

DEPARTMENT OF HUMAN RESOURCES

DO YOU KNOW HOW TO.....

Update Your Employee Addresses and Phone Numbers (Employee Self-Service)

Follow the steps below in order to update your personal information in Spectrum:

- Step 1: U of M Website (www.memphis.edu)
- Step 2: Click Spectrum
- Step 3: Log in
- Step 4: Click **Employee Tab**
- Step 5: Scroll down to **Personal Information Section**
- Step 6: Click **update addresses and phones**
- Step 7: Locate address / phone number you want to change (example: mailing)
- Step 8: Click **current** (address) or **primary** (phone number)
- Step 9: Make necessary changes
- Step 10: **Submit**



2008 Distinguished Administrator of the Year Award

Do you know a distinguished administrator who deserves recognition for an exceptional work ethic and dedication to achieving the mission of the University of Memphis? Now is the time to submit your nomination for the 2008 Distinguished Administrator of the Year? The nomination period for the 2008 Distinguished Administrator Award is March 15 to April 15. The recipient will be recognized for:

- Dedication to achieving the mission of the UofM and the department.
- Possessing style and influence that motivates others to pursue and demonstrate excellence.
- Consistently seeking and implementing a better way to accomplish tasks and solve problems.



The \$1000 award goes to a non-faculty director or administrator below the level of Vice President or Vice Provost, and who is in a pay grade of M110 or above. The nominee will also have at least two years of service in that role. The winner will be announced on "Celebration of Staff Day," May 15, in the Michael D. Rose Theatre and Lecture Hall. To nominate an administrator, go to <http://bf.memphis.edu/hr/employeerelations/nomination.php> or contact Employee Relations at 678-4096 or by email at thamm@memphis.edu.

2008 Celebration of Staff Day

This year for the first time, Employee Relations and the Staff Senate are teaming up to present Celebration of Staff Day. Celebration of Staff Day will be held on May 15th in the Michael D. Rose Theatre.

The President will be present to announce the winners in the Distinguished Employee Award Program. Recipients will be awarded a check for \$1000 and a distinguished award trophy. In addition, the Distinguished Administrator of the Year will be named.

The Employee Recognition Program is administered through the Employee Relations Office in Human Resources. Recipients of the awards are selected by a panel of judges outside of HR. As part of the Celebration of Staff Day on Thursday, May 15, a small ceremony

will be held from 10:30 a.m. to 12:00 p.m. in the Rose Theatre. At this time the Distinguished Employees of the Year will be announced. Employees who have recently attained a job-related license, certification, academic diploma, or degree will also be honored during this event.

For more information regarding submitting your licensure, certifications, academic diploma and/or degree please contact Tandy Hamm by email at thamm@memphis.edu or by phone at 678-4096. Deadline for submission is Monday, May 12th. <http://bf.memphis.edu/hr/employeerelations/2008staff.pdf>

A NOTE ON BENEFICIARIES

There are several programs that employees may be participating in that require a beneficiary designation. This is so payment of funds can be disbursed according to your wishes in the case of your death. Payments to minors are generally not allowed until they turn 18; however, it may be payable through a court named guardian or trustee. If you are considering naming a minor child as a beneficiary, we would suggest that you speak to an attorney regarding the implications.

The following are benefits for which you must have a beneficiary on file:

- **Unpaid Compensation:** Your 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 (Tennessee Consolidated Retirement Systems), ORP (Optional Retirement Plan; invested with ING, AIG-VALIC and/or TIAA-CREF), 401(k), 457, and 403(b)
- **Basic 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**

It is important to review your beneficiary designations regularly. Designations are not maintained online; they are maintained in the Employee Personnel File and can be verified by visiting the Employee Benefits Office, 167 Administration Bldg. An employee may change beneficiaries at any time. In most cases, a form must be completed and notarized. Many of the change forms can be found online at <http://bf.memphis.edu/forms/hr.php>. You may make an appointment with a Benefits representative at 678-3573 to review your file and make any necessary changes. You may also contact Employee Benefits by email at benefits@memphis.edu.

