



EMERGENCY ASSISTANCE FUND

Meredith College recognizes that faculty and staff may experience hardships that require emergency financial assistance. The Employee Emergency Assistance Fund (the Fund) is a program available to assist eligible employees who are experiencing a personal financial crisis and who have exhausted all other avenues for obtaining assistance. The Fund, which is allocated to employees who demonstrate emergency financial need, is designed to provide limited assistance and is not a loan. It is designed to address an event or catastrophe that is sudden, unexpected, and critical, such as a family crisis, acute illness, natural disaster or fire. Funds are donated to the program through employee and non-employee generosity in support of employees during times of need.

The link to the policy is <http://www.meredith.edu/humres/policies.htm>

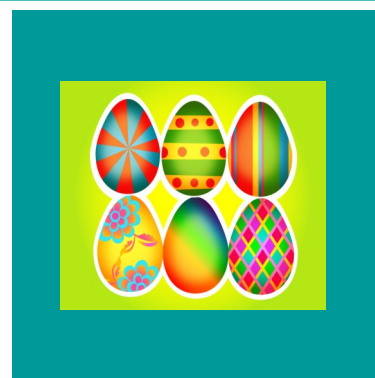
Since the fund is new, if you are able to make a contribution to help build it up, now is a wonderful time to do so. Donations can be made through payroll deduction, cash or check. All donations are tax deductible. To complete a donation form, follow this link <http://www.meredith.edu/humres/policies.htm> and click on Donation Form-Emergency Assistance Fund. Please submit your contribution to Melanie Crisp-Thorpe in 105 Carroll or Cindy Godwin in 125 Johnson.

There are many things in this world that we can't control, but we can control how kind we wish to be to another. If your able to express that kindness in a monetary form, it would be very helpful. If your personal situation won't allow you to contribute to the fund at this time, then perhaps you can keep it in mind for the future.

Thank you for your generous support!

Inside this issue:

Lincoln Financial Group-Online Services	2
ACS Benefit Services- Flex Accounts	2
Over the Counter Qualifying Expenses	3
Minute Clinic/Good Friday Holiday	4
Human Resources Staff Contact Info	5
Comings and Goings	5



LINCOLN FINANCIAL GROUP ONLINE SERVICES

With the click of a mouse, www.jpfc.com allows you convenient and secure access to your personal benefits information through Lincoln Financial Group. It's a simple and fast way to view your benefits, check the status of a claim, retrieve necessary forms and much, much more.

To register, go to www.jpfc.com and click on the link "Click here to register" to gain access to important benefit information.

Please direct questions to 800-423-2765 or via e-mail clientservices@LFG.com

ACS BENEFIT SERVICES INC.

Flexible Benefit Filing Options

Need some guidance when filing your flexible benefits?

Visit:

<http://www.meredith.edu/humres/flex.htm>

You may now access your flexible benefit accounts online by following the link below:

<https://acsflex.lh1ondemand.com/Login.aspx?ReturnUrl=%2fdefault.aspx>

Questions about the site?
Contact their help desk at 800-849-5370 ext. 1123

"Far and away the best prize that life offers is the chance to work hard at work worth doing"
-Theodore Roosevelt



OVER-THE-COUNTER (OTC) MEDICATION/ QUALIFYING EXPENSES

Please note this is not a complete list, but is intended to provide you with examples to help determine what OTC items may be eligible from your medical Flexible Spending Account (FSA).

(Must provide itemized receipt)

