

UNIVERSITY OF MINNESOTA

Duluth Campus

Office of the Chancellor

*515 Darland Administration Building
1049 University Drive
Duluth, Minnesota 55812-3011*

*218-726-7106
FAX: 218-726-6535
E-mail: chan@d.umn.edu*

Welcome to UMD!

This packet of information has been created to acquaint you with the services and programs at the University of Minnesota Duluth campus. In addition, you will find easy access to university policies and procedures, cultural and leisure activities, and parking facilities.

You will want to take advantage of the wide variety of opportunities that are available to employees of UMD.

The University's Regents' Scholarship Program is one benefit you will want to consider as it gives eligible employees enrolled in credit-bearing courses the opportunity to take most credits at a portion of the tuition cost.

Also available to you is the Employee Assistance Program which is a counseling and referral service offered to employees and their families. These are just two examples of the resources that are available to you as a University employee.

As an employer, the University of Minnesota Duluth is committed to providing a safe working environment that promotes equal opportunity and values diversity among its employees.

I wish you success in your career at the University of Minnesota Duluth and hope that you take advantage of the services and programs that are described in this packet. I am sure that you will find UMD a stimulating and rewarding experience.

Again, welcome!

Lendley C. Black
Chancellor

Enclosure

ORIENTATION GUIDE FOR NON-ACADEMIC EMPLOYEES

<http://www.d.umn.edu/umdhr/About/orientation/packet.doc>

Revised 5/2012

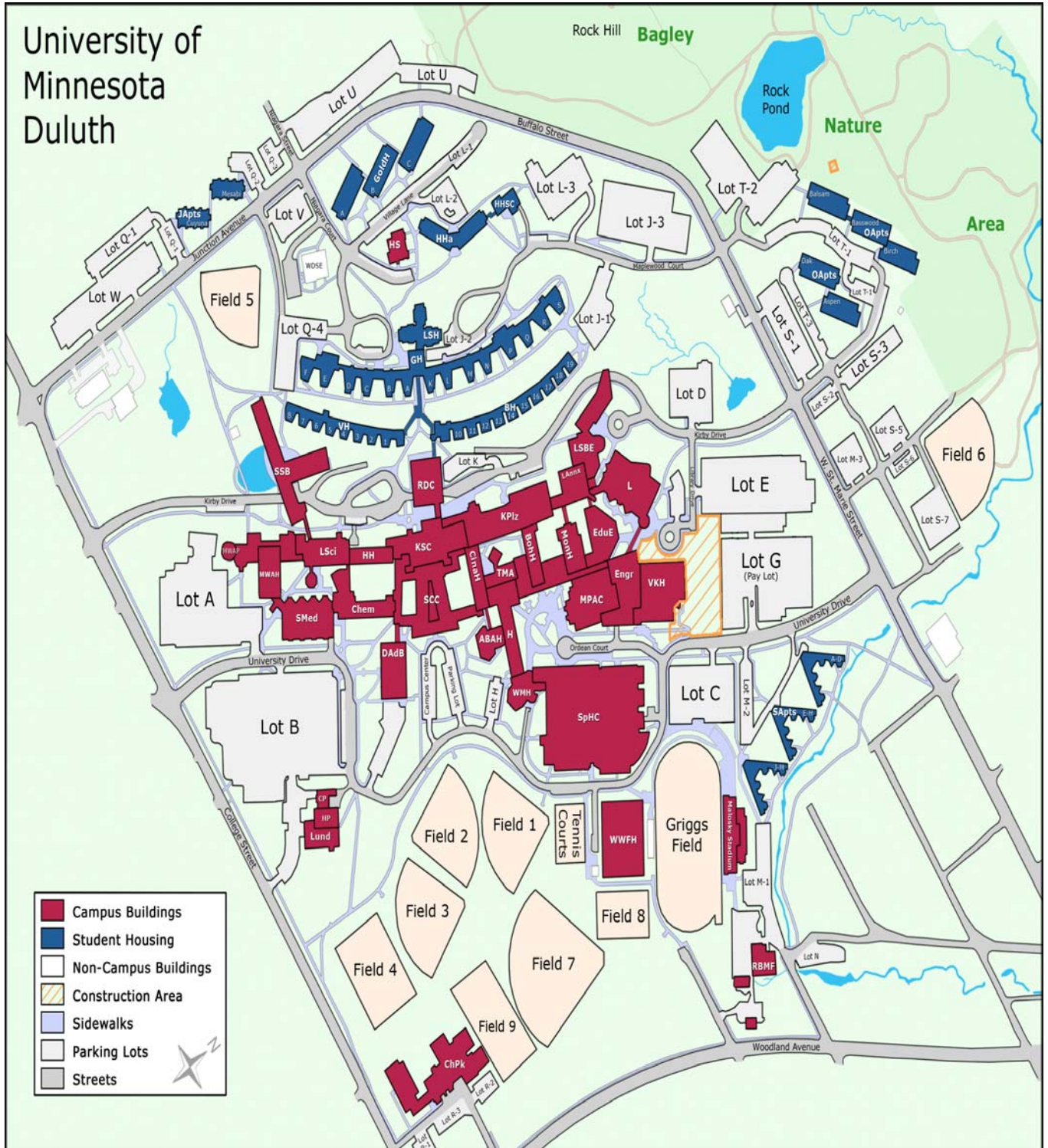
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CAMPUS MAP

