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UMMS Talent Community



[Join Our Talent Community](#)

HR is excited to launch the new UMMS Talent

Community! The UMMS Talent Community allows

individuals to create a profile based on their selected job interests. They will then automatically receive email job alerts with new job opportunities that match their job profile interests. By submitting a job profile into the UMMS Talent Community, an individual will automatically be put into a pool for our UMMS Talent Acquisition team to review and evaluate.

How It Works

Within the UMMS Talent Community profile page, the candidate will display his/her job interests that consists of:

- selecting from 26 job category options that range from Nursing, Accounting & Finance, Research and more
- selecting from 21 location options to find a job in a desired area
- selecting weekly, bi-weekly or monthly for frequency of receiving email job alerts
- submitting his/her job profile page and then receiving an email confirmation of joining the Community

From this point forward, the candidate will receive email job alerts for job opportunities that match his or her job profile interests. Also, the candidate will receive other UMMS job news updates and job fair information that are custom to his/her job interests.

Recent Launch

The UMMS Talent Community currently consist of more than 60+ members that have signed up since its launch a few days ago! Also, the announcement of the new UMMS Community had 9200 impressions and 104 clicks on UMMS LinkedIn account and 54 impressions on UMMS Careers Twitter account.

Next Steps

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!](#)

2017 Non-unit Salary Increase Program - Reminder



As a reminder, below are important dates related to the 2017 non-unit salary increase program.

Please note that your approved Merit Planning spreadsheet(s) are due to HR Compensation by **Friday, June 2nd**.

Important Dates for the 2017 Salary Increase Program:

- May 26th Completed 2017 Performance Appraisals sent to HR Service Center
- **June 2nd Approved Salary Increase Pool spreadsheet returned to HR Compensation**
- **June 25th** Approved salary increases become effective
- July 14th Employee salary increases appear in employee paychecks

You may refer to the Human Resources [Compensation website](#) for additional information concerning the salary increase program.

Please send the completed Salary Increase Pool spreadsheet to Denise.Raskett@umassmed.edu. If you have questions, please email Denise.Raskett@umassmed.edu.

New Learning & Professional Development Classes Coming Soon



The Learning & Development Department is excited to announce more manager and employee professional development classes that will be offered during the upcoming months.

Professional Development Classes Coming Soon

a) HIRE, Part II: Onboarding & Retention

In June, the Manage and Lead Series will kick off with the second module in the training, "**HIRE: Onboarding & Retention.**" Managers will learn how to successfully onboard and retain new staff at UMMS that consists of the following:

- Identify Top 10 Reason Employees Leave
- Learn How to Ensure a Successful New Hire Transition
- Review and Apply the UMMS Manager Checklist for Onboarding a New Hire
- Learn Different Engagement Retention Methods and UMMS Retention Application

b) Organizing, Prioritizing and Managing Your Work

In July, we will kick off a new employee professional development class, "**Organizing, Prioritizing and Managing Your Work.**" Employees will learn to identify why they are stressed and how to apply the 5 Steps to Managing Workflow that include Collect, Process, Organize, Review and Do. This class is an extension to the "Preparing for Your Performance Review" class but with more focus on organization skills that can have significant impact at becoming more effective at work.

Professional Development Classes Coming to a Close

a) HIRE Part I - Interviewing & Hiring - Closed

The "Interviewing and Hiring" development class has closed and will no longer be offered. We received great feedback with 100% of managers surveyed said, "they gained knowledge and/or skills from the program that helped them understand and follow the UMMS hiring process." More than 150+ managers attended the training.

b) Preparing for Your Performance Review - Closed

The "Preparing for Your Performance Review" class has closed and it will no longer be offered. We received great feedback with 96% employees surveyed said, "they gained knowledge and/or skills from the program to learn how to do background preparation for their annual review."

c) Becoming a Star - Closed

"Becoming a Star" class has closed and it will no longer be offered. We received great feedback with 93% of employees surveyed said, "they gained knowledge and/or skills from the program that they will use to improve their performance." More than 150+ employees attended the training.

For more information about the Learning & Development Class Offerings, click [here](#).

Employee Recognition Program



At UMass Medical School, recognition plays an important role in the way we honor the hard work and dedication of our employees. In order to express this appreciation, we established several programs that seek to recognize employees for "above and beyond" service, behavior or accomplishment. Through these programs, managers and peers have recognized over 1,000 employees since late 2013.

We wanted to take a moment and remind you about these recognition programs and direct you to our [Recognition Website](#). Here you will find information on each program along with online nomination forms. All the UMMS recognition programs are easy to use via the Human Resources website.

"Manager to Employee" Recognition Programs include:

- **Special Awards** (major UMMS accomplishments can be awarded in cash which is funded by the nominating department)
- **Spot Appreciation or Lunch Gifts** (recognize employees for extraordinary service or behavior outside one's usual responsibilities or expectations)

We also offer a way for employees to recognize other employees directly by requesting and sending **"UMMS Thank You Cards"** for great service or a job well done.

If you know someone deserving, why not nominate them for recognition today! Should you have a question about a program, please contact Nancy Sinasky in Human Resources at (508) 856-8702.

Vacation Accrual Cap - Reminder



HR wants to remind employees of the UMMS Vacation Policy, #06.01.14, where the maximum number of vacation hours that an employee will be allowed to accrue and carry over to the next fiscal year (pay period ending June 24, 2017 for this fiscal year) is **240 hours**.

An employee who has a vacation balance over 240 hours as of the final pay period, will have their vacation balance adjusted back to the 240 hour maximum and any vacation hours that exceed the 240 maximum will be lost. There will be no reimbursement/payment for any vacation hour that is lost in the implementation of this policy. To avoid the potential loss of any accrued vacation hours, we suggest the following:

For Employees

- You must take all vacation over 240 hours before 6/24/17. (Please keep in mind that you will receive a vacation accrual for the pay period ending 6/24/17 that will not appear on your pay advice).
- Any hours over this cap will automatically be reset to 240 hours and will appear on your pay advice on 6/30/17.
- If your vacation accrual (including the accrual noted above) totals more than 240 hours, immediately discuss your need to use your accrued vacation time over the 240 hour

maximum with your manager. Your manager must approve your planned vacation time in advance.

- Periodically check your vacation accrual, as you continue to earn time throughout the year.
- Please ensure your vacation time has been entered into the Time Reporting system by 6/24/17.

For Managers

- Check each employee's accrued vacation hours by using [HR Direct](#) to access **HR Summit** (the UMass Enterprise Reporting System for managers). Keep in mind that the employee's vacation accrual for the pay period ending 6/24/17 will not appear in HR Summit before the 6/24/17 deadline.
- Work with your employees to plan for their use of accrued vacation time over 240 hours. Any hours over this cap will automatically be reset to 240 hours and will appear on the employee's pay advice on 6/30/17.
- Consider your department's business needs and commitments when planning for and approving employee vacation time.
- Please ensure all time (including vacation) has been approved in the Time Reporting system by 6/24/17.

Please direct any questions to the Human Resources Service Center.

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.

[Associate Director, OTM Contracts](#)

[Application Database Developer II](#)

[Research Project Director](#)

[Research Nurse Coordinator II](#)

[Nurse Reviewer II-Pediatric/Young Adults Case Management](#)