

TABLE OF CONTENTS

To view the information below,
click on any of the articles listed to be linked
directly to that topic.

HR Satellite Offices	page 1
Star Power? Strut Your Stuff at Employee Day Talent Show	page 2
Fair Labor Standards Act Exemption Update	page 3
Meet Dave Lewis and Lindsay Mattes	page 4
Benefits Corner	page 4
ODS 2004 Summer & Fall Professional Development Workshops NOW Available	page 5
Employee Assistance Program (EAP)	page 7
Starting an Exercise Program	page 8
Remaining Holidays for 2004	page 12
HR Directory	page 12

Staff News at the "U"
brought to you by UUSAC

UUSAC President's Message	page 10
UUSAC Executive Committee and Newsletter Committee Members	page 10
To All Utes from Coach Urban Meyer	page 11
Outstanding New Advisor Award	page 11
New Recreation Center for UU Community	page 11

For more information about *HR Connection*, please contact Thuy Nguyen at 585-6898 or email thuy.nguyen@hsc.utah.edu.

HR SATELLITE OFFICES

Did you know that Human Resources has two satellite offices? They are called Employee Service Centers (ESC). For your convenience one is located right on main campus in the Park Building on Presidents Circle and the other up at the Hospital.

You can

- drop off and pick up HR forms,
- apply for jobs on-line, and
- get answers to benefits and employment questions.

Forms dropped off at either location are date stamped and delivered to the main HR building at 420 Wakara Way within 24 hours. However, time sensitive forms such as PAN forms, should be delivered to the main HR office at 420 Wakara Way.



135 Park Building



A024 HOSP




LOCATION	HOURS	PHONE/FAX
A024 HOSP	7:30 AM-3:00 PM	5-5074/5-5144
135 PARK	8:00 AM-5:00 PM	1-8365/5-5746






Star Power?


Show your stuff at Employee Day.




Enough of that singing only in the shower. Enough of only telling jokes via email. Enough of saving your dancing for an empty elevator. Strut your stuff for your fellow U employees during the Employee Day celebration on September 30, 2004.



Yes, an employee American Idol of sorts is on tap for the event to run from 10 a.m. to 2 p.m. at the Olympic Cauldron Park at Rice-Eccles Stadium. In addition to the performances, there'll be loads of free food, fun activities, lots of giveaways, and great prizes to mark the first annual Employee Day festivities. Take a break and have lunch. Get a FREE massage, test your athletic abilities against the U's athletes. Can you make a field goal kick? Want to try? Come and be wowed by your fellow co-workers as they showcase their amazing talent in the Employee Day Talent Show.



So, how do you get up on that stage? Polish your performance, then mark Thursday, July 8 and Tuesday, July 20 on your calendar. On those two days, from 1 to 5 p.m., auditions will be held in the Saltair Room at the Union. Contact Susan Weaver at susan.weaver@hsc.utah.edu to reserve your audition timeslot.



Have other questions about Employee Day? Call 581-8365.
To volunteer for Employee Day, contact Carolyn Hebert at 581-7793.

Employee Day is sponsored by the University of Utah Human Resources Division and University of Utah Staff Advisory Council (UUSAC).

Proposed Fair Labor Standards Act Exemption Reform Update

One of the hottest Human Resources issues in 2004 is the Department of Labor's (DOL) reforms to the Fair Labor Standards Act (FLSA). The guidelines that employers have been using to determine if a job is exempt or non-exempt from the FLSA were originally enacted in 1938. In the last 65 years, the FLSA has had only a few minor revisions. Employers and employees who support the changes and those against the changes agree on one thing, the time is ripe for major revisions to the FLSA.

WHAT IS CHANGING AND WHAT IS NOT

The basic FLSA structure has not changed. Employers are still required to pay employees in non-exempt positions a minimum wage of \$5.15 per hour and an overtime of 1½ times the employee's regular rate of pay for hours worked over 40 in one work week.

