



# The HR Hub

Volume 15

October 24, 2008

Fall at Lake Tomahawk  
Asheville, NC

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### Series: Defining HR Terms

#### SPA Employees

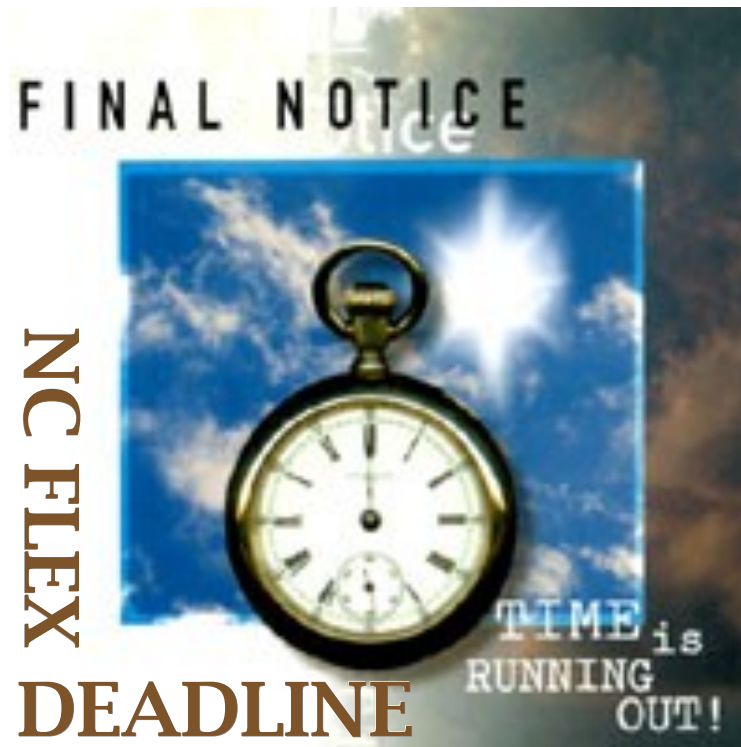
Employees holding positions that are subject to the State Personnel Act. The State Personnel Manual governs the policies and procedures applicable to these positions. Many SPA employees hold positions that are subject to the Fair Labor Standards Act (“FLSA”) governing overtime compensation, but not all. Some SPA employees hold positions that are exempt from the FLSA and do not qualify for compensation or leave for hours in excess of 40 hours worked in a workweek. Just because a position is subject to the State Personnel Act does not make it subject to the FLSA overtime provisions.

- SPA employees subject to FLSA
- SPA employees exempt from FLSA

#### EPA Employees

Employees holding positions that are not subject to the State Personnel Act, including faculty, senior academic and administrative officers and employees referred to as “instructional & research” who engage in activities such as instruction, research, public service, academic support, student services, student health service physicians, institutional support and library. These positions are authorized and governed by the Code and the regulations in the UNC Policy Manual. Many EPA employees hold positions that are exempt from the FLSA overtime provisions but not all. An EPA employee may hold a position that is subject to FLSA. The determination of whether or not a position is subject to FLSA is based primarily on the position’s duties. Just because a position qualifies as exempt from the State Personnel Act does not make it exempt from the FLSA.

- EPA employees exempt from FLSA
- EPA employees subject to FLSA



***DON'T MISS  
THE ENROLLMENT DEADLINE  
FOR  
NC FLEX  
12:00 MIDNIGHT  
NOVEMBER 3, 2008***

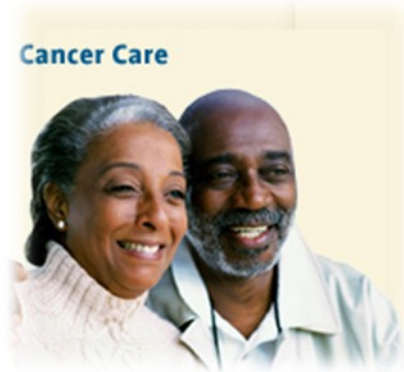
## When the Going Gets Tough, the Tough Get Coverage

In the midst of a severe medical illness, medical costs should be the last thing on your mind. The new **NCFlex Critical Illness Insurance** and the **NCFlex Cancer Insurance**, with a newly added third plan option, provide you and your loved ones with peace of mind and helps cover a portion of your out-of-pocket expenses.

