



HR Connections HR Connections

Human Resources Quarterly Newsletter

Volume 1, Number 2 - April 2002



From the desk of Joan D. Mazzone Associate Vice President for Human Resources

Thank you for reading the first issue of *HR Connections*. We were pleased to get your feedback. Based on your comments, future issues will include more information about HR policies, procedures, and personnel record processing.

HR has a new look! Additional and redesigned space has made room for the Office of Diversity Programs, Staff Development and Training, and Classification and Compensation. The new environment enhances HR's mission:

“To provide leadership in the development, implementation, and administration of sound human resource policies, procedures, and programs that support the University of Connecticut Health Center's educational, patient care, public service, and research mission. The goal is to be responsive to the changing needs of constituents, including employees, employee organizations, and other University or state-related entities, while advancing the strategic goals and interests of the University of Connecticut Health Center.”

Thanks again, and please continue to send me your comments!

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Area High Schools Partner with UConn Health Center

In response to a nation-wide shortage of health care providers, area school districts and the UConn Health Center are teaming up to provide high school students with an opportunity to learn more about career options in health professions. Through a grant from the New Britain Foundation of Giving, students from Farmington, Plainville, and New Britain high schools have been able to participate in both observation and affiliation experiences at the Health Center.



High School Students from Farmington,
New Britain, and Plainville

The Staff Development and Training area in Human Resources has developed a UCHC enrichment program for students that includes safety training, a panel discussion focusing on “An Overview of the Health Professions,” and a tour of Rehabilitation Services, the Operating Room, Diagnostic Imaging and Therapeutics, and Laboratory Medicine. After attending the program, a student may then decide to observe in an area that sparks his/her interest and perhaps move on to an affiliation experience in that specific area.

This pilot program has proven to be a huge success according to students and teachers. “Providing students with an opportunity to work directly with health care professionals in a health care setting contributes to the educational mission of the Health Center and is a significant factor that leads to building a strong statewide pool of health care professionals,” stated Paul Davern, Human Resources Director of Clinical Operations and Principal Investigator of the partnership grant.

What's Happening in HR?

HR Services

Human Resources Services has been, and will be, busy attending career fairs throughout the region. We are continuing our efforts to increase our presence at colleges, technical schools, Department of Labor sponsored career fairs, nursing associations, and clinical forums in an effort to diversify our work force and increase our applicant pools. Human Resources Officers are involved in attending these events. In addition, we have had Health Center staff participate in recruitment efforts, specifically Assistant Nurse Managers from Nursing and representatives from Correctional Managed Health Care.

Since September 11th, our national and personal security has been on everyone's mind. We can all be assured pre-employment screening with respect to criminal background checks has been in place for quite a while. Through the coordinated efforts of Human Resources and Public Safety, all new hires must be cleared through this check. International Services in HR, in coordination with the Deans' Offices and Public Safety, have been working together to comply with the Immigration and Naturalization Services (INS) procedures regarding visas.

Summer Employment Reminder: Departments anticipating summer positions should communicate with Human Resources. If employees know of students who would like to work at UCHC this summer, please have them send an application to HR. Please visit our website, www.uchc.edu for applications. Students under 18 years of age must have verification from their high school that they are eligible to work.

We are always looking to hire nurses for all our campuses, particularly our 21 Correctional Managed Health Care facilities. Please help us spread the word and refer any interested applicants to us. Thank you!



Recently Approved Employment Advertising Policy

A new policy and procedure has been implemented for placing employment ads. The major change -- departments no longer need to get HR approval to place an ad, unless HR is managing the recruitment process. A department may place its own recruitment ad when hiring faculty, post-doctoral fellows, graduate assistants, research subjects, etc. Also, a purchase order is required only if the cost is more than \$2,000. Of course, if you need assistance with any of the compliance

issues required for any employment advertising, HR would be happy to assist. A complete copy of the policy is located in the shared HR Policy Folder and on our website. Highlights include:

- ❖ Employment related advertising (whether or not HR is managing the search) must be compliant with CHRO, EEOC, OFCCP, and UCHC design standards. Human Resources will assist you with these requirements.
- ❖ Human Resources will coordinate employment advertising for HR managed recruitment.
- ❖ Compliance, placement, and payment for departmental managed employment advertising (e.g., faculty, post-doctoral fellows, graduate assistants) is the responsibility of the department placing its ad.