The proposed changes modify two types of FLSA tests that determine whether a job is exempt from the FLSA. The two tests are the duties test and salary test

Duties Tests

The types of duties that an employee performs in a job are used as criterion to assist employers in determining if a job is exempt or not exempt from the FLSA. The new regulations simplify the duties tests and add clarifying language in each of the five job categories: Administrative, Professional, Executive, Computer Professional and Sales.

To obtain more details about the specific changes, a table comparing the old and new tests can be found by going to the Department of Labor's website at http://www.dol.gov/_sec/media/speeches/541_Side_by_side.htm.

Salary Tests

The salary test relies on pay levels to determine the exemption status of a job. The new salary test indicates that jobs paying less than \$455 per week will be classified as non-exempt and will be eligible for overtime. A job paying \$100,000 or more will be classified as exempt and will not be eligible for overtime pay.

MOTIVATING FACTORS FOR CHANGE

Clarifying outdated regulatory language contained in the current FLSA tests benefits both the employee and the employer. The changes and clarification increases their ability to comply with federal regulations and better understand their rights in the work place.

COMPLIANCE TIMELINE

The DOL has granted employers 120 days to implement the new regulations. Employers will now examine the exemption status of jobs in their organization and ensure they are compliant with the new regulations.



WHY YOU NEED TO KNOW

Over the past several years, the Compensation Department has been reviewing jobs for FLSA compliance and has made adjustments as needed. However, as we approach the compliance deadline, the Compensation Department will take another look at the University's jobs to ensure we are compliant. As such, we anticipate these changes will have minimal impact on the current jobs at the University. As we move forward, each new job will be analyzed based on the new guidelines.

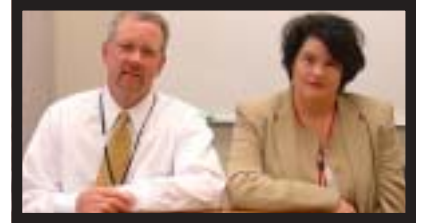
As an employer that hires more than 18,000 employees, the University of Utah can expect its employees to have questions about their current classification. You may wonder how the new rules may impact you. For questions regarding the exemption status of an employee's position, please contact your service team for assistance.

REFERENCES

- www.dol.gov
- <http://hr.blr.com>
- <http://hrwatch.councilon.com>
- <http://newsobserver.com>
- <http://www.tribaccess.com>
- Fair Labor Standards Handbook: Issue No 217; October 2003; p.9
- Thompson Publishing Group, Inc., March 25, 2004

Dave Lewis and Lindsay Mattes

NEW FACES IN BENEFITS



Dave Lewis & Lindsay Mattes

Dave Lewis, Manager of the Benefits Department, entered the human resources profession in 1980, and has managed employee benefit programs for Utah Retirement Systems, Public Employees Health Plan, Kennecott, and First Security Corporation. Dave also worked as a human resources manager at Thiokol Corporation before coming to the University of Utah.

Lindsay Mattes, a University of Utah graduate, has been in the benefits profession for 6 years. Prior to coming to the Benefits Department, Lindsay worked at Regence BlueCross BlueShield. As the new Benefits Compliance Officer, Lindsay will oversee contracts, summary plan documents, and government reporting.

Please welcome Dave and Lindsay. If you have questions, you may contact them at 581-7447.

BENEFITS CORNER

- 1) Did you know the new Employee Assistance Plan (EAP) is available to all persons living in your home, even if they're not enrolled in a University-sponsored health care plan?
- 2) If you are currently enrolled in the health care spending account and have made a new election to participate in the 2004 plan year (July 1, 2004 - June 30, 2005), keep your Benny Cards. They will be reactivated with your new election. Replacement cards are available for a \$10 fee.
- 3) For the upcoming year, the retail pharmacy benefit will be administered by AdvancePCS. The mailorder program will be handled by UUHC. Watch for more details.
- 4) If I have a work related injury or illness where should I go to seek medical treatment?

