

## Terminal Leave Policy Changes

The University of Memphis has recently updated its annual leave policy to comply with the TN Board of Regents' policy regarding payment for accrued annual leave upon separation from employment.

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 or leave due to a reduction in force may choose to be paid for annual leave either by lump sum payment or by remaining on the payroll by use of 'terminal leave'.

If a retiring employee elects to be paid for annual leave by use of terminal leave, the official

date of retirement is the date following the last day of paid leave. Please note that during a period of terminal leave, an employee does not earn additional annual or sick leave, is not eligible to use sick leave, and is not eligible for any salary increase that may occur during that time. An employee does however, receive credit for any official holiday occurring during a period of terminal leave and shall receive the longevity bonus if the anniversary date occurs during the period of terminal leave.

Employees in positions funded by grants or contracts will be paid for accrued and unused annual leave only if the grant or contract budget is sufficient to cover the expense.

In the case of death, payment

for an employee's accrued unused annual leave shall be paid to the employee's estate or designated beneficiary.

An employee who transfers to another TN Board of Regents institution or another state agency shall transfer all annual leave to the new institution, provided the new position is eligible to accrue annual leave.

An employee who is dismissed for gross misconduct, or who resigns or retires to avoid dismissal for gross misconduct shall not be entitled to any compensation for accrued but unused annual leave at the time of dismissal.

Questions may be sent to Employee Records at [emprecords@memphis.edu](mailto:emprecords@memphis.edu).

## Minimum Wage Increase

On May 25, 2007, President Bush signed legislation increasing the Federal Minimum Wage to \$5.85 in 2007 and to **\$6.55 per hour effective July 2008**. An additional increase in July 2009 will raise the minimum wage to \$7.25.

Any University of Memphis student employee or temporary

employee who currently earns less than the new minimum wage will be increased to \$6.55 per hour effective with the bi-weekly pay period beginning July 19, 2008. None of the employees in regular, budgeted positions earn less than the new federal minimum wage.

Department heads and other hiring officials should be aware of these changes to ensure all employment papers with an effective date of July 19, 2008 or later reflect the new federal minimum wage. These new rates of pay should also be considered when budgeting for future hires.

## A Note on Temporary Employees

Temporary Employees are employees appointed for a definite period of time not to exceed one year. This type employee does not enter an initial six-month probationary period and is subject to termination without notice at any time. A temporary employee may be full-time or part-time.

Temporary employees may be paid an amount commensurate with their qualifications, but in no case less than the minimum salary allowable under the Fair Labor Standards Act (FLSA) for exempt employees, which is the equivalent of \$455 per week.

All temporary bi-weekly paid employees hired after July 19

should be hired at \$6.55 per hour as regulated by the Fair Minimum Wage Act of 2007. The act raises the federal minimum wage, to \$6.55 per hour effective 7/24/2008.

For more information on temporaries please visit: <http://bf.memphis.edu/hr/records/services.php>

## Optional Term Life Rates Decrease

The initial contract between the State of Tennessee and UNUM Provident for optional term and universal life coverages was set to expire at the end of June 2008. This contract carried two one-year renewal options contingent upon agreement in the terms between the State and Unum Provident. As a result of the contract extension agreement, plan participants will see their monthly premium for term life coverage reduced by 9 percent effective July 1, 2008. An additional 1 percent premium reduction will take effect July 1, 2009. The new premiums will be reflected on the June payroll for July coverage.

Although the rates for the optional universal life did not change, the cash accumulation and interest crediting features has changed. Please see the handbook for the details.

The updated optional life handbook can be found online at [www.state.tn.us/finance/ins/life\\_opt.pdf](http://www.state.tn.us/finance/ins/life_opt.pdf).

Participants may contact UNUM Provident with any questions they may have regarding their policy at 1-866-298-7636.