<http://www.d.umn.edu/parking/map1.html>

<http://www.d.umn.edu/maps/buildings.html>



CONTACT INFORMATION

<http://www.d.umn.edu/umdhr/About/contact.html>

<p>Judith Karon Director 218-726-6326 jkaron@d.umn.edu</p>	<p>Employee and Labor relations; contract and rule interpretation; Administrative Consulting; supervisor/employee issues; grievance handling; compensation and legal matters related to employment; management consultation; organizational development; Workers' Compensation and Minnesota Government Data Practices Act</p>
<p>Betsy Behning Admin Director ph 218-726-6520 fax 218-726-6590 behni001@d.umn.edu</p>	<p>FMLA procedures and medical leave procedures; HRMS Key Contact; I-9 eXpress; background checks, vacation donation program, vacation cash-outs, Position Management; payroll coordinator for non-academic employees</p>
<p>Mary Cameron Associate Director Non-Academic HR 218-726-7912 mcameron@d.umn.edu</p>	<p>Policies and procedures for personnel hiring of non-academic (bargaining unit and non-bargaining unit, student employment/work-study and miscellaneous) employees; Employment System Access Approver; supervisor/employee issues; contract/rule interpretation; layoff policies</p>
<p>Joan Erickson HR Associate 218-726-6790 jericks1@d.umn.edu</p>	<p>Drug and alcohol testing policies; campus and departmental planning; HR research and grievance tracking</p>
<p>Barbara Gundersen Employment Coordinator 218-726-8297 bgunders@d.umn.edu</p>	<p>Non-Academic employment processing; student employment requisition (on-campus and off-campus); Layoff List Coordinator; Work-Study payroll entry; AFSCME Seniority Reports; National Student Employment Week Coordinator</p>
<p>Darren Nelson HR Support Staff 218-726-6740 dcnelson@d.umn.edu</p>	<p>Mail and FAX distribution; America Reads/Counts; general questions for student employment; back-up for: Workers' Compensation, HIPAA policy, civil service (bargaining and non-bargaining) employment system</p>
<p>Catherine Rackliffe Coordinator: OEO Intake, Workers' Comp, HIPAA & Security Badges 218-726-6827 fax 218-726-8827 cracklif@d.umn.edu</p>	<p>Workers' Compensation; HIPAA, local security badge expert for UMD Health Care component units; OEO Intake Coordinator; staff support for the Office of Equal Opportunity; campus resource for Academic searches</p>
<p>Lita Wallace Wellness & Training Coordinator 218-726-7822 lwallace@d.umn.edu</p>	<p>Temporary Office Service (TOS); Training and wellness programs; employee benefits; Employee Assistance Program; Outstanding Service Awards; web questions; new employee orientation; Health Fair; Farmers Market at UMD; Regents' Scholarship</p>
<h3>RESOURCES</h3>	
<p>Linda Kinnear Academic HR 218-726 -8732 lkinnear@d.umn.edu</p>	<p>Academic human resources; contact for policy and procedures relating to academic employment groups</p>
<p>Shelly Frohrip UReturn-Employee Services 218-726-7725 Fax 218-726-8083 sfrohrip@d.umn.edu</p>	<p>Facilitates in returning employees with medical issues back to work and help provide reasonable accommodations</p>
<p>St. Luke's Employee Assistance Program 1-218-249-7077 or 1-888-355-8495</p>	<p>Employee Assistance Program assists staff, faculty and their dependents with personal and workplace issues</p>

NON-ACADEMIC EMPLOYEE ORIENTATION

(<http://www.d.umn.edu/umdhr/orientation/>)

Department of Human Resources & Equal Opportunity

[Home](#) | [Services](#) | [Benefits](#) | [Calendar](#) | [Employment](#) | [Events](#) | [Forms](#) | [Policies](#) | [Training](#) | [Search umdhr](#)

What's Inside UMD Orientation

For New Employees

- [Orientation Home](#)
- [Welcome from Chancellor Black](#)
- [Orientation Packet](#)
- [Frequently Asked Questions](#)
- [Relocating to Duluth](#)
- [Policies & Compliance](#)

For Departments

- [Orientation Guide for Departments](#)

What's Inside UofM Orientation

- [Welcome from President Kaler](#)
- [Benefits Enrollment](#)
- [Orientation Video](#)
- [Questions for Your Department](#)

Contact Us

ORIENTATION FOR NON-ACADEMIC EMPLOYEES



Welcome to the University of Minnesota Duluth, a great University on a great lake!

Welcome to the University of Minnesota Duluth. New Employee Orientation (NEO) is conducted by the Department of Human Resources for (non-academic) new employees or newly benefits eligible employees with appointment of 75% or more. If your appointment is 74% or less, you may request for a set of orientation and benefits materials.

At the orientation, you will learn about benefits provided by the University of Minnesota such as medical, dental, retirement, life insurance, short term disability, long term disability, flexible spending accounts, Regents' Scholarship and Employee Assistance Program. You will learn how to enroll for the health benefits, as well as to familiarize yourself with the services and programs at the Duluth campus.

Checklist for New Employees:

- First Day, First Week, First Month
<http://www1.umn.edu/ohr/newemployee/firstday/index.html>
- Obtain employee identification (internet ID, departmental ID, if applicable) - You will be assigned an Internet ID once you enter the University payroll system.
- [Contact 218-726-8847 to activate employee email account](#) - (department will set-up the email account for you - check with your supervisor)
- [Apply for your U Card](#) -218-726-8814
- [Get a parking permit](#) - 218-726-7526
- Sign up for direct deposit - This service will enable payroll to deposit your earning directly to your bank account. You must have your Internet ID and password to do this. To sign up, go to the [Employee Self-Service website](#). Then click "Direct Deposit" in the list of self-service actions
- Schedule New Employee Orientation - Lita Wallace of UMD Human Resources will contact you to schedule an orientation (lwallace@d.umn.edu or 218-726-7822)
- [View Benefits Plan Orientation Online](#)
- [Enroll in a Health Plan](#) - click Benefits Enrollment

Learn More About

[Benefits](#)

[Flexible
Spending
Accounts](#)

[Retirement
Savings](#)

[Pay & Taxes](#)

[Training &
Development](#)

[Vacation &
Leaves](#)

**Assistance with
ESS:**

[Self-Service
Action
Information](#)

[Help](#)

**ESS CONTACT
INFORMATION**

Benefits Assistance
612-624-9090
800-756-2363

Payroll Assistance
612-625-2016

Technical Assistance
ess@umn.edu

Self-Service Actions

- Benefits Enrollment
- Benefits Summary
- Direct Deposit
- Employment Verification
- Flexible Spending Accounts
- I-9 Form for New Employees
- Notice of Appointment
- Paycheck Calculator
- Pay Statement
- Personal Information Update
- Reimbursements/Payments (pre-7/1/2008 information)
- Reimbursements/Payments (post-6/30/2008 information)
- Retirement Account Contributions
- Savings Bonds Purchase
- Training Registration/History
- TXT-U Emergency Notification
- Vacation and Sick Leave Balances
- W-2 Reprint
- W-4 Tax Information Update

When you are done, click Logout button or go to umn.edu/logout.

<http://hrss.umn.edu/>

What's Inside

- [President's Welcome](#)
- [Register for New Employee Orientation](#)
- [Benefits Plan Orientation](#)
- [Four Steps to Enroll](#)
- [Benefits Program Overview](#)
- [Facts You Should Know](#)
- [Medical Plan Options](#)
- [Pharmacy Benefits](#)
- [Additional Health Benefits](#)
- [Dental Plan Options](#)
- [Flexible Spending Accounts](#)
- [Optional Insurance](#)
- [How to Enroll](#)
- [Retirement Savings Orientation](#)
- [Campus Resources](#)
- [Employee Discounts and Perks](#)

Benefits Plan Orientation

About Your Benefits

As a new employee, you and your dependents may be eligible to participate in the UPlan Health Program offered by the University of Minnesota. Basic benefits available under the program include medical and dental coverage and employee basic life insurance. Several optional benefits are also available.

If you choose to participate in the UPlan Health Program, you must [enroll at Employee Self-Service](#) within your first 60 days of employment.

If you do not enroll during the 60-day window you will not have health coverage under the UPlan Health Program. You will not have an opportunity to elect medical or dental coverage for yourself and your dependents until the next Open Enrollment or until you and your dependents experience a loss of other health coverage due to an eligible family status change. Since you are not required to choose a medical or dental plan, you can elect to waive or not have either or both of the benefits.

