

July/August 2009

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The Drug Free Schools and Communities Act requires that we annually review with faculty and staff the University's policy on Drug-Free Campus and Alcohol Abuse Prevention which states:

Students and employees are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, use or being under the influence of controlled substances (illicit) drugs and/or alcohol on the University of Memphis campus or on property owned or controlled

The Office of Employee Relations Announces Period 1 of the Outstanding Employee Awards (July 1-September 30)

Has your colleague done something to deserve recognition? Is he or she described as:

- Diligent
- Hardworking
- Reliable
- Dedicated

Does this person also show:

- Great Initiative
- Extraordinary Teamwork AND Leadership Abilities

Is he or she known on campus for:

- Excellent Customer Service
- Positive Attitude
- Outstanding Work Ethic

If so, nominate this individual during Period 1 of the Outstanding Award Period. To submit your nomination, click on the following link:

<http://bf.memphis.edu/hr/employeerelations/awards.php>

Nominations must be accompanied by supporting comments. For more information, email mawllmsn@memphis.edu.
(Some restrictions apply)



Annual Notification for the Drug Free Schools and Communities Act

by the University of Memphis or as a part of any University-sponsored activities.

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.

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.

Through this newsletter we are calling this policy to your attention and urging you to give it your consideration. For more details visit <http://policies.memphis.edu/UM1563.htm> or contact the **Office of Employee Relations at 678-3076** for additional information.

The University would like to remind all faculty and staff that the Employee Assistance Program is available to assist with resources, referrals and self-help tools on a wide range of issues which include alcohol or drug dependencies. For more information and confidential counseling visit www.magellanhealth.com or call 1-800-308-4934.

Tobacco Surcharge Update

As we wrote in our most recent newsletter, the State Insurance Committee approved a plan calling for the implementation of a \$50 per month tobacco surcharge for those members who use tobacco. The surcharge, which was originally scheduled to go into effect January 1, 2010, **has been delayed until January 1, 2011.**

The State will continue to offer the following resources through December 31, 2009 to plan members who wish to quit using tobacco:

- The Tennessee Department of Health Tobacco Quitline at 1-800-QUIT-NOW (1-800-784-8669) available 24 hours a day, seven days a week.
- \$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).

Please note that members 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.

Currently, there are no plans to continue the

reduced co-pay benefit beyond the end of this year. The State encourages those who are thinking about kicking the tobacco habit to begin now, while the assistance is still available.

For more information on the program, contact the State of Tennessee Benefits Administration at 1-800-253-9981 or visit them online at <http://www.state.tn.us/finance/ins/tobacco.html>.



Educational Assistance Programs

The University of Memphis offers two Educational Assistance Programs for employees (in regular positions) to take college coursework at no cost to the employee. Following are some of the highlights of the programs. For additional information, please visit the [Educational Assistance Programs web site](#).

- Staff Scholarship pays for 6 hours per term for full-time employees and 3 hours per term for part-time employees. The courses may be taken at the University of Memphis, any other TBR institution, or UT institution. Employees must be employed 6 months as of the first day of class to be eligible for this program.
- PC-191 pays for one course per term for full-time employees. Again, the courses may be taken at the University of Memphis, any other TBR institution, or UT institution. Employees must be employed by the first day of class to be eligible for this program. Additionally, this program is on a space available basis only. This means that the State sets a delayed registration date for PC-191

participants to allow non-PC-191 students to have a first chance at registration. **The first day of registration for employees using PC-191 for Fall 2009 classes is July 30th.** Students who register prior to this date will be denied the opportunity to use the PC-191 program this semester. **Fall 2009 PC-191 Application needs to be submitted to Human Resources Employee Benefits Office (167 Administration Building) no later than August 5, 2009.**



Courses taken under either of the above programs should be taken outside the employee's normal work schedule.

With departmental approval, an employee may adjust his/her work schedule for one class to be taken during

normal work hours. Working through lunch, early arrival or late departure, or the use of annual leave are some ways an employee may adjust his/her work schedule. If the department approves an adjusted work schedule, it must be documented on the [Staff Scholarship/PC-191 application](#) in Section III. The department is responsible for monitoring the adjusted work schedule.

