

THE UNIVERSITY OF MEMPHIS®

Department of Human Resources

April/May 2009

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Nominations for Distinguished Employees

The Office of Employee Relations is now accepting nominations for the distinguished employee and the distinguished administrator of the year award. Only **Non-Faculty** employees with at least **one** year of service are eligible. Winners will receive a commemorative plaque and **\$500** cash award!



- Execute outstanding reliability and cooperation toward departmental goals and objectives.

Some of the qualities that you should consider for the distinguished administrator of the year might include:

- An innovator who seeks and implements a better way to accomplish tasks.
- Exceptional problem solver
- An outstanding leader who has the ability to motivate others and one who demonstrates excellence.

Nominees should possess one or more of the following qualities:

- Demonstrate dedication in achieving the mission of the University and their operating department.
- Exhibit style and influence to motivate those with whom they interact.
- Perform assigned tasks in an exemplary fashion and inspire other employees to improve.
- Exemplify outstanding conduct in the performance of duties over a period of years.

If you know someone with one or more of the above qualities, please submit your nominations online at <http://bf.memphis.edu/hr/employeerelations/nomination.php> no later than **Monday, May 4, 2009**.

Note: Only nominations with supporting comments will be considered.

Professional Privilege Tax Form

A reminder to all eligible faculty and staff - your completed Professional Privilege Tax form is due no later than May 4, 2009.

Please return your form to Human Resources Compensation Office, Room 176 Administration Bldg.

If you have questions, please contact Debbie DuPuy at 678-2382.

If you have attained a degree, license or professional certification during the fiscal year of 2008-2009, we would like to recognize you during a brief ceremony on Thursday, May 14, 2009 as part of Staff Appreciation Day. Send a copy of your degree or certification to the Office of Employee Relations, 171 Administration Building, attention Margie Williamson. Please include your name and department. Deadline is Friday, May 8, 2009.

State of TN Benefits Administration Dependent Eligibility Verification Project

In July, the State of TN Benefits Administration will begin a dependent eligibility verification project. A letter will be sent to all employees who are enrolled in family coverage asking the employee to provide proof of their dependent's eligibility for the State insurance plans. The letters will outline a list of acceptable documentation to prove eligibility. Please see pages 8 and 9 of the State of TN Insurance Handbook (<http://www.tn.gov/finance/ins/pdf/>

[hb_st.pdf](#)) for a description of dependent eligibility criteria. **If you receive a letter, it is very important that you respond timely.** If the State does not receive a response, **your dependents will be terminated from the coverage.** Those dependents would then only be able to re-enroll in coverage by identifying eligibility and meeting a special enrollment qualifying event or qualifying through medical underwriting.



Health Insurance Tobacco Surcharge

At its March 31 meeting, the State Insurance Committee approved a plan that calls for the implementation of a \$50 per month tobacco surcharge for those members who use tobacco, which will go into effect **January 1, 2010**. Every health plan member will need to submit a completed Tobacco Surcharge Form during the Annual Enrollment Transfer Period, October 15 – November 15, 2009. Those who indicate themselves or their covered spouse use tobacco will pay the \$50 per month surcharge.

Members who do not return their completed Tobacco Surcharge Form will also pay the \$50 per month surcharge, even if they or their spouses do not use tobacco products. The state will take a graduated approach to assessing fines from employees who provide false information on their Tobacco Surcharge Form.

Employees and covered spouses who currently use tobacco and wish to avoid the surcharge entirely will have access to a variety of free and low cost quit supports, which can help them be tobacco free by **July 1, 2009**. **Members who choose to quit by this date will not be subject to the surcharge in 2010.**

Members who continue to use tobacco products after July 1, 2009, will be subject to the surcharge in 2010, but will continue to have full access to all cessation benefits.

Plan members already have full access to the Tennessee Department of Health Tobacco Quitline at 1-800-QUIT-NOW (1-800-784-8669) 24 hours a day, seven days a week. This free hotline provides cessation

counseling and resource information which can help kick the habit.

Beginning May 1, several additional resources will be made available to plan members who wish to quit using tobacco. The insurance committee voted last week to implement the following smoking cessation benefits:

- \$5 co-pays for patches, gum and lozenges (\$10 co-pay for 90-day supply)
- \$5 co-pays for prescriptions to help members quit, such as Chantix and Bupropion (\$10 co-pay for 90-day supply)



These co-pays and benefits will be available for all members, regardless of their insurance carrier or plan. Because quitting any form of tobacco should be overseen by a physician to ensure safety and effectiveness, members will need to get a prescription from their doctor for all quit aids, including those which are available over the counter. This prescription, coupled with the insurance card, will ensure members pay only the \$5 or \$10 co-pay. A series of free quit support seminars

will also begin the first week of May at locations across the state. These voluntary sessions will provide tips for successfully giving up tobacco and will provide a chance for members to learn more about safely quitting and how to get the most from the state's quit support program. A complete schedule of these seminars will be available soon.

For those members who successfully quit using tobacco after the surcharge is implemented, a Quitter's Refund will be available. Members who pay at least six months of the surcharge will be eligible to receive a \$300 refund for remaining tobacco-free for six months and an additional \$300 for remaining tobacco-free for an additional six months (one year total).

