

# The HR Hub

Volume 9

March 9, 2009



## Supplemental Retirement Plans

### NC Supplemental Retirement Plans Update for the NC 401(k) Plan and the NC Deferred Compensation Plan

All new contributions to both Plans will be invested in the new funds by March 9, 2009.

Updated Website; New Registration Process for Everyone

As part of the Plan transition and fund lineup changes, we also launched a refreshed informational website: [www.NCPlans.prudential.com](http://www.NCPlans.prudential.com). Members will experience many terrific new features, including:

- ◆ Quick links to important Plan transition and fund change news.
- ◆ A link to the Department of State Treasurer website that provides access to all the information about changes, including key transition dates, information on the new investments, and general Plan information.
- ◆ Updated online retirement calculators, forms, and Plan-related information.

In addition to an updated design, there's a new account log in registration process. When members log in to their personal account through the information site, they'll need to replace their Social Security number with a new User ID to increase the security of their login information. This security upgrade is optional for Plan members until April 1, 2009; after that date, the system will require Plan members to upgrade at their next login. NC Deferred Compensation Plan members will be required to immediately establish the more secure ID and password the first time they sign in to the secure site to review their personal account.

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## Community Services Leave

State employees are allowed up to 24 hours per calendar year to volunteer in support of schools, communities, citizens and non-profit organizations. Parents may also use the leave for child involvement. State employees wishing to mentor or tutor a student may receive one hour per week (up to 36 hours) instead of the 24 hours annually.



### What is Community Service?

Community service, for this purpose, is:

- ◆ meeting with a teacher or administrator concerning the employee's child,
- ◆ attending any function sponsored by the school in which the employee's child is participating. This provision shall only be utilized in conjunction with nonathletic programs that are a part or supplement to the school's academic or artistic program,
- ◆ performing school-approved volunteer work approved by a teacher, school administrator, or program administrator, or
- ◆ performing a service for a community service organization.

### Advisory Notes:

(1) Service does not include activities designed to promote religious beliefs such as teaching or leading religious assemblies or in raising funds to support religious activities. Service would include activities supported by religious organizations such as working in soup kitchens, homeless shelters or other community activities.

(2) Service may include working inside a polling facility to assist voters with the voting process as long as the employee is not receiving pay for the work. Vacation leave shall be charged if the employee is receiving pay for the "inside" poll work or if the employee is distributing brochures, transporting voters or other partisan campaigning outside of the polls.

### Option for Tutoring and Mentoring

In lieu of the twenty-four (24) hour award as noted above, an employee may choose to tutor/mentor in a school. Leave under this option shall be used exclusively for tutoring or mentoring a student in accordance with established standards rules and guidelines for such arrangements as determined and documented by joint agreement with the employee's agency and the school.

#### COMMUNITY SERVICE

***For more information on Community Service or the Tutor/Mentor Leave opportunity, please refer to the HR webpage, Policies & Concerns, SPA Manual.***

***Section 5-Leave, beginning with page 44.***

GET CONNECTED TODAY.



## Writing an Effective Resume

While it's certainly not a requirement, it's always professionally acceptable and encouraged to send a resume and cover letter along with an application.

*According to the Rockport Institute, the resume is a tool with one specific purpose: to win an interview. A resume is an advertisement, nothing more, nothing less. Every resume is a one-of-a-kind marketing communication.*

### **FOCUS ON THE EMPLOYER'S NEEDS, NOT YOURS -**

Imagine that you are the person doing the hiring. This person is not some anonymous paper pusher in the personnel department. Usually, the person who makes the hiring decision is also the person who is responsible for the bottom line productivity of the project or group you hope to join. This is a person who cares deeply how well the job will be done. You need to write your resume to appeal directly to them. Ask yourself: What would make someone the perfect candidate? What does the employer really want? What special abilities would this person have? What would set a truly exceptional candidate apart from a merely good one?

