

\$\$\$BIGGER BENEFIT\$\$\$

401(k) Match Increases

Effective July 1, 2006, the State of Tennessee increased the 401(k) state match. Previously, the state contributed between \$20 and \$30 matches to employees' minimum contributions of \$20 per month.

Beginning in July, the maximum match increased to \$40 per month. For example, if an employee contributes \$35 per month, the state will contribute \$35 per month. If the employee contributes \$40 or more per month, the match will be \$40 per month.

- If you would like to increase your contributions, complete a [401\(k\) Salary Reduction Agreement](#).

- To enroll in the 401(k) Plan for the first time, complete a [401\(k\) Enrollment Form](#).

Effective dates of the change or new enrollment will be determined by the date received in Benefits and the payroll deadline for the specified pay period.

Submit all forms to Employee Benefits, 167 Administration Building.

For more information regarding the State's 401(k) plan, including investment options and forms, please visit the [State of TN Treasury Web site](#) at <http://www.treasury.state.tn.us/dc>.

If you have questions, Employee Benefits can be reached at 678-3573 or bene-fits@memphis.edu.

Maximum Term for Longevity Schedule Increases

Although longevity payments will remain at \$100 per year of creditable service, the maximum number of eligible years of service increased from 25 to 30 years effective July 1, 2006.

This changes the maximum payment for longevity from \$2,500 to \$3,000.

Employees having longevity anniversaries for 26, 27, 28, 29, and 30 years of service on or after July 1, 2006, will see their payments increase up to the \$3,000 maximum.

Employees must have at least three years of creditable service to be eligible for longevity payments. The minimum payment is \$300.

U OF M STATEMENT OF POLICY— DRUG FREE CAMPUS

POLICY

It is the policy of the University of Memphis that students and employees are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, use or being under the influence of illicit controlled substances and/or alcohol on the University of Memphis campus or on property owned or controlled by the University of Memphis or as part of University-sponsored activities.

HEALTH RISKS

Health risks associated with the excessive use of alcohol include damage to the liver and heart, impairment of brain activity, digestion and blood circulation, and impairment of judgment and memory.

The abuse of illicit drugs can lead to organic damage, impairment of physiological processes, and impairment of mental functioning.

The risk of hepatitis, AIDS, and other infections increases if illicit drugs are injected.

Alcohol and other drugs can be fatal in excessive amounts or in certain combinations.

DRUG COUNSELING AND REHABILITATION RESOURCES

A variety of resources are available to employees and students who wish to obtain assistance or information concerning use or abuse of drugs and/or alcohol.

- EAP, for employees— (800) 308-4934
- U of M Psychological Counseling Unit, for students—(901) 678-2068
- Alcoholics Anonymous— (901) 454-1414

PENALTIES

All students and employees are subject to applicable laws related to this matter, and any violation of this policy will result in disciplinary action up to and including expulsion or termination of employment with the University and referral for prosecution or mandatory, satisfactory participation in a drug and alcohol assistance or rehabilitation program.

If you have questions, contact Employee Relations at (901) 678-4096 or emprrelations@memphis.edu.

POLICY REMINDERS

The **Staff Degree Incentive Program** encourages staff to complete degrees while employed at the University of Memphis. It went into effect last year.

This policy provides a monetary incentive to staff members who graduate while employed at the University. This is a one-time payment for a degree earned after June 30, 2005.

For the three graduation dates in FY06, 29 employees were paid at total of \$33,000.

Eligible employees must be in regular, full-time status with at least one year of consecutive, active service at the University of Memphis at the time of graduation.

Please refer to the [Staff Degree Incentive Policy](#) for details.

Another policy sets out provisions for children in the workplace and on campus grounds.

“The University desires to encourage safe, supervised campus visitations by young people for the purposes of making decisions about their academic future; attending music classes, educational, cultural, or sporting events and camps; and authorized use of certain facilities such as the Campus Recreation Center.”

These words are taken from the university’s **Children on Campus Policy**, which was implemented in 2005.

This policy also sets out conditions under which children may be brought to workplace offices, buildings, and campus grounds.

Click [here](#) and read the Children on Campus Policy in its entirety.

