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University of North Carolina School of the Arts

The HR Hub

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Inside this issue:

Revised Federal Tax Tables for 2009 2

Educate Yourself! 3

State Health Pilot Program 4

Ask HR 6

Calendar 9



New Form I-9 effective April 3, 2009



Effective April 3, 2009 all employers are required to use the updated Form I-9 (rev. 2/02/09). However, It is important that you continue using the current form (rev. 6/5/07) through April 2nd.

Originally the new Form I-9 (rev. 2/02/09) was to be implemented in February, but with the administration change in D.C., an extended public comment period was instituted to allow further review of the proposed changes. That period has expired and U.S. Citizenship and Immigration Services is instructing employers to begin using the new Form I-9 (rev. 2/02/09) as of Friday, April 3rd.

The new regulation that resulted in the updated Form I-9 revises the list of documents that employers may accept to verify an individual's identity and employment authorization (List A documents). **More significantly, expired documents will no longer be acceptable for I-9 verification purposes.** Only unexpired documents or documents without an expiration date (such as a Social Security card) will be acceptable. This is a significant change since previously employers could accept many expired documents for I-9 purposes (U.S. passports, drivers' licenses, etc.).

Please note that the new Form I-9 is scheduled to expire 06/30/09. OSP will send out an update regarding Form I-9 in early June.

HR is also working to update the link to Form I-9 found on our website.

You can always find the most current Form I-9 by going to the U.S. Customs and Immigration Services website and clicking on "Immigration Forms:"

<http://www.uscis.gov/portal/site/uscis>

The link below will bring you directly to the Form I-9 effective 4/3/09 (rev. 02/02/09):

http://www.uscis.gov/files/form/I-9_IFR_02-02-09.pdf

Revised Federal Tax Tables for 2009

State of North Carolina

Office of the State Controller

DAVID T. MCCOY

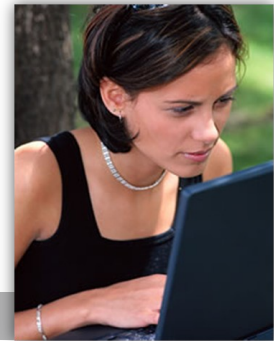
STATE CONTROLLER

Tax code changes approved by the federal government as part of the Federal Stimulus Bill will go into effect on April 1, 2009. These changes impact the federal income tax withholding and Earned Income Credit (EIC) tables.

Many employees will notice slightly more pay in their checks or direct deposits beginning with all April payrolls. A brief message will print on the April direct deposit notices and check stubs informing employees of this tax revision and that the changes may result in a slight increase of their net pay.

Educate yourself!

Don't wait for information to come to you. Go out and find it on your own!



Beneficial sites to visit:	
Office of State Personnel	http://www.osp.state.nc.us/ExternalHome/
UNC Policy Manual	http://www.northcarolina.edu/content.php/legal/policymanual/contents.htm?submenu=50
Office of Governor Bev Perdue	http://www.governor.state.nc.us/default.aspx
NC Department of the State Treasurer (TSERS Retirement)	http://www.nctreasurer.com/dsthome
Office of State Budget and Management	http://www.osbm.state.nc.us/
General Assembly of North Carolina	http://www.ncga.state.nc.us/
State Health Plan	http://statehealthplan.state.nc.us/index.html
UNCSA Benefits Page	http://www.ncarts.edu/humanresources/benefits_services.htm
<i>From this link, you'll have access to:</i>	<i>Retirement, Investment, & Savings Programs Health, Welfare, & Survivor Programs Leave</i>
Employment Security Commission	http://www.ncesc.com/individual/default.asp



State Health Pilot Program

The State Health Plan Pilot Program Lowers the Cost of Generic Cholesterol-lowering Medications.

Many members do not realize how important it is to take their medications as prescribed. For instance, when members who have high blood cholesterol do not take their medications correctly, they can endanger their health and increase the risk of heart disease.