Putting yourself in the shoes of the person doing the hiring is the first, and most important, step in writing a resume that markets you rather than describes your history or story. Every step in producing a finished document should be part of your overall intention to convey to the prospective employer that you are a truly exceptional candidate.

**PLAN FIRST** - Focus your writing efforts. Get clear what the employer is looking for and what you have to offer before you begin your resume. Write down everything you have ever done that demonstrates that you fit perfectly with what is wanted and needed by the prospective employer.

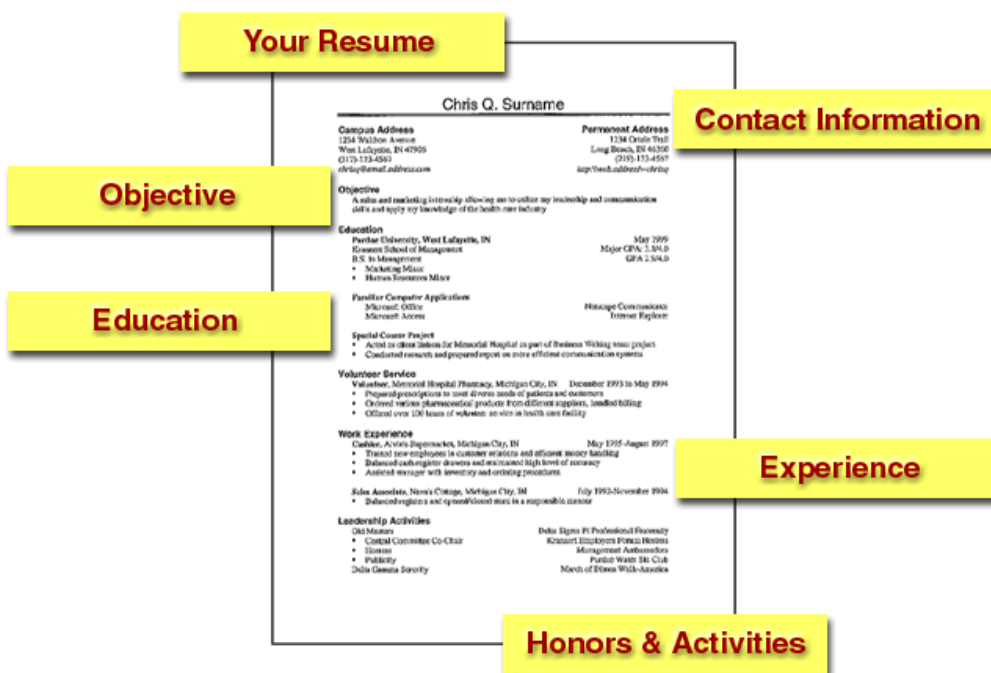
The whole idea is to loosen up your thinking enough so that you will be able to see some new connections between what you have done and what the employer is looking for.



**Writing an Effective Resume *continued...***

**A GREAT RESUME HAS TWO SECTIONS** - In the first, you make assertions about your abilities, qualities and achievements. You write powerful, but honest, advertising copy that makes the reader immediately perk up and realize that you are someone special.

The second section, the evidence section, is where you back up your assertions with evidence that you actually did what you said you did. This is where you list and describe the jobs you have held, your education, etc. This is all the stuff you are obliged to include. When a prospective employer finishes reading your resume, you want them to immediately reach for the phone to invite you in to interview.



**THE OBJECTIVE -**

Ideally, your resume should be pointed toward conveying why you are the perfect candidate for one specific job or job title. Good advertising is directed toward a very specific target audience.

Targeting your resume requires that you be absolutely clear about your career direction--or at least that you appear

to be clear. Even if you are a little vague about what you are looking for, you cannot let your uncertainty show. With a nonexistent, vague or overly broad objective, the first statement you make to a prospective employer says you are not sure this is the job for you.

