

## DEPARTMENT OF HUMAN RESOURCES



### Recognizing Partners Within the University

Human Resources would like to personally thank Police Services who recently conducted two weekend traffic saturation details around the University, funded by an Alcohol Saturation grant through the Tennessee Governor's Highway Safety Office. These enforcement efforts resulted in 2 DUI arrests, 1 misdemeanor citation issued for driving on a suspended license, and a total of 35 traffic citations issued. The traffic charges included violations for speeding, no driver's license, disregarding traffic sign/signal, state registration, financial responsibility law, open container law, and the seatbelt law. Police Services will continue to enforce local and state traffic laws in an effort to prevent accidents and traffic-related injuries around the University and in the surrounding communities. Police Services has over 355 total years of service. Thank you Polices Services for doing such a great job!



Police Services Include: Bruce Harber, Derek Myers, Marco Anderson, Sammie Ballard, Brenda Clements, John Cowles, Ray Craft, Robert Crout, Angie Curry, Howard Edwards, Robert Frans, Degreaun Frazier, Jay Johnson, Sharon Kuykendall, Kevin Langellier, Michael Leonard, Richardo Maxwell, Steve Means, Keith Means, Rickey Moore, Yotis Norwood, Tom Parrett, Robert Pensinger, Randy Phillips, Jeanne Pool, Joyce Smith, Kelly Straub, Jermale Taylor, Scott Templeton, Auddis Ward, Jermaine Wilson, Mary J. Wright. and Grant Young.

### Period Two Outstanding Employee Winners

The Office of Employee Relations is proud to announce Period Two Winners of the Outstanding Employee Award. The winners are:

- Janet Hicks, Clerical Assistant, Faculty Services Center
- Edna Nelson, Administrative Secretary, Residence Life
- Elizabeth "Liz" Ramage, Clerical Assistant, Admissions
- Nancy Tompkins, Senior Administrative Secretary, Extended Programs

For a complete profile on these Outstanding Award Recipients, visit the Employee Relations website at <http://bf.memphis.edu/hr/employeerelations/outstanding.php>

If you would like to nominate a fellow UofM employee for Period Three Outstanding Awards, the deadline is March 31, 2008. Submit your nomination online at <http://bf.memphis.edu/hr/employeerelations/awards.php>

## MARCH IS EAP MONTH

The University of Memphis, along with many other state employers will sponsor activities to educate employees regarding services provided by the Employee Assistance Program. This year, the University will host the following:

EAP seminar: "Leap Over the Rainbow To Stay Connected"  
 Date: March 18, 2008  
 Time: 11:00 a.m. – 12 noon  
 Location: Human Resources Training Center, 177B Administration Building



The EAP program offers brief, confidential, solutions-focused consultation and/or counseling for all types of personal issues. Assistance is available 24/7 by calling toll-free 1-800-308-4934 or you can visit [MagellanHealth.com](http://MagellanHealth.com) for health and wellness topics, including: stress, depression and anxiety, family or parenting issues, alcohol or drug dependencies, workplace concerns and adjusting to change. Stay tuned for upcoming events.

## Performance Appraisal Time

It's that time of year again. Managers and supervisors are required to complete a performance appraisal on all non-faculty employees and schedule a meeting with each to review their performance.

**Performance appraisals for clerical/support staff are due February 29 and administrative/professional employees are due March 31.** To obtain a quick overview of the performance management cycle, visit our website at <http://bf.memphis.edu/hr/employeerelations/appraisalguide.php> and for copies of the performance appraisal, visit <http://bf.memphis.edu/hr/employeerelations/appraisals.php>. For additional information contact the Office of Employee Relations at 678-4096.

## COMPENSATION

### PROFESSIONAL PRIVILEGE TAX BENEFIT



It's once again time to complete and submit Professional Privilege Tax forms. The University of Memphis will pay the \$400 Professional Privilege Tax on behalf of its eligible full-time state employees. The University of Memphis will remit the tax for faculty and staff who meet the following criteria:

1. Full-time, regular employment status.
2. The license is related to the job he/she currently holds at the UofM.
3. The license has been issued by the State of Tennessee and is current.

On March 28, the Business and Finance office will send out the form to be completed by all eligible employees. These forms must be completed and sent back to Human Resources by May 2.

Refer to <http://www.state.tn.us/revenue/tntaxes/proftax.htm> for the listing of professional licenses that are subject to this tax.

Contact Melody Yacoubian at 678-2382 or [mmyacobn@memphis.edu](mailto:mmyacobn@memphis.edu) for additional information.



In an effort to improve the quality of data and serve departments more efficiently, Human Resources Employee Records asks for each employee to please review and update all Personal information.

Employees may update any change by logging into the Spectrum Portal, and scrolling down to the Personal Information Section.

This sections allows employee online access to their home and business address and phone information. For questions or concerns please do not hesitate to contact your Employee Records Assistant. To find your Employee Records Assistant please click on the following link: <http://bf.memphis.edu/hr/records/deptbreakdown.php>

## Beneficiary Changes

You may be enrolled in several benefit programs that require beneficiaries to be designated. This is so payment of funds can be disbursed according to your wishes in the case of your death. The following are benefits for which you must have a beneficiary on file:

- Unpaid Compensation. Unpaid compensation from the university will include annual and sick leave and any unpaid earnings at the time of the employee's death while actively employed.
- Retirement Plans: TCRS, ORP, 401(k), 457, and 403(b)
- Group Life Insurance: This is the term and accidental death and dismemberment coverage that is included with the health insurance program
- Optional Term and Universal Life Insurance, offered with UNUM Provident
- Optional Accidental Death and Dismemberment Insurance

Beneficiary designations are maintained in the Employee Personnel File and can be verified by visiting the Employee Benefits Office, 167 Administration Bldg. An employee can change beneficiaries at any time. In most cases, a form must be completed and notarized.

## Basic Life Insurance Addition

For employees who were eligible for health coverage but chose not to enroll, a new law was passed to extend the basic life insurance coverage to them. These employees will be provided with \$20,000 of basic term life and \$40,000 of basic special accident coverage **at no cost**. This is the same coverage provided to employees enrolled in health coverage. This coverage was effective January 1, 2008.

Eligible employees received letters at home from the State office of Benefits Administration outlining the details of this benefit and included a form for designating a beneficiary. Please complete the Beneficiary Designation Application and return to the Employee Benefits Office, 167 Administration Building. The form can also be found online at <http://www.state.tn.us/finance/ins/1005.pdf>.

## PROFESSIONAL DEVELOPMENT & TRAINING



All classes will be held in 177-B Administration Building. To register, please visit our online site:

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

### February

February 12th	Putting the Pieces Together	9:00 a.m.-11:00 a.m.
February 27th	Business Writing I	9:00 a.m.-12:00 p.m.
February 28th	E-Training	9:00 a.m.-10:00 a.m.
February 29th	Business Writing II	9:00 a.m.-12:00 p.m.

### March

March 4th	Proofreading & Editing	9:00 a.m.-12:00 p.m.
March 21st	Bring Out the Best in Others (Training Buffet)	11:30 a.m.-1:00 p.m.
March 27th	E-Training	9:00 a.m.-10:00 a.m.

## EMPLOYEE SAFETY & HEALTH

The Employee Safety & Health Office offers safety training to employees of the University. Please go to <http://bf.memphis.edu/hr/esh/schedule.php> for our current class schedule. If you are interested in safety training in other areas, or if specific training is requested for a group of employees, please contact the Employee Safety and Health Office at 2256, 4671, or 1625.