Option Term Life Monthly Premium Rates Per \$1000 of Face Amount Effective July 1, 2008	
Age	Rate
Under 20	\$ 0.049
20 – 24	\$ 0.049
25 – 29	\$ 0.049
30 – 34	\$ 0.053
35 – 39	\$ 0.067
40 – 44	\$ 0.101
45 – 49	\$ 0.172
50 – 54	\$ 0.288
55 – 59	\$ 0.449
60 – 64	\$ 0.700
65 – 69	\$ 1.160
70 – 74	\$ 1.618
75 – 79	\$ 2.486
80 and over	\$4.493

# Drug Free Campus Annual Notice

## 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 a part of any 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/abuse of drugs and/or alcohol. The University of Memphis encourages the use of confidential resources such as these:

For Employees

- Employee Assistance Program

(employees only): 1-800-308-4934

- Alcoholics Anonymous: (901) 726-6750

For Students

- Psychological Counseling Unit (students only): (901) 678-2068

## 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/alcohol abuse assistance or rehabilitation program. Contact Employee Relations at 678-4096 for questions.

## HR Questions and Answers

Have an HR question? Send your questions to any of the HR offices. Please see the HR Directory on the last page for contact information. The following questions were sent to Human Resources recently.

**Q:** Some faculty have read in the American Association of University Professors, AAUP, online newsletter about a new IRS tax law that requires that 9/10 month salary received over 12 months to be taxed in both tax years under certain circumstances. Does this law apply to the University of Memphis?

**A:** No. Section 409A of the Internal Revenue Code states that any

compensation earned in one tax year, but paid in the next tax year is taxable in the year it was earned. However, the law also provides an exception. If the institution *requires* 9/10 months employees to be paid over 12 months then they are exempt from the tax code. The University of Memphis requires 9/10 months employees be paid over 12 months; it is not an option. Therefore, we are exempt from the 409A code.

**Q:** Who do I contact in the event of the death of an employee or immediate family member of an employee?

**A:** Employee Relations should always be contacted. We want to extend our sympathy on behalf of the University. A plant will be sent on behalf of Dr. Raines and the University to the services or to the home of the family. For this purpose immediate family members include spouse, parent, or child. If it is the death of an employee or spouse/dependent of an employee, Employee Benefits should also be contacted. Benefits will work with the family to review and assist in filing for any life insurance and/or retirement claims.

# Training Opportunities

Every Friday, June 13th- July 25<sup>th</sup>, 2008

**Lunch 'n Learn**

11:30a.m.- 1p.m.

July 11 - Interim Appointments

July 18 - I-9 Procedures

July 25 - Employee Separation and Clearance Process

**Thursday, July 24<sup>th</sup>, 2008**

**E-Training (In-class Training)**

9:00 a.m. – 10:00 a.m.

**Wednesday, July 16, 2008**

**Corporate Etiquette**

1:00p.m.- 4:00p.m.

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](http://bf.memphis.edu/hr/profdev/register.php)

**Professional Development Certificate \*New Certificate Based Program**

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

If you have any questions, please call 678-3575. You may also email us at [proftraining@memphis.edu](mailto:proftraining@memphis.edu).

## HR Directory

Office	Location	Phone	Fax	Email
Human Resources Administration	171 Admin Bldg	678-4766	678-1518	<a href="mailto:hr@memphis.edu">hr@memphis.edu</a>
Compensation	176 Admin Bldg	678-2875	678-1364	<a href="mailto:compensation@memphis.edu">compensation@memphis.edu</a>
Employee Benefits	167 Admin Bldg	678-3573	678-1650	<a href="mailto:benefits@memphis.edu">benefits@memphis.edu</a>
Employee Records	178 Admin Bldg	678-3658	678-1364	<a href="mailto:emprecords@memphis.edu">emprecords@memphis.edu</a>
Employee Relations	171 Admin Bldg	678-4096	678-1518	<a href="mailto:emprelations@memphis.edu">emprelations@memphis.edu</a>
Employee Safety and Health	291 Admin Bldg	678-2256	678-5150	<a href="mailto:esh@memphis.edu">esh@memphis.edu</a>
Employment	159 Admin Bldg	678-2601	678-5350	<a href="mailto:employment@memphis.edu">employment@memphis.edu</a>
Professional Development and Training	177 Admin Bldg	678-4407	678-1518	<a href="mailto:proftraining@memphis.edu">proftraining@memphis.edu</a>