Here's how to write your objective. First of all, decide on a specific job title for your objective. Go back to the question "How can I demonstrate that I am the perfect candidate?" What are the two or three qualities, abilities or achievements that would make a candidate stand out as truly exceptional for that specific job?

Be sure the objective is to the point. Do not use fluffy phrases that are obvious or do not mean anything, such as: "allowing the ability to enhance potential and utilize experience in new challenges." An objective may be broad and still somewhat undefined in some cases, such as: "a mid-level management position in the hospitality or entertainment industry."

## Writing an Effective Resume *continued...*

**THE SUMMARY** - The "Summary" or "Summary of Qualifications" consists of several concise statements that focus the reader's attention on the most important qualities, achievements and abilities you have to offer. Those qualities should be the most compelling demonstrations of why they should hire you instead of the other candidates. It gives you a brief opportunity to telegraph a few of your most sterling qualities. It is your one and only chance to attract and hold their attention, to get across what is most important, and to entice the employer to keep reading.

This is the spiciest part of the resume. This may be the only section fully read by the employer, so it should be very strong and convincing. The Summary is the one place to include professional characteristics (extremely energetic, a gift for solving complex problems in a fast-paced environment, a natural salesman, exceptional interpersonal skills, committed to excellence, etc.) which may be helpful in winning the interview. Gear every word in the Summary to your targeted goal.

How to write a Summary? Recall - What would make someone the ideal candidate? Look for the qualities the employer will care about most. Then look at what you wrote about why you are the perfect person to fill their need. Pick the stuff that best demonstrates why they should hire you. Assemble it into your Summary section.



**SKILLS AND ACCOMPLISHMENTS** - In this final part of the assertions section of your resume, you go into more detail. You are still writing to sell yourself to the reader, not to inform them. Basically, you do exactly what you did in the previous section, except that you go into more detail.

In the summary, you focused on your most special highlights. Now you tell the rest of the best of your story. Let them know what results you produced, what happened as a result of your efforts, what you are especially gifted or experienced at doing. Flesh out the most important highlights in your summary.



Please join us

## Staff Council Meeting

March 19, 2009

11:00am

*Eisenberg Hall*

*Hanes Student Commons*

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### Secondary Employment

As a full time SPA employee of the State of NC, your employment responsibilities to the State are considered primary and any other employment in which you engage is considered secondary. Approval is required from UNCSA before engaging in any secondary employment. The purpose of this procedure is to determine that secondary employment does not have an adverse effect on the primary employment and that it does not create a conflict of interest. The secondary employment policy applies to all employment not covered under the dual employment policy. The secondary employment form is available online, and it should be updated annually, or as changes occur. For more information, please see "Policies Impacting SPA Employees" on the HR website at: <http://www.uncsa.edu/humanresources/forms/secondarypolicy.pdf>.

## Supplemental Retirement Plans *continued*

### 2009 Plan Contribution Limits

Provision	Before-Tax Deferrals		After-Tax Deferrals
	457	Pre-Tax 401 (k)	Roth 401 (k)
<b>Eligibility</b>	Permanent full-time and part-time employees who work at least 20 hours per week.	Active members of the Teachers' and State Employees', Local Governmental Employees, Consolidated Judicial and Legislative Retirement Systems.	
<b>Contributions</b>	2009 annual contribution limit of \$16,500, \$22,000 if age 50 or older.	2009 annual contributor limit of \$16,500, \$22,000 if age 50 or older. Contributions can be pre-tax, Roth, or a combination.	
	You may choose to put money in the 457 Plan, the 401 (k) Plan or both. If you choose to contribute to both Plans, the combined limit in 2009 is \$33,000. If over age 50, the combined limit is \$44,000.		
<b>Minimum Contribution</b>	\$20 per pay period.	None.	
<b>Age 50 and older catch-up provision</b>	In 2009, you may contribute an additional \$5,500 to the Plan, if you are or will be age 50 or older by December 31, 2009.		
	You may not use this provision in a 457 Plan while using the 457 three-year catch-up provision.		
<b>Three-year catch-up provision (457)</b>	Eligible if you have unused contributions, the 457 catch-up limit is \$33,000 in 2009. You may participate only in the three years before the taxable year in which you attain normal retirement age.	Not available.	
<b>Cannot be used in the 457 Plan if the age 50 and older catch-up is used.</b>			