Therefore, the State Health Plan is launching a cholesterol-lowering medication adherence program starting April 1, 2009 to encourage members to take their cholesterol medications consistently.

It has been documented that the high cost of prescriptions can be a barrier to taking cholesterol medications regularly, as prescribed. To address the cost barrier, this pilot program will lower the cost of all generic cholesterol-lowering medications. The new copay for all generic cholesterol-lowering medications will be \$4 for a 1-month supply, or \$10 for a 3-month supply. The lower copays will apply at any retail pharmacy of your choice in the State Health Plan network and Medco by mail.

Frequently Asked Questions



1. What is the cholesterol medication adherence pilot program?

The State Health Plan will launch this program to reduce copays for generic cholesterol-lowering medications to encourage members to take their cholesterol-lowering medications as prescribed. Copays for generic cholesterol medications will be lowered to \$4 (for the standard 34-day supply) or \$10 for a 3-month supply. Also, medication refill reminders will be sent to members periodically.

2. Why is the State Health Plan implementing this pilot program?

The State Health Plan is offering this program because it is important for members with high cholesterol to take their medications as directed to reduce the risk of heart disease. The primary goal of this program is to increase adherence to cholesterol-lowering medications by making these drugs more affordable.

State Health Pilot Program

3. Why aren't other generic medications included in this program?

This pilot program only includes generic cholesterol-lowering medications at this time. The program may be expanded to other classes of medications after the program is evaluated. Members are encouraged to shop around for lower cost generics available at many national and local retailers. Be sure to check the list of discounted generics available at each pharmacy.

4. Where can I get the lower copay applied to my generic cholesterol medication?

The lower copay will apply at any pharmacy of your choice that is in the State Health Plan network. Members may also save time and money by using Medco By Mail, and can benefit from using Medco's specialist pharmacists. Specialist pharmacists are trained in the medications used to treat cardiovascular health. They consult with members and providers to coordinate medication needs, help members manage high cholesterol and provide advice on possible ways to reduce medication costs.

5. I cannot take the generic cholesterol alternatives. Can I still get the \$4 copay for my name brand cholesterol-lowering medication?

If you cannot take one of the generic cholesterol alternatives you will be responsible for the copay that applies to the tier corresponding with your name brand cholesterol medication.

6. I don't know any generic alternatives to my cholesterol medication. How do I obtain this information? How much can I save?

Members are encouraged to talk to their provider(s) about choosing a generic alternative to their cholesterol medication to see if a generic may be appropriate. The chart below shows the name brand medications in this class, possible \$4 generic alternatives, and annual member savings.

8. What generic cholesterol-lowering medications are included in this program? Click on link below.

<http://www.shpnc.org/pdf/cholesterol-flier.pdf>

*If you have questions about this program, please call
Medco Member Services at 1-800-336-5933.*



Just Ask!



Q: (Quoting previous HR Hub article)

Concerning: A revised Reduction in Force policy has been posted on the HR website's, policies page under "Policies Impacting SPA Employees". This policy was revised at the request of the Office of State Personnel to comply with the State Personnel Manual Revision No. 32. Please review changes at the following link...

What are the changes? They are not indicated on the document.

A: According to State Personnel Manual Revision No. 32, a decision of the N. C. Court of Appeals said that an issue regarding the manner in which a reduction in force is carried out is no longer considered a contested case issue; therefore, the paragraph on Appeals is changed to recognize the impact of that decision. We also took the opportunity to more clearly define procedures and the added following:

• SCOPE • DEFINITIONS • ALTERNATIVES TO LAYOFFS

Q: I've heard that UNCSEA has a new attorney but I've never seen any "introduction" in the HR news letter. Did I miss it?

A: We actually introduced both Julie Risher, our new legal counsel, and Scott Jenkins, our new Associate Academic Officer, in the same issue – February 16. To find old issues of the HR Hub, please visit <http://www.uncsa.edu/humanresources/>.

