

## **CIVIL SERVICE e-IN TOUCH NEWSLETTER – NOVEMBER 2005**

**ABOUT THIS NEWSLETTER:** *It is the goal of the Civil Service Committee to keep all constituents informed of issues that can affect employment, salary and benefits at the University of Minnesota. For this reason, we send our monthly e-In Touch to all Civil Service employees so identified through data in the Human Resources (PeopleSoft) system. If you have received this newsletter incorrectly, we cannot remove your name from the database. Instead, please contact your HR representative to check your employment data in the system.*

### **CHAIR'S REPORT**

Strategic positioning task forces have all started meeting and going about their work. There are several consultation sessions scheduled for November and December. See the schedule at [http://www1.umn.edu/systemwide/strategic\\_positioning/events.php](http://www1.umn.edu/systemwide/strategic_positioning/events.php). Vice President Kathy Brown sent an e-mail to deans, department heads, and directors on October 31, asking them to consider release time for staff interested in attending task force consultation sessions.

VP Brown and President Bruininks visited the October Civil Service Committee meeting to speak about strategic positioning. The Civil Service Committee is looking to increase opportunities for Civil Service staff to be involved in the strategic positioning process. Both Vice P Brown and President Bruininks stressed that the task forces are just beginning their work. There is still a long way to go and there is no preordained plan waiting in the wings. President Bruininks urged the Committee to continue inviting task forces chairs and team leaders to Civil Service Committee meetings. The Committee reiterated its call for continued communication to all staff members about the progress of strategic positioning.

Our Merit Pay and Performance Evaluation work groups are forging ahead with their work. Surveys for supervisors and staff will be sent out to collect data about current merit pay programs and performance evaluations. Both groups will report to Civil Service Committee in December.

We continue to receive inquiries about tuition reimbursement for family members of University of Minnesota staff. To date, no change in current policy is planned. Please continue to send your comments to the Committee.

Our thanks to all of the Civil Service staff who have contacted us this fall with your ideas, comments, and questions. There are many good ideas out there and we want to hear them. Please feel free to contact any Civil Service Committee member with your comments and questions.

Many thanks to all Civil Service staff who volunteered for the Community Fund Drive (CFD). Thanks also to all you who made contributions to this year's CFD. And thanks to all CS staff who volunteer their time and donate their dollars to many different community activities throughout the year.

**The next meeting of the Civil Service Committee will be from 9 a.m. to noon Thursday, November 17, in 4-101 Nils Hasselmo Hall.** Our scheduled guests are Vice Presidents Carol Carrier and Kathy O'Brien. Please forward any questions you may have to me by Monday, November 14.

Matt Bowers  
Chair, Civil Service Committee  
[mattb@umn.edu](mailto:mattb@umn.edu)

### **For More Civil Service Information . . .**

For more information on Civil Service Committee meetings, the committee membership and the work of its subcommittees, please visit the Civil Service Committee website at <http://www1.umn.edu/csc> or e-mail the committee at [UM-UCSC@LISTS.UMN.EDU](mailto:UM-UCSC@LISTS.UMN.EDU).

### **OPEN ENROLLMENT**

Open enrollment is in full swing. This year, all University of Minnesota staff will have to choose health and dental insurance options. Open enrollment runs through November 30. You may also choose a pre-tax flexible spending account for dependent care or health care. Remember, 2005 flexible spending accounts end on December 31, 2005.

In addition, you may also add or increase long-term disability coverage. For information about eligibility and coverage, check the following website: <http://www1.umn.edu/ohr/eb/uplan/ltd.htm>

The UPlan Wellness program will also expand in 2006 with the addition of a Wellness Assessment and Lifestyle and Disease Management programs. For more information about the Wellness Program, go to website: <http://www1.umn.edu/ohr/eb/uplan/openenroll/wellness.html>

All enrollment will be online through the Employee Self-Service site. If you are having difficulty accessing a computer to enroll, please contact me ASAP so we can find computer resources in your area.

### **PERFORMANCE APPRAISAL PROCESS**

#### **Watch for Survey. . .**

This next month a random sampling of Civil Service employees will receive an invitation to participate in an on-line survey regarding the annual performance appraisal process.

#### **More Information Available. . .**

The survey is part of a larger project to review and improve the Civil Service Performance Management and Merit Pay Processes. This improvement process is a collaborative effort involving the Civil Service Committee and University Human Resources. For more information, go to the Office of Human Resources website at <http://www1.umn.edu/ohr/comp/performance/index.html>.