Answer: In a life or limb threatening emergency you should seek treatment at the closest emergency room. In urgent situations or those situations that are not emergencies you should see the occupational physicians and providers at the Occupational Medical Clinic at the Redwood Center, 1525 West 2100 South, SLC, UT 84119 who are experts in this field of medicine.

SPRING - FALL 2004 WORKSHOP CALENDAR

A brief description of each workshop is available on-line at www.hr.utah.edu/ods/register/allclasses.php. Workshops are subject to change. Please visit www.hr.utah.edu/ods for more information or contact Organizational Development Services at 585-2300.

	<u>DATE</u>	<u>WORKSHOP</u>	<u>TIME</u>
MAY	4 Tuesday	Leading Organizational Change	9:00 - 12:00
	11 Tuesday	Time Management	9:00 - 1:00
	25 Tuesday	Navigating Communication Styles	9:00 - 1:00
	27 Thursday	Delegation	9:00 - 12:00
JUNE	8 Tuesday	Effective Decision Making	9:00 - 1:00
	15 Tuesday	Interviewing Skills	9:00 - 1:00
	15 Tuesday	Presentation Skills	9:00 - 1:00
	17 Thursday	Giving & Receiving Difficult Feedback	9:00 - 1:00
	22 Tuesday	Discrimination, Sexual Harassment, & ADA for Supervisors/Mgrs	9:00 - 11:30
	24 Thursday	Listening Skills	1:00 - 5:00
	30 Wednesday	Calming Upset Customers	1:00 - 5:00
JULY	13 Tuesday	Business Writing	9:00 - 1:00
	20 Tuesday	Discrimination, Sexual Harassment, & ADA for Employees	9:00 - 11:30
AUGUST	10 Tuesday	Conflict Management	9:00 - 1:00
	17 Tuesday	Diversity Awareness & Sensitivity	9:00 - 11:00
	17 Tuesday	Team Communication	9:00 - 1:00
	19 Thursday	Communicating with Your Supervisor	9:00 - 1:00
	24 Tuesday	Enhancing Innovation & Creativity	9:00 - 1:00
	26 Thursday	Managing Employee Performance	9:00 - 1:00
	31 Tuesday	Interpersonal Communication	1:00 - 5:00
SEPTEMBER	2 Thursday	Interviewing Skills	9:00 - 1:00
	9 Thursday	CARE	9:00 - 1:00
	14 Tuesday	Calming Upset Customers	9:00 - 1:00
	14 Tuesday	Managing Diversity	10:00 - 12:00
	16 Thursday	Effective Decision Making	1:00 - 5:00
	16 Thursday	Listening Skills	1:00 - 5:00
	21 Tuesday	Dealing with Change	9:00 - 11:00
	21 Tuesday	Navigating Communication Styles	1:00 - 5:00
	22 Wednesday	Stress Management	9:00 - 11:00
	23 Thursday	Documentation	1:00 - 5:00
	28 Tuesday	First Line Fundamentals	1:00 - 3:30
	28 Tuesday	Leading Organizational Change	9:00 - 12:00
	29 Wednesday	Goal Setting	9:00 - 1:00

OCTOBER

<u>DATE</u>	<u>WORKSHOP</u>	<u>TIME</u>
5 Tuesday	Assertiveness Skills	9:00 - 1:00
7 Thursday	Transitioning from Staff to Manager	9:00 - 1:00
12 Tuesday	Discrimination, Sexual Harassment, & ADA for Supervisors/Mgrs	9:00 - 11:30
14 Thursday	Business Writing	1:00 - 5:00
15 Friday	Train the Trainer Day I	9:00 - 5:00
19 Tuesday	Delegation	9:00 - 12:00
19 Tuesday	Team Communication	9:00 - 1:00
21 Thursday	Conflict Management	1:00 - 5:00
22 Friday	Train the Trainer Day 2	9:00 - 5:00
26 Tuesday	Giving & Receiving Difficult Feedback	1:00 - 5:00
26 Tuesday	Time Management	9:00 - 1:00
28 Thursday	Presentation Skills	1:00 - 5:00