If you have any questions, please do not hesitate to contact your HR Officer.



Staff Development and Training

Many new programs have been created for the UCHC community that will further enhance an individual's professional development.

UCHC managers/supervisors will now have the opportunity to participate in a Management Development Certificate Program designed to empower management staff and assist individuals in mastering the demands of managing, while taking on the organizational and leadership challenges within the Health Center environment. The program consists of **eight** modules. Each module has a designated number of required sessions:

1. UCHC & State of CT – How Do We Fit In? (1 session)
2. Labor Relations (4 sessions)
3. Management of Human Resources: Policies & Procedures (4 sessions)
4. Creating & Maintaining a Productive Healthy, & Safe Workplace: Managerial Intervention Strategies & Techniques (2 sessions)
5. Financial Management for the Non-Financial Manager (2 sessions)
6. Manager's Tool Kit (7 sessions)
7. Managerial Strategies for Building a High Performance Team (6 sessions)
8. Performance Improvement (2 sessions)

Upon completion, the participant will be awarded a certificate.

(Cont'd on page 3)

(Cont'd from page 2)

In addition to the program described above, there will be an array of educational public offerings of which the UCHC community can take advantage:

- ❖ Career Management (5 sessions)
- ❖ Myers-Briggs Type Inventory (1 session)
- ❖ Dealing with Difficult Behaviors (1 session)
- ❖ The Art of Business Communication (2 sessions)

A Broadcast Message will announce the date, time, and location of all modules/training sessions. E-mail hrrregistration@uchc.edu to register. If you have any additional questions concerning educational opportunities, please contact Sandy Kressner at (860) 679-3419 or Ann Smith at (860) 679-2523.

Creative Child Care Center



The preschool children at the Creative Child Center have been busy learning about dinosaurs. With the help of teachers Tim Poppick and Pat Rossignol, the children built a dinosaur and were so proud of their accomplishment. On February 8th, we had a Valentine Dance/Party. Each classroom had fun activities set up for the children. They could participate in activities such as decorating their own cookies, having their nails polished, dancing to fun music, decorating their own Valentine cards, and sculpting with red Playdough using Valentine cookie cutters. At the end of the evening they each received a balloon and heart treats. It was a fun evening! On March 4th, we had a bake sale, and from April 29th - May 3rd, we are having a book fair. Please stop by to browse -- just ring the doorbell at the front entrance.



Correctional Managed Healthcare Graduation

Distinguished Graduate honors went to Frances Abogunde during the January 24th graduation held at the Maloney Center for Training and Staff Development. Frances is employed at Osborn Correctional Institution as a Correctional Head Nurse. In attendance for Class 216's ceremony were newly appointed staff members Noreen Logan (Human Resources Officer) and Alexis Crean (Human Resources Specialist).



Office of Diversity Programs

Diversity Training Comes to the Health Center:

Beginning in April and continuing until June, all faculty and staff of the Health Center will receive a half-day of Diversity Training. The National Multicultural Institute of Washington, D.C. and UCHC staff will facilitate the sessions.

In accordance with Public Act 99-180 of the Connecticut General Statutes, the National Multicultural Institute developed the training curriculum, which includes:

- ❖ Federal and State statutory provisions concerning discrimination and hate crimes directed at protected classes
- ❖ Remedies available to victims of discrimination and hate crimes
- ❖ Working with and serving persons from diverse populations
- ❖ Strategies for addressing differences that may arise from diverse work environments

Watch for announcements on training dates, times, and registration. Session size is limited to 30 people; please register early to ensure a choice of dates. For more information contact ODP at (860) 679-3563.

