

# HR Capsule

October 2019 - Vol 46, Issue 46

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**Stay Connected With HR**

To learn more about the  
UMMS  
Core Competencies,  
click here.

**UMMS Health Insurance Buy-Out Benefit**



**Open Enrollment for the Health Insurance Buy-Out Benefit is October 2 - November 1, 2019 for changes effective January 1, 2020.** At UMass Medical School, our health insurance buy-out option is offered through the GIC. The buy-out option allows UMass Medical School

employees who are covered by the GIC to "opt out", enroll in another group health plan (other than the state) or through a spouse's health plan, and receive reimbursement from the GIC.



**Access Plan Information**

To learn more about your health buy-out option:

- Click on [2019-2020 GIC Benefits Decision Guide](#) and go to page 11 for details of the buy-out option
- Click on the [2019-2020 GIC Health Insurance Buy Out Rates](#)



**Access Health Insurance Buy-Out Forms To Enroll For Existing Plan Participants**

For existing employees to elect to participate in the Buy-Out Program:

- Click here to access the [Health Insurance Buy-Out Election Form](#) that is located on the HR website.
- You may begin to submit a completed form to the GIC on October 2, 2019 and the GIC needs to receive the form no later than November 1, 2019.
- Due to recent Internal Revenue Service and Treasury Department guidance, in order to take advantage of the buy-out you must provide:

- Certification that you have health insurance through another employer-sponsored plan (usually through your spouse); and this certification must verify that the other employer group coverage provides "minimum value."
- The Buy-Out Rates reflect deductions for State, Medicare (Active Employees only) and Federal taxes.
- If your application is approved, you will receive your first payment in February.



Join Our Talent Community



## Employees Honored at Recognition Dinner



Each year, we honor our colleagues who achieve an employment milestone in their association with UMMS. It is an opportunity to recognize our employees for their service and continued contribution to our mission. At the annual dinner on October 7th, an estimated 200 employees were honored for their years of service.

To those employees who had completed 5 years of continuous benefited service with the University during the calendar year, they received from their managers a gift and a Certificate of Appreciation.

To those employees that had completed 10, 15, 20, 25, 30, 35, 40 or 45 years of continuous benefited service with the University during the calendar year, they were invited to the annual Employee Service Awards Dinner Celebration. This event was held in the Albert Sherman Center. It featured cocktails, a buffet dinner, appreciation raffle gifts and awards from the Chancellor for service.

Employees that celebrated 30 - 45 year milestones were also invited to a luncheon with the Chancellor, held just before the Dinner Celebration. Employees celebrating service milestones of 10 years or more selected a gift.

To see a list of the honorees, click [here](#).

## Flu Shot Clinics Offered



With flu season just around the corner, we want to remind you that getting a flu shot each year is the best way to protect yourself against the flu. The UMMS system-wide employee vaccination program has launched. For more information on the flu clinic schedule and to access the UMass Memorial Medical Center Immunization Policy, please see details below.

**- Policy:** UMMS supports the UMass Memorial Medical Center Influenza Immunization Policy. This season, flu vaccinations at UMass Memorial Medical Center will be provided in the same way as last year with support from UMMS. As in years past, those receiving flu shots **will receive a sticker to apply to their identification badge** to indicate they have received the vaccine. To learn more, access the [Influenza Immunization Policy 5034 or the Policy Summary](#).

**- Benefits:** The flu vaccine is very effective and safe. The flu can result in serious illnesses such as heart attacks, strokes, or pneumonia. For the most updated information, visit: [www.flu.gov](#).

**- Participants:** UMass Medical School faculty, staff, and students

**- Cost:** The flu shot is free.

**- Steps to Take if You Had Your Flu Shot:** If you have already received your flu shot from your own medical provider or walk-in clinic, please:

- email documentation to [employeeflumailbox@umassmemorial.org](mailto:employeeflumailbox@umassmemorial.org)
- once documentation is received, an identification sticker will be mailed to your home

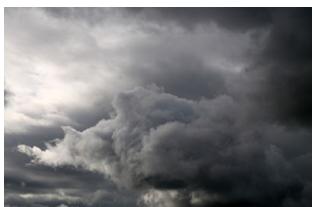
**- Flu Shot Clinic Schedule (balance of dates):**

Date	Time	Campus Location	Room
Thurs. 10/24/2019	9 a.m. - 1 p.m.	South Street	Board Room

Wed. 11/6/2019	10 a.m. - 12 p.m.	MBL/Mattapan	R&D Facility Seminar Rooms 2 & 3 (Rooms 1048 & 1049)
Wed. 11/6/2019	1:30 p.m. - 3 p.m.	Schrafft Center	Sullivan Square Conference Room

**Starting Monday, September 30, Flu Shots will also be available Monday - Friday from 7:00 a.m. - 5:00 p.m. at Employee Health Services, 291 Lincoln Street, Suite 100, Worcester, MA.**

### Inclement Weather/Severe Weather Conditions



In preparation for the winter season, please review the following:

1. Familiarize yourself with the UMMS Inclement Weather/Severe Conditions Policy Number 06.05.08, found in the Policies and Procedures section of the UMMS Website. Click [here](#) to access the [Inclement Weather Policy](#) and/or click on the [Inclement Weather Guidelines](#) for a summary.