NOVEMBER

2 Tuesday	First Line Fundamentals	9:00 - 11:30
2 Tuesday	Listening Skills	9:00 - 1:00
3 Wednesday	Effective Decision Making	9:00 - 1:00
4 Thursday	Interviewing Skills	1:00 - 5:00
5 Friday	Traing the Trainer Day 3 Putting It All Together	9:00 - 1:00
9 Tuesday	Anger Management	9:00 - 1:00
9 Tuesday	Enhancing Innovation & Creativity	9:00 - 1:00
10 Wednesday	Interpersonal Communications	9:00 - 1:00
11 Thursday	Meeting Management	9:00 - 1:00
11 Thursday	Navigating Communication Styles	9:00 - 1:00
16 Tuesday	Discrimination, Sexual Harassment, & ADA for Employees	9:00 - 11:30
16 Tuesday	Managing Employee Performance	9:00 - 1:00
17 Wednesday	Total Quality Management (TQM)	9:00 - 1:00
18 Thursday	Communicating with Your Supervisor	1:00 - 5:00
18 Thursday	Stress Management	9:00 - 11:00
30 Tuesday	Methods & Tools for Process Improvement	9:00 - 5:00

DECEMBER

1 Wednesday	First Line Fundamentals	1:00 - 3:30
2 Thursday	Calming Upset Customers	9:00 - 1:00
7 Tuesday	Business Writing	9:00 - 1:00
7 Tuesday	Giving & Receiving Difficult Feedback	9:00 - 1:00
8 Wednesday	CARE	9:00 - 1:00
9 Thursday	Presentation Skills	9:00 - 1:00
9 Thursday	Working with Difficult People	9:00 - 1:00
14 Tuesday	Conflict Management	9:00 - 1:00
16 Wednesday	Goal Setting	9:00 - 1:00

**Workshops are subject to change. For more information
call 585-2300 or REGISTER ON-LINE at**

<http://www.hr.utah.edu/ods/register/allclasses.php>

You must be the
change you
wish to see in the world.

— Mahatma Gandhi



*To achieve results one has to
use all the available strengths:
of one's own,
of a superior,
of associates.*

— Peter Drucker

Introducing New Managed Behavioral Health Benefits For U of U Health Plan Members

The University of Utah is pleased to introduce a new Behavioral Health Benefits Program beginning July 1, 2004. This benefit will be available to all employees and their families who participate in the health care plan. The program emphasizes prevention, problem-solving, and effective treatment for an expanded range of life challenges. There are three components to the proactive, caring approach:

1). Employee Assistance Program

The Employee Assistance Program (EAP) is available at no cost to eligible employees and others residing in the employees' home. The EAP helps with a broad range of life challenges such as emotional difficulties, family problems, marital or relationship difficulties, worksite issues, depression/anxiety, financial or legal concerns, alcohol/drug problems, child daycare and eldercare referral resources. The EAP will provide solution-focused counseling to help you address these issues. There are both on-campus and off-campus locations available to serve your needs and assistance is available 24/7 to address emergency situations.

**No fees or copays
are required when
using the EAP.**

No fees or copays are required when using the EAP. The EAP provides you with solution-focused counseling. Using this approach, problems can be resolved in a relatively brief period of time without setting a specific limit as to the number of sessions available through the EAP. However, where the appropriate level of care goes beyond the services offered by the EAP, the EAP counselor will help you identify additional resources and will complete an EAP referral allowing you to receive the higher benefit levels as described in your health plan.

2). Provider Network

If your needs go beyond the counseling services available through the EAP, your counselor may refer you to another source such as a private therapist, counselor, or even a special treatment group in your area. The network contains premier behavioral health providers located throughout the intermountain area. Many of these providers participate in this network only. Rapid access to services is an advantage to using the network. The best way to access these providers is by calling the EAP. A counselor will assess your needs and offer you assistance in getting the help you are seeking. A care coordinator will help you secure a timely appointment with a panel provider. Under the new benefit design, if you receive an EAP referral to a network provider, you will be responsible for a fixed copay for outpatient care. For inpatient care, your benefit is 80% of the eligible charges (subject to the benefit limits). Again, this benefit is paid through the health care plan, and is available to the employees and dependents enrolled in one of the University Employee Health Care Plan medical options.

