitation contains unique access information that can only be used once.

The survey is being administered by a third-party agency which will be solely responsible for tabulating your confidential ratings. Please follow the instructions and submit your completed survey **no later than July 18**.

Although the survey is optional, your participation is extremely valuable to this process. Thank you, in advance, for participating in the "Best Places to Work in Healthcare" survey.
The new fiscal year is just around the corner. For hiring managers planning to hire, please see the links below to information you need to guide you from requesting approval to hire to extending the offer:

**The Hiring Review Process** - Departments should seek approval to hire for any non 100% grant funded positions, both permanent and temporary. The steps to take to complete this process are summarized [here](#).

*MassBiologics follows a different Hiring Review Process.*

**Expedited/Wavier of Search** - For any position, whether staff or faculty, the hiring department must get DEOO approval to seek a waiver of the search or a reduction in the length of time a position is posted. To make such requests, department should submit the [Administrative Decision Policy request form](#) for staff hires OR submit an [Administrative Decision for Faculty Hires Request](#) to the DEOO.

**The Hiring Process** - Your HR Talent team has worked to develop [The Manager’s Guide to Hiring](#). This handy reference guides you from creating a requisition to requesting an offer.

- For questions about the Hiring Review Process, contact Greer Jordan, [greer.jordan@umassmed.edu](mailto:greer.jordan@umassmed.edu)
- For questions about expedited or wavier of search, contact Marlene Tucker, [marlene.tucker@umassmed.edu](mailto:marlene.tucker@umassmed.edu)
- For questions about the recruitment process, contact your [Talent Specialist](#)

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You are attempting to transfer work to a staff member who just doesn’t get it. At moments like this, many of us think: “It would be easier to just do it myself!” This solution may be tempting but it is bound to backfire: you will remain responsible for work someone else should be doing, and your staff won’t make the necessary progress. Frustratingly, we already know this. Why then do so many of us struggle to delegate?

Would you like to know more? HRDI and the Professional Women’s Committee are co-sponsoring Lunch and Learn Seminars that are brief but useful. Last month’s seminar focused on how to engage your staff, and tap into discretionary effort. This month, facilitator Annie Delaney-Magee will show you how a *growth mindset* is an essential prerequisite for developing your staff. Come have fun with your colleagues while learning how to improve your delegation technique. Attend at South Street on Thursday, June 26th from 12 p.m. to 1 p.m. in the Germany Conference Room. (Register [here](#)).

No time to attend a face-to-face seminar? You may find it easier to leverage online materials for yourself, or for your staff. The Learning and Development team is expanding its online learning resources, often featuring short memorable clips that address defined needs and are free to your group. Please contact Lopa Dhal at [lopa.dhal@umassmed.edu](mailto:lopa.dhal@umassmed.edu) for suggestions on high quality online learning resources.
Women's Health Month: The Science and Psychology of Infertility

Please RSVP Here

Building a High Performing, Engaged and Inclusive Work Environment

UMass Medical School
Department of Human Resources,
Diversity and Inclusion
HR Phone: 508-856-5260
HR Website: umassmed.edu/hr
HR Communications Email: hr.communications@umassmed.edu

Forward this email