Without insurance, it is possible for unexpected medical costs to drive you deeply into debt. If you're debating enrolling for either the cancer or critical illness insurance plans, here are some things to consider:

- Cancer occurs in 1 in 2 men, and 1 in 3 women  
*Source: American Cancer Society, 2007*
- Medical costs for cancer in 2007 was \$78.2 billion  
*Source: American Cancer Society, 2007*
- The average out-of-pocket expenses for individuals who experience a critical illness is over \$7,000  
*Source: Critical Illness Financial Impact Survey conducted by GfK NOP for MetLife*

NCFlex annual enrollment is **September 29 – November 3**. Make sure you enroll for benefits if you haven't already done so!



*“Many financial planning experts recommend having three to six months of living expenses set aside for an emergency.”*

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## Classification / Compensation News

We are required to report education data for all Faculty, EPA-NT, and certain classifications of SPA employees as part of the Personnel Data File submitted to UNC General Administration each year. If you have completed your degree since joining UNCSA, but have not updated your employee records, please stop by HR and complete a credential verification form. This is faxed to the registrar of the college or university attended and your employee file is updated upon receipt of the verification. Thank you for your assistance!

## SECC

### State Employees Combined Campaign SECC

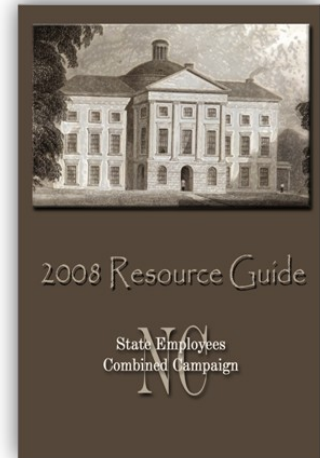
UNCSA is proud to host its State Employees Combined Campaign (SECC) again this year! Our campaign will begin in October and run through November 14, 2008.

Our 2008 State Employees' Combined Campaign is now underway! The SECC is an annual campaign for state employees, which allows all state employees to contribute to their favorite charities. The SECC gives you the option of making a pledge via payroll deduction, or check/cash or credit/debit card payment.

Created in 1984 by Governor James B. Hunt, the SECC provides state employees and retirees an opportunity to contribute to charitable organizations that have been approved to participate in the annual campaign. In order to be eligible to participate in the campaign, charitable organizations must provide services in the state of North Carolina and be a non-profit organization. Throughout the history of the campaign, the State of North Carolina has contracted with a non-profit organization (The United Way of North Carolina) to administer and staff the SECC as a third party administrator.

Should you choose to contribute, you are encouraged (but not required) to designate the agency or agencies you wish to support with your pledge. By designating, you can control where and how your contribution will be used. Designations are specified on the Pledge Form.

By now, you should have received your **State Employees Combined Campaign Resource Guide** that outlines the various organizations represented and a Pledge Form. If you choose to contribute, **please return your completed pledge form to me by November 15th**. If you have any questions regarding the campaign or how to fill out the pledge form, please do not hesitate to call Human Resources extension 1428.



*“We hope as you look through the brochure you will be reminded of many ways charitable organizations such as these touch the lives of people in our community, possibly even yours directly. Please help make this the best year by supporting the community.”*

## SPA Application Requirements

For all SPA positions, we require that candidates submit their materials by midnight on the day the vacancy announcement closes, unless noted otherwise on the vacancy announcement. While the office itself is closed, candidates can still fax or email their materials for consideration.



