

AUGUST  
2011



MEREDITH COLLEGE

HR Update

## SUMMER HOURS END



The final day of summer hours is Friday,  
August 5th. Normal hours resume  
the week of August 8<sup>th</sup>.

### Handbook Reminder: TIME CARDS

Time card record keeping requirements are defined by the Fair Labor Standards Act. Positions are classified as either exempt or non-exempt based upon the function of the position and the level of responsibility. Exempt employees are not eligible for overtime payments and are not required to keep records of the actual hours worked. They are required to submit leave usage forms on a monthly basis to indicate when vacation or sick leave is used. Examples of exempt positions include managers, department heads and faculty.

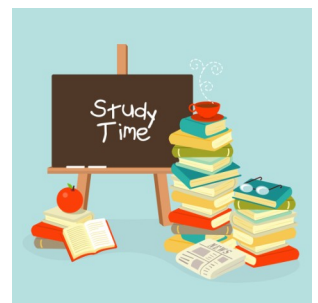
Examples of positions that are considered non-exempt include clerical assistants, accounting clerks, housekeepers, security officers, and skilled maintenance workers. All non-exempt positions are required by law to maintain a record of the actual number of hours worked each day. At the end of the work period, the employee and his/her supervisor will both sign to acknowledge that the time card is accurate. These documents will be maintained by the Office of Human Resources.

Time cards must be accurately completed by the employee. Failure to accurately report time worked and/or leave used is considered falsification of time cards. Employees may not ask another employee to punch them in or out on time clocks. Any misrepresentation is a violation of applicable laws and College policy and may lead to disciplinary action, up to and including termination.



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# Community Perks

**Many of the merchants around us extend special offers and discounted prices to the employees of Meredith College. To take advantage of these offers, identify yourself as a Meredith employee. You may also be required to show your Meredith CamCard.**

## Arts & Attractions

The Biltmore  
Orlando Vacations  
Morocco Tours  
Tickets at Work  
Wet 'n Wild Emerald Pointe  
Carowinds or Kings Dominion  
Busch Gardens  
Sea World  
Sesame Place  
Aquatica  
Adventure Island  
Water Country USA  
North Carolina Symphony  
Carolina Ballet

## Banking & Financial

Wachovia at Work  
BB&T @ Work  
Fee Only Planning NC (Steve Gaito, CFP)

## Childcare

La Petite Academy  
Childcare Network

## Fitness & Wellness

Seaboard Fitness & Wellness  
Snap Fitness 24-7

## Automotive

AAA  
Colony Tire  
The Car Connection  
Enterprise Rent-a-Car  
Auto Anything  
SYM Scooters

## Food & Drink

The Royal Bean  
Edible Art  
Shaba Shabu Thai Lounge Sushi Restaurant  
The Brickhouse Restaurant  
Zaxby's  
The Flying Biscuit Café  
TeaGschwendner

**Check here for complete details of the discounts being offered:**

<http://www.meredith.edu/humres/community-perks.htm>

<http://www.meredith.edu/humres/documents/secure/tickets.htm> (secure site for additional discounts)

### Hotels, Housing & Moving


Oberlin Court  
The Lodge at Crossroads  
Ramada Inn  
Pinnacle Realty (Adam Grossman, Agent)  
Wynne Residential  
Movers.com  
Summit Hospitality Group, Ltd.  
(5 area Marriott hotels)  
Excel Moving & Storage, Inc.  
FreeMovingQuote.com  
Arbor Creek Apartments  
Great Wolf Lodge

### Merchandise


Quail Ridge Books & Music  
Seagrove Pottery  
BJ's Wholesale Club  
Roomstore Furniture  
Microsoft Software  
Baby Earth  
Football Fanatics  
Babyhaven.com  
Healthy Foundations  
Gift Tree  
SelectFoam.com  
Lillyputts.com  
Bella & Fella Children's  
Bedding  
Print Country  
Lily Brooke Jewelry  
Red Envelope  
Overstock.com  
Galatea Boutique  
FromYouFlowers.com

### Services

Hilker's Cleaners  
Medlin-Davis Dry Cleaners  
Barry's Ticket Service  
Aveda Institute Chapel Hill  
AT&T  
Clearlink  
Massage Therapy  
ConnectYourHome.com  
VerizonWireless.com  
HomeHealthTesting.com  
HandCellPhone.com  
Jill's Beach Luxury Tanning  
DirectTV by Direct Choice Satellite

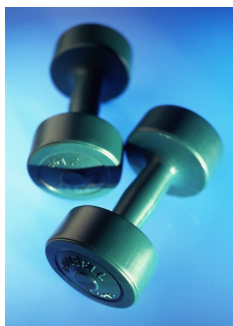


Save \$\$\$ with these  
great discounts!



# *Benefit Focus Group Update*

The Office of Human Resources held meetings this summer to ask for feedback from employees regarding the benefits we make available, as well as suggestions for future benefits. Also on the agenda were questions about how to engage our campus in our wellness initiatives. The results were lively, informative and thoughtful conversations. More meetings will be scheduled after the beginning of the new academic year. Any additional suggestions will be added to our summary and shared with the Benefits Committee for their consideration and follow-up. Thanks to everyone who participated and also to those unable to attend who sent comments. Keep them coming!



## *Wellness Release Time*

Are you interested in getting healthier but can't seem to find the time to do it?

The Wellness Release Time benefit could be just what you need to take those first steps toward better health. To qualify, you must be in a regular, full-time position and enrolled in WOW! All requests must be approved by your supervisor. The application form is now available online at <http://www.meredith.edu/humres/WellnessReleaseTime.htm>. Completed forms should be returned to the Office of Human Resources.

If you have any questions, please contact either Susan Drury-Rohner at # 2319 or anyone in HR at # 8898.



## *New Tuition Remission Form*



Updated forms for Tuition Remission are now available on the Human Resources website at <http://www.meredith.edu/humres/TuitionRemission2010.htm>. Completed forms are to be submitted to the HR office for approval. Please contact HR if you have any questions or difficulty accessing this information.

*"Be the change you want to see  
in the world."*

**Mahatma Gandhi**

# COMINGS AND GOINGS

## **We welcome the following staff:**

- \* *Jo Allen – President of the College*
- \* *Jovaughn Barnard – Residence Director, Faircloth*
- \* *Dani Carroll – Residence Director, Poteat*
- \* *Todd Lechner – Maintenance Manager*
- \* *Jen Miller-Hogg – Director of Admissions*

## **We bid farewell to the following staff:**

- \* *Miranda McCall – Assistant Director, Financial Assistance*
- \* *Cailen Waddell – Production Supervisor, Jones Auditorium*

### **OFFICE OF HUMAN RESOURCES**

**Pamela Davis – Director**

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ext. 8760

**Alana Etter – Assistant Director**

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ext. 8907

**Marlpat Plockl – Benefits**

**Administrator**

[plockim@meredith.edu](mailto:plockim@meredith.edu)

ext. 8360

**Kay Miller – Payroll Administrator**

[millerk@meredith.edu](mailto:millerk@meredith.edu)

ext. 8526

**Mandy Boyers – Administrative**

**Assistant**

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ext. 8166

**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 the HR website for updates on Meredith policies, procedures, benefits and more.*

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

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