[Next: Four Steps to Enroll >>](#)

<http://www1.umn.edu/ohr/newemployee/benefits/index.html>

What's Inside

- [President's Welcome](#)
- [Register for New Employee Orientation](#)
- [Benefits Plan Orientation](#)
- [Retirement Savings Orientation](#)
- [Civil Service and Bargaining Unit Retirement Savings Plan](#)
- [Faculty and P&A Retirement Savings Plan](#)
- [Voluntary Retirement Accounts](#)
- [How to Enroll](#)
- [Campus Resources](#)

- [Employee Discounts and Perks](#)

OHR Quick Links

- [Employee Self-Service](#)
- [New Employee Orientation](#)
- [Policies](#)
- [Forms](#)
- [OHR Directory](#)

Retirement Savings Orientation

The University provides basic retirement savings plans for both faculty and staff. The plan in which you participate depends on a number of factors such as job classification and length of employment.

The University's civil service and union-represented staff participate in the Minnesota State Retirement System (MSRS).

Faculty members and professional administrative and academic (P&A) staff participate in the University's Faculty Retirement Plan.

You cannot enroll for retirement savings benefits online, but this orientation will provide general information about these plans.

<http://www1.umn.edu/ohr/newemployee/retirement/index.html>

Holiday Calendar 2012-2013

July 4, 2012	Wednesday	Independence Day
September 3	Monday	Labor Day
November 22	Thursday	Thanksgiving Day
November 23	Friday	Floating Holiday*
December 24	Monday	Floating Holiday*
December 25	Tuesday	Christmas Day
December 26	Wednesday	Floating Holiday*
December 31	Monday	Floating Holiday*
January 1, 2013	Tuesday	New Year's Day
January 21	Monday	Martin Luther King Jr. Day
May 27	Monday	Memorial Day

*Floating holidays are calculated per fiscal year (July 1 - June 30), are set in consultation with civil service employees (bargaining unit and non-bargaining unit) and are subject to change.

BIWEEKLY PAYROLL CALENDAR 2012-2013

Pay Period	Payday
06/18/2012 - 07/01/2012	07/11/2012
07/02/2012 - 07/15/2012	07/25/2012
07/16/2012 - 07/29/2012	08/08/2012
07/30/2012 - 08/12/2012	08/22/2012
08/13/2012 - 08/26/2012	09/05/2012
08/27/2012 - 09/09/2012	09/19/2012
09/10/2012 - 09/23/2012	10/03/2012
09/24/2012 - 10/07/2012	10/17/2012
10/08/2012 - 10/21/2012	10/31/2012
10/22/2012 - 11/04/2012	11/14/2012
11/05/2012 - 11/18/2012	11/28/2012
11/19/2012 - 12/02/2012	12/12/2012
12/03/2012 - 12/16/2012	12/26/2012
12/17/2012 - 12/30/2012	01/09/2013
12/31/2012 - 01/13/2013	01/23/2013
01/14/2013 - 01/27/2013	02/06/2013
01/28/2013 - 02/10/2013	02/20/2013
02/11/2013 - 02/24/2013	03/06/2013
02/25/2013 - 03/10/2013	03/20/2013
03/11/2013 - 03/24/2013	04/03/2013
03/25/2013 - 04/07/2013	04/17/2013
04/08/2013 - 04/21/2013	05/01/2013
04/22/2013 - 05/05/2013	05/15/2013
05/06/2013 - 05/19/2013	05/29/2013
05/20/2013 - 06/02/2013	06/12/2013
06/03/2013 - 06/16/2013	06/26/2013

Department of Human Resources

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REGENTS SCHOLARSHIP

The Regents Scholarship Program covers a portion of tuition costs for eligible employees enrolled in the University of Minnesota (University) credit-bearing courses. The portion covered is:

- 90% of the tuition cost for eligible employees matriculated for the first time in a baccalaureate degree program
- 75% of the tuition cost for all other eligible employees enrolled in courses covered under the Regents Scholarship program.

The Regents Scholarship Program covers eligible faculty, academic professional and administrative, civil service and union-represented staff employees. This policy is available online at http://policy.umn.edu/groups/hr/documents/policy/regentsscholarship_pol.cfm.

Note: It is your responsibility to register for the class/es. To verify if the approved UMD Regents Scholarship Application has been credited to your account, go to <http://www.d.umn.edu/register/>, then under Student Accounts Receivable, click "View Your Student Account.**"

For any questions, contact:

Darren C. Nelson, 218-726-6740, dcnelson@d.umn.edu

Lita C. Wallace, 218-726-7822, lwallace@d.umn.edu

<http://www.d.umn.edu/umdhr/Forms/regents.htm>

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What's Inside

- [UMD Wellness Program](#)
- [Health Improvement Program \(HIP\)](#)
- [Health Coaching](#)
- [QuickCare Clinic](#)
- [Medication Therapy Management](#)
- [Farmer's Market at UMD](#)
- [Wellness Resources](#)

Links to U of M

- [Employee Wellness Program](#)

Contact Us

UMD Wellness Program



promote and preserve the health and well-being of UMD faculty and staff



to encourage our campus community in maintaining a healthy living environment and active lives



What's Available at UMD
Wellness Workshops
Wellness Activities Program
UMD HIP (Health Improvement Program)
UMD TSCP (Tobacco/Smoking Cessation Program)
Weight Watchers at Work
Farmer's Market at UMD
Wellness Resources
Child/Elder Care Resources Duluth
Flu Firewall
Employee Health & Wellness Center
<ul style="list-style-type: none"> • Medication Therapy Management Clinic • QuickCare Clinic • Health Coaching

What's Available from the University
Wellness Website
UPlan Wellness Self-Assessment*
24/7 NurseLine
Fitness Rewards*
Wellness Points Bank
*Available only for UPlan members

UMD Strategic Plan
Endorsed by the Campus Assembly on April 26, 2011
Approved by Chancellor Black on May 3, 2011

An Inclusive and Collaborative Planning Process

The **UMD Strategic Plan** is the product of an inclusive, collaborative process involving the entire campus as well as Duluth community leaders. Because UMD's planning is "rolling," the document will be reviewed, assessed, and refined annually.

The plan includes these elements:

UMD's Core Values articulate the essential principles that guide our decision-making.

UMD's Mission Statement defines our purpose for being. It succinctly states why the institution exists.

UMD's Vision Statement describes our ideal future and the institution's aspirations. It guides institutional decision-making and priority setting. The year 2020 serves as our target for achieving this new vision.

UMD's Campus Goals define the six major initiatives leading to the realization of our new vision. They focus on the primary programs and activities for moving us forward within the next three to five years.

UMD's Campus Action Plan delineates specific measurable steps for achieving the six goals. Some are short-term, to be completed within a year or two, while others are long-term, intended to be accomplished over a period of several years.

