

## Department of Human Resources

### 2008 Benefits/Risk Management

#### 2008 Maximum Contributions

The **Contribution Maximums** for **2008** will remain the same on our **401(k), 403(b), and 457 Additional Retirement Savings/Tax-Deferred Annuity Plans:**

##### Under age 50

401(k)/403(b) combination max of \$15, 500  
457 max of \$15,500

##### Over Age 50

401(k)/403(b) combination max of \$20,500  
457 max of \$20,500

#### Premium Changes for 2008:

We will see an increase in premiums for most health and dental plans in 2008. The following plans will increase: PPO with BlueCross/BlueShield, POS and HMO with CIGNA, and PDO with Delta Dental. The premiums for Prepaid dental insurance with Assurant will not be changing in 2008. Please remember that the insurance premiums are deducted from your paycheck a month in advance of your coverage. Therefore, the change in premiums will begin in December 2007 for coverage in January 2008. Refer to the following web sites for more information on the new premiums: Health, <http://bf.memphis.edu/hr/benefits/08chart2.pdf> and Dental, <http://bf.memphis.edu/hr/benefits/08chart2.pdf>.

#### Sick Leave:

The Non-Faculty Sick Leave Bank currently needs your help. We need new members to join the Bank. To join the Non-Faculty Sick Leave Bank the employee will complete a Non-Faculty Sick Leave Bank Enrollment Form and donate 3 days of sick leave (22.5 hours) to become a member. The employee is eligible to request time from the Non-Faculty Sick Leave Bank after they have been a member of the bank for 30 calendar work days and may be eligible to receive up to 450 hours during their illness. You can refer to the following websites for the policy <http://bf.memphis.edu/hr/benefits/banks.php> and for the forms <http://bf.memphis.edu/forms/hr.htm> contact Linda Harris at 901-678-3257.



Health Services; front row left to right: Debbie Widman (standing), Betty Jobbins, Jacqueline De Fouw, Kathy Cates, Karen Berry and Nila Lawson. Second Row: (L-R) Priscilla Jones, Linda Bacon, Dr. Wayne Capooth, Nita Virdure and Kelley Scott.

#### Partners Within the University

Human Resources would like to personally thank Health Services for doing such a great job for all faculty, staff and students. As one of the many partners here at the University, the employees of Health Services have pledged their dedication to ensuring that all of their customers' are healthy and their needs are met. They have been able to do this by holding health fairs across campus insuring that all faculty, staff and students are able to receive their flu shots. Health Services has a combine total of over 69 years of service. Thank you Health Services for "Watching Over the Tigers!"



### Period One Outstanding Employee Award Winners

The Office of Employee Relations is proud to announce Period One Winners of the Outstanding Employee Awards. The winners are:

- Janis Dublin, Administrative Secretary for Economics.
- Bradly Heacox, Supervisor Recreation Facilities for Campus Recreation.
- Patsy Krech, College Academic Advisor II for College of Arts and Sciences.

For complete profiles on these Outstanding Award Recipients, visit the Employee Relations website at <http://bf.memphis.edu/hr/employeerelations/>

If you would like to nominate a fellow UofM employee for Period Two Outstanding Awards, the deadline is December 31, 2007. You can submit your nomination online at <http://bf.memphis.edu/hr/employeerelations/awards.php>

## Professional Development & Training



### Professional Development & Training Schedule of Classes

<b>December</b>		
December 14th	"Interviewing Excellence" Training Luncheon	11:30 a.m.— 1:00 p.m.
<b>January</b>		
January 18th	Human Resources Open House	11:00 a.m.—1:00 p.m.
January 24th	E-Training	9:00 a.m. —10:00 a.m.

All classes will be held in 177-B Administration Building.  
<http://bf.memphis.edu/hr/profdev/register.php>

### 2008 Holiday Schedule

January 1st	New Year's Day
January 21st	Martin Luther King, Jr. Day
March 7th	Spring Break
May 26th	Memorial Day
July 4th	Independence Day
September 1st	Labor Day
November 27th-28th	Thanksgiving Day & One Administrative Closing Day
December 22nd-26th	Christmas Day & Four Administrative Closing Days



### Staff Degree Incentive



Eligible employees who have received a degree after June 30, 2005, while employed at the University of Memphis, may file for a staff degree incentive.

Some exclusions apply. Please click on the link below for more information.

<http://bf.memphis.edu/hr/forms/incentive.pdf>

### Employee Safety and Health

Please contact the Employee Safety & Health office if you have any safety related training needs for which classes are not offered. We may be able to assist you in this matter.

#### December

Tis' the Season 12/4/07 10:00 A.M.  
 Get out Alive! 12/6/07 10:00 A.M.  
*All class will be held in Administration Bldg 293 (Annex)*

#### REGISTRATION

To register or receive additional information about these classes, contact Gary Fortner ext 2256, Tony Black ext 4671, or Joe Sorensen ext 1625. You may also register online at <http://bf.memphis.edu/hr/esh/schedule.php> Classes will be rescheduled if fewer than five employees register for a class. **If special accommodations are needed, call 2256 at least three (3) days prior to the class's starting date.**



The 2007 Benefit Fair was a major success despite many employee's getting their flu shot!

### Employment Office

The Human Resources Employment Office will offer an employment related information session on Tuesday, December 11th at 2:30 p.m. For additional information contact:



Armie Williams ext 2604 or by email [ajwillms@memphis.edu](mailto:ajwillms@memphis.edu).  
 Susan Miller ext 2603 or by email at [vmiller@memphis.edu](mailto:vmiller@memphis.edu).

