The University of Delaware salutes its employees for making UD one of The NewsJournal’s Best in the Business.

and one of The Chronicle of Higher Education’s “Great Colleges to Work For”
HR Liaison Breakfast
September 2009
Agenda

Training & Education Website and New Offerings- Fall 2009
Onboarding & New Employee Orientation- ALL NEW
Recruitment Brochure- ALL NEW
Equity & Inclusion Programs
Service Awards
Wellness Programs
United Way Campaign- October 19, 2009
Long Term Care- Prudential
FSA Questionnaire
Position Data
Work-life Balance
Organizational Development

Teambuilding

- **Overview**
  Inevitably, the workplace is filled with different personality types, all of whom are trying to work together to achieve a common goal for the company. By learning how to effectively team build, coworkers can work increase productivity. This is achieved through effective and open communication, respect, support, and leadership, maintaining and enhancing of the self-esteem of coworkers is an integral part of an effective team. Team members and team leaders can become more meaningful contributors to the team and be able to achieve their common goals.

- **Topics**
  - Perception and personality
  - Criteria for an effective team
  - Guidelines for team members
  - Values of strengths and weaknesses
Training

- http://www.udel.edu/EmployeeTraining/
On-boarding Process

• Process began in June with 3 training sessions

• Trained over 200 HR Liaisons and departmental representatives

• Process went live July 1, 2009

• Grad Student Group On-boarding
  • Hosted 3 group sessions
  • On-boarded 300 students in the 3 sessions
  • Continuing to make individual appointments to try to get the remaining students in for 9/15 pay

• Faculty Group On-boarding and NEO
  • Held on-boarding and NEO for faculty on the same day
  • Hosted a group of 37 new faculty
  • Included Parking in the on-boarding session
On-boarding Process – con’t

• Over 20 departmental volunteers helped with the 4 group on-boarding days

• Positive Feedback
  • “Very easy process and painless”
  • “Surprised at how fast the process was”
  • “Happy so much could be done prior to coming in”
  • “Blown away by the organization of the process”

• Your Feedback
New Employee Orientation

Enhancements include:

• More Timely – Every Wednesday
• Half-Day Schedule
• Benefits portion was removed
• Campus tour by Blue Hen Ambassadors
• Welcome Video from President Harker

91 New Hires have attended (including over 50 new faculty members)
Office of Equity and Inclusion

- Newly formed to incorporate the services and support of Affirmative Action, Women’s Affairs, Campus Diversity/Multicultural Programs, and LGBT Community Office.

- Advocates for an equitable and inclusive work and learning environment by monitoring, coordinating, and overseeing the University’s diversity and inclusion initiatives.

- Ensures equal opportunity and compliance with governmental regulations.

- Provides confidential support services for addressing concerns and allegations of harassment or discrimination, and provides resources and programs for underrepresented groups on campus.

- The unit serves as the administrative arm to the Commission on the Status of Women and the Commission to Promote Racial and Cultural Diversity.
<table>
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<th>OEI Annual Events and Awards</th>
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<tr>
<td>• Women of Promise Dinner</td>
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<td>• Louis Redding Lecture</td>
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<td>• African-American Students of Distinction</td>
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<td>• Latino/a Students of Distinction</td>
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<td>• Women of Excellence Lecture and Reception</td>
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<td>• Mae Carter and Bessie Collins Awards</td>
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<td>• E.A. Trabant Award for Women’s Equity</td>
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<td>• Louis Lorenzo Redding Diversity Award</td>
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<td>• Women Student Travel Scholarship</td>
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<td>• Women Faculty Travel Scholarship</td>
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<td>• GEIS Student Research Conference Awards</td>
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<td>• Visiting Women Scholars Award</td>
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Other OEI Programs and Celebrations