<http://www.d.umn.edu/chancellor/planning/plan.html>

EMPLOYEE ASSISTANCE PROGRAM (EAP)

(<http://www.d.umn.edu/umdhr/About/eap.html>)

For information or to make an appointment, call St. Luke's Employee Assistance Program
(24 hours a day, 365 days a year):

1-218-249-7077 or 1-888-355-8495

St. Luke's Employee Assistance Program
220 North 6th Avenue East
Duluth, MN 55805

St. Luke's EAP is the provider for UMD's Employee Assistance Program. EAP Services are part of your University benefits, and are offered to all faculty, staff and their dependents.

EAP assists faculty, staff and their dependents with personal and workplace issues, including but not limited to:

- Anxiety
- Caregiver Stress
- Communication
- Conflicts at Work
- Crisis Debriefing
- Depression
- Emotional and/or Psychological Issues
- Grief and Loss
- Job Stress and Burnout
- Parenting
- Personal Issues
- Relationship and Family Concerns
- Relationship Violence
- Stress Management
- Substance Abuse/Assessment and Referral

St. Luke's EAP provides assessment and referral services to promote the health of employees and their immediate family. Using EAP both as a preventative service and crisis intervention service for personal and job-related problems is encouraged. The clinical assessment model is a psychosocial intake history with attention to the standards and professional guidelines put out by the Employee Assistance Professionals Association. This includes core essential components of assessing the problem area, identifying its affects on job performance, development of an action plan and recommend or refer the individual to the appropriate community resource.



MINNESOTA STATE RETIREMENT SYSTEM



Home

▶ Home
▶ General Information
▶ Account Online
▶ Online Forms
▶ General Plan
▶ Correctional Plan
▶ Judges Plan
▶ State Patrol Plan
▶ Unclassified Plan
▶ Health Care (HCSP)
▶ Other Plans
▶ Deferred Compensation

Welcome to the Minnesota State Retirement System (MSRS) website! We administer ten different retirement plans which provide retirement, survivor, and disability benefit coverage for Minnesota state employees as well as employees of the Metropolitan Council and many non-faculty employees at the University of Minnesota. MSRS covers over 50,000 active employees and currently pays monthly benefits to over 20,000 retirees, survivors, and disabled employees. In addition, we administer the State of Minnesota Deferred Compensation Plan and the Health Care Savings Plan.

Minnesota State Retirement System
 324 W. Superior Street, Suite 530
 Duluth, MN 55802-1707
 1-800-657-5757
 David: ext. 5861
 Kristen: ext. 5863
 Michelle: ext. 5862
 Fax: 740-3174

Last Updated:

Minnesota State Retirement System
 60 Empire Drive, Suite 300, St. Paul, MN 55103-3000
 Telephone: (651) 296-2761
 Toll Free: (800) 657-5757
 Fax: (651) 297-5238

E-Mail: msrs@state.mn.us
 An Equal Opportunity Employer

<http://www.msrs.state.mn.us/>

To learn about University of Minnesota MSRS retirement:
<http://www1.umn.edu/ohr/benefits/retiresave/msrs/index.html>

TXT-U Emergency Notification



[Sign up for UMD TXT-U Alerts](http://www.d.umn.edu/emergency/TXT-U.html)
emergency text messages

<http://www.d.umn.edu/emergency/TXT-U.html>

TXT-U is the University of Minnesota's emergency notification text messaging system. Students, faculty, and staff can stay informed about critical campus safety information by registering to receive TXT-U messages. TXT-U will be used infrequently and specifically for real emergency situations. Be prepared! Register today for TXT-U!

ABOUT TXT-U

How do I register for TXT-U?

1. Click on the TXT-U icon from the website above.
2. Login with your University Internet ID (required) to complete the registration process.
3. Enter your cell phone number.
4. You may add other cell phone numbers by clicking "Click to add parents or others"
5. You may want to check the box for a confirmation text message.
6. Check each box for the campus(es) you wish to receive text alerts.
7. Check the "I Agree" box.
8. Click "Sign up Now!!"

Your registration information is private and will not be shared. You may unsubscribe at any time.

Does TXT-U cost anything to use?

There is no charge to receive TXT-U. However, your cell phone carrier might charge you to receive text messages, so please check your plan. If you have a plan for unlimited text messages, you will not be charged.

Will all cell phone carriers deliver TXT-U messages?

Yes. The University is using a service provider that works with all major cell phone providers. Text messages will be sent to your carrier for delivery to your phone. While it is extremely unlikely that you would not receive a TXT-U message, signal strength and other issues with your carrier could impact delivery.

I get cell phone service through a regional carrier. Will I be able to use TXT-U?

Some small regional cell carriers are not set up to properly receive and process bulk text messages. If you encounter a problem with your carrier, please contact 1-HELP (612-301-4357) or help@umn.edu with your cell number, the name of the carrier, and the nature of the problem.

Department of Human Resources

Discounts = USave

Businesses in the Duluth community that offer discount to faculty, staff, and/or students with valid UCard

<http://www.d.umn.edu/umdhr/usave/>



University of Minnesota UPerks Discount Program

<http://www1.umn.edu/ohr/benefits/uperks/discounts/>

UPerks offers University employees a variety of savings opportunities. Proof of University employment is required, either with a UCard or a pay stub. All discounts offered through UPerks, whether they are listed at <http://www1.umn.edu/ohr/benefits/uperks/discounts/> or with MERSC, are given without any endorsement or guarantee from the University of Minnesota. The University is not liable for businesses not honoring discounts.

CAR RENTAL

SEASONAL DISCOUNT TICKETS State Fair, Renaissance Festival, Minnesota Zoo and Imax Theatre, and Valleyfair are available at the University of Minnesota campus student unions (the information desks in Coffman Union and the St. Paul Student Center and at Gopher Express West.) For more information, call 612-624-4636.

MERSC Discounts - The University is a member of the [Minnesota Employee Recreational Services Council](#). MERSC offers discounts to numerous Twin Cities businesses. Contact the vendor directly, not MERSC, if you have a question about a particular discount.

UofM UTech Mart - <http://www.techmart.umn.edu/>

COMPLYING WITH THE JEANNE CLERY ACT

[http://www.securityoncampus.org/index.php?option=com_content&view=article
&id=271&Itemid=60](http://www.securityoncampus.org/index.php?option=com_content&view=article&id=271&Itemid=60)

CREATING A RESPECTFUL WORKPLACE

Respectful Workplace

- Felt listened to
- Direct/honest communication
- Inclusion of different ideas
- Positive focus
- Limits are set
- Cooperative vs. confrontational attitudes

Disrespectful Workplace

- Gossip or negative talk
- Bullying or intimidating behavior
- Sarcasm
- Racism, sexism, or homophobia
- Putdowns or hurtful humor
- Not being listened to

Resources

- Talk to your supervisor
- Employee Assistance Program: St. Luke's EAP, 218-249-7077 (confidential consultations)
- Office of Equal Opportunity & Affirmative Action, 218-726-6827

*The University wants you
to be successful and
satisfied in your job.*

ABSENCE FOR RELIGIOUS HOLIDAYS

(<http://www.d.umn.edu/umdhr/Policies/Absence.html>)

To: UMD Campus Community
From: Lendley C. Black, Chancellor
Subject: **Absence for Religious Holidays**

Students:

The University of Minnesota permits absences from class for participation in religious observances. Students are responsible for:

1. Informing instructors of absences at the beginning of the semester.
2. Meeting with instructors to reschedule any examinations affected by this policy.
3. Obtaining class notes from other students.