Payroll/Employee Benefits Update

Changes to State of CT 403(b) Program:

Beginning July 1, 2002, you can choose from one of the following organizations:

1. **Fidelity:** (800) 343-0860
2. **Hartford:** (800) 243-5868 – option 1
3. **ING Aetna:** (800) 784-6386
4. **Oldham:** (800) 626-6106
5. **TIAA-CREF:** (888) 842-5350 – weekdays
(800) 842-2888 – weekends
6. **Travelers:** (800) 842-4015

If you are currently making contributions to, or have an account balance with a financial service organization that will no longer be available after June 30, 2002, you should be aware that:

- ❖ Beginning July 1, 2002, you will only be able to make contributions to the six financial services organizations listed above.

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- ❖ You may leave any of your account balances with the other non-participating financial services organizations after June 30, 2002.
- ❖ If you transfer any of your balances from a non-participating financial services organization into one of the six approved financial services organizations, you may have to pay transfer fees.

If you are already participating in the 403(b) program with one of the six providers listed above, then you may not need to do anything – call your financial services organization to make sure their investment options will stay the same. Questions can be directed to Jessica Billerman at (860) 679-4105, or Brian Eaton at (860) 679-2204.

Health Insurance Open Enrollment:

Look for announcements soon regarding the 2002 Health Insurance Open Enrollment. Coverage selected during open enrollment will be effective July 1, 2002. The annual open enrollment is the only time employees may change health plans or add existing dependents. A Health Insurance Planner, providing a comparison of the plans offered, will be mailed by the State Comptrollers' Office to employees' homes during the open enrollment period.



Systems Management & Development/Records

NEW ON-LINE ASSIGNMENT AUTHORIZATION

Systems Management & Development has created a web-based on-line Assignment Authorization (AA) program that will allow departments to create a new AA or make changes to existing AAs. Shortly, instead of having to type and send paper AAs for signature approval, departments will be able to electronically produce and transmit these documents to all respective authorization areas. The process works in conjunction with the new signature authorization application. Those individuals who will be initiating or approving AAs will need to submit their names for signature authorization approval **before** they can utilize the new on-line AA system. Instructions on completing the application for signature authorization will be forthcoming. The system is currently being tested in selected areas.

LONGEVITY

Each employee in state service who has completed at least ten years shall receive semi-annual, lump-sum longevity payments based on service completed as of the first day of April and the first day of October each year. Part-time state service shall be calculated on a prorated basis. When part-time service totals

ten calendar years as specified above, longevity is awarded. Time served while on Special Payroll is not credited towards longevity service. Longevity payments are based upon the established rate for the classification.

Prior state service is eligible for longevity credit provided that information is supplied to Human Resources for verification. Military service of ninety (90) days or longer during "war time" is counted for purposes of longevity. You must submit a photocopy of your military discharge papers (DD-214) when claiming military service.

LONGEVITY PAYMENTS

When you complete the full-time equivalent of 10 years of State and military service, you will receive a longevity payment. Applicable pay schedules determine the precise amount. Payment percentage will increase as shown below:

Payment Percentage

25%	50%	75%	100%
10+ years	15+ years	20+ years	25+ years

To qualify, you must attain the required years of service by close of business, March 30th or September 30th. The lump-sum longevity amount will be paid in April and October.

An employee's time while out on leave of absence without pay, for any reason, is not counted toward longevity. Employees on leave of absence without pay on April 1, or October 1, will not receive a longevity payment until they return from leave.



UConn Cares Council

"Come One – Come All!"

Dr. Deckers will be hosting the second annual "Under the Tent" celebration planned for Tuesday, May 21st from 11:00 a.m. to 2:00 p.m. in appreciation of the hard work and dedication of UCHC employees and volunteers. The senior team will serve lunch, raffles will be held, and entertainment will abound.

Mark your calendars – it will be a great opportunity for all of us to celebrate!



