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
My U – Self Service Center

Employee Center

My Pay
- Compensation History
- Direct Deposit
- Notice of Appointment
- Reimbursements/Payments
- View/Print all Pay Statements
- View W-2/W-2c Forms
- W-2W-2c Consent
- W-2 Reprint (2014 & before)
- W-4 Tax Information

My Benefits
- Benefits Enrollment
- Benefits Summary
- Retirement Savings Summary
- Retirement Plan Funds
- StayWell Online
- Wellness Program

My Resources
- Employment Verification
- I-9 Form for New Employees
- Jobs
- TXT-U Emergency Notification
- ULearn

My Current Profile
- Historical Profile
- Skills & Accomplishments

My Recruitment Tasks
- Recruiting Home
- Referral Confirmation
- Referral Status
- Routing Response

Professional Development

Career Resources—Whether you’re looking to advance in your profession, simply expand your knowledge, or increase your job networking skills, Career Resources has an array of tools to help.

UMD Training and Development—Workshops offered throughout the year can be found here.

Office of Equal Opportunity—HR & EOE offers educational programs on.

Resources, Services & Perks

Human Resources & Equal Opportunity—Find helpful information and links for all of your employment needs.

Parking Services—Information on parking, bus passes, and more.

Technology Help—Call 218.726.8347, email itsohelp@umn.edu, chat online, or visit a walk-in location for answers to all your technology questions.

Duluth Campus Map

Health & Wellness

Quick Care Clinic—Offers health care services on campus for UMD faculty, staff, and their dependents who are enrolled in a UPlan medical plan.

Employee Assistance Program—Confidential counseling and referrals, by phone or in person, for any personal or work concern affecting wellbeing.

Farmer’s Market—Eat fresh and local with the farmer’s markets on campus.
<table>
<thead>
<tr>
<th>HELPFUL TELEPHONE NUMBERS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BENEFITS</strong></td>
</tr>
</tbody>
</table>
| U of M Employee Benefits, benefits@umn.edu <http://www1.umn.edu/ohr/benefits/> | 1-800-756-2363  
|                           | 1-612-626-0808 (fax)  
|                           | Fax: 1-866-643-2219  
| Life Insurance (Och’s Minnesota Life) <http://www1.umn.edu/ohr/benefits/life/>  
| Beneficiary Designation www.lifeBenefits.com/plandesign/umn | 1-800-392-7295  
| (User ID: letters of UM followed by your 7 digit birthdate followed by the last four digits of your Social Security Number) | 1-866-293-6047  
| Lifeworks (will preparation) http://www1.umn.edu/ohr/benefits/life/index.html www.lifeworks.com (The user ID is “lfg” and the password is “resources.”) | 1-877-849-6034  
|                           | Fax 1-866-643-2219  
| UnitedHealthCareGlobal (formerly Frontier/Medex)----Note: Call the toll-free number for the country you are in (located back of card). If you are in a country not listed, call collect < http://www1.umn.edu/ohr/benefits/medical/medex/index.html> | 1-410-453-6330  
|                           | In US or Canada: 1-800-527-0218  
| **WELLNESS**              |
| UofM Wellness Program, well@umn.edu < http://www1.umn.edu/ohr/wellness/> | 1-800-756-2363  
|                           | 1-888-433-well (9355)  
| Wellness Points Bank (Staywell) <http://www1.umn.edu/ohr/wellness/wellnesspointsbank/index.html> | 1-866-341-1170  
| 24-7 Nurse line - Optum Health < http://www1.umn.edu/ohr/wellness/health/nurseline/index.html> | 1-888-887-2593  
| UMD UPlan Health Coach < http://www.d.umn.edu/healthcoach/> | 1-218-726-6753  
| UMD QuickCare Clinic < http://www.d.umn.edu/quickcare/> | 1-218-726-8666  
| UMD Medication Therapy Management Clinic < http://www.d.umn.edu/mtm> | 1-218-726-6750  
| **MEDICAL PROVIDERS, http://www1.umn.edu/ohr/benefits/medical/** |
| Medica Group #: Elect/Essential #53858; Choice #83864; HSA Single 83866; HSA Family 83867 | 1-877-252-5558  
| Prime Therapeutics (fax – 1-877-774-6360) | 1-800-727-6181  
| Fairview Specialty Pharmacy | 1-877-509-5115  