Instructors are requested to assist students in obtaining course materials and assignments distributed during class sessions.

Employees:

The University of Minnesota permits absences from work for employees to participate in religious observances. Employees are responsible for giving supervisors a notice of at least two weeks that they will be taking time for this purpose. Employees are also responsible for informing supervisors how this time will be handled. Three options are available.

1. Take time off as paid vacation;
2. Take time off without pay;
3. Make up for lost time during the same week as the holiday occurs.

Employees covered under collective bargaining agreements will be treated in accordance with those agreements. Contact Judith Karon (218/726-6520) if there are any questions on religious observances.

CODE OF CONDUCT

(<http://www1.umn.edu/twincities/code/>)

A message from President Bruininks

The University's outstanding reputation and well-earned trust depend on our adhering to the highest standards of ethics, integrity, and responsibility in our University affairs. These standards are so central to our institution that we have formally adopted a Code of Conduct. Your personal commitment to the letter and spirit of the Code of Conduct is crucial to the University's ability to continue in its role as a leading academic institution and community partner.

Our Mission

We have a three-part mission. This unites who we are and what we do at the University.

- Research and Discovery – Generate and preserve knowledge, understanding and creativity
- Learning and Teaching – Share that knowledge, understanding and creativity
- Outreach and Public Service – Extend, apply and exchange knowledge between the University and society

Ethical behavior is vital to carrying out each facet of this mission.

Our Shared Values

The values set out in the Code of Conduct's preamble are "essential to responsible professional behavior." These shared values include:

- Honesty;
- Trustworthiness;
- Respect and fairness in dealing with others;
- Sense of responsibility; and
- Loyalty toward the ethical principles espoused by the Institution.

The University's success depends upon the personal integrity of each member of our community.

What Does This Mean For Me?

Fulfilling the Code of Conduct means you:

- Know your responsibilities. Understand the rules, regulations, and University policies that apply to your position.
- Ask questions if you're not sure what to do. Don't guess.
- Fix problems if you can; don't ignore them. Report concerns to responsible University personnel, even if they are not part of your job.
- Be personally accountable for your actions. Lead by example.
- Be proactive. Raise concerns and work to resolve them before more serious problems arise.
- Support those who come forward to discuss an issue or report a concern.
- Treat others with fairness and respect. Recognize we all contribute differently to a common goal. Be responsible stewards of University resources.
- Seek advice from your supervisor about any part of this Code of Conduct if you still have questions.
- Show pride in the University's reputation and excellence through your own ethical conduct.

Using Vehicles for University Business

<http://www.policy.umn.edu/Policies/Finance/Travel/VEHICLES.html>

Effective Date: March 1995

Last Update: February 2010

POLICY STATEMENT

Faculty, staff, students and Sponsored Drivers should use University owned, leased or rented vehicles for University business, when the cost and convenience are acceptable. University vehicle drivers must meet eligibility requirements and agree to operate University vehicles in a safe and responsible manner, with respect for other drivers and with awareness they are acting as a representative of the University.

Drivers are personally responsible for all traffic offense fines, violations, etc., incurred.

The Traffic Accident Review Board in Fleet Services may review situations of unsafe driving practices including motor vehicle accident(s). Results of these reviews may result in required driver training or withdrawal of the privilege of driving University vehicles, in addition to any departmental and/or human resources consequences.

Rules for Permanently Assigned University Vehicles

Permanently assigned University vehicles are University-owned vehicles under department control.

A. University Vehicles Displaying Decals and Tax Exempt License

These vehicles may:

- only be used for authorized University business purposes.
- only be driven by authorized drivers.

These vehicles may NOT:

- be used for visits, sightseeing, side trips or commuting between the office and home. Drivers must use the most direct route in time and/or mileage when traveling.
- be rented or used for personal travel. Travel between the University and the temporary residence for visiting faculty or staff is considered personal travel.

When used at out-of-town conferences or meetings, these vehicles may be used for traveling reasonable distances to meals from lodgings or meetings.

University vehicles not in use must remain on campus in assigned parking spaces. Departments are responsible for making contract parking arrangements with Parking Services for University vehicles. Vehicles may be taken home overnight when authorized out-of-town meetings or early or late evening off-campus meetings are scheduled.

USE OF UNIVERSITY EQUIPMENT AND SERVICE

<http://www.policy.umn.edu/Policies/Operations/OPMisc/EQUIPMENTUSE.html>

Policy Contents

Effective Date: April 1989

Last Update: September 2006

POLICY STATEMENT

Responsibility

Vice presidents and chancellors are responsible for developing, documenting, and communicating mechanisms to ensure compliance with the following policies:

Personal Use of Equipment and Services

University equipment and services such as computers, copiers, facsimiles, machines, tools, and data networks accessing electronic mail and institutional, college, or departmental computer systems should not be used for solicitation or for purposes not authorized by the Board of Regents, one's sole monetary gain, excessive personal data, or excessive personal messages.

Personal Long-Distance Telephone Calls

University telephones will not be used for personal long distance calls, unless charged to an individual's residence telephone or personal credit card. In addition, charges for personal calls from an off-campus phone through the operator to any University number or credit card are not allowed.

Departments are responsible for monitoring the charges being made to their phones. If any person causes an improper charge, the department must collect the amount and deposit it in the account from which the bill was paid. The department is expected to take appropriate action to see that the infraction is not repeated.

Personal Mail

University interoffice mail services should not be used by employees for personal mail or solicitation of funds. Sending or requesting receipt of personal mail is an example of misuse of University interoffice mail services

POLICY ON THE APPROPRIATE USE OF INFORMATION TECHNOLOGY

Excerpted from <http://www.d.umn.edu/itss/policies/appuse.html>

University of Minnesota Duluth

Original policy approved by the UMD Campus Assembly on February 6, 1996

Revision approved by the UMD Campus Assembly on April 11, 2005

1. Purpose

Users of information technology as well as the institution have both rights and responsibilities. The purpose of this document is to provide guidance to the UMD campus community in the appropriate use of campus information technology resources. These resources are valuable and must be used with care and respect, both for the resources themselves and for the members of the campus community who use them. Moreover, members of the campus community must be aware that there are local, state, and federal laws which govern many of our activities, including those that involve information technology. Information Technology Systems and Services (ITSS) bears a particular responsibility for providing quality services, protecting data privacy and intellectual property, and maintaining system security.

2. All-University Policies

UMD is part of the University of Minnesota System, and as such, is bound by all-University policies. See Section 9 of this policy for an extensive list of related policies. In particular, the University policy on [Acceptable Use of Information Technology Resources](#) applies to UMD. Many other policies and standards set by the Office of Information Technology (OIT) also apply to UMD.