This initiative is the first of several steps to encourage positive habits among plan members as they relate to tobacco use, wellness habits and overall health. The Insurance Committees will be considering other programs for Plan Years 2011 and beyond. A healthier membership in the State Group Insurance Program can help keep plan costs affordable for all members.

More information on the program, including a list of FAQs, can be found online at <http://www.state.tn.us/finance/ins/tobacco.html> . You may also contact the State of TN Benefits Administration at 1-800-253-9981 for more information.

Medical Expense Flexible Spending Account Change

If you have a Medical Expense Flexible Spending Account (FSA) you should have received a “myFBMC Card” in the mail recently. The myFBMC Card is a convenient reimbursement option that allows Flexible Benefits Management Company (FBMC) to electronically reimburse eligible expenses instantly under our plan using IRS guidelines. You can go to www.myFBMC.com to find more information about the card, activate your card, and to see your account information.

No more paying out of

pocket for reimbursable expenses and waiting for your refund! For eligible expenses, simply swipe your myFBMC Card like you would any other credit/debit card. The amount of your eligible expenses will be automatically deducted from your Medical Expense FSA account, whether you are at your health care provider or the drugstore. Please note that the IRS requires every purchase/claim be accounted for. When using the card, many expenses can be automatically identified such as over the counter medications, prescriptions, and doctor office visits.

Other expenses, although instantly reimbursed, will require you to submit supporting documentation. Your monthly statement will identify these in blue, and your account on www.myFBMC.com will show them in red.

The process is the same as in previous years when verifying the identified claims; remember to send a claim form with the documentation for proper processing. Failure to send

complete documentation may result in the suspension of your myFBMC Card privileges.

To find out if a pharmacy or drugstore near you accepts the card, go to www.myFBMC.com and refer to the IAS Store List.



If You Are HURT on the Job...

- Contact the Benefits office to inform Jennifer McNeil, Employee Benefits Assistant, of your injury as soon as possible. You should seek medical attention as soon as possible at **any Baptist Minor Medical Center or Baptist Hospital Emergency**. You may present at other hospitals if you are closer to another hospital and it is imperative that you receive medical attention immediately. However, Baptist is the preferred provider for workers' compensation. **Your personal health insurance will not cover workers' compensation injuries.** Therefore, it is important that you use the workers' compensation network of providers; not your personal health insurance network such as BlueCross BlueShield or CIGNA.
- First notify your immediate supervisor/department head of your injury.
- You will need to complete two forms, the [First Report of Injury or Illness Form](#) and the [State Accident Claim](#) form. These forms can also be found on the Benefits web site: <http://bf.memphis.edu/forms/hr.php>. **It is preferred that the forms be returned to the Benefits office within two days of the accident, if possible.**
- If you choose to go to your own physician's office, and this visit is not approved by the workers' compensation carrier, Sedgwick Claims Management Services, you may not be reimbursed for your visit. All referrals for specialist services must be approved in advance by Sedgwick.
- If your doctor, in the course of treating your compensable injury, determines that you are temporarily unable to return to work, then you are eligible for temporary total disability benefits. These benefits, also called lost time pay, are intended to replace part of the income you may lose as a result of your compensable injury. To receive temporary total disability benefits, **you must be on a leave without pay status** from your employer during the time you wish to receive the temporary total disability benefits. **You may choose to use your accumulated sick and annual leave instead of or prior to requesting temporary total disability benefits** since workers' compensation benefits will be less than the amount you would receive if you use your sick or annual leave. **This is a choice to be made by the employee.** For more information regarding temporary total disability please visit: <http://tennessee.gov/treasury/wc/BeneTempDisability.html>.
- **The four Baptist Minor Medical Center locations can be found at the following link: <http://www.bmhcc.org/services/medical/minor/MinorMedMap.pdf>**



Federal Legislative Alert New Form I-9 Ready for Use

The U.S. Citizenship and Immigration Services (USCIS) began using the revised Form I-9 Friday, April 3, 2009.

The below link is to the new Form I-9. Please take a moment to familiarize yourself with the changes. They are significant and could cause us some issues if we aren't aware of them. <http://www.uscis.gov/files/form/i-9.pdf>

Remember, you must have a completed I-9 form for every new or returning employee. Failure to present the form to government officials upon request can lead to fines of over \$1,000 per employee.

Annual Leave Maximum Accumulation – Fiscal Year Leave Roll

Regular, full and part-time exempt, and twelve-month academic employees, may earn no more than **180 hours** of annual leave per year and may accumulate a maximum of **315 hours** to carry forward for use in the next fiscal 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 following schedule:

Regular Full Time Clerical & Support Employees Years of Service	Accrual Rate Per Month	Maximum Annual Accumulation	Maximum Total Accumulation within Fiscal Year	Maximum Accumulation Carried Forward to 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	15.0 hours	180.0 hours	495.0 hours	315.0 hours

In the event excess annual leave is not used during the fiscal year in which it accrued, it will be transferred to the employee's accumulated sick leave balance at the close of the fiscal year. Retiring employees who begin terminal leave on or before June 30 will be paid for all accrued annual leave even if the leave carries into the new fiscal year.