<table>
<thead>
<tr>
<th>Provider Type</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delta Preferred Option (Group #6100)</td>
<td>1-800-553-9536</td>
</tr>
<tr>
<td>Delta Preferred Option/Delta Premier (Group #6090)</td>
<td>1-800-448-3815</td>
</tr>
<tr>
<td>Delta Dental University Choice (Group #6113)</td>
<td>1-800-883-2177</td>
</tr>
<tr>
<td>Health Partners Dental (Group #16001)</td>
<td>1-800-883-2177</td>
</tr>
</tbody>
</table>

## INVESTMENT COMPANIES, [http://www1.umn.edu/ohr/benefits/retiresave/companies/](http://www1.umn.edu/ohr/benefits/retiresave/companies/)

<table>
<thead>
<tr>
<th>Company</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>DWS Investments</td>
<td>1-800-537-1036</td>
</tr>
<tr>
<td>Fidelity Investments</td>
<td>1-800-343-0860</td>
</tr>
<tr>
<td>Securian Retirement Services</td>
<td>1-800-421-3334</td>
</tr>
<tr>
<td>Vanguard</td>
<td>1-800-523-1188</td>
</tr>
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## MISCELLANEOUS

<table>
<thead>
<tr>
<th>Resource</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Assistance Program <a href="http://www.d.umn.edu/umdhr/About/eap.html">http://www.d.umn.edu/umdhr/About/eap.html</a></td>
<td>612-625-2820, 888-243-5744, <a href="mailto:eap@umn.edu">eap@umn.edu</a>, <a href="http://www.sandcreekeap.com">www.sandcreekeap.com</a></td>
</tr>
<tr>
<td>HRMS Helpline/Payroll (fax 612/626-1053)</td>
<td>1-800-756-2363, 1-612/625-2016</td>
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## OTHER RESOURCES

<table>
<thead>
<tr>
<th>Resource</th>
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</thead>
<tbody>
<tr>
<td>Police emergency #</td>
<td>911 or 9-911</td>
</tr>
<tr>
<td>Minnesota Dept. of Economic Security (unemployment)</td>
<td>1-218-723-4730</td>
</tr>
<tr>
<td>Social Security Administration</td>
<td>1-800-772-1213</td>
</tr>
</tbody>
</table>
REGENTS SCHOLARSHIP
http://www.d.umn.edu/umdhr/Forms/regents.htm

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:

- 100% 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.”

CONTRACTS AND GOVERNING DOCUMENTS
http://www1.umn.edu/ohr/policies/governing/index.html

Bargaining Unit Contracts
- Broadcast Technicians Contract
- Printers Contract
- Unit 1 Law Enforcement Labor Services Contract
- Unit 2 Crafts and Trades Contract
- Unit 3 Teamsters Contract
- Unit 4 AFSCME Health Care Contract
- Unit 6 AFSCME Clerical & Office Contract
- Unit 7 AFSCME Technical Contract
- Unit 9 University Education Association Contract

Civil Service Employment Rules

Union Seniority Rosters
- Unit 3 (Teamsters) Roster
- Unit 4 (AFSCME Health Care) Roster
- Unit 6 (AFSCME Clerical) Roster
- Unit 7 (AFSCME Technical) Roster

