



UMB RECOVERY TASK FORCE

Nov. 6, 2020

Between the rapidly approaching holidays and the daily grind, it's easy to lose sight of important deadlines.

Benefits open enrollment for University of Maryland, Baltimore (UMB) faculty and staff ends Nov. 13 at 5 p.m. A final [Health Benefits Open Enrollment Forum](#) via Zoom will be held Nov. 12.

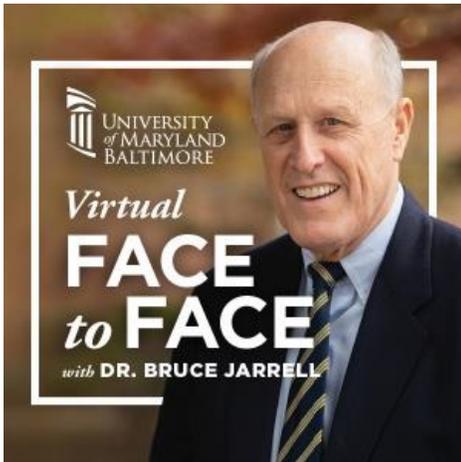
Employees can use [SPS Workday](#) to make changes to their benefits and/or sign up for flexible spending for 2021. Employees will receive alerts about open enrollment from the state of Maryland (stateofmaryland@myworkday.com) via the SPS Workday system.

Employees who want a flexible spending account for 2021 must log in to SPS Workday by Nov. 13 at 5 p.m. There will be no correction period, and all changes must be made in SPS Workday during this time. Employees who are not making changes to their benefits do not need to take action.

And for employees and students who need coverage through the [Maryland Health Insurance Marketplace](#) or other eligible [Health Insurance Marketplace](#) programs, that open enrollment ends Dec. 15.

This week's highlights detailed below:

- Sports in the Time of COVID-19
- CITS Training and Resources
- Off-Campus Staff Assignment Checklist
- Put a Flu Shot on Your Holiday To-Do List
- Guidance on Annual Leave Carryover
- Staff Senate Hosts Virtual Thanksgiving Food Drive



Sports in the Time of COVID-19

UMB President Bruce E. Jarrell, MD, FACS, will be joined by two special guests on the Nov. 12 edition of *Virtual Face to Face*.

Darryll J. Pines, PhD, MS, president of the University of Maryland, College Park, and Gerry Sandusky, sports director for WBAL-TV and owner of The Sandusky Group, will discuss sports and the pandemic.

Note that next week's edition will air at 3 p.m.

[Register](#) and watch via Webex.



CITS Training and Resources

In its latest *IT Newsletter*, the Center for Information Technology Services (CITS) announced several resources to make working and learning from home and in the office easier.

One new offering is an orientation or refresher on IT tools and resources.

CITS strongly encourages anyone who thinks this would be useful to [contact the Help Desk](#) to invite you or your staff to the next session.

Read more about on-site computer shutdown reminders, password information, and other training information in the [November IT Newsletter](#).

Off-Campus Staff Assignment Checklist

A checklist has been developed to help guide staff and their deans and vice presidents on how to handle UMB-approved off-campus activities or work assignments (excluding academic and clinical matters).

While in-person activities are still discouraged, the [Off-Campus Staff Activity/Work Assignments checklist](#) serves as a tool for the consideration of limited off-campus work or UMB-sponsored service activities by staff. The requests are reviewed on a case-by-case basis, but staff should discuss permission for being involved in an in-person, off-campus activity with their supervisors before submitting this checklist.

This document is not intended for an employee who is volunteering in the community on their own time. Staff members are encouraged that if they do volunteer, do it safely by performing service work follows guidelines from the Centers of Disease Control and Prevention and the state of Maryland, including but not limited to limitations on group size, physical distancing, and wearing face coverings.

Put a Flu Shot on Your Holiday To-Do List

Six new dates for the UMB flu clinic are now available for registration. This year's clinic also offers asymptomatic COVID-19 diagnostic tests.

The sessions are:

- Nov. 12, 9 a.m. to 1 p.m. ^[1]_[SEP]
- Nov. 20, noon to 4 p.m.
- Dec. 2, 9 a.m. to 1 p.m.
- Dec. 8, 9 a.m. to 1 p.m.
- Dec. 15, 1 p.m. to 5 p.m. ^[1]_[SEP]
- Dec. 17, 9 a.m. to 1 p.m.

The clinic is located at 635 W. Lexington St. Registration is required, and will close when full or at 5 p.m. the day before the start of the session. For more information and to register, visit umaryland.edu/flu.

Guidance on Annual Leave Carryover

Human Resource Services sent a letter this week sharing guidance that allows faculty and staff to carry up to 480 hours of annual leave over for the next calendar year.

Links to the specific guidance and policies can be found in the letter, which you can [read here](#).

Staff Senate Hosts Virtual Thanksgiving Food Drive

UMB's Staff Senate and Office of Community Engagement are hosting a virtual Thanksgiving food drive to benefit families in West Baltimore.

The Staff Senate is raising money to support this effort to provide local families with food items such as stuffing, cranberries, mashed potatoes, vegetables, and more.

Donations in any amount are welcome, and the goal this year is to support 250 families.

Visit umaryland.edu/give/StaffSenate/Thanksgiving to learn more and donate by Nov. 12.

Please visit umaryland.edu/coronavirus for more information about UMB's COVID-19 policies and recovery.

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