

University of North Carolina

School of the Arts

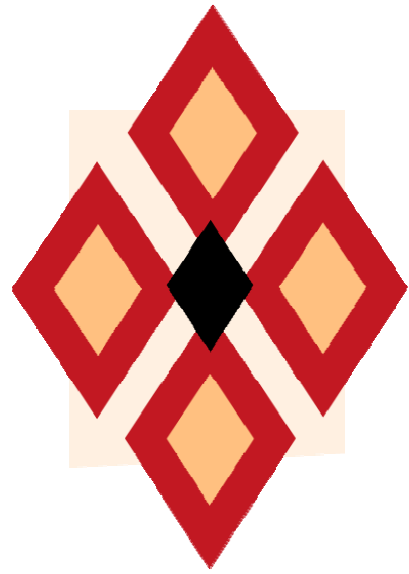
The HR Hub

Issue 11
September 19, 2008

From the HR Director

Beth Cox

Thanks to all of you for the warm welcome to Tyka Calloway and Keyona McNeill. For those of you that have not met these two yet they joined Human Resources last week in a temporary capacity. Tyka is serving as Executive Assistant and Keyona was trained by Mary Ellen Haynes as our Benefits Administrator.



Policy updates and reminders:

The Foundation Faculty-Staff Loan Fund provides interest free loans to employees to cover moving expenses when first hired by UNCSA and to cover financial emergencies. The policy has been revised by the executive committee of the Foundation, please visit the HR website to review the policy.

Announcements

Governor Easley has proclaimed 15 September – 15 October as “Hispanic Heritage Month” in North Carolina and has urged all citizens to seek opportunities to learn more about the history of Hispanics in America.

Please contact the Office of Hispanic/Latino Affairs for any information pertaining to Hispanic Heritage Month at (919)733-5361.

New Hires

Philip (Phil) Lohman joined UNCSA last week as our newest Residence Hall Coordinator. Phil received his B.A. from Eastern Connecticut State University. For approximately two years, he worked as Resident Assistant at Eastern Connecticut State University. Phil’s responsibilities at UNCSA will include the supervision of student staff, general hall operations, programming, office management and building supervision. Please welcome Phil to UNCSA!

Recruitment News

Ashley Sanders

E-Verify

In 1996, Congress passed the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA), which required the Social Security Administration (SSA) and the legacy Immigration and Naturalization Service (INS), now the U.S. Citizenship and Immigration Service (USCIS) to initiate employment verification pilot programs. Presently, E-Verify, previously known as Basic Pilot, implements this mandate. UNCSA is required to participate.

E-Verify is an Internet-based system operated by USCIS in partnership with SSA. E-Verify is currently free to employers and is available in all 50 states, the District of Columbia, Puerto Rico, Guam and the U.S. Virgin Islands. E-Verify electronically compares information entered on the Employment Eligibility Verification, Form I-9, with records contained in SSA and Department of Homeland Security (DHS) databases to help employers verify the identity and employment eligibility of newly hired employees.

When we hire or rehire employees, their information is put in to the E-Verify system so that employment verification can take place. In most instances, employment verification is immediately approved (within 3 seconds). We've previously mentioned the importance of having the I-9 filled out accurately, completely and in a timely manner (within 3 days of employment). Aside from complying with Federal Regulations, and as we mentioned above, the information on the I-9 is used in conjunction with the E-Verify system.

Should you have any questions or concerns, please don't hesitate to contact me.

Classification & Compensation News

Susan Porter

Competency Assessments were due in HR on September 15th for the latest Career-Banded positions. As of the September 15th deadline, I received assessments for 46 of the 66 positions banded in the June, 2008 group. OSP requires an assessment for all positions banded in June. Failure to complete an assessment will make the employee ineligible for consideration of the 2008 Salary Adjustment Fund. If you are a supervisor or manager of SPA employees and you have not submitted the competency assessment, please contact me for assistance at extension 3318. Thank you!

Salary Increases for EPA-NT employees will be included in the September check and are retroactive to July 1, 2008. Increases processed for faculty members will be included in the September check and are effective September 1, 2008.

Benefits News

Keyona McNeill

NC Flex Informational and Enrollment Meetings will be offered in the RJR Screening room on the following dates:

09/30 10am-12 noon
10/7 10am-1pm
10/9 2pm-4pm
10/13 2pm-4pm
10/15 11am-2pm
10/28 10am-12 noon
10/30 2pm-4pm
11/3 11am-2pm

During these sessions you will have an opportunity to enroll and ask questions about your benefits for 2009.

You must participate in the annual enrollment if you want to:

- ◆ Re-enroll in the Flexible Spending Accounts (FSAs);
- ◆ Make changes to your benefits and/or coverage levels;
- ◆ Cancel coverage; or
- ◆ Elect benefits for the first time (some benefits may have a waiting period or require Evidence of Insurability (EOI))

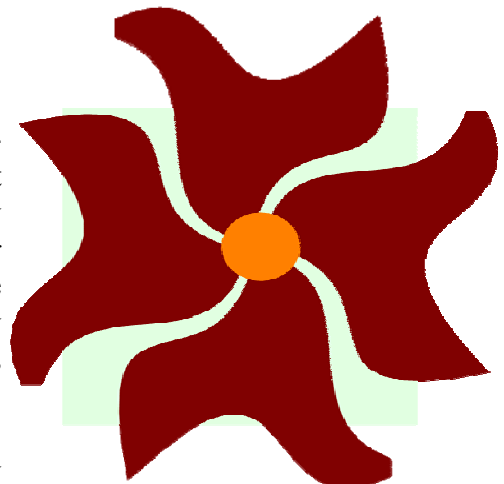
A representative from **Colonial Insurance** will be on campus in the Dining Room Annex Wednesday September 24, 2008 from 10am-2pm. Please stop by for questions and general information.

The following message from State Treasurer Richard Moore provides an update on the pension fund in light of continuing financial market problems. The message is also attached for your convenience.

A MESSAGE FROM TREASURER MOORE

With the stream of bad news about Wall Street and the financial sector, pension fund members have been concerned about our investments. I want you to know that I am carefully monitoring the unfolding situation in the market, as is our team of investment experts. While recent developments are serious for all investors, the pension fund is conservatively invested and diversified in order to protect members' benefits over the long haul.

As of June 30th, the companies being watched most carefully



made up about 0.3 percent of the pension fund. Many of our holdings in those companies have decreased, some dramatically, since that time. That shows that our managers have seen the problems coming and responded appropriately.

Our insistence on being diversified, within our stock portfolio and across different kinds of investments, is more important now than ever. While the stock market, and especially financial sector stocks, have been volatile, many of the fund's other investments are doing well. The fund's bonds, alternative investments and real estate holdings continue to perform well and provide support to the pension fund. In our stock and bond portfolios, we have remained committed to high quality investments, something that continues to pay off.

I want to reassure members of our pension fund that your fund is structured to weather market downturns and shifts. That is why we carefully invest the pension fund and responsibly manage the retirement systems.