Q: If an employee notices that a school or state policy, rule or law isn't being followed, how should they alert the higher powers? Do state employees have a way to keep from being retaliated against if they report wrongdoings?

A: Should you have concern about the misapplication or misinterpretation of a policy or law, the first step is to sit down and have a discussion with your supervisor. Ask for clarification and explain your concerns. The most productive approach is one that's non-accusatory and instead is more of a fact-finding mission. Should your concerns/questions not be resolved/answered, follow the chain of command within your department. And always remember that HR is a place where any employee can confidentially seek clarification on policy or guidance on a specific situation.



Just Ask!

Q: If UNCOSA creates a policy, or if a department at UNCOSA creates a policy that is different in text than a State policy, how are the employees supposed to be informed?

A: UNCOSA is governed by policies created by OSP for SPA employees and UNC and the BOG for EPA and EPA-NT related policies. UNCOSA specific policies can be found via on the HR web site via the link below. Self education is a really important tool and we recommend that you periodically visit web sites, such as those listed in our “Educate Yourself” piece today. Sweeping policy changes that impact our employees will be communicated via the HR HUB.

Q: Are state employees eligible to draw unemployment if they are laid off from UNCOSA? Furloughed? RIF'd?

A: Yes. The Employment Security Commission of North Carolina posts the following eligibility requirements on their website:

“Potentially eligible claimants must have become unemployed through no fault of their own. All claimants, except those who are still attached to an employer's payroll, must

- (a) register for work with the Employment Security Commission;
- (b) file a claim for each calendar week of benefits they request, and
- (c) actively seek work during any week for which unemployment benefits are claimed.

Actively seeking work means doing those things that an unemployed person who wants to work would normally do. Unless otherwise instructed, a claimant must seek work in person on two different days with at least two different employers and must keep a written record of all work search contacts for periodic review by Commission staff. Claimants who are enrolled in Approved Commission Training may be exempted from these work search requirements. “



Just Ask!



Q: (Previous HR Hub question)

In a previous newsletter, we addressed the following question:

If a person leaves employment at UNCSA, what happens to vacation time, sick time, compensatory time, and bonus time? Are there options?

A: Upon separation, SPA and EPA-NT employees may be compensated up to 240 hours of vacation time, 100% of bonus leave, and compensatory time if applicable. Sick leave balances will not be paid out, rather, for employees that participate in the Teachers and State Employees Retirement System, sick leave balances will be held for a period of 5 years should the employee become eligible for retirement or return to State service.

The article prompted an additional inquiry from an employee asking...

Q: If a separated employee would be paid for unused sick leave once separated for five years.

A: To further clarify: There is no compensation for unused sick leave. The balance is held for five years should you become eligible for retirement or return to state service. If neither occurs within five years of separation, the balance is forfeited.

How can we help you?

Do you have questions you'd like answered but perhaps don't have enough time to stop by HR and ask? Chances are, if you have a question, someone else does, too! If there's a topic you'd like addressed or explained, please let us know by emailing The Office of Human Resources at AskHR@uncsa.edu.

Names of those making the inquiries will remain confidential.



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"The Office of Human Resources is committed to functioning as a strategic partner in the development and retention of a highly qualified, diverse workforce."

April 2009



HR Hub 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	30	31	1	2	3	4
5 Permanent Timesheets Due	6	7 HR Staff Mtg 9 - 11am Office Closed	8	9	10	11
12 <i>Happy Mothers Day</i>	13	14	15 MID MONTH PAY DAY	16 Staff Council Meeting Eisenberg 11am	17 HR Staff Mtg 9 - 11am Office Closed	18 Mid-Month Timesheets Due
19	20	21	22  Earth Day!	23	24	25
26	27	28	29	30 MONTHLY PAY DAY		

Happy Spring from

The Office of Human Resources!

