

HR Capsule

October 2018 - Vol 43, Issue 43

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

[New UMMS Course Offering for Managers: Leading Change](#)

[New UMMS Course Offering for All Employees - Emotional Intelligence: How to Increase Your EI](#)

[Inclement Weather Policy](#)

[Recorded Webinar of UMMS Competency Model Training](#)

[Health Insurance Buy-Out Benefit](#)

[UMMS Talent Community - Sign Up](#)

[HR Job Spotlight](#)

Quick Links

[HR Landing Page Website](#)

[Contact Us - HR Department](#)

[HR Direct](#)

[Course Offerings Website](#)

[Clinical Data Liaison](#)

[Grant Writer for Biomedical Research](#)

[Nurse Reviewer II - Case](#)

[Management - Pediatrics](#)

[Senior Project Director](#)

Stay Connected With HR



[Join Our Talent Community](#)



New UMMS Course for Managers: Leading Change



We are pleased to announce the launch of our **first course in the DEVELOP Module, Leading Change: How People Adapt to Change, Why They Resist It, and How to Respond to Resistance**.

Please see below for details on the course and registration information.

Class Description: Leading Change: How People Adapt to Change, Why They Resist It, and How to Respond to Resistance training provides the information and understanding of why change management is important that consists of:

- Review of the key reasons for having an organized approach to change management that focuses on the people element of change
- How people adapt to change and why they resist it
- How to respond to resistance
- Review of the organized, sequential approach to change management
- How communication plays as a central role in successful change efforts
- Review of a change management checklist to monitor and evaluate your progress

Audience:** All Managers/Supervisors

Instructor: Brion Carroll, Director, Organizational Development

Prerequisite: None

Venue: Classroom

Timeline: Offered weekly; 1 hour each class; classes

September through December

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

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

**UMMS employees governed by a Collective Bargaining Agreement ("CBA") should refer to the appropriate CBA

or consult with a Human Resources Employee or Labor Relations Consultant for eligibility.

New UMMS Course Offering for All Employees - Emotional Intelligence: How to Increase Your EI



UMMS Human Resources is pleased to announce the launch of our latest professional development course, ***Emotional Intelligence: How to Increase Your EI.***

This training will show you how to increase your Emotional Intelligence and how that can help you develop and enhance your UMMS Core Competencies. Also, you will learn how to prepare for your Spring performance review and prepare an outline where you demonstrated your UMMS Core Competencies with your increased Emotional Intelligence. Please see below for details and how to register.

Class Name: Emotional Intelligence: How to Increase Your EI

Audience:** All employees

Instructors: Martha Streeter, Director, Communications, Learning & Professional Development and Chrissy Haviland, Sr. HR Marketing Communications Specialist

Prerequisite: None

Class Description: Did you know that 90% of top performers have high Emotional Intelligence? And that Emotional Intelligence is responsible for 58% of your job performance? Studies have shown that employees with Emotional Intelligence are more likely to be successful than those who are just technically competent, and that people with higher levels of emotional intelligence enjoy more satisfying and successful careers and relationships.

The training will include the following topics:

- Definition of Emotional Intelligence
- History of Emotional Intelligence
- EQ vs IQ
- Why Emotional Intelligence is so important in the workplace
- The Five Areas of Emotional Intelligence
- What you can do to increase your Emotional Intelligence
- How increasing your Emotional Intelligence can help you develop and enhance your UMMS Core Competencies
- Demonstrate your UMMS Core Competencies and increased Emotional Intelligence at your Spring performance review

Venue: Classroom

Timeline: Offered weekly; 1 hour each class; classes run October-November

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

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

***UMMS employees governed by a Collective Bargaining Agreement ("CBA") should refer to the appropriate CBA or consult with a Human Resources Employee or Labor Relations Consultant for eligibility.*

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 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.

Recorded Webinar of UMMS Competency Model Training



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.

As the next phase of the training, HR has begun taking a deeper dive into each of the core competencies and how they will be integrated into the UMMS Performance Appraisal form. We provided live trainings for all UMMS employees this past summer on the application of the core competencies.

Due to high demand, HR has produced a **recorded webinar of the UMMS Competency Model: Application of the Core Competencies training** for viewing at your convenience. To access the recorded webinar, [click here](#). For more details regarding the agenda topics and content details, please see below.

The topics covered in this recorded 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

Health Insurance Buy-Out Benefit - Open Enrollment Ends on November 2, 2018



Open Enrollment for the Health Insurance Buy-Out Benefit **ends on November 2, 2018 for changes effective January 1, 2019.**

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.

To **learn more** about the health insurance buy-out option:

- Click on [2018-2019 GIC Benefits Decision Guide](#) and [go to page 13](#) for details of the buy-out option.
- Click on the [2018-2019 GIC Health Insurance Buy Out Rates](#).

To **enroll 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 3, 2018 and the GIC needs to **receive the form no later than November 2, 2018**.
- 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.

To take advantage of the health insurance buy-out, send the completed Health Insurance Buy-Out Election form, with the certification of other creditable employer-based coverage, to the GIC **no later than November 2, 2018** for the January 1, 2019 buy-out. Forms received after the deadline will not be accepted.

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.

[Clinical Data Liaison](#)
[Grant Writer for Biomedical Research](#)
[Nurse Reviewer II - Case Management-Pediatrics](#)
[Senior Project Director](#)



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



UMass Medical School - Human Resources Department,
333 South Street, Shrewsbury, MA 01545