

University of North Carolina School of the Arts

The HR Hub

Volume 15

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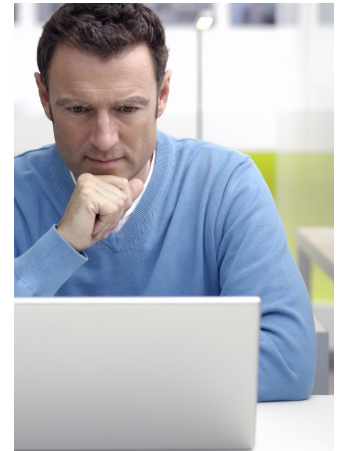
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HOT TOPIC

Thank you to everyone who attended and participated in last week's all faculty and staff meeting with special thanks to our colleagues that agreed to be breakout session facilitators! As you might imagine we received a tremendous amount of feedback from our 20 breakout session groups. The effort to capture, sort and respond to your questions has begun, but it will take some time to complete this task. As we reviewed your questions we found many with similar themes. To make the process of responding more efficient we will be summarizing similar questions and providing one comprehensive response. You may not find your exact questions listed in the Frequently Asked Questions (FAQ), but you should find a question that is very similar.



Visit the [UNCSA Budget Information Web Page](#).

Some of the responses to the questions were already included in the FAQ on the website posted shortly before the meeting on Wednesday. Additional FAQs were added on Friday addressing some of the questions we received on Wednesday. We continue to work on the remaining unanswered questions while concurrently performing our regular jobs. You may send any new questions that arise to Tyka Calloway (callowayt@uncsa.edu). The answers to which will be posted each Friday. You may also contact Human Resources to set up an appointment for a one-on-one meeting if you prefer this type of interaction. New responses will be cataloged by date to make it easy to find the updates. As the situation changes, previously posted FAQs will be updated to reflect the current reality.

We hope you will find the responses informative and useful. We look forward to the day when the economy has strengthened and the current difficulties have passed. Until then, we must continue to communicate and work together to protect what is most important while reinventing our future.

The FAQs can be found at <http://www.uncsa.edu/announcement/budget.htm>, along with other information we hope you will find helpful.

SPA Performance Reviews

The Performance Management Cycle for SPA employees begins June 1 of the current year and ends May 31 of the following year. Annual performance review sessions must be conducted no later than May 31 of each year with each permanent SPA employee who is regularly scheduled to work 20 hours or more each work week. Performance Evaluations are due to Human Resources no later than **Friday, June 5, 2009**.



The Office of Human Resources will be holding “Performance Review Training” *for Manager and Supervisors*

Wednesday, April 29, 2009

12:30 - 2:30pm

(RJR Screening Room)

&

Friday, May 22, 2009

2:00 - 4:00pm

(RJR Screening Room)

Please RSVP Tyka Calloway (callowayt@unca.edu)

NO LATER THAN 48 HOURS PRIOR TO THE TRAINING SESSION.

EPA NT Performance Reviews

The Performance Management Cycle for EPA NT employees begins July 1 of the current year and ends June 30 of the following year. Annual performance review sessions must be conducted with each permanent EPA NT employee who is regularly scheduled to work 20 hours or more each work week. Performance evaluations are due to Human Resources no later than **Tuesday, June 30, 2009**.





In 2008 Human Resources published a Request for Proposal to identify one employment agency to provide temporary employment services to UNCSA at a set price. We're excited to announce that we've completed a competitive bid process and have officially identified and entered into a partnership with Two Hawk Employment Services. While budget issues currently preclude our ability to fully utilize our new employment services provider, they will be our sole provider for temporary agency staffing needs moving forward.

Two Hawk Employment Services' commitment and dedication stems from a foundation of more than 30 years of customer service experience and a passion for helping people. They have 3 offices across North Carolina and references that include Dole, Pinehurst Resort, Carolina Catering (Friday Center in Chapel Hill) and UNC-Pembroke.

Should a need for temporary staffing arise, please notify Ashley Sanders in Human Resources at 770-1481.

State Health Plan Update

The State Health Plan continues to work on addressing its financial position. The Plan also continues its commitment to provide you with quality health care products and services for your health and wellbeing.

The Legislative Session is currently underway, as you've seen and heard from the media and updates at your work place. Funding for the 2009-2011 biennium is being determined by the NC General Assembly as part of the legislative budget process. Ultimately, a State Health Plan bill will be passed during this session. Once the content and scope are determined, the State Health Plan will summarize and clarify the pertinent details for members.

Because of the cash flow issues the State Health Plan is experiencing, there has been a delay in payment of some claims to providers. This process should not impact your medical care experience. However, if you have any concerns or questions about your State Health Plan, please contact customer service at 1-888-234-2416.



Any delay in payments to providers will be short-term and will not affect your ability to receive care or to have your covered medical bills paid.



The State Health Plan continues to work with the General Assembly to secure a \$250 million appropriation to resolve these cash flow issues, through the fiscal year ending June 30, 2009.

One question that has arisen in various member forums: Why doesn't the State Health Plan require employees to contribute to the premium? This could help fund the Plan in the future and could lower the cost of dependent coverage. In response, it's important to note that it has been established by law that state employees are not required to contribute to their health care premium. Also, several employee groups are opposed to premium contributions. Any and all changes related to the State Health Plan must be approved by the General Assembly, by statute. More discussion is likely to take place on employee premium contributions, as the General Assembly addresses the long-term needs of the State Health Plan.

Address Change

When you your address changes:

Please come to the Office of Human Resources to complete a new contact information sheet. This will update your personal information, payroll and your major benefits;

- ◆ State Health Plan,
- ◆ Optional Retirement Plan,
- ◆ Teachers and State Employees Retirement Plan and
- ◆ NC Flex only.



If you have a 401K, 457B, and 403B plan you must contact the vendor to update your new address. If you are a member of Aflac, Colonial Life, and SEANC you must contact them to update your address.

Spring Fever

Take advantage of this weather by going for a walk or stroll around and throughout the campus of UNCSA.



Jamie and his crews have done a phenomenal job with the maintenance and beautification of the campus.



**OFFICE OF HUMAN
RESOURCES**

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April 2009



HR Hub 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5 Permanent Timesheets Due	6	7 HR Staff Mtg 9 - 11am Office Closed	8	9	10	11
12	13	14	15 MID MONTH PAY DAY	16 Staff Council 11am Fish Bowl, 301	17	18 Mid-Month Timesheets Due
19	20 HR Staff Mtg 9 - 11am Office Closed	21	22 Earth Day!	23	24	25
26	27	28	29	30 MONTHLY PAY DAY		

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

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.

Names of those making the inquiries will remain confidential.

