Human Resources Newsletter, November 2021

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Greetings!

As we prepare to enter into a very busy time of the year with the close of the semester and open of the holiday season, I did want to reach out and share some important updates and interesting news in the first of our series of Human Resources newsletters. In the coming weeks and months, I hope you will look to this monthly correspondence for information in support of your employment with the University of Maine System and in recognition of your wonderful service to our students and community.

Interesting News and Notes

Open Enrollment Countdown

The deadline for Open Enrollment 2022 is midnight, November 24, 2021 with changes going into effect January, 1, 2022. To be certain that your benefit designations are all in order to take effect January 1, 2022, please be sure to complete the process in time and there are a number of resources to assist you.

Please feel free to visit the Open Enrollment Website where you'll not only

Happy Birthday

We would like to wish a happy birthday to anyone who is celebrating a birthday this month. We hope you get a chance to enjoy your day, and that you have a wonderful year ahead.

Congratulations and Thanks!

Congratulations to anyone celebrating a work anniversary this month. We
find the 2022 OE Packet available, but also an on-demand webinar with an executive summary of key points and other highlights. And, remember, if you don't wish to make any changes at this time, you need do nothing at all though it's always a good idea to double check your beneficiary designations.

Meet-and-Greet Onboarding Opportunity

Coming on board with a new employer or to a new position is an exciting time and I'd like to invite you to pause for just a moment and register for a UMS-wide Orientation Meet and Greet!

Offered each month, it's your opportunity to meet other colleagues joining the University along with current employees excited to welcome you. This is the perfect time to meet others from across our campuses and to make new friendships, collaborate together, promote networking, and ask questions.

Facilitated by UMS Learning & Organizational Development, the format is a Zoom Meeting sharing friendly smiles and introductions.

Please take a moment to register now for an upcoming Meet and Greet.

UMS Goes "Above and Beyond"

The University of Maine System has received the Above and Beyond Award for its support of a university employee serving in the National Guard.

Employer Support of the Guard and Reserve (ESGR) is a Department of Defense-affiliated organization promoting cooperation between National Guard members and their civilian employers and the award recognizes the offer of additional services to Guard and Reserve employees beyond what's required. Learn more and check out this video for additional information.

HR Education Series Opens with Dr. Errol Rodriguez

Starting this month, our HR Team is excited to expand educational offerings for all employees with an enhanced schedule of seminars/workshops focused on topics relevant to our everyday well-being. Creating our best lives and handling the many dynamics that are part of our busy professional and personal experiences can be supported with great insights and learnings.

With topics spanning emotional well-being, stress management, family matters, wellness, personal development, communication, change, providing great service, and legal and financial, there's something for all of us. There are additional offerings for supervisors/managers, too. More to come about the overall schedule.

First, we'll be offering two sessions of this virtual in-person session Emerging from the Pandemic: Managing the Transition. Conducted by Dr. Errol Rodriguez, Ph.D., CRC, MAC, a licensed clinical psychologist who also works in higher education – This session is absolutely super and timely and you can register now!

Friday, December 3, 2021 (10-11am EST)

Tuesday, December 14, 2021 (2-3pm EST)

Managing Stress This Holiday Season
Are you heading for a holiday season that promises challenges even as it offers joy and celebration?

If your holidays have the potential to create stress, perhaps an on-demand webinar from your Employee Assistance Program can help. Coping strategies and budget tips to provide support and emotional well-being this time of year are available and you can register to take advantage of this helpful information anytime.

The Right Steps When the Weather Turns - Tips to stay SAFE

S-A-F-E brings attention to Slip, Trip and Fall Events that you can avoid by taking note of the following advice for adverse weather conditions on campus:

**Surface**: Be aware of changes in weather conditions, watch for changes in the condition and composition of walking surfaces, and beware of contamination of the surfaces such as wet leaves, etc.

**Awareness**: Avoid distractions when walking, scan your surroundings, and stay alert.

**Footwear**: Should be appropriate for the conditions and work being performed.

**Environment**: Watch for obstructions, stairs and ramps, and avoid rushing.

"Slips, trips, and falls are some of the most common causes of workplace injuries."

– Maine Employers’ Mutual Insurance Company (MEMIC)

We Want to Hear From You!

Because we wish to establish a new and ongoing line of outreach and communication between Human Resources and our community of employees, it’s extra important for us to receive your feedback and input.

That’s why we invite you to share your thoughts and insights so that future editions can be helpful, useful, and well worth the time invested to spend a few moments with their news and information.

Perhaps you know of a particular colleague whose efforts to support our mission of supporting student success also go above and beyond? We’d like to hear about it along with exciting efforts and initiatives to make our University of Maine System a wonderful place to live and work.

Let us hear from you with questions, concerns, and interests that you feel may be valuable for us to share with our wider audience of UMS employees.

Sincerely,

Loretta Shields, SHRM-CP, PHR
Chief Human Resources Officer
University of Maine System