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

HEATHER NELSON
ADMINISTRATOR
DEPARTMENT OF NEUROLOGY

Please extend a warm welcome to Heather Nelson, our new Neurology Department Administrator. Heather started in the Department of Neurology on May 27th. She comes to us with a wealth of knowledge and experience in the University’s Medical School, as she most recently was a Division Administrator in the Department of Medicine.

We are pleased and excited to have Heather as a part of our team!

Heather’s office is located in PWB room 12-114. You may contact her at nelso476@umn.edu or (612) 626-7038.

IMPORTANT NEWS

SMOKE AND TOBACCO FREE CAMPUS

The University of Minnesota has announced that effective July 1, 2014, the Twin Cities, Crookston, Duluth and Rochester campuses will become smoke-free and tobacco-free environments. Click here to view the full policy statement.

SECURITY I.D. BADGE PROGRAM TERMINATION

The Security ID Card (SID), the Security ID Badge Policy, and supporting Badge Management System (BMS) are being discontinued at the end of June 2014. To consolidate to a single ID card, the University will require faculty and staff to carry and use their U Cards as their primary form of identification and security access for buildings. Additional communications will be available during the transition via the U Card Office website.

LIGHT RAIL TRANSIT OPENING IN JUNE

The METRO Green Line will begin service through the University on June 14, 2014. With the added train traffic through campus, please ensure to stay alert around the tracks and keep safety in mind at all times.

Visit the Metro Transit Green Line website for more safety and train schedule information.
HR NEWS

MERIT INCREASES

It is almost that time of the year again for Civil Service merit pay increases. This year merit increases will be effective June 16. The amounts are as follows:

PAT rating of "2" ....................... 1.0%
PAT rating of "3" ....................... 2.5%
PAT rating of "4" ....................... 3.0%
PAT rating of "5" ....................... 3.5%

To view your appraisal and see your overall rating on the summary rating & comments page, please log on to http://performanceappraisal.ahc.umn.edu/form.

To calculate your increase take your current hourly pay rate multiplied by your PAT rating %. Then take that amount + your current pay rate to find your new hourly rate. See example below.

$18.00 (current pay rate) X 2.5% (PAT rating) = $0.45 (increase)
$18.00 + $0.45 = $18.45 (new hourly rate)

If you don’t know your hourly rate you can look it up on the employee self-service website at http://hrss.umn.edu/, it will be listed in the “Earnings” box under “Rate”.

Eligibility: To receive an increase, an employee in the Medical School must have a completed review capturing performance during the current evaluation period (January 1-December 31).

NOTE: Medical School employees hired into an initial University appointment during the relevant evaluation period will have any applicable increase prorated according to the employee’s hire date. (Employees hired January 1, 2013-June 30, 2013 will receive 100% of the calibrated increase; employees hired July 1, 2013-December 31, 2013 will receive 50% of the calibrated increase.) Employees hired after the current evaluation period (e.g., after December 31, 2013) are not eligible for an increase in June 2014. If you had a break in service at the University your increase will be based upon when your new appointment started.

WORDS TO LIVE BY

“You never know who needs you. Good energy is contagious.”
PLEASE WELCOME OUR NEWEST EMPLOYEES

NEUROLOGY
Jeffrey Allen, MD
Gemma Egar
Heather Nelson
Jessy Thomas

NEUROSURGERY
Holly Hewitt
Patrick Walsh
Steven Yachik

PM&R
Natasha Spear (Physical Therapy)

PSYCHIATRY
Cody Clark
Daniel Hofstetter
Kayla Kranitz
Kathryn Miller, PhD
Steven Morrissey
Maren Peterson
Nicholas Vondracek
Adam Lenczuk

YEARS OF SERVICE RECOGNITION EVENT

A recognition event will take place on June 17, 2014 at Eastcliff to recognize Civil Service and Bargaining Unit employees from all campuses who are celebrating milestone work anniversaries during the current fiscal year.

We are proud to announce our team members who will be recognized at this year’s event.

Gwen Crabb – Neurology – 25 years of service
Susan Julson – Neurosurgery – 25 years of service
Janice Shoeman – PM&R – 25 years of service
Ling Zhong – PM&R – 25 years of service
Amanda Anderson – Psychiatry – 20 years of service
Tamara Fahnhorst – Psychiatry – 25 years of service

HELPFUL WEBSITES

TECHNOLOGY TRAINING OIT
http://it.umn.edu/services/faculty-staff/index.htm

List of Courses – Summer 2014
Adobe
Camtasia Relay
Drupal
Google Apps
ImageNow
iPad
Moodle
MS Excel
MS Online Courses
NetFiles
SAS
ServiceNow
UMConnect
Usability
Video Production
Voicemail & Gopher Messaging
VoiceThread
Web Development
WorkflowGen

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 mmpeters@umn.edu