

MARCH IS EAP AWARENESS MONTH RE-ENERGIZE YOURSELF!

March is EAP Awareness Month and the University of Memphis along with other state institutions will participate in hosting seminars, training sessions and contests throughout the state.

What is EAP?

The Employee Assistance Program provides professional, confidential services to full-time state employees and eligible dependents. Employees and their family members are able to seek counseling services to assist them with stress, marital problems, chemical dependency, financial and legal matters to name a few. The short-term counseling (up to six sessions) are at no cost to employees and services are provided by professional counselors. All services are confidential. For more information, contact our current provider for EAP services at 1-800-308-4934 or at: www.MagellanHealth.com.

EAP SEMINAR

The seminar *Spring Forward-Re-energize Yourself* will be offered at the University of Memphis on March 21, 2006 in the Human Resources Training Center, 177B Administration Building from 11:00 a.m. -12:00 p.m.

Join us as we learn how to

- stay energized.
- stay motivated, relaxed and resilient even in times of turmoil.
- act in a more positive manner in the midst of difficult situations by learning how to be a navigator instead of a victim.



Objectives include:

- Identify actions that will enhance resilience
- Develop daily habits to reduce stress
- Learn how to maintain motivation and thrive during difficult times

So join us as we celebrate EAP Awareness Month. For more information on the Employee Assistance Program, contact the Office of Employee Relations at 678-3076.



CALLING ALL CONTESTANTS

EAP Re-energize Yourself Contest

The Employee Assistance Program is calling for entries in its "Re-energize Yourself" Contest. Entries must include how you cope and re-energize yourself in order to function successfully. Describe how you deal with criticism, excessive work and parenting demands, depressed

periods, deaths and other life crises. The most creative entry is sought. Only individual entries will be accepted.

All entries will become the property of the EAP program. Entries must be one page (8 ½ X 11) typed, single or double spaced maxi-

mum length.

Entries may be faxed or mailed to the State EAP Office, 312 Eighth Ave. N, William Snodgrass-TN Tower 13th Flr., Nashville, TN 37243 or fax (615) 741-8196 no later than March 31, 2006.

IT'S PERFORMANCE APPRAISAL TIME!

It's that time of year again for performance appraisals. All managers and supervisors are encouraged to register for one of the training sessions listed below.

Training Sessions-How To Complete and Conduct Employee Performance Appraisals

Tuesday, February 21, 2006
1:00 p.m.-3:00 p.m.

Thursday, March 2, 2006
10:00 a.m.-12:00 p.m.

Monday, March 13, 2006
1:00 p.m.-3:00 p.m.

Friday, March 17, 2006
1:00 p.m.-3:00 p.m.

Demonstrations on how to complete appraisals online and mock interviews will be conducted during each session.

Register online at:

<http://bf.memphis.edu/hr/profdev/register.php>



Deadlines for completing appraisals are as follows:

Clerical/Support Staff
February 28, 2006

Administrative/Professional
March 31, 2006

For more information, please contact Margie Williamson at 678-3076 or via e-mail at mawllmsn@memphis.edu.

HAVE YOU ORDERED YOUR SERVICE AWARD?

The deadline for ordering your service award is rapidly approaching. Please refer back to the order brochure included in the service award packet received last fall. The deadline for placing your order is **February 28, 2006**. Orders



not received by the deadline will result in a default order of employer's choice.

To review a complete list of 2005 service award honorees, visit our website at: <http://bf.memphis.edu/hr/employeerelations/>

For more information or if you are having trouble placing your order, contact Monica Fleming at miflemng@memphis.edu.



BENEFITS ALERT!



401(k), 403 (b), 457 Max for 2006

Beginning in January, the maximum contribution limits for the 401(k), 403(b), and 457 plans will increase. Employees under age 50 may contribute \$15,000 in a combination of 403(b) and 401(k); and another \$15,000 in 457. In addition, employees over age 50 may contribute \$20,000 in a 403(b) and 401(k) combination; and another \$20,000 in 457. If you are interested in enrolling or making changes, please contact Employee Benefits at benefits@memphis.edu.

2006 CIGNA Health Insurance ID Cards

Beginning January 1, 2006, CIGNA will be the new claims administrator for the HMO and POS health plan options. Participants should have received their new CIGNA ID cards in December. Please check for accuracy and be sure that cards have been received for all dependents. Only four cards will be mailed per packet; if more than four dependents are enrolled, a separate packet will be mailed with the additional cards within a day or two. To request additional cards contact CIGNA at 1-800-244-6224.