- Love Your Body Day programs
- Heritage and History Month Programs (Black History, Women’s History, LGBT, Latino/a Heritage, etc)
- Sexual Assault Awareness Month (April) and Eating Disorder Awareness Month (February)
- Networking dinners and receptions for new faculty, student leaders, etc.
OEI Trainings and Workshops

- Welcoming a Child: Policies and Practicalities for Parents
- Managing a Harassment-Free Environment
- Building Equality: Diversity at UD
- Promotion and Tenure Workshop for Faculty
- Won’t You Be My Ally: LGBT Allies Training
- OEI Team Responder Training Program
- ADA for Managers
- Affirmative Action 101
Office of Equity and Inclusion

- 305 Hullihen Hall
- 831-8063 or 831-8735 (main)
- 831-8703 (LGBT Community Office)
- owa@udel.edu (general email)
- www.udel.edu/OWA
- www.udel.edu/CSW
- Other sites coming soon…
Service Award Program

• Service Award Program is being outsourced this fall
• Employees have the opportunity to choose a gift
• Better service to employees
• Cost savings for University
Wellness Dollar Benefit

- Receive new allotment of wellness dollars on **July 1** of every year
- These wellness dollars can be used towards HealthyU programs and services
- **Use** them OR **lose** them!
- Register for all programs at [www.udel.edu/wellness](http://www.udel.edu/wellness)
New this fiscal year…

Registration going on now until September 14
“Veg Out” – Fall Wellness Campaign

September 28 – November 8, 2009

Kick-off event – Friday, September 25
(Magnolia Circle – 10am – 1pm)
Health Screenings and Seasonal Flu Shots

- **“Know Your Numbers”** screening
  - Multiple locations
  - September 16 – October 7
  - No fasting / **$15 Wellness Dollars**

- **Seasonal Flu Shot (not H1N1)**
  - October 15, 16 and tentatively the 19th
  - Clinics held in Student Health Services
  - **$25 dollars**
2009 United Way Campaign

• United Way kickoff October 19, 2009
• JJ Davis and Tom Apple Campaign Co-Chairs
• Changes to campaign
• More raffle prizes this year
• If you include your name in the raffle drawing you are not able to claim your United Way contribution as a tax deduction.
New Long Term Care Vendor

- Prudential Long-Term Care Insurance
- Open Enrollment October 20 to November 10
- Mailings
- Posters
- Information Sessions
- For additional information visit the Office of Human Resources website: [http://www.udel.edu/hr/](http://www.udel.edu/hr/)
Update on FSA Accounts

- Flexible Spending Account (FSA) Participants
- Coming Soon...........
- Online Questionnaire: Ceridian FSA and Benefits Card Administration
Changes to Short Term Disability

- Change: State Short Term Disability Insurance
- House Bill 295
- Effective August 1
- Elimination (waiting) period from 20 calendar days to 60 calendar days
Position Change Update

• Due to RBB (July 1) – HR is maintaining the funding for Positions

• We created a process that will update the Position funding from the current incumbent's funding on the JED. We will be running this on a regular basis.

• The process uses the Earnings Code, Full Time Annual Rate and FTE from the JED to update Position.

• The process will only update the Position funding information if the Flag to Update Position is selected and there is a change in the Full Time Annual Rate.
Position Changes

• Departments have the option to not have the Position funding updated with the funding on the JED by completing a Position Change form.

• For Positions that do not have funding information and do not have a current incumbent, we are researching the funding

• A “Position Award” and “Award Reason” field has been added to Position for Grant and Stimulus Reporting purposes. HR will be updating and maintaining this information.
Position Web Form

• Created a new field “Update Funding with Job Information”
• This field is a dropdown with yes or no
• Currently all positions will be updated by the funding on the JED including the Earnings Code
• A position change form needs to be completed if the department does not want the funding to be updated
Position Web View

• In the position detail the new field “Update Funding with Job Information” will display “Y” or “N”
• A “Position Award” and “Award Reason” fields have been added to the view to reflect information that HR is capturing for Grant and Stimulus Reporting.
• Questions