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
FAITH GOENNER
ASSISTANT DIRECTOR OF OPERATIONS

Please welcome Faith Goenner, our new Assistant Director of Operations, who joined the Clinical Neuroscience Administrative Center in January. Faith comes to us with a wealth of knowledge having been at the University of Minnesota for over 15 years. Although her primary focus has been on finance and grants management, she has also provided expertise to many organizations across campus in analyzing processes for efficiency and compliance. Faith recently left her city lifestyle for country living on 10-acres of land north of the Twin-Cities.

EMPLOYEE RESOURCES
THE EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program (EAP) provides confidential professional consultation and referral services to address any personal or work concerns that may be affecting your wellbeing. Employees can request up to 8 sessions per year. The first 4 sessions are free, and the remaining for would require a $15 copay. This program is available to all benefit eligible employees.

Confidential consultation is provided in areas that include:

- Work productivity
- Work relationships
- Conflict resolution
- Mental health
- Alcohol/substance abuse
- Family/relationships
- Adjustment to loss/change
- Coping with stress

To learn more about the EAP program please call 612-625-2820 or email eap@umn.edu
HR NEWS

PERFORMANCE APPRAISAL TIMELINE & INFORMATION

<table>
<thead>
<tr>
<th>Activity</th>
<th>Responsibility</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor reviews employee evaluation, prepares score and comments, and submits</td>
<td>Supervisor</td>
<td>12/16-2/21</td>
</tr>
<tr>
<td>HR reviews appraisals and discusses with supervisors</td>
<td>HR</td>
<td>2/24-2/28</td>
</tr>
<tr>
<td>Supervisor/Employee in-person evaluation meeting</td>
<td>Supervisors/Employees</td>
<td>3/3-3/7</td>
</tr>
<tr>
<td>HR releases all appraisals to be signed by employees</td>
<td>HR</td>
<td>3/10</td>
</tr>
<tr>
<td>Employee finalizes review with electronic signature</td>
<td>Employee</td>
<td>3/10-3/21</td>
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Updated PAT Resources Located on the CNC PAT Website:
http://www.med.umn.edu/cnc/hr/PAT/index.htm

JOB FAMILY STUDY
The University of Minnesota has undertaken a comprehensive redesign of its job classification system. There are 18 job families that will be studied and redesigned within the Civil Service, Academic Professional, and Administrative (P&A) classifications.

Between now and October you will receive an email from OHR in which you will be asked to submit a current position description to your Center’s HR Representative. This request is mandatory for all of the above named employee classifications within the University. You are not able to opt out of this process. When you receive the request please ensure that you are thoroughly completing the form. Your position description will be used to determine your placement within the new structure and we want to ensure that your placement is accurate.

For the latest information and resources on the Job Family Study please visit z.umn.edu/jobfamilies.
DID YOU KNOW?

Did you know Dr. R.A. Reshi from the Department of Neurology was featured in a recent article in the StarTribune entitled “Better Understanding of ‘Brain Death’ is Needed”? With the recent case of a young California girl, Jahi McMath, being declared “brain dead” the discussion of using the term “brain dead” has been stirred up among the media and academia. In the article Dr. Reshi stated, “Brain death means death. So using the term “brain death” should be discouraged, as it leaves family and friends with the impression that the rest of the body is still alive and creates questions regarding the finality of death... National and local centers of knowledge need to be created to educate the public, physicians and hospitals. Plans and personnel need to be in place to deal with difficult situations when they arise. Curriculum needs to be developed for medical students and doctors in training so they are better prepared to deal with this difficult scenario.”

To read the full article please click [here](#).

HELPFUL WEBSITES

**Employee Self-Service**
hrss.umn.edu

**Training and Organizational Development:**
www.umn.edu/ohr/training/index.html

COMMENTS OR SUGGESTIONS

We value your input, if you have any comments about, or suggestions for our Newsletter please feel free to email us at [thouston@umn.edu](mailto:thouston@umn.edu).