3. Limited Resources

Information technology resources are both expensive and limited. Although the amount of usage may vary among users, all users should avoid excessive usage, especially when it impacts upon the usage of others. All members of the campus community are responsible for protecting the resources provided by the taxpayers of Minnesota and the customers who pay for usage.

4. Privacy

Users of UMD computer, telephone, and voice-mail systems expect security of their accounts and privacy of information stored in their accounts. Information Technology Systems and Services will make all reasonable attempts to provide such security and privacy for users. Nevertheless, there is no expectation of privacy for data on University-owned computers.

5. Network Citizenship Privacy

6. Property

7. System Security

FOR THE COMPLETE POLICY, SEE <http://www.d.umn.edu/itss/policies/appuse.html>

No Smoking Policy

<http://www.d.umn.edu/umdhrr/Policies/smoking.html>

Adopted September 2007

Updated May 2008

IN THE INTEREST OF EVERYONE'S HEALTH

UMD IS PROUD TO BE A SMOKE FREE CAMPUS

In response to recommendations from the UMD Student Health Advisory Committee and the UMD Campus Safety, Health and Emergency Preparedness Advisory Committee, most of the campus went smoke free in September 2007. Beginning May 31, 2008, the campus went entirely smoke free.

SMOKING IS PROHIBITED

On All UMD Property

The smoking ban includes all indoor facilities, the entire campus grounds and all University vehicles.

Knowing this may pose hardship for some individuals ---

- **UMD Health Services offers FREE individual consultations on smoking cessation for all UMD students.**

To make an appointment, call 726-8155

For questions, call 726-7684

- **UMD Employee Wellness Tobacco/Smoking Cessation Program (TSCP) is FREE and available to faculty and staff. Also available FREE to family members who has UPlan medical insurance.**

<http://www.d.umn.edu/umdhrr/wellness/tscp.htm>

To make an appointment or for questions, call 726-6753.

Quit Tobacco/Smoking Resources, <http://www.d.umn.edu/umdhrr/wellness/resources.htm>

POSSESSION AND CARRYING OF WEAPONS

(http://www1.umn.edu/regents/policies/administrative/Possession_CarryingWeapons.pdf)

Adopted July 11, 2003

SECTION I. POLICY STATEMENT

The Board of Regents (Board) is charged with the constitutional responsibility to adopt laws and policies for the governance of the University of Minnesota (University). In order to achieve the University's teaching, research, and public service missions, the Board considers it essential that all persons feel safe and be free from violence, threats, and intimidation when on University property or attending University functions and events. Accordingly, the Board hereby regulates the possession and carrying of weapons by members of the University community and by others when on University property.

SECTION II. DEFINITIONS

Subd. 1. University Property. *University property* means all real property, buildings, and facilities under the primary control of the University through ownership, lease, or other means. This includes all public or private locations, arenas, stadiums, and halls that the University has leased for University events, including, but not limited to, academic and administrative meetings, intercollegiate and intramural sporting events, and student, faculty, and staff activities. University property also includes all places of residence owned by the University in which students reside.

Subd. 2. Employee. *Employee* means any individual employed by the University, including a student employee, when acting within the course and scope of employment.

Subd. 3. Weapon. *Weapon* means a firearm or a dangerous weapon as defined by Minnesota law.

Subd. 4. Firearm. *Firearm* means a gun, whether loaded or unloaded, that discharges shot or a projectile by means of an explosive, a gas, or compressed air.

Subd. 5. Student. *Student* means an individual taking one or more University courses or classes, credit or noncredit, or participating in any program administered in part or wholly by the University.

Subd. 6. Visitor. *Visitor* means any person who is on University property, except an employee or a student.

SECTION III. POSSESSION OR CARRYING OF WEAPONS

No person, whether a student, employee, or visitor, shall possess or carry a weapon while on University property, except as authorized in Section IV of this policy.

FOR THE COMPLETE POLICY, SEE

http://www1.umn.edu/regents/policies/administrative/Possession_CarryingWeapons.pdf

DRUG-FREE WORKPLACE

<http://policy.umn.edu/Policies/Operations/Safety/DRUGFREE.html>

Effective Date: September 1995

Last Update: October 2008

POLICY STATEMENT

PROHIBITED ACTIONS

Drug and alcohol abuse affects the health, safety, and well-being of all employees and students and restricts the University's ability to carry out its mission. Therefore, the University of Minnesota:

1. Prohibits the unlawful possession, use, or distribution of alcohol and illicit drugs by employees on all campuses and at all facilities of the University or as part of the University's activities; and
2. Prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances in the workplace.

Sanctions

Employees who violate the prohibition against illicit drugs and alcohol are subject to discipline up to and including dismissal, consistent with existing policies and contracts. Possible discipline includes suspension or warnings, and also may include required completion of an appropriate treatment or rehabilitation program. Sanctions will reflect the particular violations and their severity. Referral for criminal prosecution may occur where appropriate. Employees who are convicted of a drug crime in the workplace must report it to a supervisor within five days. Supervisors, department heads, or principal administrators who are aware of any criminal drug-statute convictions for violations that occurred in the workplace must report them to the Associate Vice President, Sponsored Projects Administration (SPA) within three calendar days of their notice of the conviction.

Students who violate the prohibition against illicit drugs and alcohol are subject to discipline. Item 11 of the Student Conduct Code states:

When the violation of a federal or state law, including but not limited to those governing alcoholic beverages, drugs, gambling, sex offenses, indecent conduct or arson occurs on campus, the offense will also constitute an offense against the University. Potential sanctions for violation include: 1) warning and admonition; 2) required compliance; 3) confiscation of illicit drugs or alcohol; 4) probation 5) suspension or expulsion; and 6) referral for criminal prosecution.

FOR COMPLETE POLICY, SEE

http://www.fpd.finop.umn.edu/groups/ppd/documents/policy/Drug_Free.cfm

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974

Federal law prohibits the disclosure of personally identifiable information from the education record of a student with the following general exceptions:

- The release of information for students who have given written consent;
- The release of information which has been designated by the University as Directory Information (except for those students who have requested to have this information withheld).

Detailed information regarding students' rights, as set forth in FERPA, is available in the Student Affairs Handbook (www.d.umn.edu/student). If you have questions, please contact the Office of Financial Aid and Registrar (218/726-8000).

The University of Minnesota Duluth has designated the following information as Directory Information. This information may be released to a third party unless the student has requested that his/her Directory Information be withheld. If the student has not requested that his/her Directory Information be withheld, UMD may (but is not required to) release any of the following information:

- Student's name, local address, local telephone number, and e-mail address
- Student's home address and home telephone number
- Parent's or legal guardian's name, address and telephone number
- Student's date and place of birth
- Major field of study
- Class standing and enrollment status (full-time or part-time)
- Participation in officially recognized sports and activities
- Weight and height of members of athletic teams
- Dates of attendance at UMD
- Degrees and awards received
- Most recent previous educational institution attended by the student
- Photographs of student

The University of Minnesota Duluth does not release lists of student names or other information to off-campus businesses or agencies except as required by law.

