

July/August 2018 - Vol 42, Issue 42

## In This Issue - Click on Topic Below to Access Article or Scroll Down

[UMMS Competency Model Course Offering](#)

[Public Presentation Skills Course Part II Course Offering](#)

[Employee Feedback From our Course Offerings](#)

[What is the Option D Benefit?](#)

[UMMS Cancer Walk](#)

[UMMS Talent Community - Sign Up](#)

[HR Job Spotlight](#)

## Quick Links

[HR Landing Page Website](#)  
[Contact Us - HR Department](#)  
[HR Direct](#)  
[Course Offerings Website](#)  
[Administrative Assistant II](#)  
[Education Specialist III](#)  
[Nurse Reviewer II - Case](#)  
[Management- Adult](#)  
[Research Associate](#)

## Stay Connected With HR

 Join Our Talent Community





## UMMS Competency Model: Application of the Core Competencies



On January 1, 2018, the Human Resources department announced the implementation of the new UMMS Competency Model. We provided behavioral and competency based interview training to UMMS managers as well as training on the new electronic competency based position

description.

In April, we offered Competency Model training for all employees including an overview of the Competency Model, core and position specific competencies and how the core competencies would be used in the goal setting performance review process for FY19 and going forward.

The next phase of the training will be a deeper dive into each of the core competencies and how they will be integrated into the UMMS Performance Appraisal form.

The topics covered in this training for **all employees** include:

- Brief recap of the UMMS Competency Model
- Discussion and application of the new **UMMS core competencies - Accountability, Initiative, Problem Solving/Decision Making, Quantity/Quality of Work, Service Orientation, Diversity and Inclusion and Leadership/Management (for those with supervisory responsibilities)**
- How the competencies will integrate into the performance appraisal form for FY19 and thereafter

**Audience:** All employees

**Instructor:** Brion Carroll, Director, Organizational Development; John Roy, Director, Compensation; Steve Stowe, Director, Talent Acquisition

**Prerequisite:** None

**Venue:** Classroom

**Timeline:** 90 Minutes each class; classes offered for the month of August

**Registration:** For more details **and to register\*** [click here](#).

*\*Please note, when you register, you will need to access our UMMS intranet site.*

## Reminder - Public Presentation Skills Part II for Employees



We have launched our **Public Presentation Skills Part II: Apply the Principles of Delivering a Great Presentation** course offering for August.

Please see below for details on the **Public Presentation Skills - Part II** course and how to register.

Part II will provide employees with the opportunity to put the strategies they learned in Part I into practice. **Employees will come prepared with a flash drive of a 10-minute presentation** and they will present it to the class. This

presentation will be video-taped, and then a group discussion will be held so the employee will have the opportunity to be evaluated and receive feedback from the class and instructor. The videotaped presentation will be sent to the employee for their review and to keep for future reference.

You must have taken Public Presentation Skills Part I to register for Part II. For more details and to register, [click here](#).

## Employee Feedback to Our Course Offerings



We've had great success to date with many of our UMMS professional development course offerings. See below for UMMS employee feedback to different course offerings.

- The "**Manage and Lead Course - How to Manage Employee Performance and The Corrective Action Process**" training received high satisfaction feedback with **90% of attendees "strongly agree" or "agree"** they had gained knowledge and or skills to understand the UMMS Corrective Policy and Procedure.

- An anonymous participant who attended the **Manage and Lead Course** wrote, "I will encourage those in my management team who did not attend to sign up for one of these sessions. It is especially helpful to those who are new to UMass or to a supervisory role, or who could benefit from a greater understanding of handling, coaching and the corrective action processes,"

- The "**Public Presentation Skills: Learn and Apply the Principles of Design and Deliver of Great Presentations (Part I)**" training received high satisfaction feedback with **100% of attendees "strongly agree" or "agree"** that the facilitator was knowledgeable about the topic and presented it effectively.

- An anonymous participant who attended the **Public Presentations Skills Part I** training wrote, "The 2 minute presentation which we had to prepare and present was awesome, not only did we learn delivery, body language, content and conclusion techniques but we were also critiqued by our peers regarding our strengths/weaknesses. I felt this was very helpful. Also a lot of positive feedback and encouragement."

To learn more about the upcoming HR Professional Development courses, including the "Manage and Lead" courses, click [here](#).

### What is the Option D Benefit?



The Option D is an optional benefit that provides for a lifetime monthly allowance for the member's beneficiary. The monthly allowance is equal to the full Option C allowance the member would have received had they retired on the date of their death. A member must have at least two years of creditable service with the Commonwealth and if they are not yet age 55, the allowance will be calculated as if the member were age 55 at the time of their death.

As mentioned above, this is an optional benefit. Option one is to receive the member's annuity as a lump sum distribution by either getting a direct refund or rolling it over into an eligible account. Option two is to receive the monthly Option D survivor allowance, which could be more beneficial to them over time.

Under certain circumstances, a member's spouse may be eligible to elect to receive an Option D benefit, but a member may always file an Option D form to nominate a beneficiary. A member must file this form if he or she has been married for less than one year and wishes for their spouse to receive this benefit. The distribution of benefits following a member's death in service may also be impacted by a member's prior marriage any related court orders.

A member who wishes to nominate an eligible beneficiary should complete an Option D form and file it with the Board. The form must be on file with the Board prior to the member's date of death. If a member would like to offer this optional benefit to a beneficiary that is not their spouse, the Option D form is required.

Only one person can be named as an Option D beneficiary. Other eligible beneficiaries include a child, parent, sister, brother or unmarried former spouse.

The Option D beneficiary can be changed or cancelled at any time by sending a request in writing to the Board. Once a member retires, the Option D form on file with the Board becomes void and the retirement option chosen by the member goes into effect-either Option A, B or C.

To access this form on the State Board of Retirement website [click here](#).

## UMMS Cancer Walk



The UMass Cancer Walk will occur on Sunday, Sept. 30, 2018 at the UMass Medical School Worcester campus. The UMass Cancer Walk has collectively raised more than \$12 million to support the UMass Cancer Center. The walk has been going on since 1999 and is essential event in the UMMS community. Your generosity allows to provide highly specialized care, develop individual patient care programs and focus on groundbreaking research that changes the lives of our cancer patients.

To learn more, [click here](#)

## 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!](#)



## 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!

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.

[Senior Finance Manager](#)  
[Senior Software Engineer](#)  
[Education Specialist III](#)  
[Nurse Reviewer II - Case Management-Adult](#)  
[Research Associate](#)

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)