- We also offer a Spouse/Dependent Tuition Discount program. The spouse and/or dependents (age 26 and under) of regular University of Memphis employees are eligible to receive a 50% discount on undergraduate coursework taken at the University of Memphis, any other TBR institution, or UT institution. The spouse and/or dependents of regular part-time employees are eligible for a pro-rated 50% discount based on the employee's percentage of full time equivalency. The [Spouse/Dependent Tuition Discount form](#) must be submitted to the Employee Benefits Office each semester.

If you have any questions regarding the above programs, please contact Jennifer McNeil at jmcneil1@memphis.edu.

Medical Leave Requests

The Employee Benefits Office has finished the first phase of the medical leave request process review. A few of the goals of the first phase of this review was to streamline the application and designation process for Family Medical Leave Act (FMLA) leave and to improve communication between the employee, the department, and the HR office for medical leave requests. We also want to give special thanks to the staff of the Business and Finance Support Services office. They have put in many hours with us to facilitate this ongoing review.

- Created FMLA Notice of Eligibility and Rights & Responsibilities form and Designation Notice form
- Revised the Certification of Health Care Provider forms
- Revised the [FMLA web site](#) to include a “how to apply” guide and FAQ section
- Created an email for department heads and supervisors to notify them of an employee’s request for leave.

FMLA request has. Please log into [Learning Curve](#) to register for one of the following seminar dates. **Seating is limited so please register early.**

- **Wednesday, July 8, at 2:00 pm**
- **Thursday, July 9, at 9:00 am**
- **Friday, July 17, at 11:30 am**



From the first phase of the review, we have already begun to implement some improvements:

- Revised [Request for Medical Leave](#) form

We would also like to invite employees, supervisors, and department heads to one of **three seminars to introduce the new FMLA leave request process**. The laws of FMLA have not changed; however, the way Employee Benefits processes an

Dependent Eligibility Verification Project

The State of Tennessee Benefits Administration office is beginning a dependent eligibility verification project to ensure that all dependents currently enrolled in our insurance plans are eligible for coverage. **The project is scheduled to begin in July.** The goal of the eligibility verification is to ensure not only that ineligible participants be removed from our plans, but that participants can make informed choices about options for alternative coverage if needed.



When the project launches in early July, all employees who currently have insurance coverage for dependents will be required to provide proof of eligibility for each of those dependents. Plan members who have no covered dependents will not be required to take any action whatsoever.

For most plan members, completing the verification will be straightforward. They will complete a form and submit the required documentation (for example, a copy of a marriage certificate, birth certificate, or last year’s federal tax

return). Others may need guidance to help them understand the rules for eligibility and the documents required.

Secova, Inc., a company with over 20 years experience in administering dependent eligibility verification, has been chosen to manage this project for the State. Secova will provide a dedicated call center for the purpose of helping employees with all aspects of the verification. Their call center is staffed with knowledgeable professionals who will offer confidential advice at any hour of the day or night, seven days a week. **All communication regarding the verification project should be directed to Secova.**

If you currently have dependents covered on your insurance plans, be on the look-out for mail from The State of Tennessee and Secova, Inc. delivered to your home address. **They will be mailing the first notifications on July 6th.** Included in the notification packet will be a Verification Form with detailed instructions, a list of acceptable documents for verifying your covered dependents, a comprehensive list of frequently asked questions, and a postage paid envelope for returning the form and document copies to Secova. The verification can also be completed online. The web site will be provided in the notification packet along with the 24-hour, toll-free phone number which will be available for questions or concerns during the entire verification process.



New Element K

The Human Resources Professional Development and Training department has managed the employee On Demand online training program since 2003. This program has always been a viable means for employees because of its convenience, easy accessibility, and developmental results.

We would like to introduce our new online training library **Business Skills Silver**. This

upgraded library has taken the course listings from 79 to 128, with 1479 available topics. The new library delivers an expanded array of training to increase effectiveness of managers and business professionals. The most recently released courses include Advanced Business Writing, Listening Skills, Career Skills, Hiring Outstanding Teams, Marketing Essentials, and Getting Results Without Authority.

As in the past, the online training offers flexibility and skills enhancement opportunities to improve job performance and personal and professional success. One of the greatest changes is that business

simulations are included in the training modules. This allows participants to apply the course concepts and practice the skills in a virtual business setting.