Some "Do's" and "Don'ts" for Faculty and Staff

- Do not post grades publicly by name or student UMD id number.

This includes individual exam grades and semester grades. For example, you cannot hang lists of grades on your office door if students or others can figure out who earned what grade. If you post grades, assign confidential codes to your students in advance and inform them that grades will be listed by these codes. Do not share grades or class schedule information with a third party, including parents.

- Do not tell another person what a student's class schedule is or what grade the student earned in your class.

You can, however, share information with others on campus who have legitimate educational reasons to know; for example, you can tell a student's academic advisor how the student is performing in your class. You cannot share confidential information with parents of a student, unless you know the student is a dependent of the parents.

8 Simple Rules for Faculty/Staff FERPA Compliance

Is it really important for faculty and staff to know FERPA? Consider this metaphor: Is it really necessary for a registrar to know traffic law in order to avoid citation or arrest? The fact is, if a few simple road signs and symbols are available, and we heed them, we are very unlikely to run afoul of the law. This informational handout is an attempt to set up some FERPA "road signs" for faculty and staff that will reduce their learning curve to 8 simple rules.

- 1. Be aware of FERPA.** It is not necessary for faculty and staff to understand every nuance of FERPA and its administration. It is critically important that they understand that it exists and governs much of what they do.
- 2. Be aware that FERPA is everyone's responsibility.** Faculty and staff must understand that every employee of every higher education institution can subject the entire school to FERPA liability, if s/he has access to student education records.
- 3. Understand that almost all student records are subject to FERPA.** Faculty and staff have access to lots of student records. Teachers often believe that only "academic records" are subject to FERPA. They sometimes believe that they have the authority to decide whether records fall under the law, or not. In fact, the law itself defines student records, and the definition is very inclusive.
- 4. Disclosure of student records without student consent** risks a violation of the law. Although FERPA provides for the disclosure of student records without consent to certain designated persons, or under certain specific circumstances, those exceptions are few and narrowly defined.
- 5. Students have the right to see their records.** FERPA requires all custodians of student records to accord review of those records to the specified student under almost all circumstances. Schools and school employees are not accorded the prerogative of deciding whether students should see records about them.
- 6. The right of school employees to access student records** is very narrow. FERPA accords school employees the right to view student records under certain circumstances, referred to as "legitimate educational interest." In general, this means "the employee needs access to the records to do his/her job." Curiosity is not a legitimate educational interest. The ability to access student records does not confer the right to view student records.
- 7. Good intentions, common sense, or innocent mistakes do not mitigate privacy violations.** Most FERPA violations by faculty and staff are unintentional. Nonetheless, it is the responsibility of the school to prevent violations and intent is not a defense.
- 8. Ask for help!** Faculty and staff are expected to be experts in their fields. They should expect their schools to support them with resources in the field of student records privacy. When they see a sign and they are not sure what it means, they are professionally responsible to find out before they drive by it!

Judy Hinnenkamp , Associate Registrar

jhinnenk@d.umn.edu

(218) 726-8795

139 Darland Administration Building

<http://www.d.umn.edu/registrar/FERPARules.htm>

FERPA: What faculty and staff

members need to know

UNIVERSITY OF MINNESOTA

(612) 625-1064

It's the Law

FERPA (Family Educational Rights and Privacy Act), also known as the Buckley Amendment, was passed by Congress in 1974. It grants four specific rights to a post-secondary student:

- to see the information that the institution is keeping on the student.
- to seek amendment to those records and in certain cases to append a statement on the record.
- to consent to disclosure of his/her records.
- to file a complaint with the FERPA office in Washington.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington DC 20202-4605

FERPA applies to all educational agencies or institutions that receive funds under any program administered by the Secretary of Education. (Most financial aid is administered by the Secretary of Education.)

It's Your Responsibility

As a faculty or staff member, you have a legal responsibility under FERPA to protect the confidentiality of student educational records in your possession.

- You have access to student information only for legitimate use in the completion of your responsibilities as a University employee. Need-to-know is the basic principle.
- Student educational records (other than non-suppressed directory information) are considered confidential and may not be released without written consent of the student.
- Student information stored in electronic format must be secure and available only to those entitled to access that information.
- Your access to student information, including directory information, is based on your faculty or staff role within the University. You may not release lists or files with student information to any third party outside your college or departmental unit.

Student Information Types

Student educational records include information provided by a student for use in the educational process such as the following:

- personal information (name, etc.)
- enrollment records
- student's exams or papers
- schedules

Directory/Public Information

"Directory information is....information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy disclosed." (FERPA Regulations, Code of Federal Regulations, Title 34, Part 99.3)

Directory Information can NEVER include:

- * Social Security number
- * Student identification number
- * Ethnicity
- * Nationality
- * Gender
- * GPA
- * Religion

Storage Media for an educational record may vary and can include one or more of the following:

- document in the Registrar's Office
- electronic document or e-mail
- class list on your desktop
- computer display screen
- notes taken during an advising session
- database

Directory/Public Information is considered public and can be released without the student's written permission. *However, the student may opt to keep this information confidential.*

Directory Information at the University of Minnesota

- Name, address, phone
- University assigned e-mail address
- Dates of enrollment
- Enrollment status (full/part-time, not enrolled)
- College(s), major(s), adviser(s)
- Class (freshman, sophomore, etc.)
- Academic awards and honors
- Degree(s) received

Information not included in the list above is confidential student information and may **not** be released without the student's written permission or as otherwise provided in the Regents Policy on Student Records.

Can student directory or public information always be released?	NO! Before releasing any information about a student, check PeopleSoft or the IMS reports for a student's suppression status. If the student has requested that directory information be withheld (suppressed his/her information), no information can be released. If the student does not have a suppression on the release of directory information, directory/public information may be released. Note that FERPA does NOT require that directory information be released. University faculty and staff who have a need-to-know may obtain directory information for a student who has suppressed his/her information, but must not release this information
How can a student withhold release of directory information?	Students may request suppression of their information by notifying the Office of the Registrar, One Stop Student Service Centers at 200 Fraser; 130 Coffey Hall; 130 West Bank Skyway or on the web at http://onestop.umn.edu/onestop/img/assets/9061/Req_Sup_Dir_Inf.pdf .
What are parental rights under FERPA?	FERPA allows parental access to student's educational records if the student requests in writing that private information be released to the parent(s). or if the parent claims the student as a dependent for Federal income tax purposes. A parent who wants to request grades or other academic information for a dependent should submit a written request to the Registrar, 150 Williamson Hall. along with a copy of the parent's most recent federal income tax return (section with dependents listed). FERPA does not allow parental access to post-secondary student educational records without student permission if neither parent claims the student as a dependent for Federal income tax purposes.
What must I do if I receive a subpoena concerning student educational records?	A copy of any incoming subpoena should be sent immediately to the Office of General Counsel for review. It can be faxed to (612) 626-9624. You should also send the Office of General Counsel's short description of how and when the subpoena was received, The Office of General Counsel will determine whether and how to comply with the subpoena.
What must I do if someone contacts me about an emergency?	If someone needs to contact a student regarding an emergency, DO NOT release the class schedule of a student. Take the contact information of the caller and contact the Registrar's Office, and we will contact the student to give him or her the caller's information. Medical documentation in the student education record is private information and is covered by FERPA. HIPAA (Health insurance Portability and Accountability Act) regulations do not apply.
How are HIPAA and FERPA related?	Contact Tina Falkner in the Office of the Registrar. (612) 625-1064 or rovic001@umn.edu.

