



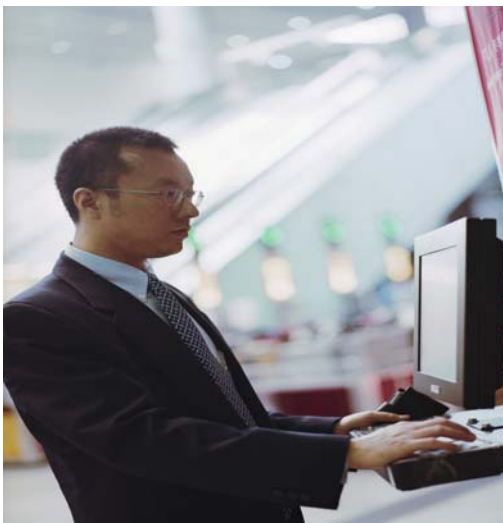
CONGRATULATIONS!

The University of Memphis would like to congratulate the 2006 faculty and staff service award recipients. Receptions are being held to recognize both groups during the month of October. Ceremonies for faculty were held Wednesday, October 4, in the Michael D. Rose Theatre and ceremonies for staff are scheduled for Wednesday, October 11, from 10:30 a.m. – 12 noon.

For a complete list of all recipients visit our website at

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

CHANGES IN EMPLOYMENT OFFICE



Effective November 1, 2006, the Employment Office will begin accepting applications for hourly positions Monday-Friday, 8:30a.m. – 3:00p.m. Recent data taken from surveys of U of M hiring officials, local colleges and universities as well as our corporate competitors afforded us the opportunity to revisit our current processes as we continue our pledge of providing quality service to our customers. In addition, the new hours for accepting applications will allow us to compete for the most qualified applicants for position openings.

For more information regarding the new hours of operation or for any employment related questions, contact the Employment Office at 678-2601.

BENEFITS

ANNUAL ENROLLMENT TRANSFER PERIOD

BEGINS OCTOBER 16, 2006

The 2006 Annual Enrollment Transfer Period is October 16 through November 15. Please watch your home and campus mail for more detailed information regarding changes to your health plans and benefits. This is the one time of the year that employees can make changes to insurance programs and other benefits.

In preparation for the Benefits Annual Enrollment Transfer Period, you should carefully review the benefit plans in which you are currently enrolled.

You can obtain information on the current cost of coverage and your enrolled dependents by accessing Employee Self Service.

The following changes can be made during the (AETP) Annual Enrollment Transfer Period:

- Cancel, change, or transfer coverage between any of the three health insurance plans. Please remember there is NO OPEN ENROLLMENT FOR HEALTH INSURANCE.
- Enroll, transfer, or cancel dental insurance.
- Increase/decrease amount of optional life insurance coverage. Request /cancel optional life insurance coverage. A health questionnaire may be required.
- Enroll in special accidental death & dismemberment insurance.
- Tax-shelter your dental premium.
- Enroll in flexible benefits spending accounts.
- Change levels or request long-term disability coverage. A health questionnaire may be required.



FLEXIBLE BENEFITS PLAN

1POINT SOLUTIONS

Tennessee Board of Regents has cancelled the contract with 1Point Solutions, the flexible benefits plan administrator for the University of Memphis. 1Point failed to perform as required by the contract; therefore, a new contract has been negotiated with Fringe Benefits Management Company (FBMC). FBMC, our previous administrator, will also administer the plan for 2007. During the AETP employees will be able to enroll in the medical and dependent care flexible spending accounts. Please watch for additional information during the annual enrollment period.



EMPLOYEE BENEFITS FAIR

The 2006 Employee Benefits Fair will be held from 10:30 a.m. to 2:00 p.m. on Tuesday, October 24, in the Administration Building. The fair will be set up on the first floor, outside the Benefits Office, Room 167.

TRAINING SCHEDULE



Professional Development & Training AD 177-B

October 2006

- 3rd, 9:00am -12:00pm Getting Organized
- 12th, 11:30am - 1:00pm Emotional Intelligence
(Brown Bag Lunch)
- 18th, 10:00am -12:30pm Workplace Etiquette
- 26th, 9:00am - 10:00pm E-Training
- 31st, 11:30am—1:00pm Promoting Yourself
(Brown Bag Lunch)

November 2006

- 9th, 1:00pm - 4:00pm New Leadership Curriculum
- 16th, 10:00am -12:00pm Stress and the Holidays
- 23rd, 9:00am -10:00am E-Training

December 2006

- 7th, 10:00pm -1 2:30pm Give 'Em the Pickle
Customer Service
- 13th, 10:00am -12:00pm Stress and the Holidays
- 14th, 9:00am -10:00am E-Training

<http://bf.memphis.edu/hr/profdev/register.php>

Employee Safety & Health AD 293

October 2006

- 2nd, 10:00am Tornados
- 11:00am Earthquakes
- 3rd, 10:00am Fundamentals of Fire Extinguishment I
- 11th, 10:00am Emergency Evacuation
- 9:00am *Fundamentals of Fire Extinguishment II
- 12th, 10:00am Earthquakes
- 11:00am Tornados
- 16th, 10:00am Floods & Hurricanes
- 17th, 10:00am Fundamentals of Fire Extinguishment I
- 18th, 10:00am Emergency Evacuation
- 25th, 9:00am *Fundamentals of Fire Extinguishment II
- 26th, 10:00am Earthquakes
- 31st, 10:00am Fundamentals of Fire Extinguishment I

November 2006

- 2nd, 10:00am Tis the Season for Personal Safety
- 8th, 2:00pm Emergency Evacuation
- 1:30pm *Fundamentals of Fire Extinguishment II
- 9th & 16th, 10:00am Tis the Season for Personal Safety
- 22nd, 1:30pm *Fundamentals of Fire Extinguishment II

*Fundamentals I and II will held be at Spottswood & Normal

NOTE: Must complete Fundamentals I or Emergency Evacuation before enrolling in Fundamentals II.

<http://bf.memphis.edu/hr/esh/schedule.php>

REMINDER

The 2006 Employee Charitable Giving Campaign begins October 16 and runs through November 15. Campaign brochures and pledge forms will be sent electronically this year. If you have any questions, please call Brenda Morris, Coordinator for this year's Campaign, at x2867.