

# WINTER TRAVEL TIPS

## University of North Carolina School of the Arts The HR Hub

Volume 21

December 12, 2008

### Inside this issue:

Holiday Challenge Featured Recipe	2
Time Sheets & Accruals	3
Announcements	
Classification / Compensation	4
Office Campaigns	5
Calendar	6

### SECC

#### State Employees Combined Campaign






Our 2008 State Employees' Combined Campaign is coming to a close! 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.

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.

If you choose to contribute, **please return your completed pledge form to me by TODAY, December 12, 2008.** 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 336-770-1451.

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.

**\*\*SECC drawings will take place Monday 12/15/08. Winners will be announced Tuesday morning and in the HR Newsletter.\*\***

Gifts		Minimum Annual Contribution to qualify for drawing
\$50 Gas Card		\$480
\$25 Hanes Mall Gift card		\$240
\$25 Hanes Mall Gift card		\$240
\$20 Target Gift Card		\$120
3 Free Meal Coupon for Hanes Commons Dining Hall		\$60
\$25 Movies Gift Card		\$12

## Holiday Challenge Featured Recipe

### Cheesy Easy Lasagna

#### Ingredients

- ¾ lb extra lean ground beef (ground turkey can be substituted)
- 3 cloves garlic, minced
- 1 ½ tsp dried oregano
- 1 tbs balsamic vinegar 1 ½ tsp dried basil
- 1 (26 oz) jar spaghetti sauce (any flavor)
- 1 (14 oz) can diced tomatoes, drained
- 9 lasagna noodles, cooked and drained
- 1 (16 oz) container low fat cottage cheese, divided
- 2 cups 2% shredded reduced fat mozzarella cheese, divided



#### Directions

Preheat oven to 375°. Brown meat with garlic, oregano and basil. Stir in spaghetti sauce and vinegar, and simmer for 5 minutes. Remove from heat and stir in tomatoes. Spread ½ cup sauce mixture in 9 X 13 inch baking dish. Layer 3 noodles, 1 cup cottage cheese, ½ cup mozzarella cheese and 1 cup sauce mixture. Repeat layers. Top with remaining 3 noodles and remaining sauce. Cover with foil and bake for 30 minutes, or until heated through. Uncover and top with remaining 1 cup mozzarella cheese. Bake uncovered for 5 more minutes or until cheese is melted. Let stand for 5 minutes before serving.

#### **Nutrition Information** (Makes 9 servings)

**Per serving:**

**Calories: 322**

**Fat: 10g**

**Protein 24g**

**Carbohydrate 33g**

**Fiber 3g**

**Sodium 710mg**

## Time Sheets & Accruals

### KUDOS to Campus!!

**90% of all mandatory time records were submitted to HR for the month of November 2008!**

To be specific 258 November Timesheets were received, out of the 286 that were due. Of these timesheets only 4% had errors that needed to be corrected. This is an incredible improvement in making our required processes work! It has reduced the time to audit timesheets from two weeks to two days! **A sincere thank you to all UNCOSA employees who have and will continue in this commitment.**

All permanent UNCOSA employees time records are due by the 5<sup>th</sup> of the month. These records are required by Federal law and the Office of State Personnel. For the 10% of November timesheets that are past due, please submit to HR asap.

Reminder: At the end of December, employees with Vacation Hour Balances above 240.00 hours, are required to "roll" any hours exceeding 240.00 into their Sick Hour Balance.

---

## Announcement

Last Thursday, the 5<sup>th</sup> graders at Whitaker Elementary School in Winston-Salem presented the delightful, vaudeville-style musical *Snow Biz*. Alumna Elizabeth (Reahm) Gledhill, D&P graduating class of 1997, who currently has a kindergartener at Whitaker Elementary, graciously offered her expertise to work with the 5<sup>th</sup> graders to design an amazing set for the production. Many, many thanks to Elizabeth for her generosity of time and expertise.



