

December 2009



MEREDITH COLLEGE

HR Update

VEHICLE TRANSPORTATION POLICY

Are you are planning to transport students either in a Meredith Vehicle or your own personal vehicle? If so, you will need to complete an authorization to have a driving record background check (form available in the Office of Human Resources). Any person authorized to operate a vehicle owned, leased or rented by Meredith College must be insurable and hold a current and valid North Carolina driver's license. In addition to passing the driving record requirements, if you are planning to transport students in a Meredith bus you must also complete a driver's safety training program provided by Campus Police. Once your driving record has been approved by HR, we will contact Campus Police to inform them you are eligible to take the training program. If you are currently transporting students and have not had a driving record check completed, please contact Susan Hyslip at ext. 8166. The safety of our students is very important to the College.



VOLUNTARY REDUCED WORK SCHEDULE

Full time staff members are being given the opportunity to reduce their work schedule to between 39-30 hours. This reduction in hours would be effective January 1-June 30th, 2010. Benefit levels would remain the same, with salary, vacation, sick and holiday hours pro-rated based on the number of hours worked. Staff members wishing to participate in this reduction will be asked to fill out a form between December 2-14. The form will be available on the HR forms page. Each request will go through an approval process. Please contact Pam Davis at ext. 8760 with questions.

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*Holiday Greetings
with the very best wishes
for your happiness in the
New Year.*

~Meredith College HR Staff

CHILDCARE NETWORK DISCOUNT

We are pleased to add more daycare facilities to our list of Community Perks. Childcare Network will offer Meredith faculty, staff & students 10% off child care services. Follow this link to see if a location near you offers a discount <http://www.childcarenetwork.net/SchoolsLocator.php?zipcode=27627>. Simply show your Meredith ID to take advantage of this discount. Information and counts are available in the Office of



coupons for additional dis-
Human Resources, 119 Park.

RETIREMENT ACCOUNTS

-Employees may continue to contribute at the same level they are now contributing at. If they wish to reduce the amount they contribute, they may go down to 1%, but because our 403(b) plan is a mandatory contribution plan, contribution levels cannot drop below the 1%. Employees can also increase the plan, just as they are currently able to, up to the federal maximum, which this year is again \$16,500 per year, with options that would allow a catch up of up to \$5,500 for those who qualify.

-Changes can be made by printing the Salary Reduction form <http://www.meredith.edu/humres/forms.htm> or stopping by the Office of Human Resources any time during the year. Contribution levels can be changed any time and as often as the employee wishes to do so.

-If an employee would like to make up the difference in the college's contribution, they may do so up to the annual maximum allowable by completing a new salary reduction form and starting a Supplemental Retirement Account if they haven't already opened one.

-One important point, if someone does want to reduce their contribution level, we could allow that through the period the College is suspending contributions. If the College contribution is reinstated July 1, 2010, employees would have to go back to the 5% required contribution at that time, and that could be difficult once they become accustomed to the extra take home pay. While the reduction may help through this period, employee's should keep in mind it's temporary.

-The accounts will not be frozen and employees will continue to have the same access they currently have. The only change will be the suspension of the contribution from the College.



BUSCH GARDENS-CHRISTMAS TOWN

Are you and your family looking for something new to do this year? Head to Busch Gardens for their Christmas Town celebration. The park will transform for the holidays- more than a million shimmering lights, wonderful wreaths and garlands, and an incredible 45- ft Christmas tree the whole family will want to gather around. Celtic harmonies, cheerful carolers and incredible Christmas shows are a delight for the ears. And of course, Santa Claus will be there to visit with children big and small. There will be select rides open including Curse of DarKastle, Corkscrew Hill and Griffon (pending weather.)

The park will be open from 3:00-10:00 pm. On Christmas Eve, the park will be open from 3:00-9:00 pm. Please refer to the Christmas Town operating schedule at www.christmastown.com

Discounted admission are available at <http://commerce.4adventure.com/EStore/Scripts/Skins/PAW/TicketsSingleDayBGW.aspx>



HOLIDAY OFFICE CLOSURE

The College Offices will be closed Monday, December 21, 2009-Friday, January 1, 2010. The campus will resume regular hours on Monday, January 4th!

Please note these hours under “OTHER HRS” on your timecard.



DISCOUNT CAROLINA HURRICANES TICKETS

Attention Meredith College Faculty & Staff!!!

Meredith College has teamed up with the Carolina Hurricanes to bring you, as an employee, an exclusive opportunity to **save up to 35%** off the advance price for the following Carolina Hurricanes home game:

**Saturday, December 19
Tampa Bay Lightning
7:00pm**

Game Week Pricing Your Price

Center Ice Premier	
\$110.00	\$70.00
Lower Level North or South	
\$80.00	\$55.00
Upper Corner	
\$40.00	\$25.00

Deadline to order tickets is **one week** prior to the game date.

Tickets are on a first-come, first-served basis and subject to availability. Additionally, these tickets are available by advance purchase only through the Meredith College / Carolina Hurricanes Group Manager Program.

Group Manager is a great program that allows Meredith Faculty & Staff to purchase tickets online and print them from the comfort of their desks! Only employees with a Meredith College domain name can establish an account and purchase tickets at this great rate!

All you need to do is click this link to get started:

<https://oss.ticketmaster.com/html/go.html?l=EN&t=hurricanesg&o=4129866&q=208>



DONATE TO THE EMERGENCY ASSISTANCE FUND!

Why not do something different this year for your co-workers instead of getting gifts for each other? How about making a donation to the Emergency Assistance fund? To learn more about this new program visit:

<http://www.meredith.edu/humres/documents/EmergencyAssistance-Fund0409.doc>

Forms are available in the Office of Human Resources, once forms are completed, please deliver along with

funds to Melanie Christ-Thorpe in Institutional Advancement.



**MEREDITH COLLEGE
OFFICE OF HUMAN RESOURCES**

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MEREDITH
COLLEGE

Faculty and staff are Meredith's most valuable assets. The Office of Human Resources provides faculty and staff with the information they need to help play their part in educating the students of this College. Visit this site for updates on Meredith policies and procedures, benefits and more.

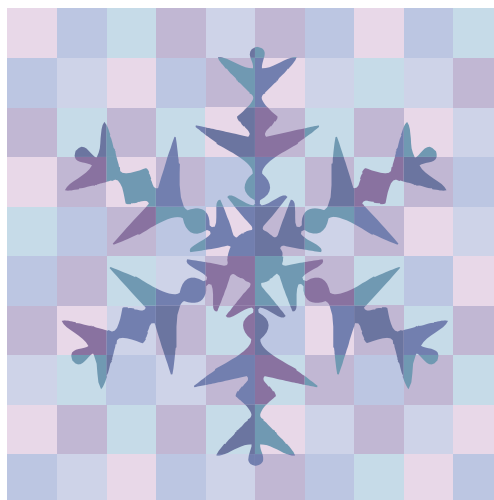


**1st Floor-Park Center
Main Phone: 919-760-8898
Fax: 919-760-8164**

Comings & Goings

We welcome the following staff:

- * Sam Guadagno: Departmental Assistant/ Athletics
- * Adam Medlin: HVAC Tech II /Facilities Service-Maintenance



We bid farewell to the following staff:

- * Khalia Spivey: Help Desk Analyst/Technology Services