### **COMPENSATION SUBCOMMITTEE MEETING**

The regularly scheduled Compensation Subcommittee meeting is scheduled from noon to 2 p.m. Thursday, December 1, at 4-192 EE/CS. Mary Luther, Office of Human Resources Compensation, will present the results and recommendations of the merit group of the Merit Taskforce and lead a discussion on pay principles.

### **INTERESTED IN LEGISLATIVE MATTERS?**

The Civil Service Committee is looking for volunteers to serve in the Legislative Subcommittee for the current term ending June 2006. The committee meets for one hour once a month and helps to energize constituents to solicit support for University projects at the Legislature. The committee also partners with the University of Minnesota Legislative Network to achieve these goals. Please call Ken Angwenyi at (612) 624-7855 or by e-mail at [angwe001@umn.edu](mailto:angwe001@umn.edu) for more information. The University counts on you!

### **URGENT! COMMITTEE MEMBERS NEEDED!!**

Many Civil Service employees offer their time and talent to the University of Minnesota community as members of system-wide committees. With a wide array of committee opportunities available, it's a great way to meet new people and engage in meaningful work that strengthens our University.

The Civil Service Committee is **currently seeking applications for immediate openings** on the Student Affairs Committee, St. Paul campus representative to Recreational Sports Advisory Board and the Twin Cities Student Union Board of Governors. Please visit the University of Minnesota Senate and TCSU websites to learn more about the work of these committees. <http://www1.umn.edu/usenate/office.html> and <http://www.coffman.umn.edu/board/>.

The application for civil service representation on committees is found on our website: <http://www1.umn.edu/csc/csctfbap.htm>. Interested persons should submit applications by e-mail attachment no later than November 14 to: Brenda Boever, Senate & Assembly Vacancies Subcommittee chair, at [boeverba@mrs.umn.edu](mailto:boeverba@mrs.umn.edu). If you have questions about the application process, please call (320) 589-6466.

Thanks to all of our members who currently serve on committees and we look forward to working with more of you in the future!

### **STAFF DEVELOPMENT FUNDS**

The Civil Service Committee voted to increase the maximum amount that can be requested for a staff development award. Effective August 26, 2005, applicants may now apply for a one-time grant of up to \$200. An employee receiving an award must wait 12 months to apply for another award. Awards will be made when criteria have been met and funds are available.

Staff development funds are available for out-of-pocket expenses of Civil Service staff members (non-bargaining unit) with a 75% or more appointment who want to enrich their skills and knowledge. We will reimburse individuals, not departments or CUFS accounts. For more detailed information and an application, please go to the Civil Service Committee website at <http://www1.umn.edu/csc>.

### **TWIN CITIES COMMUNITY FUND DRIVE**

The preliminary totals from the 2005 Community Fund Drive are \$1,026,143 with 27.3% participation. The University has gone over the \$1 million mark just three times since the Community Fund Drive began.

Thanks to all Civil Service employees who served as Lead or Grassroots volunteers during the 2005 drive. Twin Cities Civil Service staff contributed \$239,156.27 with an average gift of \$208. The number of Civil Service participants was 1149, which is 29% of those eligible to give. The percentage contributed by Civil

Service staff in relation to other employee groups was 23.3%, while the P&A contribution was 34.7% and faculty was 33.7%.

**CIVIL SERVICE RULES REMINDER**

Since there are no printed Rules Books for the current official CS Rules, make sure you check them out at <http://www1.umn.edu/csc/rules.html>.

The Civil Service Rules Subcommittee will meet 2:30-4:30 p.m. Wednesday, November 16, in 240 Donhowe. Come, participate, give us some input, make some new acquaintances! We will continue to discuss Rule 6, begin discussion of Rule 7 and, maybe 8. Now is the time to bring all those suggestions for revision to these rules. If you cannot make it in person, you can e-mail those suggestions to Lori Nicol at [l-nico@umn.edu](mailto:l-nico@umn.edu).

**Watch for the next Civil Service e-In Touch Newsletter on December 8, 2005.**

*Editor's Note: Due to circumstances beyond our control, you may not be able to access all the hyperlinks by simply clicking your mouse on the link. An option is to highlight the URL, copy, then paste it in your browser. We apologize in advance for any inconvenience.*