DO NOT!

- * use the Social Security Number or any portion of the SSN or student ID number of a student in a public posting of grades or any other information.
 - * leave graded tests, papers, or other student materials for students to pick up in a stack that requires sorting through the papers of all students.
 - * discuss the progress of any student with anyone other than the student (including parents) without the signed, dated and written consent of the student.
 - * provide anyone with lists or files of students enrolled in your classes.
 - * access the records of any student for personal reasons.
 - * access the records of any student for any reason other than to perform your job duties
- http://privacy.ahc.umn.edu/pdf/real_ferpa.pdf

HIPAA Privacy & Data Security

(<http://privacy.ahc.umn.edu/postcards.html>)

Privacy Postcards — Tips for Securing Private Information

The following four postcards are the results of the 2004 President's Emerging Leader's Privacy Project which focused on the institution's culture with regard to data privacy and security and regulatory compliance. In light of the number and complexity of data privacy regulations and the common need for communications and education about the regulations, the Privacy Project researched the possibility of crafting a comprehensive University-wide strategic response to the challenges of compliance that is multidisciplinary in its approach to data privacy.



Forgetting to log out--all the way out--is like sharing your password with the world. Your University Internet ID (X.500) and password is your means of protecting your paycheck, social security number, and other private information.

ALWAYS log out, especially at a public kiosk. Even at home or in your office, a hacker can reach your computer through the Internet, if you leave the door open.

NEVER share your password with other University employees, family, or friends.

CHANGE your password often, and use these rules:

Use a minimum of seven or more characters

Mix lower case AND uppercase

Include at least two numbers or special characters (for example: \$, #)

PRIVACY IS EVERYONE'S BUSINESS!

Personal health information is confidential. Making it public on purpose or by accident may violate federal law. And it can expose you and the University to legal liability.

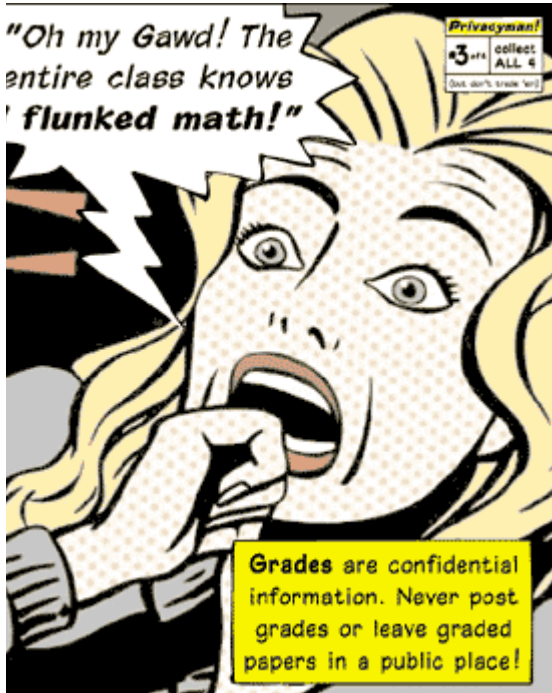
NEVER share personal health information with anyone unless you are authorized to do so.

ONLY authorized personnel who have a legitimate reason to know—e.g. granting leaves of absence or treating a patient—may have access to personal health information.

You should only have access to and use information necessary to do your job. **ALWAYS** be respectful of others' personal and private information. **NEVER** use private information learned on the job or elsewhere for unauthorized purposes.

PRIVACY IS EVERYONE'S BUSINESS!





Grades are private. Releasing a student's grades to unauthorized sources is against the law and University policy, and it can expose you and the University to legal liability.

ALWAYS be careful when posting grades not to use information that could identify a student. It is inappropriate to use identifiers like student id numbers, names, and social security numbers.

NEVER leave finished, graded student papers or tests in an unmonitored location for pick-up.

ALWAYS communicate confidential student information such as grades and results directly to the student—confidentially.

PRIVACY IS EVERYONE'S BUSINESS!

Performance reviews, job applications, social security information, and other employment documents are private.

Circulating private HR information is against the law, and it can expose you and the University to legal liability. This is true with real paper as well as digital files.

ALWAYS dispose of documents containing personal information by shredding or placing in secure, confidential recycling bins.

ALWAYS empty the trash or recycling bin on your computer's desktop, especially at a public kiosk.

ALWAYS log off of your computer, and change your password frequently.

PRIVACY IS EVERYONE'S BUSINESS!





Privacy and Security Office

Promoting the confidentiality and integrity of health information through oversight, training, and support



HIPAA Privacy Training

As part of the University's ongoing commitment to comply with the Health Insurance Portability and Accountability Act (HIPAA) Privacy & Security Regulations, every University of Minnesota student, faculty member, researcher, and staff person who may have access to protected health information (PHI) and/or electronic protected health information (ePHI) must complete one or more online courses about privacy and data security.

The University's HIPAA Privacy Training consists of a total of three courses and includes:

- Introduction to HIPAA Privacy and Security video (video format)
- Online HIPAA Courses accessible through the portal:
 - Privacy and Confidentiality in Research
 - Privacy and Confidentiality in the Clinical Setting

Public Jobs: Private Data Security Training

The training requirements mandated by the HIPAA Security Rule have been incorporated into the University-wide Public Jobs: Private Data Training Program.

Partnering with the Office of Information Technology, the University Privacy & Security Office produced the Public Jobs: Private Data University Security Training Program. The program covers security measures required for handling private data protected under federal and state laws as well as University policies. Employees learn to identify security issues, how to protect data and hardware, and the protocol for responding to a security problem.

All University faculty, staff, student employees, and health science students and volunteers will be required to take the training. An e-mail message will alert individuals when to go to the [MyU portal](#) and log in using their U of M Internet (X.500) IDs and passwords.

Each training module is assigned to individual faculty and staff members' portal on a staggered schedule, with two weeks between each course. The content covers not only HIPAA but the Federal Education Rights and Privacy Act (FERPA), Gramm-Leach Bliley Act (GLBA), the Minnesota Data Practices Act, and University policies.

Administrative Procedure: Providing Training and Education on Privacy of Health Information
http://policy.umn.edu/Policies/Operations/Health/HIPAAINDINFO_PROC01.html

MyUPortal
<http://www.myu.umn.edu>

07/14/2010 (UMD)