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Do You Need To Update?

Changes in Personal Data: Changes in name, address, and telephone number should be given to the employees' supervisor and to the Office of Human Resources. Changes in marital status, number of dependents, or changes in emergency contact information or beneficiary elections should be given to the Office of Human Resources and may require the updating of insurance or other forms.

From the Staff Handbook: Whistleblower Policy

Meredith College will conduct operations and develop policies consistent with legal requirements. If any employee reasonably believes that some policy, practice, or activity of the College is in violation of law or a clear mandate or public policy, a written complaint must be filed by the employee with the Office of the President or Office of Human Resources.

The College will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of the College, or of an employee of the College, or of another individual or entity with whom the College has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate or public policy.

The College will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body, any activity, policy or practice of Meredith College that the employee reasonably believes is in violation of a clear mandate or public policy concerning the health, safety, welfare or protection of the environment.

An employee is protected from retaliation only if he or she brings the alleged unlawful activity, policy or practice to the attention of the College and provides the College with a reasonable opportunity to investigate and correct the alleged unlawful activity.



Important Notice

Effective June 1, 2011, the pick up location for payroll checks will be in HR (1st Floor Park Center).

Health Savings Account (HSA) Refresher

Who is eligible to participate in an HSA?

According to federal guidelines, you may open and contribute to an HSA if you meet all of the following criteria:

- You are covered under a high-deductible health plan (HDHP)
- You are not covered by any other non-HDHP plan (with certain exceptions for plans providing certain limited types of coverage like vision and dental)
- You are not enrolled OR eligible for Medicare due to age
- You are not claimed as a dependent on another person's tax return (filing jointly is ok).

What is the maximum amount I can contribute to an HSA?

- The maximum annual contribution is \$3,050 for individual and \$6,150 for family.
- Those of us aged 55 or older can contribute an additional "catch-up" allowance of \$1,000 above the maximum to their HSA
- One time rollover opportunities from other funds, such as an FSA, HRA and/or an IRA are allowed in certain situations

What other health coverage can I use my HAS for

in addition to the High Deductible Health Plan (HDHP)?

- Dental and/or vision coverage
- Long term care coverage
- Accident/disability coverage
- Supplemental Hospital insurance and/or disease-specific coverage

HSAs are individual accounts. Couples enrolled in the HDHP can:

- Open individual HSAs and contribute to both, as long as the collective total of both does not exceed the family contribution maximum
- Open one HSA and contribute up to the family maximum
- Use the funds in the HSA for any family member's qualified medical expenses. Also, your family members do not need to be on a qualified HDHP policy.

NOTE: Separate HSA accounts can't be established for dependent children. You may use your HSA to pay for qualified medical expenses for both you and your child, even if your child is not covered by an HDHP.

If your spouse has a Flexible Spending Account (flex account) this flex account needs to be limited to exclude your eligible medical expenses if

you want to have your own HSA.

When can contributions be made or the payroll deduction amount be changed?

Contributions to an HSA can be made at any time during the year in any increment, including:

- All at once at the beginning of the year
- All at once at the end of the year
- In equal amounts during the year
- In unequal amounts during the year

AND contributions can be made through April 15th of the following calendar year.

To review fund balance and transactions go to My HSA Account through the member home page on bcbsnc.com.

You will need to login or register yourself to access this resource. You may also call *The HSA Solution* directly 877-472-4200.

Additional information and resources:

The HSA insider – www.hsainsider.com

HSA Decisions – www.hsadecisions.org

U.S. Treasury – www.ustreas.gov/offices/public-affairs/hsa/



Frozen HS4 accounts

Payroll is reporting an unusually high number of health savings accounts that are still blocked because signatures are outstanding. If you are enrolled in the Meredith Health Savings Account associated with the BCBS High Deductible Health Plan, you should have in your possession an ACS/Mellon Bank debit card and a book of ACS/Mellon checks. If you don't, chances are Mellon has not recorded your signed "Master Signature Card" which is required to allow access to the money Meredith is sending on your behalf.



ACS/Mellon has been asked to send all outstanding forms to our HR office to make sure all Meredith accounts are accessible. Everyone with a frozen account will be contacted once we have outstanding forms available.

The HR Office also has blank copies of this form. Please stop in HR to complete one—it will only take 5 minutes. This is important because it will allow you to access your funds when you need them! Thank you!

DUMP THE PUMP DAY 2011

It's that time of year again! National Dump the Pump Day is June 16th, 2011. Join the rest of the country in using alternative modes of transportation for that day. For more information



The campus was closed, Monday, May 30th, 2011 in observance of Memorial Day. Memorial Day is a United States federal holiday observed yearly on the last Monday of May. Formerly known as Decoration Day, it is a day of remembrance for those who have died in our nation's service.

Record hours for this day under "other hours" on your timecard.

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**

See the HR website for more info!

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

Coming and Goings

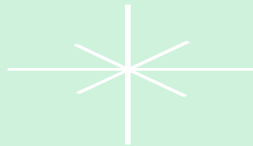


We welcome the following staff:

- * Mary Irene Hartshorn– Department Assistant, School of Business
- * Jonathon M Ross– Security Guard, Campus Security
- * Joseph G Shannon– Kellerman– Security Guard, Campus Security
- * James N Deutsch– Security Guard, Campus Security

We bid farewell to the following staff:

- * Beulah Michelle Sutton– Security Guard
- * Lisa Swartz– Assistant, Copy Center



Half-Day Fridays!

Summer hours are in effect from May 20th through August 5th. Campus offices will close on Fridays at noon. Some departments may have alternative schedules. Be sure to list summer hours as "other" on your leave card. Thank you.