- Allergy Medications (e.g. Alavert, Claritin)
- Antacid Medications (e.g. Maalox, Prilosec OTC, Zantac)
- Antibiotic Ointments (e.g. Neosporin, Bacitracin)
- Antihistamines (e.g. Benadryl, Claritin)
- Anti-Itch Creams (e.g. Benadryl, Cortaid, Ivarest)
- Bandages, Gauze Pads, and Liquid Adhesive for Small Cuts
- Blood Pressure Monitoring Devices
- Diabetic Monitoring Supplies - Blood Sugar Test Kits and Test Strips
- Calamine Lotion
- Cold Medicines (e.g. Comtrex, Sudafed)
- Cold/Hot Packs
- Contraceptives (e.g. Condoms, Spermicidal Foam)
- Contact Solutions and Eye Drops
- Cough Suppressants (e.g. Pediacare, Robitussin, Cough Drops)
- Decongestants (e.g. Dimetapp, Sudafed)
- Diaper Rash Ointments and Creams (e.g. Desitin)
- Diarrhea Medicines (e.g. Imodium, Kaopectate)
- Expectorants (e.g. Comtrex, Robitussin)
- Fever Reducing Medications (e.g. Motrin, Tylenol, Aspirin)
- First Aid Kits
- Headache Medications (e.g. Tylenol, Aspirin, Advil)
- Hemorrhoid Treatments (e.g. Preparation H)
- Insect Bite Creams and Ointments (e.g. Benadryl, Cortaid)
- Laxatives
- Menstrual Pain Relievers (e.g. Midol)
- Motion Sickness Pills (e.g. Bonine, Dramamine)
- Nicotine Gum or Patches
- Ovulation Monitors
- Pain Relievers (e.g. Advil, Aspirin, Tylenol)
- Pregnancy Test Kits
- Sinus Medications (e.g. Sudafed)
- Sunburn Creams and Ointments (e.g. Solarcaine)
- Thermometers
- Throat Lozenges (e.g. Cepacol, Chloraseptic)
- Toothache and Teething Pain Relievers (e.g. Orajel)
- Wart Remover Treatments (e.g. Compound W)
- Yeast Infection Medications (e.g. Monistat)



DIAGNOSIS & TREATMENT IN A FEW MINUTES AT THE MINUTE CLINIC

We all know going to the doctor can be a bit of a pain. You call and have to make an appointment and “What....I can’t be seen for two days? But I’m sick now!” You don’t feel well and you have to sit and wait for what seems like forever to be called back. Not to mention, even though you are sick, you have to sit with a group of other people who are sick. Coughing and sneezing and all the noise! When you finally do make it to the little room, you have to wait for the doctor for what seems like forever all over again!

Wouldn’t it be nice to just be able to show up somewhere and be seen within minutes? Well, in addition to our convenient on-campus Health Center, you have another option that can save you time and money. Try the Minute Clinics located in CVS Pharmacies. “What is this?” you may ask. The minute clinic is a mini clinic that can diagnose and treat common illnesses. It is quick and convenient and will get you back home and snuggled into your bed in no time. Their prices are affordable and they take BCBSNC insurance! You can use your Flex debit card to pay for your co-pay or your HSA card/checks. If the clinic does not have the ability to take the flex card (not all may) you simply can file for a reimbursement. CVS does recommend you call your insurance carrier prior to visiting to verify coverage of the specific services you are seeking to help you avoid unforeseen charges. Check out the services that the Minute Clinic can provide, costs, and locations by going to www.minuteclinic.com.



**Meredith College will be closed -
Friday, April 2nd for Good Friday
Record hours for this day under “ other”
hours on your timecard.**



**MEREDITH COLLEGE
OFFICE OF HUMAN RESOURCES**

Pamela Davis-Director

ext. 8760

davisbam@meredith.edu

Alana Etter-Asst. Director

ext. 8907

ettera@meredith.edu

Maripat Plocki-Benefits

Adminstrator

ext. 8360

plockim@meredith.edu

Kay Miller-Payroll

Adminstrator

ext. 8526

millerk@meredith.edu

Susan Hysllp-Admin. Assistant:

ext. 8166

hyslipsu@meredith.edu

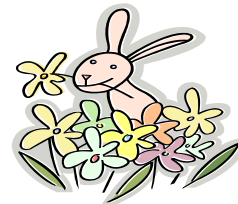
MEREDITH
COLLEGE

Faculty and staff are Meredith's most valuable assets. The Office of Human Resources provides faculty and staff with the information and support 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 bid farewell to the following staff:

- * *Willie Patterson: Housekeeper/Facilities Services*
- * *Connie Robledo: Administrative Assistant/School of Natural & Mathematical Sciences*
- * *Patricia Duggins: Department Assistant/Institutional Advancement*