*See and be seen. Keep your headlights and taillights clean, especially in stormy weather. Keep windows clean and make sure defrosters work well. If snow has built up on your vehicle overnight or after a break from driving, clear it away so it doesn't blow off and obscure your windows.*

## Classification / Compensation

### Probationary Employee Status and Career State Employee Status

UNCSA SPA employees are considered *probationary* for the first six months of employment. The probationary period is considered an extension of the selection process, providing time for employee adjustment, or for the termination of those whose performance is found to be below acceptable standards. The probationary period may be extended in 90 day increments when further evaluation is considered necessary, but it is not to exceed 270 calendar days. Near the end of the probationary period, supervisors are to complete the probationary evaluation, and review with the employee the decision to recommend permanent status, extension of the probationary period, or termination of employment. A copy of the evaluation is sent to HR for inclusion in the employee file. A probationary period is not required when there is a promotion, transfer, demotion, or reinstatement after a leave of absence. Once the employee has satisfied the requirements of the probationary period, the employee is given a permanent appointment. A permanent employee is considered a *Career State Employee* when employed by the State of NC (or a local entity as stated in General Statute 126) in a position subject to the State Personnel Act for 24 months. Prior to achieving career status, an employee may be separated for causes related to performance or personal conduct without the right of appeal or hearing. Except in cases of discrimination, a dismissal prior to achieving career status is not subject to the right of appeal to the State Personnel Commission. Once an employee has achieved career status, the regular dismissal procedures apply. Full details of the policy may be found at: <http://www.osp.state.nc.us/manuals/manual99/Probationary,%20Trainee,%20Permanent%20Appt.pdf>.



***Give yourself extra time to travel in winter. Being in a hurry in a storm or on icy roads is sure to get you in trouble. Passing when you can't see ahead and driving too fast for road conditions cause serious accidents in North Carolina each year.***

***“The pay date for employees on the month end payroll is Friday, December 19<sup>th</sup>.”***



### ***Don't forget!***

*The office of Human Resource is sponsoring a Can Food Drive to benefit the Sunnyside Ministries food bank. Bring your nonperishable food donation to the office of Human Resources. Items needed are canned vegetables, soup, dry beans, rice, pasta, peanut butter & fruits (canned of course).*

---

*We are also a drop off location for point for **107.5 KZL Murphy In The Morning's "Give A Kid A Coat"** drive. Please go through your closets, attics and storage for a donation. Last year this campaign raised over 27,000 coats for needy children in the Piedmont.*



# December 2008

**Office of Human Resources**

**Beth Cox**  
Director of Human Resources  
Email: coxb@uncsa.edu  
770-3317 Phone  
770-1462 Office Fax

**Tyka Calloway**  
Executive Assistant  
Email: Callowayt@uncsa.edu  
770-1428 Phone

**Ginger Salmons**  
Records Management  
Email: salmons\_g@uncsa.edu  
770-1377 Phone

**Keyona McNeill**  
Benefits Representative  
Email: mcneillk@uncsa.edu  
770-1451 Phone

**Ashley Sanders**  
HR Generalist  
Email: sandersa@uncsa.edu  
770-1481 Phone

**Susan Porter**  
Business Systems Analyst  
Email: porters@uncsa.edu  
770-3318 Phone

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5 Permanent Time-sheets Due	6
7	8	9	10	11	12 SECC Contribution Deadline	13
14	15 MID-MONTH PAY DAY	16	17 Pot Luck Lunch Mid-Month Time-sheets due (all temp paperwork due)	18 Can Food Drive/Coat Deadline	19 MONTHLY PAY DAY	20
21	22	23	24 	25 	26 	27
28 	29 	30 	31 	1 		

From the Office of  
Human Resources



Season's Greetings!

**Leave plenty of room between your vehicle and those around you. Drive defensively. Don't assume the other vehicle can or will stop at intersections. Test the road. Don't wait until you have to stop to test your traction. Watch for a safe place and then test your brakes.**



**WINTER SAFETY**  
*Pass it on*