Log on to www.elementk.com. An online tutorial is available to guide you through the ElementK enrollment process at http://uofmpt.memphis.edu/Online_Demo/. **Access IDs are limited, make it a priority to start your personal online training program today!**

If you have additional questions, please contact the Professional Development and Training office at 678-4231.



I Need to Pick Up My First Paycheck

The first paycheck for faculty and staff is issued as a hard copy check, and should be picked up in **Wilder Tower on the first floor at the Bursar's teller windows**. You will need picture identification. And, if you make a change to your direct deposit account number, the next check will be issued as a hard copy check, and should also be picked up in Wilder Tower. (If checks are not picked up within 2 or 3 days, they are returned to the Payroll department (ext. 3841) located in Room 272 of the Administration Building.) More information is available at <http://bf.memphis.edu/finance/payroll/other.php>

“This is My Story”

By Carol Watkins

Back in March the Employee Assistance Program (EAP) solicited entries into a contest called **Taking Charge of Your Life**. The winning entry is part of the June 2009 EAP newsletter rEAP the Benefits. Please click on the link below and allow yourselves to enter the world of Carol Watkins. Carol's entry is a true testament to taking charge of one's life!
<http://bf.memphis.edu/hr/employeerelations/newsletters/fle-0609.pdf>

New Graduate Assistant Form for Academic Year 09-10

Graduate Assistants' contracts for this academic year are due in the Graduate School **no later than August 1, 2009**. To ensure your Graduate Assistant receives payment for services rendered, please make sure the **NEW FORM** is completed in its entirety. **Using the incorrect form could cause delays in tuition payment and stipend to the student.** The new form is located on the Graduate School Website at: http://academics.memphis.edu/gradschool/gradschool_pdf/gacontract3.pdf

The Federal Minimum Wage will increase to \$7.25 per hour effective July 24, 2009. Please make sure that any contracts that include this date or begin after this date, include a pay rate at or above the new minimum.

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.

July 2009

Wednesday, July 8, 2009 2:00 p.m. — 3:00 p.m.
[FMLA](#)

Thursday, July 9, 2009 9:00 a.m. — 10:00 a.m.
[FMLA](#)

Thursday, July 16, 2009 10:00 a.m. — 12:00 p.m.
[A+ Communications](#)

Friday, July 17, 2009 11:30 a.m. — 1:00 p.m.
[FMLA](#)

Thursday, July 23, 2009 9:00 a.m. — 10:00 a.m.
[E-Training \(In-Class Training\)](#)

Thursday, July 23, 2009 11:30 a.m. — 1:00 p.m.
[Worker's Compensation](#)

Wednesday, July 29, 2009 1:00 p.m. — 3:00 p.m.
[Group Dynamics](#)

Friday, July 30, 2009 11:30 a.m. — 1:00 p.m.
[Emotional Intelligence](#)

August 2009

Friday, August 7, 2009 9:00 a.m. — 12:00 p.m.
[Customer Services with a Smile](#)

Tuesday, August 18, 2009 9:30 a.m. — 12:00 p.m.
[Putting the Pieces Together](#)

Thursday, August 27, 2009 9:00 a.m. — 10:00 a.m.
[E-Training \(In-Class Training\)](#)

Professional Development Certificate

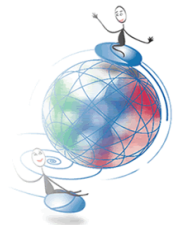
This new program provides helpful tools for self-improvement in terms of communication, stress management, organization and personal development. Participants must complete **three** courses in class, **three** online courses and **two** "Training Buffet" workshops to be eligible for certification. For 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 Element K On Demand Training includes Business Skills Silver Library, Harvard Manage Mentor Plus 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.

We want to know what you think!



Do you have a suggestion or comment regarding how Human Resources might improve services to our students, staff, faculty, and visitors?

If so, please submit your comments, suggestions or ideas into our recently re-located Suggestion Box. **The Suggestion Box is now located in the Administration Building, on the wall outside Room 171.** Paper and pen are provided. Information

submitted will be checked at the end of each week and routed to the appropriate Human Resources Office for processing. **Some answers will be featured in the HR Newsletter published Bi-monthly.**

If you would like a personal response, please include your email address on the comment card, otherwise you may remain anonymous.