We are pleased to present The HR Insight Newsletter for the Clinical Neuroscience Administrative Center and its Departments. The goal of this newsletter is to keep all Faculty, Staff, and Students updated on HR processes, policies, and upcoming events.

HR PROFILES

PLEASE WELCOME FRANK MALINA TO THE CNC ADMIN CENTER!

We are pleased to announce that Frank Malina has joined the Clinical Neuroscience Administrative Center as the new Finance Director.

Frank comes to us with a wealth of knowledge and experience. He was born and raised in the western suburbs of Chicago and started his finance career at Eastern Illinois University. It was there that he received a BS degree in Finance and an MBA in Business Administration. After graduation, he joined Enterprise Rent A Car where he worked for a few years as an accountant. He left Enterprise and decided to buy into a remodeling company in Chicago where he then expanded the company to Burnsville, MN and provided operational leadership for 6 years.

The last 14 years of Frank’s career have been spent working for the UnitedHealth Group companies leading teams of finance professionals, providing thought leadership and supporting senior leadership teams with financial direction.

Frank enjoys spending time outdoors at his cabin and traveling in his spare time.

Welcome to the CNC, Frank!

EVENTS

BENEFIT OPEN ENROLLMENT

Benefit changes made during the open enrollment period of November 1, 2014 – December 1, 2014 will go into effect on January 1, 2015.

You will receive new member ID cards at your home address from your Medica medical plan and your HealthPartners dental plan whether or not you change options. Delta Dental and Prime Therapeutics will send new member ID cards to new enrollees and if you changed coverage levels or plan options.

Contact benefits@umn.edu for help with benefit questions.

HOLIDAYS

The University will be closed on the following upcoming Holidays:

- Thursday, December 25: Christmas Day
- Friday, December 26: Floating Holiday
- Thursday, January 1: New Year’s Day
- Friday, January 2: Floating Holiday
- Monday, January 19: Martin Luther King, Jr. Day
HR NEWS

PERFORMANCE APPRAISAL INITIATION

GET READY FOR ‘PAT’!

Performance appraisals for all CNC departments will be initiated on January 5, 2015. Notifications and information will be sent out via email with instructions and resources for the completion of the performance appraisals.

PAT Resources Located on the CNC PAT Website:
http://www.med.umn.edu/cnc/hr/PAT/index.htm

PERFORMANCE APPRAISAL TOOL TIMELINE

<table>
<thead>
<tr>
<th>Activity</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. HR initiates appraisals</td>
<td>1/5</td>
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<tr>
<td>2. Employee provides self-evaluation</td>
<td>1/7-1/23</td>
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<tr>
<td>3. Supervisor reviews employee evaluation, prepares score and comments, and submits</td>
<td>1/7-2/20</td>
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<tr>
<td>4. HR reviews appraisals and discusses with supervisors</td>
<td>2/23-2/27</td>
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<tr>
<td>5. Supervisor/Employee in-person evaluation meeting</td>
<td>3/2-3/6</td>
</tr>
<tr>
<td>6. HR releases all appraisals to be signed by employees</td>
<td>3/9</td>
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</tbody>
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*Civil Service (1 year probationary) employees that started between 10/1/14 and 12/31/14 will have their appraisals initiated in March of 2015. P&A employees that started between 6/1/14 and 12/31/14 will have their appraisals initiated in March of 2015. All Labor Represented and Civil Service (6 month probationary) employees that started between 11/1/14 and 12/31/14 will have their appraisals initiated in February 2015.

Please contact your respective HR representative with questions regarding performance appraisals.
- Psychiatry – Maren Peterson
- Neurology, Neurosurgery, PM&R - Elsa Stork

WORDS TO LIVE BY

“I think in terms of the day’s resolutions, not the year’s.”

–Henry Moore
PLEASE WELCOME OUR NEWEST EMPLOYEES

*Faculty, Staff, Residents & Students who started October/November

**PSYCHIATRY**
- Dr. Rajendra Badgaiyan
- Elizabeth Gibson
- Elizabeth Harris
- Meghan Jereczek
- Seth Johnson
- Minza Khan
- Frank Malina
- Heather Oleson
- Ana Westervelt

**PM&R**
- Megan Heimermann

**PHYSICAL THERAPY**
- Teresa Bisson

**NEUROLOGY**
- Valerie Hachlowski
- Amrudha Mohan
- Ashley Morgan
- Carol Nguyen

HEALTH & SAFETY:
WALK LIKE A PENGUIN TO PREVENT WINTER SLIPS, TRIPS AND FALLS!
Slips, trips and falls are the second leading cause of workplace injuries. Stay safe this winter and walk like a Penguin to avoid injuries while walking across campus!
- Wear footwear with slip-resistant soles and good treads
- Walk like a penguin with arms extended to the side and feet pointed slightly outward
- Adjust your pace to surface conditions
- Watch where you’re stepping

Source: [http://mn.gov/mnsafe/documents/be_a_penguin_poster.pdf](http://mn.gov/mnsafe/documents/be_a_penguin_poster.pdf)

RESPONDING TO AN ACTIVE SHOOTER ON CAMPUS TRAINING
The University of Minnesota Police Department offers a presentation to departments and schools in an effort to help students, staff and faculty to think about how best to respond to an assailant with a gun here or off campus. The next presentation will be held on Tuesday, April 1, 2015. For more information and to view a brief video on this topic visit the [UMPD Website](http://umcp.umn.edu).

HAPPY HOLIDAYS!
Season’s Greetings and Best Wishes for the New Year from the Clinical Neuroscience HR Team – Deb, Maren and Elsa

COMMENTS OR SUGGESTIONS
We value your input, if you have any comments or suggestions for our Newsletter please feel free to email us at mmpeters@umn.edu.