



University of North Carolina School of the Arts

The HR Hub

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Wellness Interests & Preferences

The Office of State Personnel's Worksite Wellness Policy provides the foundation for state entities to develop activities and modify work environments and policies to support the health and well-being of state employees. In addition to the benefits for employees, positive benefits are likely to accrue to families and the community.

The OSP has asked our department to submit a survey on your wellness interests & preferences. This survey will assist agencies in the implementation of the new OSP Worksite Wellness Policy statewide.

Please take a moment to complete the survey by clicking on the link at the bottom of the page (or pasting it into your web browser).

1. Complete the survey as soon as possible. It is a short survey with 15 questions and takes only a few minutes to complete. (We would like to submit the results prior to October 24th.)
2. These survey results are completely confidential. Responses are not identified with your email.
3. The purpose of the survey is to provide feedback that will be used to help our wellness committee plan wellness activities that meet the specific interests and preferences of our employees.

We greatly appreciate your assistance in this process. Please contact the Office of Human Resources if you have any questions as to the purpose of the survey.

<http://www.zoomerang.com/Survey/?p=WEB228AY93EWWH>

Show Me The Savings!

Flexible Spending Accounts (FSAs) are a great way to pay for your out-of-pocket medical, pharmacy, dental and vision expenses. Better yet, because your FSA contributions are deducted on a pre-tax basis, you save between 25%-40% in taxes.

The NCFlex Benefits Program has two FSAs you can choose from:

- ◆ Health Care Flexible Spending Account (HCFSA)
- ◆ Dependent Day Care Flexible Spending Account (DDCFSA)



Did you know that 40% of NCFlex FSA participants already have an NCFlex Convenience Card? The card works like a credit card, and allows you instant access to FSA funds. Some transactions do require submission of documentation, but no documentation is required for the following **eligible** transactions:

- ◆ Copays (e.g., office visits, prescription drugs, etc.)
- ◆ Eligible dental expenses with the NCFlex Dental Plan - If you use your NCFlex Convenience Card to pay for eligible dental expenses under the NCFlex Dental Plan (administered by United Concordia), these expenses will be automatically approved provided the amount of the transaction is equal to the balance due once the claim has been processed by United Concordia.
- ◆ Items purchased at stores with Information Inventory Approval System (IIAS) technology

To find out which pharmacies, discount stores and supermarkets have **IIAS technology**, visit www.ncflex.org and go to Resources > Forms > FSA > Compliant Stores.

NCFlex annual enrollment is September 29 – November 3. Keep in mind you must re-enroll in the FSAs each year. Please refer to your 2009 NCFlex Benefits Guide for more information.

State Employees Combined Campaign

UNCSCA is proud to host its State Employees Combined Campaign (SECC) again this year! Our campaign will begin in October and run through December 31st.

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.

Your gifts have a profound and positive impact on our local, national and global communities. Your contribution this year to one of the campaign charities is more important than ever. Though our state is faring better than many other areas of the country, times are nevertheless difficult for us all. In spite of these challenges we know you will remember those who are more dependent than ever on many of the campaign's charities for housing, clothing and other basic necessities. We hope you will keep in mind those charities that fund research to eliminate disease, or those that assure a safe environment for our most vulnerable citizens.

Booklets (Resource Guides) and Pledge Forms will be distributed to all departments on campus. You can pledge your donation in any of the following ways:

- ◆ Payroll deduction
- ◆ Check
- ◆ Stock Transfer
- ◆ Cash
- ◆ Credit Card

You may also designate your gift to a charity of your choice; refer to the Resource Guide for a list of eligible charities.

This year, our campaign is being coordinated by the Human Resources Department. You will be hearing more about important dates and prize drawings!

Whether you support human services charities, the performing arts, or those that are working to educate us about green technology and the effects of global warming, please give. Be the one who cares. Be the one who makes a positive difference for those in need. Thank you in advance for your generosity.

Direct Deposit

UNCSA requires direct deposit for all employees. During your job offer session in HR on your first day of employment, it's explained that the direct deposit will more than likely *not* occur the first time you're paid. In most instances, you'll receive a paper check for your first paycheck. What this means is that on payday, which is the last business day of each month (December is the only exception), the check is mailed from Central Payroll in Raleigh. If your tax forms reflect Winston-Salem as your permanent mailing address, the check should reach you within a couple of days. If you live out of state, there's a chance that the delivery of your check would take just a bit longer.

Should you change banking institutions, don't forget to change your direct deposit. Also, should you move, it's important that you file a change of address with HR.



UNCSA requires direct deposit for all employees.

Announcements

Chris Ervin joined UNCSA on October 1 as one of our Music Library Assistants. He received both a Bachelors and Masters in Music from Webster University, and most recently received his Professional Artist Certificate (Opera Performance) from UNCSA. Chris will be working with the Digital Audio/Video Reserve System, helping to create course/instructor web pages and music piece pages for streaming Course Reserves, as well as working on other procedures for Music Course Reserves. In addition, he'll be working on a variety of technical services projects in preparation for our move to a new library facility. Chris will also be assisting patrons at the Music Library Circulation Desk.

It's official! **Steve Davis**, Executive Director of the Stevens Center, is retiring on October 31st after 30 years of service with UNCSA. We will hold a retirement party in Steve's honor on Tuesday, October 28th from 4:00 to 6:00 in the BB&T Lobby. Please come join us in wishing Steve a happy retirement.

Matthew Cornelius, who has worked for UNCSA in a temporary capacity for approximately one year, has now officially joined the Advancement team as the newest Development Associate. Matthew graduated from UNC-Chapel Hill, where he was a double major in English Literature and Dramatic Art. As a Development Associate, he will assist with the identification and cultivation of institutional donors and prospects, nurturing and expanding positive fund-raising relationships for UNCSA. Congratulations, Matthew!