As a reminder:

On January 23, 2008 the Tennessee Board of Regents approved and updated its annual leave policy. The new policy statement regarding payment for accrued annual leave upon separation from employment reads as follows:

Except as noted below, employees eligible to be paid for accrued but unused annual leave upon separation from employment shall be paid by lump sum payment. Employees who retire from the University may choose to be paid for annual leave either by lump sum payment or by remaining on the payroll by use of 'terminal leave'.

HR Directory

Office	Location	Phone
Human Resources Administration	171 Admin Bldg	678-4766
Compensation	176 Admin Bldg	678-2875
Employee Benefits	167 Admin Bldg	678-3573
Employee Records	178 Admin Bldg	678-3658
Employee Relations	171 Admin Bldg	678-3076
Employee Safety and Health	291 Admin Bldg	678-1625 678-4671
Employment	159 Admin Bldg	678-2601
Professional Development and Training	177 Admin Bldg	678-3575

Training Opportunities

All classes will be held in Room 177B Administration Building.

To register, please visit our online site:

<http://learningcurve.memphis.edu>



Don't miss the opportunity to attend some of these training sessions. If you would like specialized training for your department, please contact us at 678-3575 or 678-4231.

May 2009

Friday, May 8, 2009 8:30 a.m. — 12:00 p.m.
[Stand Up and Speak](#)

Tuesday, May 12, 2009 9:00 a.m. — 11:30 a.m.
[Seeing the Glass Half Full... Change as a Team](#)

Wednesday, May 20, 2009 9:00 a.m. — 12:00 p.m.
[Corporate Etiquette](#)

Thursday, May 28, 2009 9:00 a.m. — 10:00 a.m.
[E-Training \(In-Class Training\)](#)

June 2009

Tuesday, June 9, 2009 9:00 a.m. — 12:00 p.m.
[How to Deal with Difficult People](#)

Thursday, June 18, 2009 1:00 p.m. — 3:00 p.m.
[You've Got an Attitude](#)

Friday, June 19, 2009 11:30 a.m. — 1:00 p.m.
[Planning for Professional Growth \(Training Buffet\)](#)

Thursday, June 25, 2009 9:00 a.m. — 10:00 a.m.
[E-Training \(In-Class Training\)](#)

HR Training Takes Another Step Up!

LEARNING CURVE

Human Resources Professional Development and Training is using a fairly new process for employees to register for upcoming training classes. It is the **Learning Curve system**.

Learning Curve is a newly developed training registration system at the University of Memphis. It allows you to register for different training classes, including HR Professional Development and Training classes, on a more centralized site.

The development of the system was a joint effort between IT Administrative Services and Business and Finance Support Services. Implementation of it first began with these groups but branched out to the Enterprise Training Team once it was formed in Sept 2008. The system was implemented in early summer 2008.

Now, you will be able to manage your training by registering for upcoming training classes (those entered into

Professional Development Certificate

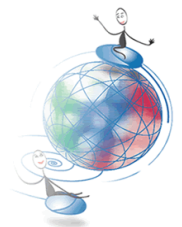
This new program provides helpful tools for self-improvement in terms of communication, stress management, organization and personal development. Participants must complete **three** courses in class, **three** online courses and **two** "Training Buffet" workshops to be eligible for certification. For more information regarding this certification program, visit: <http://uofmpt.memphis.edu/ProfDev.pdf>



Business Soft Skills Achievement Certificate

Success in today's business world is driven by access, information, and speed. E-Training gives you all this and more; it is flexible, fast, and convenient; and it saves time, money, and resources. By utilizing these online resources, employees come away with improved skills that translate into confidence and improved on-the-job efficiency and productivity. It is all offered on-demand at your own desktop, anytime, anywhere.

The ElementK On Demand Training includes Harvard Manage Mentor Plus Library, Business Skills Silver Library, Occupational Safety Library, and Employment Law Library. **Check out the most recent courses at** <http://uofmpt.memphis.edu/ondemandtraining.htm>



In order to obtain this certificate, participants need to complete at least **FOUR** online courses from our online training library. See details at <http://uofmpt.memphis.edu/Achievement.pdf>

Certificate for Business Writing

Participants must attend all **three** sessions in order to obtain the certificate.

- Business Writing I
- Business Writing II
- Proofreading and Editing

If you have any questions, please call 678-4231. You may also email us at proftraining@memphis.edu.

the system) by viewing/canceling class registrations; evaluating classes, once you've taken them; and viewing past class history. How to use Learning Curve is also available once you reach the site.

The types of classes currently on Learning Curve include Banner, Hyperion, TigerBuy, WorkForum, and HR Professional Development and Training. Others are being added continuously. If a trainer would like information about getting their training sessions into Learning Curve, please contact learningcurve@memphis.edu.

In order to enter the Learning Curve system for class registration, go to <http://learningcurve.memphis.edu>. For additional information, please contact Professional Development and Training office at 678-4231 or 678-3575.