FAMILY MEDICAL LEAVE ACT OF 1993 (FMLA)

In compliance with the Family Medical Leave Act of 1993 (FMLA), ([University Procedure UM1569](#)), it is the policy of The University of Memphis to provide eligible employees up to twelve workweeks (450 hours) of job-protected leave during a twelve month period for specified family and medical reasons. The leave is only paid leave if the employee has accumulated annual and/or sick leave.

For eligibility purposes, an employee must have worked for at least twelve months for the State of Tennessee and must have worked 1250 hours for The University of Memphis during the year preceding the beginning of the leave. Human Resources (HR) is responsible for determining these criteria at the beginning of the leave. The FMLA policy includes both regular and temporary employees of the University.

In all circumstances, the employee and/or supervisor are responsible for notifying the Leave Specialist in HR of any employee who has been off or plans to be off more than five (5) consecutive work days due to family and medical reasons. This guideline applies whether or not the employee actually has sick leave or annual leave or on leave without pay. TBR Policy [5:01:01:14](#) stipulates

that any employee who has accumulated sick and annual leave must use this leave during a period of FMLA before going on leave without pay; FMLA shall run concurrently with the paid leave.

The HR office will provide the employee with the necessary paperwork, and all forms must be completed and returned to the HR office within 15 calendar days. Information concerning medical leaves is maintained in a confidential file separate from the employee's Human Resources file.

FMLA qualifying events include: birth or adoption of a child, to care for the employee's spouse, son, daughter, or parent with a serious health condition, or the employee's own serious health condition.

For additional information or to request FMLA paperwork, please contact the HR Leave Specialist, Linda Harris, at 678-3257 or by email at lfharris@memphis.edu.

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. If you haven't done so already, please complete an evaluation on your employees and submit to Human Resources as soon as possible.** 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.

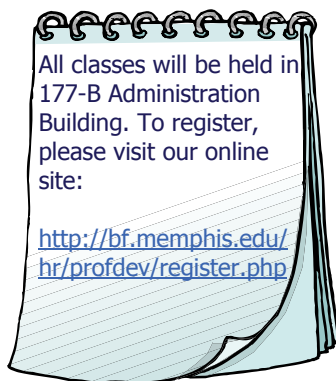
Roll, Roll, Roll Your Leave!!

Regular, full and part time administrative/exempt employees and 12 month academic employees may earn up to 180 hours of annual leave per year. Depending upon years of service, regular, full and part time non-exempt clerical/support and MODFY employees may earn from 90 to 180 hours of annual leave per year. The maximum carry forward is in accordance with the schedule shown below.

In the event excess annual leave is not used during the current fiscal year, it will be transferred to the employee's sick leave balance on July 1. The only exception would be on the employee who terminates or is on terminal leave on June 30. In this case, the full amount will be paid out as terminal leave, even if the payments cross over to the new fiscal year.

Non-Exempt Employees Only Years of Service	Accrual Rate Per Month	Maximum Annual Accumulation	Maximum Total Accumulation within Fiscal Year	Maximum Accumulation Carried Forward to the Next Fiscal Year
0-5	7.5 hours	90.0 hours	315.0 hours	225.0 hours
5-10	11.3 hours	135.6 hours	405.6 hours	270.0 hours
10-20	13.2 hours	158.4 hours	450.9 hours	292.5 hours
20 or more and all exempt employees	15.0 hours	180.0 hours	495.0 hours	315.0 hours

PROFESSIONAL DEVELOPMENT & TRAINING



April

- April 18th Training Buffet—Stress & Burnout 11:30 a.m. - 1:00 p.m.
- April 22nd Dominance, Influence, Steadiness, and Conscientiousness (DiSC) 1:00 p.m. - 4:00 p.m.
- April 24th E-Training 9:00 a.m. - 10:00 a.m.

May

- May 2nd Training Buffet - Listening & Memory Skills 11:30 a.m. - 1:00 p.m.
- May 20th Customer Service with a Smile 9:00 a.m. - 12:00 p.m.
- May 22nd 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 or by email at esh@memphis.edu.