For more information on these or any other policies, feel free to contact one of the following with your questions

- Mary Ann Camp, Assistant Vice President for Human Resources, at macamp@memphis.edu, 678-2866
- Harriet Montgomery, Associate Director of Human Resources and Director of Employee Benefits at hmntgmry@memphis.edu, 678-2884
- Margie Williamson, Director of Employee Relations at mawllmsn@memphis.edu, 678-3076

TRAINING SCHEDULE

July -

- 11th, 9:00a–12:00p Business Writing Skills Workshop I
- 12th, 9:00a–12:00p Business Writing Skills Workshop II
- 26th, 9:00a–12:00p Proofreading and Editing
- 27th, 9:00a–10:00p E-training

August -

- 9th, 1:00p–4:00p New Leadership Curriculum
- 18th, 9:00a–12:00p FISH Training
- 30th, 1:00p–4:00p Generations in the Workplace
- 31st, 9:00a–10:00p E-training

September -

- 6th, 1:00p–4:00p Respect in the Workplace
- 12th, 10:00a–11:00p Student Worker Training
- 19th, 2:00p–3:00p Student Worker Training
- 20th, 8:30a–12:00p Dealing with Difficult People
- 21st, 9:00a–12:00p Leadership
- 27th, 10:00a–12:00p So Help Me
- 28th, 9:00a–10:00a E-Training



PROCESSES THEY ARE A'CHANGING

Because Spectrum is changing the way we do business, department customers are asked to provide information on **Appointment/Reappointment** forms that has not been requested before.

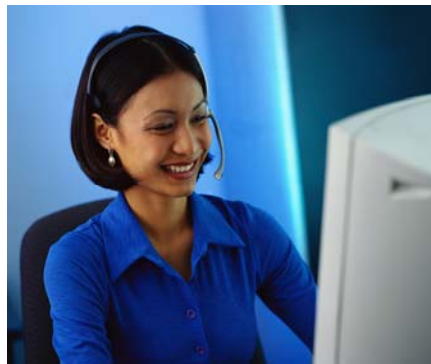
The form now requires an INDEX NUMBER, which is the number you used to call an account number. For example, 2-63010 or 4-12345.

The reason for this is that HR Records has no way of knowing how a position is funded. It is particularly important for that office to know when employees are appointed to grant funded positions.

The Appointment/Reappointment form has been redesigned and can be found [online](#). Look under Records.

The Employment Office offers **Employment Process** informational sessions to managers and supervisors who are responsible for hiring new employees.

These sessions are designed to offer an in-depth look into the hiring process from beginning to end.



The sessions are scheduled on a quarterly basis, and the next one is July 20, 2006, at 10:00 a.m. in Training, Administration Building, room 177B.

The **Time and Leave** recordkeeping process is also changing in July, 2006. The University will begin using Web Time Entry, a product of the Banner HR/Payroll system.

All hourly employees' hours must be entered electronically beginning with the work period between July 1 and July 8, 2006. Your department timekeeper will let you know if you are required to go online to submit your hours or if he or she will do it for you.

Non-faculty monthly paid employees will electronically enter their July leave hours at the end of July or early August.

BOB BISHOP JOINS HUMAN RESOURCES' COMPENSATION OFFICE

Robert L. Bishop, Jr. has joined the Human Resources Staff as Compensation Administrative Supervisor.

His appointment July 1, 2006, follows a long career with the City of Memphis and Shelby County Government where he was responsible for overall management of the City's comprehensive compensation program, including job evaluations, development

of position descriptions, job analyses, equity reviews, and all salary audits. Before he retired from the city, he also served as Deputy Director of Human Resources.

Bob later came out of retirement and became a Human Resources Advisor at the County. There he provided consultative direction and advice to County Government departments.

Bob will be leading the Compensation Team in room 176 of the Administration Building.

Our other Compensation Professionals are Ron Ferrari and Melody Yacoubian, and Jo Ann Donaldson is the Office Associate.

Please come by and meet Bob soon.



REMINDERS FROM BENEFITS

TUITION WAIVERS

For fall 2006, employees using PC191 may register beginning July 31, 2006 for all sessions during fall term.

[Bursar's web site](#) gives you registration and fee payment information for Staff Scholarship, PC191, and the Spouse/Dependent Discount Program.

Complete information on the programs, the application process, deadline

dates, and a link to the enrollment forms are available [here](#).

WORKER'S COMP MEDICAL FACILITY

When injured on the job, an employee should go either to a Baptist Minor Medical Center or to a Baptist Hospital Emergency Room. **Baptist is our Workers' Compensation healthcare provider.** Use Methodist Hospitals only when the injury is a medical emergency and Methodist is the closest facility.