3). Any Licensed Provider

As part of the program, you may also choose any licensed provider to receive behavioral health services. The benefit is 50% of the eligible charges (subject to the benefit limits) for services received out of network. This out of network benefit is only available to the employee and dependents enrolled in the health care plan.

MEMBERS WHO ARE CURRENTLY IN TREATMENT

Employees and their covered dependents enrolled in the health care plan can remain with their current providers and receive a 50% benefit after July 1, 2004 without a referral. If you want to take advantage of the higher benefit level on July 1, you can contact the EAP at 262-9619 to begin a transition process. The transition process is individually focused to meet the unique circumstances of each participant. In most cases, as long as an effective treatment plan is in place and there is a good therapeutic relationship between you and your current clinician, the care coordinator will attempt to negotiate a single case agreement with your current provider. If successful, you will receive the higher benefit level. In cases where transition to a new provider is appropriate, you will be offered up to 4 more visits with your current provider. These 4 visits will be paid at the higher benefit level. Again, to receive the highest benefit level you must contact the EAP to obtain the referral. If you are currently working with a behavioral health provider, you are encouraged to contact the EAP as soon as possible to begin this process.

CONFIDENTIALITY

Confidentiality is critical. We understand that without strict confidentiality-protecting guidelines, the program can be neither credible nor effective. You have our commitment that we will enforce strict confidentiality standards.

Starting an Exercise Program

By Les Chatelain, College of Health

So you want to start an exercise program? Are you ready for tight pants, sore muscles, sweaty clothes and a terrible time? If so, you are NOT going to be successful. According to the Surgeon General's report, you can see significant benefits from exercising 30 minutes most days of the week and it does not have to be continuous minutes. Why do so many people stop their program before it really gets started? There are several reasons and we will address most of them.

First, why do you want to start an exercise program? For many people it is simply because they know they should. That is a good reason to start. It will not keep you going, but the benefits you will see will come soon enough to keep you going. If it is to lose weight, stop right now. You may get to that point, but you will be disappointed before then. For most people, 45 minutes or more of vigorous exercise daily is required to see significant weight loss. If you go out tomorrow and exercise vigorously for 45 minutes, I promise you will not do it the next day or the next. This is a gradual program that will help with weight management over time, but you need to progress to that point. Is it to look better? I have bad news, I have exercised regularly for many years and it is still the same person in the mirror each morning. Let's talk about what you are likely to experience from even a minimal consistent exercise program. You can expect less joint pain and improved mobility, stress reduction, more energy, an opportunity to spend time with people you like, and a better self image. As time or intensity increases you may experience weight control, reduced risk for back pain, diabetes and cardiovascular disease.

Why haven't you started an exercise program already? Well, most of us have started many times and stopped many times. Look at what is keeping you from exercising. If it is because it is painful, slow down - it should not hurt to start. Reduce the intensity to where it does not hurt. If you have a medical problem such as asthma, heart disease, arthritis or other problem that limits your activity, see your doctor first, but you can still exercise.

Do you think you don't have time? Schedule the time around other activities or clear a time for you because you are worth it. Most of us can find time to eat, watch TV or go to another meeting.

Are you afraid you will hate it? Choose something you think you will enjoy and feel free to try something else. Most people try 5 or more activities before they find one that works for them. Trust me, you do not want to see me in spandex rolling around on a ball, but if it works for you, go for it.

You don't have the equipment? Try things like walking or dancing to music at home. If you really want to make your partner or child think you are crazy, ask them to dance with you one evening. It might be fun!

Pick something you want to try and set a reasonable goal. For most people who begin a walking program, a mile is a good goal. Start toward that goal and stop before you become sore or dislike it. Ten minutes, once around the block, one lap, or twice up the stairs is still more than you did yesterday. Once you reach your goal, set a new one. Remember, it is the journey that counts.

