

North Carolina School of the Arts

The HR Hub

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From the HR Director

Beth Cox

The Olympic Spirit

Today marks the beginning of the 29th Olympic Games, where athletes from around the world compete for the gold, silver and bronze medals! The games have evolved over the years to include spectacular opening and closing ceremonies, and as we watch the games, we also have the pleasure of seeing the ‘sights and sounds’ of the host country. But with each event, we are reminded of the history of the games, as well as the well-known symbol, the “Olympic Rings”.



In 1913, Baron Pierre de Coubertin came up with the idea for the symbol most closely associated with the Olympics, the Olympic Rings. Every ring stands for one of the five continents. Although there are seven continents, Antarctica is excluded and North America and South America are considered one. The connection of the rings symbolizes the connection of the continents during the Games and the ideal of peace and brotherhood of the whole planet.

The symbolism of the Olympic games reminds me of the teamwork that I have witnessed in the last year at the school. Employees have pulled together to implement banner, consider and implement changing our name, support a change to the semester system, meet requirements of the President’s PACE initiative and UNC Tomorrow...the list is endless! All of these significant efforts can only be accomplished through teamwork. Today I want to say **Thank You** for your hard work and dedication. **Our faculty and staff are our greatest asset, and it is only with the commitment you bring that we continue to realize success!**



Announcements

WHO'S NEW?

- ◆ **Dolores Watson** – Her first day at NCSA was July 31st. She's been appointed to the position of *Academic Programs Manager* in the School of Filmmaking. Dolores has a B.A. in Arts Management and Not-for-Profit Management from Salem College. She brings to the position several years of experience working with students, staff and faculty at Winston-Salem State.
- ◆ **Debra Thompson** – She joined NCSA this past Monday, August 4, and will be working in Advancement as the new *Donor Stewardship Assistant*. Debra has a degree in Business Administration. She was most recently employed by US Airways where she spent approximately 19 years in the Accounting Department. She brings to the position a strong focus on customer service as well as database management experience.

Please join us in welcoming both of these newcomers to our NCSA family.

- ◆ **The State Health Plan** would like to make you aware of a change in the **Blue Points** program which allows members to earn prizes for physical activity. As part of the Health Plan's efforts to address its financial challenges, the **Blue Points** program will be discontinued as of August 31, 2008 due to low utilization. For more information go to: <http://www.shpnc.org>, then click on *News* in the menu on the upper right side.
- ◆ **NCSA Flu Clinic** will be held again this year! Mark your calendars for Friday, Oct. 31st, 9:30 am to 3:00 pm, Eisenberg/Student Commons Bldg. Pneumonia shots will also be available for those who are interested.
- ◆ Governor Easley has proclaimed 8/26/08 as “**Women's Equality Day**” in North Carolina and has urged all citizens to seek opportunities to learn more about the history of Women's Equality Day and to educate themselves on the many struggles women overcame in the pursuit of equality. The hard work and determination of **Elizabeth Stanton** and **Susan B. Anthony** helped blaze the path that lead to the ratification of the 19th Amendment, which granted women the right to vote. You may want to read about these courageous women on the internet. To view the governor's proclamation, go to: <http://www.governor.state.nc.us/News/Proclamations/Default.asp#> (you may need to copy and paste the link into your browser).



Benefits News

Mary Ellen Haynes

The Flexible Spending Account. A Flexible Spending Account (FSA) is a type of tax-advantaged financial account that can be set up through the NCFlex Benefits Program offered to State employees. An FSA allows you to set aside money by payroll deduction, pre-tax, to be used for qualified health/medical expenses or dependent day care expenses.