Time Sheets & Accruals

As we begin the month of October the end of the calendar year is quickly approaching.

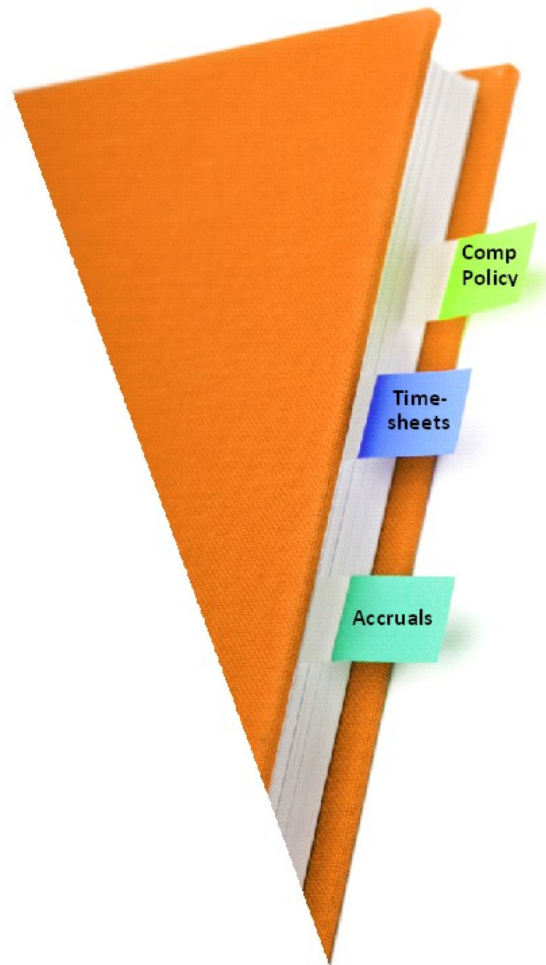
Bearing that fact in mind, all Managers and SPA Subject Employees are encouraged to review compensatory time balances, policy and procedures.

The Overtime/Comptime Policy applies to all employees subject to the State Personnel Act (SPA Employees), who are subject to the overtime provisions of the Fair Labor Standards Act (FLSA). An excerpt of the policy, from section 3.4, is as follows:

Compensatory Time:

- ◆ May be accumulated up to a maximum of 240 hours. (160 hours straight time) Any overtime worked above this amount shall be paid in the employee's next regular paycheck.
- ◆ Supervisor's should allow compensatory time to be taken as soon as possible, preferably within 30 days from accruing the compensatory time, unless the compensatory time off will disrupt agency operations.
- ◆ **Compensatory time shall be taken before any vacation leave.**
- ◆ **If Compensatory time off is not taken by the end of December each year, the compensatory time shall be paid in the employee's January paycheck.**

For more information and the complete Overtime/Comptime Policy for SPA Subject Employees, please refer to the HR website, Policies and Concerns, Fair Labor Standards Act.



Classification / Compensation News

Additional, Occasional, Secondary or Dual Employment?

Last week's article focused on the Secondary Employment Policy for SPA employees. This week continues our review of employment policies for SPA employees with a closer look at Occasional or Sporadic Employment.

The Occasional or Sporadic Employment policy applies to all SPA employees who are subject to the overtime provisions of the Fair Labor Standards Act (FLSA). The term "occasional or sporadic" means that the work performed is intermittent, irregular, or occurs in scattered instances, rather than continuous or regular. Also, the work performed may not be within the same general occupational category an employee's regular work assignment. When a manager is considering occasional or sporadic employment, please consult with HR first to be certain the work qualifies as occasional or sporadic, and that the employee under consideration is covered by this policy. HR will advise you on the approval and payment process.

For full details of the policy, please visit



<http://www.ncarts.edu/humanresources/forms/occsporpolicy.pdf>

Who's Who In Human Resources

Beth Cox

Director of Human Resources

770-3317

- EEO Officer
- Title IX
- Employee Relations
- Policy Administration
- Organizational Development

Tyka Calloway

Executive Assistant to Director of HR

770-1428

- General Information
- Scheduling Appointments

Ginger Salmons

Records Management

770-1377

- Time Sheets
- Leave Records
- Public Information Requests
- Employment Verifications

Keyona McNeill

Benefits Representative

770-1451

- State Health Plan
- NC Flex
- Teacher & State Employee Retirement System
- New Employee Orientation / Exit Interviews
- Workers' Compensation
- Short Term & Long Term Disability
- Family Status & Address Changes

Ashley Sanders

Recruiter

770-1481

- Workforce Planning
- Faculty, EPA-NT, SPA & Temporary Recruitment
- Advertising

Susan Porter

Classification & Compensation Analyst

770-3318

- EPA-NT & SPA Classification
- Career Banding
- Supplemental Payments
- Additional Employment
- Banner Guru

UNIVERSITY OF
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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	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 Mid-Month PAY DAY NC Flex Mtg 2pm - 4pm Finance Conf rm	16	17 Mid-Month Time-sheets due (<i>all temp paperwork due</i>)	18
19	20	21	22	23	24 Submit Your Wellness Survey Deadline Today!	25
26	27	28 NC Flex Mtg 10am - 12pm Finance Conf rm	29	30 NC Flex Mtg 2pm - 4pm Finance Conf rm	31 Monthly PAY DAY	

Local area businesses often offer discounts to UNCSCA employees when presented with a valid id. Always ask!

Did you know?