



# UNIVERSITY OF MARYLAND

UNIVERSITY HUMAN RESOURCES  
*Office of Employee Benefits*

1101 Chesapeake Building  
College Park, Maryland 20742  
301.405.5654 TEL 301.405.8243 FAX  
[www.uhr.umd.edu](http://www.uhr.umd.edu)

March 12, 2015

## MEMORANDUM

**TO:** Donald W. Webster  
Chair, University Of Maryland Senate

**FROM:** David R. Rieger  
Assistant Director for Benefits

**SUBJECT:** Wellness Program Communication

University Human Resources (UHR) has always had the intention of disseminating as much information as possible to the campus community that is enrolled in the medical plans regarding the new State Wellness program and the Health Risk Assessment, with specific consideration given to employees whose first language is not English and to those employees that do not have regular access to computers. **In general, our plan is very similar to the suggestions made by the Senate Staff Affairs Committee and the Senate Executive Committee and we intend to move forward with those suggestions.** More costly items, such as creating videos and translation of materials and posters, will depend on available funding and the approval of the State Department of Budget and Management.

In response to the suggestions made by the Senate Staff Affairs Committee and the Senate Executive Committee, the following is the University Human Resources (UHR) ongoing Wellness Program Communication Plan. As indicated in the plan, we have scheduled and begun informational sessions with Dining Services, Facilities Management, and Residential Facilities and are in the process of arranging sessions with the other units on campus. Our plan is to offer these information sessions to employees segmented by Colleges, Schools and larger or combined units at their locations. In return, we will ask that they assist us by providing a suitable space with access to computers. We currently have commitments from Dining Services, Facilities Management and Residential Facilities to provide this assistance with their Spanish speaking populations that will include the help of interpreters. We are in the process of contacting the other units across campus to schedule these events.

- UHR benefits coordinators will hold information sessions and/or open meetings (with Spanish or other language interpreters, when appropriate) for interested employees in order to discuss the program. These sessions will be held at the Colleges, Schools and other administrative units. These units will be asked for assistance in providing a space with computer access. We will assist those

attending with setting up a login to their vendor website, selecting a primary care physician, and accessing and completing the Health Risk Assessment form. Materials are created and will be distributed listing the details and expectations of the program. This promotional material will be posted in public areas, such as the Stamp Student Union, the Libraries and various academic and administrative buildings.

- The UHR Office of Employee Benefits, during March and April 2015, and on an as needed basis throughout the year, will provide information and instruction on the State Wellness Program and Health Risk Assessment to the Spanish speaking population of Dining Services, Facilities Management, Residential Facilities and other units, at their locations.
- Consideration will be given to other employees that are not proficient with the English language to provide information regarding this new program in other languages, whenever possible and appropriate.
- UHR will ensure that information regarding this new program is available and disseminated via a variety of methods (e.g., hard-copy handouts, flyers in break-rooms and other public areas, via announcements at the annual meetings of departments/units with large concentrations of staff members).
- UHR is creating a slideshow presentation for its website, outlining the details and penalties (and also highlighting the benefits and rewards) regarding compliance/non-compliance with the program's expectations.
- These informational sessions and informational material dissemination will be continued and enhanced to reflect the needs of the campus and the specific wellness requirements for each subsequent year.