Labor Relations

Contract Negotiations Update:

Contract negotiations are completed for many of the unions represented at the Health Center. UHP, Corrections, Engineering & Scientific, and Education Professionals have either received or are awaiting legislative approval. Maintenance & Service will receive an arbitrator's award by April 19th and Administrative Clerical negotiations are underway. If you need more information, contact Labor Relations at (860) 679-8067.

Daylight Savings Time Began April 7:

When Daylight Savings time began on April 7, 2002, steps were taken so night-shift employees would not be disadvantaged by the clock change. Employees working the night shift were scheduled for the number of hours they normally work. For example, an employee who regularly works 12:00 a.m. - 8:30 a.m., would be scheduled for one additional hour either at the beginning or end of the shift (i.e., 11:00 p.m. - 8:30 a.m. or 12:00 a.m. - 9:30 a.m.), thus insuring that employees are paid for their full FTE and not forced to use their accrued time to meet their FTE. When Daylight Savings ends in October, employees working the night shift will be entitled to overtime pay for any hours worked above their normal FTE.



Frequently Asked Questions by UCHC Employees

Question: Can you tell me how to get a list of scheduled holidays for 2002?

Answer: The list of CT State approved holidays is in the Public Shared Folders under "Human Resources" – entitled "2002 Holidays."

Remaining 2002 Holidays

Holiday		Date Observed
May 30	Memorial Day	Monday, May 27, 2002
July 4	Independence Day	Thursday, July 4, 2002
September 2	Labor Day	Monday, September 2, 2002
October 12	Columbus Day	Monday, October 14, 2002
November 11	Veterans' Day	Monday, November 11, 2002
November 28	Thanksgiving Day	Thursday, November 28, 2002
December 25	Christmas Day	Wednesday, December 25, 2002

Question: If I am deducting the maximum contribution allowed for a Supplemental Tax-Deferred Annuity 403(b) from my paycheck, may I also have an additional deduction made for the State Deferred Compensation Plan 457(b)?

Answer: Yes. Tax law changes for 2002 enable employees to contribute to both plans up to the maximum allowable limit, which is \$11,000 in each plan, or a total of \$22,000, depending on income. Employees 50 years of age or older in 2002 may contribute an additional \$1,000 to one of the two plans.

UConn Husky Hero

Hector L. Marrero, Department of Anatomic Pathology, was awarded the first-ever UConn Husky Hero Award at a recent hospital department head meeting. Dr. Steven Strongwater presented Hector with the award for his nineteen years of dedicated service as an excellent employee and friend to many.

EMPLOYEE RECOGNITION

Employees of the Month

- November 2001 -- Elaine Grant (Post-Operative Services)
- December 2001 -- Kathleen Curley (Psychiatric Nursing)
- January 2002 -- Jan Chilinski (Housekeeping)
- February 2002 -- Rose Marie Flynn (Bone Marrow Processing Lab)
- March 2002 -- Clifton Lindquist (Electrical Dept)

Volunteers of the Month

- November 2001 -- Joanne Healy (Ambassador Services)
- December 2001 -- Phyllis Kelley & Caren Linroth (Financial Counseling and Registration)
- January 2002 -- Richard McKnett (Oncology 6)
- February 2002 -- Karen Ellsworth (Patient Relations)
- March 2002 -- Jerry Bergen (Surgical Center)