UMD AFSCME Board - http://www.d.umn.edu/~afscmedu/board.htm

P&A Employment Related Policies:
### HOLIDAY CALENDAR 2015-2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 25, 2015</td>
<td>Monday</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>July 3, 2015</td>
<td>Friday</td>
<td>Holiday (Independence Day)</td>
</tr>
<tr>
<td>September 7, 2015</td>
<td>Monday</td>
<td>Labor Day</td>
</tr>
<tr>
<td>November 26, 2015</td>
<td>Thursday</td>
<td>Thanksgiving Day</td>
</tr>
<tr>
<td>November 27, 2015</td>
<td>Friday</td>
<td>Floating Holiday*</td>
</tr>
<tr>
<td>December 23, 2015</td>
<td>Wednesday</td>
<td>Floating Holiday*</td>
</tr>
<tr>
<td>December 24, 2015</td>
<td>Thursday</td>
<td>Floating Holiday*</td>
</tr>
<tr>
<td>December 25, 2015</td>
<td>Friday</td>
<td>Christmas Day</td>
</tr>
<tr>
<td>December 31, 2015</td>
<td>Thursday</td>
<td>Floating Holiday*</td>
</tr>
<tr>
<td>January 1, 2016</td>
<td>Friday</td>
<td>New Year's Day</td>
</tr>
<tr>
<td>January 18, 2016</td>
<td>Monday</td>
<td>Martin Luther King Jr. Day</td>
</tr>
<tr>
<td>May 30, 2016</td>
<td>Monday</td>
<td>Memorial Day</td>
</tr>
</tbody>
</table>

*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.

### HOLIDAY CALENDAR 2016-2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 4, 2016</td>
<td>Monday</td>
<td>Independence Day</td>
</tr>
<tr>
<td>September 5, 2016</td>
<td>Monday</td>
<td>Labor Day</td>
</tr>
<tr>
<td>November 24, 2016</td>
<td>Thursday</td>
<td>Thanksgiving Day</td>
</tr>
<tr>
<td>November 25, 2016</td>
<td>Friday</td>
<td>Floating Holiday*</td>
</tr>
<tr>
<td>December 23, 2016</td>
<td>Friday</td>
<td>Floating Holiday*</td>
</tr>
<tr>
<td>December 26, 2016</td>
<td>Monday</td>
<td>Christmas Day Observed</td>
</tr>
<tr>
<td>December 27, 2016</td>
<td>Tuesday</td>
<td>Floating Holiday*</td>
</tr>
<tr>
<td>December 30, 2016</td>
<td>Friday</td>
<td>Floating Holiday*</td>
</tr>
<tr>
<td>January 2, 2017</td>
<td>Monday</td>
<td>New Years Day Observed</td>
</tr>
<tr>
<td>January 16, 2017</td>
<td>Monday</td>
<td>Martin Luther King Day</td>
</tr>
<tr>
<td>May 29, 2017</td>
<td>Monday</td>
<td>Memorial Day</td>
</tr>
</tbody>
</table>
FAMILY AND MEDICAL – FMLA LEAVE

**Effective Date:** September 2002

**Last Update:** March 2013

**POLICY STATEMENT**

In accord with federal law, the University provides to eligible employees a leave of absence pursuant to the provisions under the Family and Medical Leave Act (FMLA).

**Reasons for FMLA Leave**

Eligible faculty and staff are able to use up to a total of 12 weeks of leave in any fiscal year with proper medical or other documentation for the following types of absences:

- An employee’s own serious health condition
- The serious health condition of an employee's immediate family member
- Caring for a newborn or newly-placed adopted child or foster child
- Qualifying exigency arising out of an employee's immediate family member who is a covered servicemember on covered active duty

Eligible faculty and staff who are immediate family members or next of kin of covered servicemembers are able to use up to a total of 26 weeks of leave during a single 12-month period to care for the servicemember with a serious illness or injury incurred or aggravated in the line of duty.

**Eligible Employees**

All types of University faculty and staff members, including graduate assistants and student employees, are eligible for FMLA leave if they have worked at the University for at least 12 months. These 12 months need not be consecutive; however, if an employee has had a break in University service of greater than seven years, prior periods of employment will not be counted subject to certain exceptions.

In addition, to be eligible, employees must have worked at least 1,250 hours in the 12 months preceding commencement of the leave. Employees returning from Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service are credited with hours of service that would have been performed but for the USERRA-covered service.

FOR COMPLETE POLICY, SEE , http://www.policy.umn.edu/Policies/hr/Leaves/FMLA.html
EMPLOYEE RIGHTS AND RESPONSIBILITIES
UNDER THE FAMILY AND MEDICAL LEAVE

Basic Leave Entitlement
FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements
Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections
During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements
Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition
A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave
Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities
Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employer must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities
Covered employers must inform employees requesting leave whether they are eligible under FMLA. Ifthey are, the notice must specify any additional information required as well as the employees' rights and responsibilities. Ifthey are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. Ifthe employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers
FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement
An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. For additional information go to: www.wagehour.dol.gov.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

The University of Minnesota is an equal opportunity educator & employer.
RETIREMENT

Civil Service & Labor Represented:

Minnesota State Retirement System (MSRS)

Civil Service and non-faculty labor represented employees are covered by the Minnesota State Retirement System (MSRS) in the General Plan. Participation is mandatory and begins from the first day of employment — there is no waiting period.