### New Stable Value Fund Interest Rate

As part of the fund enhancements, assets in the Prudential Stable Value Fund will move to the North Carolina Stable Value Fund later in 2009. Members in the plans do not need to take any action, and furthermore, should not notice any difference as we move to the new North Carolina Stable Value Fund. The interest rate for the current Prudential Stable Value Fund in the NC 401(k) Plan is 4.71%. The interest rate for the current Stable Value Fund in the NC Deferred Compensation Plan is 4.66%.<sup>3</sup> These rates will remain in effect from January 1, 2009 through March 31, 2009.

### NC Supplemental Retirement Plans Loan Rate(s) Remain(s) in Effect

The interest rate for loans taken from the NC 401(k) Plan and/or the NC Deferred Compensation Plan is 5%. This rate will remain in effect for new loans processed from January 1, 2009 through March 31, 2009.

**Click on the link below for Questions and Answers for Upcoming Plan Changes:**

<http://www.nctreasurer.com/NR/rdonlyres/EAA6DDC9-FC50-48A9-B276-E81D9B182D47/0/SupplementalPlanUpdateNCQA22709.pdf>

# State of North Carolina



BEVERLY EAVES PERDUE  
GOVERNOR

## WOMEN'S HISTORY MONTH

2009

BY THE GOVERNOR OF THE STATE OF NORTH CAROLINA

### A PROCLAMATION

WHEREAS, women of every race, class, and ethnic background have made historic contributions to the growth and strength of North Carolina in countless recorded and unrecorded ways; and

WHEREAS, women have played and continue to play a critical economic, cultural, political, and social role in every sphere of the life of the State and the Nation; and

WHEREAS, women have been critical to the establishment of early charitable, philanthropic, and cultural institutions in North Carolina;

WHEREAS, women constitute a significant portion of the labor force working inside and outside of the home, and have made tremendous impacts as business leaders, legal scholars, educators and in all sectors of the workforce; and

WHEREAS, American women have been leaders, not only in securing their own rights of suffrage and equal opportunity, but also in the abolitionist movement, the emancipation movement, the industrial labor movement, the civil rights movement, the peace movement, and other movements which create a more fair and just society for all; and

WHEREAS, the Senate and House of Representatives of the United States of America in Congress assembled, have designated March as "Women's History Month;"

NOW, THEREFORE, I, BEVERLY EAVES PERDUE, Governor of the State of North Carolina, do hereby proclaim March 2009, as "WOMEN'S HISTORY MONTH" in North Carolina, and call upon the citizens of this State to observe and commemorate Women's History Month with appropriate programs, ceremonies, and activities.



BEVERLY EAVES PERDUE

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of the State of North Carolina at the Capitol in Raleigh this twenty-fourth day of February in the year of our Lord two thousand and nine, and of the Independence of the United States of America the two hundred and thirty third.

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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"*

# March 2009

HR Hub 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5 Permanent Timesheets Due	6 HR Staff Mtg 2-4pm Office Closed	7
8	9	10	11	12	13 MID MONTH PAY DAY	14
15	16	17	18 Mid-Month Time-sheets Due	19 Staff Council Meeting Eisenberg 11am	20	21
<b>← SPRING BREAK →</b>						
22	23	24 HR Staff Mtg 9-11am Office Closed	25	26	27	28
29	30	31 MONTHLY PAY DAY	Correction from last week's edition: Monthly Payday is on the 31st of the month!			

## Just Ask!

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](mailto:AskHR@uncsa.edu).

*Names of those making the inquiries will remain confidential.*