For more information on starting an exercise program or for classes available to faculty and staff, contact the PEAK Academy at 585-7325 or go to <http://uuhsc.utah.edu/peak/>.





Staff News at the "U" brought to you by UUSAC

UUSAC President's Message

The University of Utah Staff Advisory Council (UUSAC) strives to represent the interests of all employees at the University of Utah! We value ourselves and our colleagues and the time, effort and talent that go into making the university run well and the contributions that we can and do make, as part of the University of Utah community! We work together as staff members which means that we can promise that we will do our best to have open hearts and minds in receiving your ideas and concerns and we will do our part in helping you feel welcomed into our group!

If you have any concerns or questions about the campus, about your role in campus life, about any aspect of the running of our university, please do not hesitate to contact us. Contact information may be found below or at our UUSAC website: <http://www.utah.edu/uusac>.

Most recently, we just finished reviewing all of the applications of our employees who have expressed an

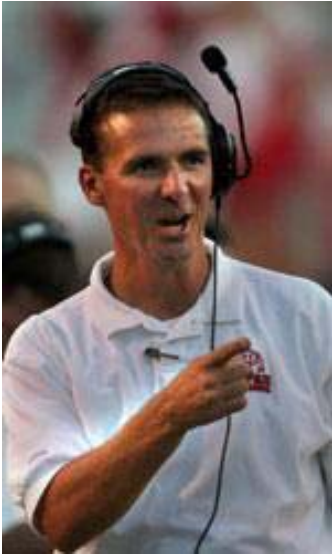
interest in serving on a wide range of university committees across the campus as well as the UUSAC council! What an impressive group! Thank you to those who submitted nominations and/or applications; there is so much positive talent to be drawn from in further growing our university in terms of the contributions of high quality, knowledgeable employees. Thank you to all who expressed a desire to make a difference! We hope that many more people will choose to get involved and to share in the leadership of the organization.

Starting in July, Marcus Trinite will be our new President. It will be a time of new beginnings. I am confident that with new leadership will come new ideas. Our meetings are open. Please feel free to join us and to learn what it means to be part of a larger community of university employees. One of our greatest strengths is that we have board members from all over campus! Diversity-in-action! Why don't you come see what it's all about?

Respectfully yours,
Aaron White
President, UUSAC
2003-2004
581-8518

UUSAC Executive Committee			UUSAC Newsletter Committee		
Aaron White	President	581-8518	Sheri Gordon	Co-chair	587-9619
Marcus Trinite	President-elect	297-4911	Kathy Marlock	Co-chair	585-9876
Sandy McLelland	Secretary/Treasurer	581-7974	Wendy Bailey		585-5932
Mark Stevens	SWAB	581-8292	Joan Christensen		581-6849
Sheri Gordon	Communications	587-9619	James Collins		581-7935
Kathy Marlock	Communications	585-9876	Robbi Dewey		581-3857
Christi Neal	Legislative Issues	585-5030	Juli Genovesi		581-7390
Christine Boone	Recorder	585-3952	Jim Grierson		585-0627
			Melissa Hall		581-8302
			Sandy McLelland		581-7974
			Thuy Nguyen		585-6898

If you have story ideas or comments regarding information in this publication, please contact Sheri Gordon or Kathy Marlock. Visit UUSAC's web site at www.utah.edu/uusac/



To all loyal Utes,

Please accept my sincere thanks and appreciation for your great support last year of the University of Utah football team. The enthusiasm generated on campus by all of you is contagious. I believe your support and enthusiasm directly contributed to the success of last year's team. I am proud and honored to be the Head Coach of the University of Utah football team; together we all make this one of the premier institutions in the nation!