UConn Cares Council Paw Recipients

November 2001

Michael Diorio, IT
 Joseph Pirog, UMG-University Physician Patient Accounts
 Edward Geiger, UMG-University Physician Patient Accounts
 Timothy Manke, UMG-University Physician Patient Accounts
 Rena Sasso, UMG-Dermatology Module
 Anne Costello, UMG-IMA Module
 Lisa Zahina, UMG OB/GYN
 Heather Wilcox, Cardio-Pulmonary
 Kelly Moore, Lab Medicine
 Olivanne Pannone, Lab Medicine
 Zoraida Villanueva, Med/Surg 5 – Nursing
 Candace Picard, Med/Surg 5 – Nursing
 Stephanie Tapia, Med/Surg 5 – Nursing
 Carolyn Skrzypiec, Med/Surg 5 – Nursing
 Wieslawa (Wendy) Paszkowski, Housekeeping/Med 4
 Lorraine Rapacky, Nuclear Medicine
 Joseph Varano, NICU
 Sharon Whitton, Dental Finance
 Robert Ferraro, Grounds & Labor
 Sandy Kressner, Human Resources
 Robert Camilleri, Human Resources
 Margo Granger, Diversity Programs
 Elizabeth Zibell, UMG Medical Specialty
 Carole Mensing, UMG IMA Module
 June Ellis, Purchasing

December 2001

Ed Dailey, Surg 7
 Kathleen Pellizzari, Surg 7
 Jackie Goggin, Med/Surg 5
 Eileen McStay, D.C.3/Dental Student Clinic Team B
 Judy Buxton, Medical Records
 Elizabeth Pokorski, Research Safety
 Ellen Eisenberg, MD, Oral Pathology
 Nancy Smith, Anatomic Patology
 Patty Bowen, MFICU
 Diane Fillion, MFICU
 Catherine Faye, NICU
 Patricia Houston, NICU
 Catherine Tuccillo, NICU
 Catherine Daguio, NICU
 Dorothy Vittner, NICU
 Anna Valente, NICU
 Diane Boutin, NICU
 Barbara Westman, NICU
 Donna Buchanan, NICU
 Marilyn Sanders, MD, NICU
 Azhar Chaghtai, MD, NICU

December 2001 (cont'd)

Oluwamayowale "Walli" Folaranmi, MD, NICU
 Maureen DeSisto, REI/IVF Module
 Deborah Ayotte, UMG Dermatology
 Ellen Couture, Purchasing
 Claudette Shalagan, IT
 Shawn Winberg, IT
 Robert Wilkie, IT
 Francis Couillard, IT

January 2002

Debra Darley, Emergency Dept
 Luz Rivera, Surg 7
 Amanda Darcey, Med/Surg 5
 Mani Vijayasekar, Admin. Support
 Terese Donovan, NICU
 J. Andrews Livingston, MFICU
 Diane Haugh, Cardiology
 Sue Ellen Reidy, Oncology
 Marie Scarfone, Lab Medicine
 Summer Ranaldi, Lab Medicine
 Elizabeth Ouellette, Medical Records
 Peter Bagdigian, Mechanical Services
 Kathy Wiggins, Anatomic Pathology
 Ann Marie Conaty, UConn Health Partners
 Jessica Donagher, UConn Health Partners
 Joann Daversa, Health Partners
 James Pasternack, MD, Health Partners
 Marshall Dressler, Patient Financial Services
 Roger Geiger, IT
 Carl "Rocky" Anderson, Property Management (2 PAWS)
 Sallie Diaz, Finance (2 PAWS)
 Kristin Kasabucki, Development

February 2002

Richard Staublely, Dental Support
 Jason Perkins, Dental Support
 Geraldine Clock, Surgery Clinic
 Marion Nelson, Housekeeping/OB
 Mark Murowsky, Materials Management
 Shannon Anderson, Medical Records
 Jill Tolassi, Radiology
 Francis Brunet, Fire Department
 Wendell Cote, Fire Department
 Pauline Wilfong, UMG
 Lesley Garlock, Psychiatry
 Robert W. Murphy, Purchasing
 Adam Silverman, MD, IMA



Behind the Scenes

Payroll Department

“Getting the employees of UCHC paid accurately and on time, every two weeks, is of utmost importance to us,” agree Director of Payroll and Benefits, Brian Eaton, and Payroll Manager, Jill Scully.

The Payroll Department issues paychecks for approximately 4,500 employees every other week to multiple campus sites besides Farmington. Other locations include clinical operations at Bloomfield, Simsbury, UConn Health Partners (West Hartford, East Hartford, and Rocky Hill), Burgdorf Dental Clinic, Asylum Hill Clinics, and the 21 Correctional Managed Health Care facilities.