Retirement deductions are 5.5% of total salary (effective July 2014) and are paid into the General Plan. This money is credited to the employee’s individual MSRS account and is tax sheltered from both federal and state income tax. The employer contribution — 5.5% of total salary (effective July 2014) — is not credited to individual accounts. It is used to help pay the monthly annuities and benefits received from the General Plan. Rates are subject to change by the Legislature.

You earn service credit for each month retirement deductions are withheld from your salary. Retirement benefits are based on years and months of service.

Faculty Retirement Plan

The Faculty Retirement Plan (FRP) is a 401(a) retirement plan in which you accumulate tax-deferred contributions. Eligible academic employees who started working for the University (or were rehired) on or after January 2, 2012, contribute 5.5% of covered salary and the University contributes 10%. Eligible academic employees working for the University prior to January 2, 2012, contribute 2.5% of covered salary and the University contributes 13%. These are required contributions and participation in the Plan is mandatory.

Voluntary Plans: Optional Retirement Plan 403b and Section 457 Deferred Compensation

All faculty, P&A, Civil Service, and labor represented staff members who are paid on a continuous basis are eligible to participate in these voluntary retirement savings plans. If you wish to increase the amount you are saving for retirement, you may contribute to one or both of these plans, effectively doubling your retirement savings potential. A variety of investment options are offered in each plan through four investment firms.
Employee 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/
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.

**Campus Goals**

Goal 1: Promote integrated curricular, co-curricular, and living-learning undergraduate experiences that achieve UMD’s student learning goals and prepare students for lifelong learning, globally engaged citizenship, and success in their academic, personal, and professional lives.

Goal 2: Create a positive and inclusive campus climate for all by advancing equity, diversity, and social justice.

Goal 3: Establish UMD as a center of excellence for graduate studies in the Upper Midwest.

Goal 4: Advance UMD’s stature as a major campus for research and creative activities, leveraging our region’s unique natural, human, and cultural resources.

Goal 5: Strengthen ties with Duluth and surrounding communities in an intentional, visible, and mutually beneficial partnership.

Goal 6: Utilize UMD’s infrastructure; technologies; and information, human and financial resources to support the campus in a sustainable manner.

What is the Clery Act?

The "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" (known as "the Clery Act") is a federal law that requires institutions of higher education in the United States to disclose campus security information, including crime statistics for the campus and surrounding areas. It was first enacted by Congress in 1990 and amended in 1992, 1998, 2000 and 2008.

Institutions must publish and disseminate an annual campus security report containing various security and institutional policies and three years worth of crime statistics. Other requirements include issuing timely warnings of crimes and maintaining a daily crime log at the police/security department.
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.
Welcome to UMD Department of Human Resources & Equal Opportunity
University of Minnesota Duluth

The UMD Department of Human Resources & Equal Opportunity is available to all UMD employees, students, and participants in University-related activities to discuss issues or concerns regarding University policies or practices involving potential bias, discrimination, harassment or retaliation that an individual may have experienced or observed.

The UMD Department of Human Resources & Equal Opportunity can assist with:

- Training for your department or organization that focuses on prevention
- Consultation regarding issues of possible bias, discrimination, harassment or retaliation
- Filing a formal or informal complaint
- Education concerning equal opportunity, diversity issues, disability access policies, and religious accommodations
- Resolving conflicts related to possible bias, discrimination and harassment
- Consultations with supervisors, administrators, human resource professionals and others about situations that might involve bias, discrimination, harassment or retaliation.

The University is its people. We want you to feel comfortable reporting what you see or experience. Fostering a climate of safety and respect is a critical campus priority. We can only achieve our best in a campus environment that is safe, civil, and inclusive.