The team is hitting on all cylinders coming out of a great spring practice period as we prepare for the 2004 Utah Football season. Our home schedule is the best home schedule in the history of Utah Football. We kickoff the season on ESPN's first nationally televised game of the year, Thursday, September 2, 2004 vs. Texas A&M in beautiful Rice-Eccles Stadium. Other home games include Air Force, North Carolina, UNLV, Colorado State and the team down south. We look forward to another attendance breaking year and showcasing the greatness of the University of Utah to the rest of the country.

Thanks again for your continued support and GO UTES!

Coach Urban Meyer

Outstanding New Advisor Award: Leslie Parks - University College

Leslie Parks, University College Advising Center (UC) Academic Advisor won the 2004 NACADA (National Academic Advising Association) Outstanding New Advisor Certificate of Merit! Leslie joined UC as an academic advisor in September 2002. She is a graduate of the U of U with a bachelor's degree in both Political Science and Family and Consumer Studies. Leslie's areas of expertise in University College include: a) freshman advising, b) residence life advising and c) advising assessment. We offer many rounds of applause to Leslie for her significant achievements! Congratulations, Leslie!



New Recreation Center for U of U Community

The University of Utah is studying the need to build a new recreation center for the University community. As such, we are asking for input through surveys of the students, faculty, and staff. We ask that you please go to the following link and complete the survey no later than May 21, 2004. The survey only takes about 10 minutes to complete and the link can be accessed at the following web site: <http://www.sa.utah.edu/surveys/campusrec/>

2004 UNIVERSITY OF UTAH HOLIDAYS

		<u>Hospitals and Clinics</u>
Monday, May 31	Memorial Day	Begin Sun 05/30/04 - 2300 to Mon 05/31/04 - 2300
Monday, July 5	Independence Day (PPH)	Begin Sun 07/04/04 - 2300 to Mon 07/05/04 - 2300 Premium Pay for this holiday begins 07/03/04 2300 to 07/04/04 2300
Friday, July 23	Pioneer Day	Begin Thu 07/22/04 - 2300 to Fri 07/23/04 - 2300
Monday, September 6	Labor Day (PPH)	Begin Sun 09/05/04 - 2300 to Mon 09/06/04 - 2300
Thursday, November 25	Thanksgiving Day (PPH)	Begin Wed 11/24/04 - 2300 to Thurs 11/25/04 - 2300
Friday, November 26	Day after Thanksgiving	Begin Thu 11/25/04 - 2300 to Fri 11/26/04 - 2300
Friday, December 24	Christmas Day (PPH)	Begin Fri. 12/23/04- 2300 to Sat. 12/24/04 - 2300 Premium Pay for this holiday begins 12/24/04 2300 to 12/25/04 2300
Friday, December 31	New Year's Day (PPH) (2005 holiday)	Premium Pay for this holiday begins Fri. 12/31/04 - 1900 to Sat. 1/1/05 - 1900

If employed by January 1, 2004, **two personal preference days** must be taken before December 31, 2004.

PPH: Premium Pay Holidays for University Hospital Staff. Please visit www.hr.utah.edu/ben/holidays/ for more information on PPH.

DIVISION OF HUMAN RESOURCES DIRECTORY OF DEPARTMENTS

WEB ADDRESS: <http://www.hr.utah.edu>

420 Wakara Way, Suite 105

	<u>Telephone</u>	<u>FAX</u>
Administration	581-7832	581-8481
Benefits	581-7447	585-7375
Organizational Development Services	585-2300	581-8481
Compensation	581-6206	581-8481
Employee Relations	581-5469	581-4286
Employment Office	581-2169	581-4579
HR Information Systems (HRIS)	See Web Directory	581-5571
Nesco Resource	585-1678	581-5571
Service Teams	See Web Directory	581-5571

Park Building

Equal Opportunity & Affirmative Action	581-8365	135 Park	585-5746
VP for Human Resources	585-0928	208 Park	581-5674

HR Satellite Offices - Employee Service Centers

UHOSP A024	585-5074	7:30 a.m.-3:00 p.m.	585-5144
135 Park Building	581-8365	8:00 a.m.-5:00 p.m.	585-5746