Eight payroll staff members ensure that distribution goal is accomplished by adhering to the following deadlines: On payday and the Friday after the distribution of checks, the time reports from the previous pay period are manually keypunched. The time report submission deadline is noon on Friday following payday. This deadline must be met in order to help Payroll meet the Monday evening deadline for submission to the Comptroller’s Office in Hartford.

When checks are received from Hartford, the Payroll Department is responsible for their distribution. Checks are received in the Payroll Department on the Tuesday preceding payday at noon, at which time the Payroll staff must begin sorting all checks by their location codes. Payroll then sorts and attaches the new time reports that are distributed with checks. Paychecks are ready for distribution on Thursday afternoon at 3:00 p.m. Although checks are in Payroll on Tuesday, directives from both the State Treasurer and State Comptroller prohibit early distribution.

In addition to managing payroll, this department:

- Performs wage and employment verification
- Updates tax status
- Adjusts payroll deductions including health insurance, life insurance, State and Federal taxes, tax deferral programs, union deductions, retirements, credit union, Dependent Care, United Way, Capital Campaign, garnishments, direct deposit, disability insurance, and paid parking
- Maintains documentation for auditing purposes
- Processes workers’ compensation payments
- Performs FLSA overtime calculations
- Processes multiple time report corrections
- Maintains accrued time records

One of the most gratifying parts of working in the Payroll Department is the ability to resolve problems that could potentially prevent someone from getting paid on time. “It feels really good to leave work on a Monday evening knowing that every effort has been made in order to meet our deadline and to pay all of the UCHC employees to the best of our ability,” replied Jill Scully when asked about her job.

There are also challenging aspects to the job, and the department asks all employees and managers for their assistance. In order to assure that the payroll is completed on time, the time reports need to be completed clearly and accurately. When the time report is difficult to read, or it is filled out incorrectly, staff must spend precious time trying to contact the employee’s supervisor or manager for the correct information and corrected report, which can delay processing and cause the employee to be paid incorrectly. UCHC employees can help by adhering to the deadline for time report submissions. Original time reports are due in Payroll no later than noon on the Friday following payday.

The Payroll Department is preparing for the day when there are more automated systems in place that will ease the manual data entry that goes into each and every pay period.

The Payroll Department is located on the ground floor of the Administrative Services Building in the Human Resources area. The hours of operation are 8:00 a.m. – 5:00 p.m., Monday through Friday.

PAYROLL STAFF

Brian Eaton, Dir., Payroll/Benefits	(860) 679-2204
Jill Scully, Payroll Mgr.	(860) 679-2901
Payroll Main Number	(860) 679-3490
Dee Faraone	(860) 679-2681
Theresa Furmanek	(860) 679-3549
Maria Grabowy	(860) 679-3443
Daniel Jones	(860) 679-2380
Sharon Kavanah	(860) 679-3490
Brian Kleinhen	(860) 679-4061
Renee Kober	(860) 679-3492

HR ETC.

Resume Writing Tips

- Keep it concise.
- Use action verbs such as “developed,” “managed,” and “designed” to emphasize your accomplishments.
- Focus on achievements or accomplishments – not on job descriptions.
- Eliminate unnecessary details such as personal information, and the phrase “references available upon request.”
- Avoid switching tenses.