What you need to know about an FSA:

- ◆ You must enroll in the FSA every year; it will not carry forward from one year to the next. Enrollment takes place during the Annual Enrollment period in the Fall of each year.
- ◆ Your contributions in a plan year (January – December) may be used only for treatment and services received in that same period.
- ◆ You may sign up for the NCFlex Convenience Card and use it as a debit card against your FSA. This eliminates the need for you to pay ‘up-front’ and then wait for reimbursement.
- ◆ You are required to submit receipts when requesting reimbursement from your FSA. This is also true when using your NCFlex Convenience Card. (It is always a good idea to include a claim form when submitting receipts so that they can properly ‘matched up’ with your account.)
- ◆ Reimbursements are issued by direct deposit , however, you may decline this feature on the enrollment form.
- ◆ If you do not use all of the money in your FSA at the end of the plan year, you lose it. You do have until March 31st of the following year to submit receipts, but the treatment and services must have been received in the previous plan/calendar year.
- ◆ You never have to pay taxes on the money you receive from your FSA for qualified expenses, which helps your health care and dependent day care dollars go farther.

Information specific to a **Health Care FSA**:

- ◆ Your annual contribution can’t be less than \$120 a year or greater than \$4,200 a year.
- ◆ As soon as you begin your contributions, the entire annual amount is available to you for reimbursement of eligible expenses.(Example: You elect a monthly deduction of \$100 which equals an annual election of \$1,200, and your first contribution goes into your account in January. In February you have out-of-pocket expenses in the amount of \$1,000. You can be reimbursed for the entire \$1,000 at that time, however, you will then have only \$200 available to you for the remainder of the calendar year.)
- ◆ You may use your FSA for reimbursement of out-of-pocket medical and health expenses (Examples: copayments, deductibles, co-insurance. Insurance premiums are not an eligible expense.)
- ◆ You may use your FSA to purchase most over-the-counter drugs and medicines.
- ◆ Vitamin supplements are not an eligible expense, unless prescribed for a diagnosed medical condition (need doctor’s statement).

Benefits News, cont'd.

Mary Ellen Haynes

Information specific to a **Dependent Day Care FSA:**

- ◆ Your annual contribution can't be less than \$120 a year. If you're single or if you are married and file a joint tax return, your annual maximum can't be greater than \$5,000 a year. If you're married and file a separate tax return, your annual maximum contribution can't be greater than \$2,500 a year. However, your annual election cannot be greater than either your annual income or your spouse's annual income, whichever is lower.
- ◆ Unlike the Health Care FSA, reimbursement is made only up to the amount currently in your FSA on the processing date.
- ◆ You may use your FSA to pay for eligible day care expenses for your qualifying child, or a qualifying child, spouse or other dependent who is physically or mentally incapable of caring for himself or herself. (*Certain requirements apply.*)
- ◆ The parents of the qualifying child must both work, or be a full-time student.
- ◆ The Dependent Day Care FSA cannot be used for tuition expenses beginning with kindergarten and higher grades, or for expenses incurred while you and/or your spouse are not working.
- ◆ You may not claim a Child Care Credit when filing your taxes for any expense paid by the Dependent Day Care FSA.
- ◆ You should carefully consider whether or not a Dependent Day Care FSA is right for you, depending on your day care expenses, you and your spouse's employment situation and earnings, your income and taxable income.



Look What's Coming for FSA's! New IRS regulations require merchants to implement technology at the point-of-sale (cash register) that is called the *Information Inventory Approval System (IIAS)*. Many merchants already have this technology in place, while others are in the implementation stage. The new technology will generate a receipt that reflects items that are FSA-eligible and those that are not. When this technology is utilized, along with the use of the NCFlex Convenience Card, submission of receipts will no longer be required. We understand all affected merchants are to have this in place by 1/1/09. Stay tuned for more information. For a current list of compliant stores, go to:

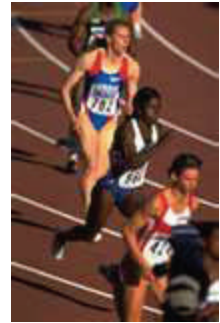
http://www.sig-is.org/en/documents/SIGIS_Merchant_List_Dec27c.pdf.



Recruitment News

Ashley Sanders

Search Files. When a search committee embarks upon the process of searching for the perfect candidate for a vacant EPA or EPA-NT position, they're reminded of the importance of maintaining the confidential nature of the search. In fact, they're given a confidentiality statement to sign and the two general statutes that govern the topic of confidentiality. The committee is also reminded that the issue of confidentiality stretches beyond the boundaries of the physical start and end of a search.