The prevention and resolution of bias, discrimination and harassment complaints is a Campus-wide obligation, and requires the participation of all members of the UMD community.
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 that they are acting as a representative of the University. University owned, leased, or rented vehicles may only be used for official University business.

Use of University Vehicles

Departments must authorize use of University vehicles. Drivers must meet eligibility requirements. Smoking is not allowed in University Vehicles.

Drivers are strongly encouraged to refrain from use of mobile devices while driving University owned or rented vehicles. Use includes receiving or placing business or personal calls or any other access to digital media. Employees are strongly encouraged to pull off the road to a safe location so that they may safely use a cell phone or other device. This includes personal vehicles being used on University business. A personal vehicle is considered used on University business whenever an employee is traveling between locations during their workday, regardless of whether or not the trip is reimbursed by the University. Texting, receiving or responding to email, or internet use is prohibited under Minnesota state law.

State law, where more restrictive, supersedes this policy.

Use of a Rented or Leased Vehicle for University Business

If it is necessary to rent or lease a vehicle, departments are encouraged to use Fleet Services for local rentals or through contracted vendors (see Administrative Procedure: Renting or Leasing a Vehicle for University Business). If a vehicle is not available using these options, drivers should consider whether it is appropriate to use a personal vehicle before leasing one from a company that does not have a contract with the University.

Renting or Leasing 12- and 15 Passenger Vans

The use of 12-and 15-passenger vans is prohibited. For the health and welfare of University community members, Fleet Services recommends renting/leasing the appropriate number of 7-passenger vans or contracting with a professional transit service.
Use of Personal Vehicle for University Business

Departments may authorize drivers to use a personal or other private vehicle for official University business. Employees who are authorized drivers will be reimbursed in accordance with University policy: Traveling on University Business, for University business-related expenses provided the following conditions are met:

- The driver must be prepared to provide proof of personal automobile insurance.
- The driver/vehicle’s personal auto insurance provides primary insurance with minimum liability coverage of $100,000 per person/$300,000 per incident.
- The driver is responsible for the personal auto insurance deductible(s).
- A University accident report must be filed if there are personal injuries to anyone involved in the accident or if non-University property is damaged, other than the driver’s vehicle.

Traffic Offenses and Accidents

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

All accidents involving University vehicles used for University business must be reported to Fleet Services, as set forth in Administrative Procedure: Reporting Accidents involving University Vehicles.

The Traffic Accident Review Board, located in Fleet Services, may review situations of unsafe driving practices including motor vehicle accident(s). The outcome 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.

FOR COMPLETE POLICY, SEE http://www.policy.umn.edu/Policies/Finance/Travel/VEHICLES.html
Acceptable Use of Information Technology Resources

Policy Contents
Effective Date: December 1996
Last Update: August 2010

POLICY STATEMENT

Computers, networks and electronic information systems are essential resources for accomplishing the University’s mission of instruction, research, and service outreach. The University grants members of the University community shared access to these resources in support of accomplishing the University's mission.

These resources are a valuable community asset to be used and managed responsibly to ensure their integrity, security, and availability for appropriate educational and business activities. All authorized users of these resources are required to use them in an effective, efficient, and responsible manner.

Users must be aware of User Rights and Responsibilities, which outline liability for personal communication, privacy and security issues, and consequences of violations. Users should also be aware of the University's Rights and Responsibilities, as well as any additional requirements of their individual unit or campus. Units, campuses that grant guest access to University information technology resources must make their guests aware of User Rights and Responsibilities. A list of relevant University information technology policies, standards, and guidelines is available in the Appendices section.

REASON FOR POLICY

The purpose of this policy is:

- to safeguard the integrity of computers, networks, and data, either at the University or elsewhere;
- to ensure that use of electronic communications complies with University policies;
- to protect the University against damaging legal consequences

For complete policy, please see: http://www政策.umn.edu/Policies/it/Use/ITRESOURCES.html
Using Information Technology

Related Policy: Acceptable Use of Information Technology Resources

Use of IDs and Passwords

- Do not share the password assigned to you.
- Select an obscure password and change it frequently.
- Understand that you are responsible for all activities on your username/account ID.
- Ensure that others cannot learn your password.
- If you have reason to believe that your username/account ID or password has been compromised, contact your System/Network Administrator immediately.