2. To determine if UMMS has closed or delayed any of its UMMS Worksites as a result of inclement weather or other severe conditions:

- Phone the UMMS Worcester Campus "Weather Information Line" at 508-856-4000;
- Check the UMMS home page at [www.umassmed.edu](http://www.umassmed.edu) and click "Weather" under "Campus Status;"
- Check for a global email if you have remote access to the UMMS network;
- Check with your manager regarding your specific worksite: or
- Follow @UMassMedical on Twitter.

3. UMMS may cancel classes for students without closing the campus. Announcements regarding cancelled classes at the Worcester campus do not necessarily mean that the campus is closed or that employees should not report to work as scheduled.

In the event that Governor Baker declares "a state of emergency," in a particular area, please call the UMMS Weather Information Line or check the UMMS home page to determine if UMMS has closed or delayed any of its worksites.

If a UMMS worksite is not closed or delayed, everyone is expected to report to work. Anyone who makes the decision not to report to work must use their accrued vacation or personal time or compensatory time if applicable.

As the various UMMS sites and campuses may experience different weather conditions; the decision to close a site, campus or activity will come from campus-related personnel in coordination with Worcester. Please refer to the policies related to your specific site for the communications process.

Union employees should refer to their contract, if appropriate, on this subject.

Here's to a safe winter season.

### Holiday Calendars for 2019 and 2020



All UMMS employees should work with their manager to determine holiday time off and if they need to be working that day. Upcoming holidays off include Thanksgiving Day and the day after (November 28th and 29th). Also, Christmas Eve (December 24th), Christmas Day (December 25) and New Year's Day (January 1) are holidays off.

For a full list of holidays off for 2019, click [here](#).

The Holiday Calendar for 2020 has also been released. To learn more about what paid holidays you receive, click [here](#) for the 2020 calendar. If you have questions, please talk to your manager.



The 21st Annual UMass Cancer Walk that took place on Sept. 22, 2019 at the UMass Medical School Worcester campus raised more than \$750,000.

The HR Team Ragnar walked and ran in honor of Vanessa Paulman's brother who lost his battle to colon cancer in 2017. The team's collective effort with the generosity of sponsors and HR raffle donations raised an estimated \$3,000.

Earlier this year, the UMass Cancer Walk and Run was recognized with *Worcester Magazine* Best of Worcester 2019 Award for a regional fundraising event.

For more information about the event visit <https://umassmed.edu/cancerwalk/>.

Thank you to all who donated and participated!

## UMMS Employee Referral Program



The UMMS Employee Referral Program is offered to full and part-time UMMS benefited employees\* who would like to refer highly qualified, external candidates for positions at UMass Medical School, Commonwealth Medicine or MassBiologics.

If your referred candidate is hired according to the program's rules and regulations, you will receive a \$100 reward card (employee subject to required deductions and tax withholding).

If you have someone you would like to refer for a position, please follow these steps:

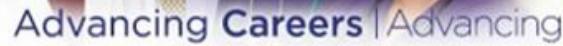
1. Review the UMMS Employee Referral Program [Overview with FAQ](#) so that you are familiar with the rules and regulations of the program.
2. If you and your candidate are both eligible, please complete the [Employee Referral Program Submission Form](#) and email it to [EmployeeReferral@umassmed.edu](mailto:EmployeeReferral@umassmed.edu).
3. Instruct your candidate to formally apply through the UMMS Tracking System via <https://www.umassmed.edu/jobs/>. (Note: The Talent Specialist will not reach out to the candidate unless they have formally applied).

If you have any questions on the program, please refer to the [Employee Referral Program Policy](#) or email [Human.Resources@umassmed.edu](mailto:Human.Resources@umassmed.edu).

\*Please note, some exclusions do apply. Please review the UMMS Employee Referral Program Overview with FAQ or the Policy in detail for eligibility.

## Join the UMMS Talent Community

Don't forget to sign up and or share the [UMMS Talent Community link](#) with friends and family. Create a job profile and Submit to the UMMS Talent Community! Members will receive automatic email alerts with new job opportunities that match those job interests. Also, members will receive UMMS news updates. [Click here to join!](#)



Advancing Careers | Advancing 

## Human Resources 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 these hot job opportunities with friends who may be a good fit for the job opening or who will forward the job description to their network of contacts. Thank you in advance for your support!

*You may also be eligible to participate in our Employee Referral Program. [Click here](#) for details on the program.*

To apply for these jobs and/or to email the jobs to a friend, click on links below and then click on the "Refer a Friend" or the "Apply Now" button on the page.

[Quality Assurance Manager - Contracts](#)  
[Associate Director, Graduate Medicine Education](#)  
[Research Coordinator II/ Clinical Research Coordinator II](#)

Human Resources - Helping  Make a Difference in Everything We Do

UMass Medical School  
Department of Human Resources  
HR Phone: 508-856-5260  
HR Website: [umassmed.edu/hr](http://umassmed.edu/hr)  
HR Communications Email: [hr.communications@umassmed.edu](mailto:hr.communications@umassmed.edu)



**Commonwealth  
Medicine**



**Mass Biologics**  
*Medicine for Better Lives* 