It's also important to note that once a search has been completed and the selected candidate has accepted the position, all search files should be brought to Human Resources where they are maintained in accordance with the record retention schedule.

So, you may ask...What should be maintained in a search file? Everything! This includes, but is not limited to, all recruitment paperwork, all interview and selection notes and all applicant materials.

If you currently have any completed search materials hiding in your office, please bring them to me. And, should you have any questions about any of the aforementioned, please let me know.

Accruals & Timesheet News

Ginger Salmons

****VERY IMPORTANT REMINDER****

For All FLSA Exempt Employees

With the implementation of Banner HR, the method for recording monthly vacation accrual rates has been revised to the 10th of the hour, rather than hours and minutes. The revised EPA SAAO I, EPA SAAO II & Instructional Research, and the SPA Exempt Timesheets are located on the HR website on the *Forms* page.



Beginning with July 2008 timesheets, please record earned vacation and sick hours in this format.

Feel free to contact me if I can be of further assistance.

Classification & Compensation

Susan Porter

Supplemental Pay. Please remember the following when requesting supplemental pay:

For **Faculty Members**, the supplemental pay policy is intended to address two situations:

1. Temporary increases in responsibility during the faculty member's normal work hours or appointment period; and
2. Extra duties performed outside the faculty member's job description and outside of normal work hours or extra duties that add extra work hours in addition to those spent on normal faculty duties.

The policy requires that the following steps be completed and documented in advance of initiating the work:

1. Task requested and the expected outcome must be described in detail including course, title and credit hours if teaching;
2. The estimated duration of the work must be reasonable and justifiable;
3. All requests must be set forth in writing and approved by the faculty member's dean or associate vice chancellor, Human Resources, Budget as well as the CAO, taking into account the faculty member's total time commitments on institutional as well as external professional activities;
4. Requests must be submitted on the form entitled "Faculty Supplemental Pay"; and
5. All requests must have funds identified and approved by Budget prior to the work being performed.
6. A final copy of the approved request form should be sent to Human Resources for implementation with payroll.

The Faculty Supplemental Pay form may be found at: <http://www.ncarts.edu/humanresources/forms/FacultySupplementalPay.pdf>. Please route all forms for approval electronically, and include both the Banner and FRS numbers. The approved document will be returned to the originator to obtain the employee's signature. The completed form must be returned to HR no later than the 10th of the month to implement payroll action by the end of the same month. To review the complete policy, please visit: <http://www.ncarts.edu/humanresources/forms/Suppaypolicyfaculty.pdf>.

For **EPA Non-Faculty Members**, the supplemental pay policy is intended to address two situations:

1. Temporary increases in responsibility during the employee's normal work hours or appointment period; and
2. Extra duties performed outside the employee's job description and outside of normal work hours or extra duties that add extra work hours in addition to those spent on normal job duties.

Classification & Compensation, *cont'd.*

Susan Porter

The policy requires that the following steps be completed and documented in advance of initiating the work:

1. Task requested and the expected outcome must be described in detail including course, title and credit hours if teaching;
2. The estimated duration of the work must be reasonable and justifiable;
3. All requests must be set forth in writing and approved by the employee's dean, department head, division head and the CAO/COO, taking into account the employee's total time commitments on institutional as well as external professional activities;
4. Approval by the NCSA Director of Human Resources will be required in all cases ensure an evaluation of the employee's duties in relationship to normal workloads.
5. Requests must be submitted on the form entitled "EPA NT Supplemental Pay"
6. All requests must have funds identified and approved by Budget prior to the work being
7. performed; and
8. A copy of the approved request form should be sent to the Human Resources Department for implementation with payroll.

The EPA Non Faculty Supplemental Pay form may be found at: <http://www.ncarts.edu/humanresources/forms/EPA106.pdf> . Please route all forms for approval electronically, and include both the Banner and FRS numbers. The approved document will be returned to the originator to obtain the employee's signature. The completed form must be returned to HR no later than the 10th of the month to implement payroll action by the end of the same month. To review the complete policy, please visit: <http://www.ncarts.edu/humanresources/forms/Suppaypolicyepa.pdf>.