Use of Information/Data

- Access only accounts, files, and data that are your own, that are publicly available, or to which you have been given authorized access. Secure information that is in your possession.
- Maintain the confidentiality of information classified as private, confidential or data on decedents.
- Use University information for tasks related to job responsibilities and not for personal purposes.
- Never disclose information to which you have access, but for which you do not have ownership, authority, or permission to disclose. Keep your personal information/data current.
- Accurately update your own records through University self-service systems and other processes provided for you.

Use of Software and Hardware

- Use University e-mail, computers, and networks only for legal, authorized purposes. Unauthorized or illegal uses include but are not limited to:
  - Harassment;
  - Destruction of or damage to equipment, software, or data belonging to others;
  - Unauthorized copying of copyrighted materials; or
  - Conducting private business unrelated to University activities.
- Never engage in any activity that might be harmful to systems or to any information/data stored thereon, such as:
  - Creating or propagating viruses;
  - Disrupting services or damaging files; or
  - Making unauthorized or non-approved changes.
- When vacating computer workstations, sign-off or secure the system from unauthorized use.
- Use only legal versions of copyrighted software on University of Minnesota owned computer or network resources, in compliance with vendor license requirements.
- Be aware of any conditions attached to or affecting the provision of University technology services:
  - Consult with the system administrator for any questions about system workload or performance.
  - Refrain from monopolizing systems, overloading systems or networks with excessive data, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources.
No Smoking Policy

Adopted September 2007
Updated July 2014

IN THE INTEREST OF SHOWING RESPECT FOR PEOPLE, HEALTH AND SUSTAINABILITY, UMD DOES NOT PERMIT SMOKING, VAPING OR THE USE OF COMMERCIAL TOBACCO PRODUCTS ON ITS 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. As of July 1, 2014, UMD extended its no smoking policy to include a ban on the use of commercial tobacco products and electronic cigarettes on all University property.

The administrative policy reflects the University’s commitment to promoting and protecting the health and well-being of all campus community members and fostering an environment of respect for people and property through education and practice.

SMOKING, VAPING AND THE USE OF COMMERCIAL TOBACCO IS PROHIBITED ON ALL UMD PROPERTY

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

Exemptions to the use of tobacco include:

1. Peer-reviewed, approved scientific studies
2. Traditional Native American spiritual or cultural ceremonies
3. Approved theatrical productions
4. Enclosed, privately-owned vehicles on University property

Note: To process an exemption request (1-3), please contact the Office of the Vice Chancellor for Finance and Operations at vcfo@d.umn.edu.
Knowing this may pose hardship for some individuals and therefore, assistance to quit is offered as follows:

For questions concerning policy development and implementation, please contact the VCFO Office.
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

FERPA Compliance - Basics

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!

FERPA Tutorial

[http://onestop.umn.edu/external/ferpa_tutorial](http://onestop.umn.edu/external/ferpa_tutorial)

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!
Training

HIPAA Training
The University of Minnesota’s Privacy and Data Security Training program is the educational component developed at the University to comply with HIPAA (the Health Insurance Portability & Accountability Act of 1996) regulations. Although the University’s data security training courses fulfill the part of the training requirement contained within the HIPAA rule, they also provide the entire University community, including those who do not work with protected health information covered by HIPAA, with information about securing private University data.

The training program consists of individual courses that University employees, students, and volunteers complete online. Individuals who are assigned training receive an e-mail notification containing details about accessing the assigned training.

How to Access Training
Assigned courses are available for completion through ULearn. See the Training Instructions page for step-by-step instructions.

Questions About Training
Privacy Coordinators with questions about proxy enrolling in ULearn can look to these job aids to see if their question is answered in one of the guides created by the Office of Information Technology.

Trainees can get many questions about training answered by contacting Technology Help. Questions that are appropriate to ask Technology Help about include:

- Why am I required to take these training courses?
- Where can I find the training courses?
- I’m having trouble accessing the training - what do I do?
- Where can I see the training courses assigned to me?
- Where is the record showing the training courses I completed?
- Why doesn’t the training record show I have completed my courses?
- I’m having trouble with ULearn - what do I do?