**Look for a new series of classes in Fall 2002
“Managing Your Career”**

Human Resources Calendar

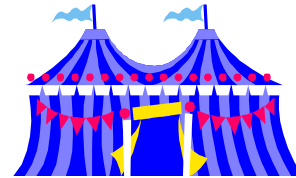
April 2002

- April 5:** *UHP Step Increases*
Paid in check dated 5/3/02.
- April 11:** *Sexual Harassment Training*
1:00 p.m. – 3:30 p.m.
ASB – Meeting Room B
- April 16:** *CT State 403(b) Information Session*
7:00 a.m. – 8:30 a.m.
3:00 p.m. – 5:00 p.m.
5:30 p.m. – 7:00 p.m.
Keller Auditorium
- Sexual Harassment Training*
9:00 a.m. – 11:30 a.m.
Faculty Staff Dining Room
- April 17:** *CT State 403(b) Information Session*
7:00 a.m. – 8:30 a.m.
12:00 p.m. – 1:30 p.m.
3:00 p.m. – 5:00 p.m.
5:30 p.m. – 7:00 p.m.
Keller Auditorium
- April 19:** *New Employee Orientation*
8:00 a.m. – 5:00 p.m.
Faculty Staff Dining Room
- Longevity Check will appear in paycheck*
- April 22:** *Dealing with Difficult Behaviors*
9:00 a.m. – 1:00 p.m.
ASB – Meeting Room B



May 2002

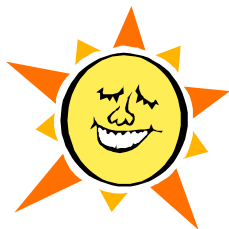
- May 3:** *New Employee Orientation*
8:00 a.m. – 5:00 p.m.
Faculty Staff Dining Room
- May 6:** *Sexual Harassment Training*
1:00 p.m. – 3:30 p.m.
Faculty Staff Dining Room
- May 7:** *Dealing with Difficult Behavior*
1:00 p.m. – 5:00 p.m.
Faculty Staff Dining Room
- May 17:** *New Employee Orientation*
8:00 a.m. – 5:00 p.m.
ASB – Meeting Rooms A & B
- May 21:** *Under the Tent Celebration*
11:00 a.m. – 2:00 p.m.
- May 23:** *Financial Management*
1:30 p.m. – 4:30 p.m.
ARB – Small Conference Room
- May 27:** *Memorial Day Holiday*
- May 30:** *Financial Management*
1:30 p.m. – 4:30 p.m.
ARB – Small Conference Room
- May 31:** *New Employee Orientation*
8:00 a.m. – 5:00 p.m.
Faculty Staff Dining Room
- Professional Evaluations due in HR*



Human Resources Calendar

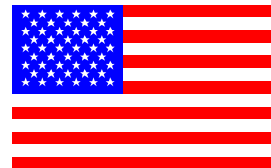
June 2002

- June 14:** *Emotional Intelligence Training*
9:00 a.m. – 12:00 noon
ARB – Large Conference Room
- New Employee Orientation*
8:00 a.m. – 5:00 p.m.
ASB – Meeting Rooms A & B
- June 19:** *Dealing with Difficult Behaviors*
12:30 p.m. – 4:30 p.m.
ARB – Small Conference Room
- June 24:** *Dealing with Difficult Behaviors*
8:30 a.m. – 12:30 p.m.
Faculty Staff Dining Room
- June 27:** *Management Development Training:
Effective Communication*
1:00 a.m. – 4:00 p.m.
Faculty Staff Dining Room
- June 28:** *New Employee Orientation*
8:00 a.m. – 5:00 p.m.
Faculty Staff Dining Room
- Protective Service and A & R
Collective Bargaining Increases*
Paid in check dated 7/26/02.



July 2002

- July 4:** *Independence Day Holiday*
- July 11:** *Management Development Training:
Running Effective Meetings*
9:00 a.m. – 12:00 noon
ARB – Large Conference Room
- July 12:** *New Employee Orientation*
8:00 a.m. – 5:00 p.m.
ARB – Large Conference Room
- July 18:** *Emotional Intelligence Training*
9:00 a.m. – 12:00 noon
ARB – Large Conference Room
- July 25:** *Myers-Briggs Training*
9:00 a.m. – 12:00 noon
ARB – Large Conference Room
- July 26:** *New Employee Orientation*
8:00 a.m. – 5:00 p.m.
ARB – Large Conference Room





University of Connecticut
Health Center

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