Remember, a completed PD107 (state application) is required. Resumes and cover letters are optional, but welcomed. The PD107 can be found via [www.osp.state.nc.us/jobs/gnrinfo.htm#app](http://www.osp.state.nc.us/jobs/gnrinfo.htm#app) (be sure to scroll to the bottom of the page.) Pay special attention to the directions on the first page of the application. These instructions are commonly overlooked and, as a result, applications are not accepted because an applicant failed to heed the following:

*The contact information is:*  
*[Recruiter@ncarts.edu](mailto:Recruiter@ncarts.edu)*  
*336-770-1462 fax*

## Instructions to State Applicants

To be considered for state employment, you must answer all questions and complete all sections of this application form. When completing this application, please make sure you

- Complete the section for equal opportunity information. (voluntary)
- Apply for one vacancy per application.
- Give complete information on your education and work history (see resume is not acceptable).
- List separately each job held and your duties for each position when you worked for one employer and held more than one position.
- As you describe your work history, make sure you highlight your competencies (knowledge, skills, abilities and work behaviors) which demonstrate your qualifications for the position for which you are applying.
- Provide only the last four digits of your social security number.
- Check for accuracy, sign and date your application. (If you submit your application via email and are unable to sign the document, the application will still be accepted. Should you be the selected candidate, you'll be asked to sign your application in your job offer acceptance session.)

### Time Sheets & Accruals

Hopefully by now, work routines and schedules are in place and being carried out successfully!

As State Employees, one routine never waivers...Monthly Time Records.

It is mandatory for all State Employees to submit a monthly timesheet with the required authorized signatures to Human Resources by the 5<sup>th</sup> of each month.

As mentioned in the HR Hub newsletter previously, because of Banner HR implementation, revisions were necessary in accrual recording methods.

If you haven't already, before submitting your October 2008 Timesheet, please take a moment and go to the HR website, click on Forms and download the correct Timesheet for your record purposes.

Previously EPA SAAO I employees recorded Vacation Hours earned per month at: 17:33 per month. Banner HR requires that accrual rates are consistent regardless of classification or FLSA status. Therefore, accrual rates and/or time taken are no longer entered by minutes for EPA employees or SPA Exempt employees. Instead accrual rates are recorded to the tenth of the hour for all State Employees. The revised Vacation accrual rate per month for EPA SAAO I employees is: 17.5.

Other revisions:

EPA SAAO II and Instructional Research: 16 Vacation per month (whole hours, requires no colon)

<b>SPA Exempt:</b>		
<b>Years of Total State Service</b>	<b>Vacation Hours Credit / Mo.</b>	<b>Sick Hours Credit / Mo.</b>
Less than 2 years	7.8	8 hrs
2 but less than 5	9.2	8 hrs
5 but less than 10	11.2	8 hrs
10 but less than 15	13.2	8 hrs
15 but less than 20	15.2	8 hrs
20 or more	17.2	8 hrs

Please feel free to contact Ginger Salmons at ext. 1377 for further assistance.



# October 2008

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SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3 Permanent Time-sheets due	4
5	6	7 NC Flex Mtg 10am - 1pm Finance Conf rm  <b>CANCELLED</b>	8	9 NC Flex Mtg 2pm - 4pm Finance Conf rm	10 Payroll for Permanent Employees due	11
12	13 NC Flex Mtg 2pm - 4pm Finance Conf rm	14	15 <b>Mid-Month PAY DAY</b> NC Flex Mtg 2pm - 4pm Finance Conf rm	16	17 Mid-Month Time-sheets due (all temp paperwork due)	18
19	20	21	22 NC Flex Mtg 11am - 1pm Finance Conf rm	23	24 Submit Your Wellness Survey <b>Deadline Today!</b>	25
26	27	28 NC Flex Mtg 10am - 12pm Finance Conf rm	29	30 NC Flex Mtg 2pm - 4pm Finance Conf rm	31 <b>Monthly PAY DAY</b> Flu Shot Clinic 9am - 3pm	

*Take advantage of the beauty that lies here in the mountains of North Carolina!*

*Visit Asheville, NC for these breathtaking scenes.*



*This shot was taken from the Blue Ridge Parkway near Mount Mitchell by an anonymous passerby.*



*Beautiful foliage and old barn located on Blue Ridge Parkway, north of Asheville, NC. This route is one of the most picturesque in the country, especially in the Fall*