

NOVEMBER  
2011



MEREDITH COLLEGE

HR Update

## Open Enrollment for 2012 Benefits

Open enrollment for 2012 benefits will continue through noon on November 23, 2011. You may sign up or make changes to the following benefits during this period:

- Health insurance — **The opt-out selection requires proof of continued coverage for 2012.**
- Dental insurance
- Vision insurance
- Section 125 Flexible Benefits Plan (childcare and/or medical reimbursement accounts) — This plan must be renewed every year per IRS regulations. **2012 enrollment is required!**

College offices will close at noon on Wednesday, November 23<sup>rd</sup> and will reopen on Monday, November 28<sup>th</sup> in observance of Thanksgiving. Please mark these hours as “Other” on your time card.



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## 2011 Employee Benefits Fair

Thank you to those employees who attended the Annual Employee Benefits Fair on October 20, 2011. Please thank the companies that donated prizes or services to us by visiting them when you can and saying we appreciate them caring about the employees of Meredith College.

18 Seaboard Restaurant  
AAA  
Agora Boutique  
Applebee's Neighborhood Grill  
BCBSNC  
Bella Monica  
BJs  
Bojangle's / TriPark Advertising  
Bruegger's at Ridgewood  
Café Carolina & Bakery  
Café Caturra  
Carolina Ballet  
Carolina Hurricanes  
Carolina Mudcats  
Coastal Federal Credit Union  
COSTCO  
Dr. Heidi Kline, Health & Healing Chiropractic  
Fresh Market  
Harris Teeter  
Liberty Mutual  
Meredith College Supply Store  
Moe's Southwest Grill  
Noodles & Company  
North Carolina Symphony  
Quail Ridge Books  
Royal Bean Coffee House  
Sport Clips  
Sun Trust  
The Chef's Academy  
TIAA-CREF  
Tin Roof Teas  
Tripps Restaurant  
VALIC  
Warner Hyde  
Wells Fargo  
Zoe's Kitchen



A special thank you to the Health Center for arranging the flu shots and to Susan Drury-Rohner for arranging the free chair massages!

## **Handbook Reminder: Inclement Weather Policy**

In the event of emergency conditions such as storms, utility failure or fire, that seriously hamper the functioning of the College, the President may declare an emergency and announce an immediate or anticipated cancellation of classes and other scheduled events, the operation of College administrative offices, and the discontinuance of normal maintenance operations. Information regarding weather alerts is available at [www.meredith.edu](http://www.meredith.edu).

If the College is closed and classes are cancelled due to inclement weather, the College will run public announcements on local radio and television stations. Information about class cancellations is available by calling the inclement weather phone number **(919-832-8878)** or viewing the College's web site. In the event the College does not cancel classes, individual instructors will still have the option of cancelling classes. All instructors must include an inclement weather policy on their syllabi, as well as instructions to students regarding how to obtain information on any class cancellations.

The services of some employees may be required during emergency situations. These employees will be notified as promptly as possible. Security officers are classified as essential personnel. Grounds workers, maintenance workers, and others may also be classified as essential personnel depending upon the situation and campus' immediate need for safety and security.

In the event of an emergency closing of the College, any employees scheduled to work but unable to do so due to campus closure, will receive their normal pay. If employees are not scheduled to work during that time or have pre-planned time off, including sick leave, there will be no additional pay due to the closure. Those employees designated as essential personnel who are required to work or are called in during the emergency will be paid for all time worked, plus any paid time off due to the closure. This is equal to double payment for the period the campus is officially closed during their hours worked. If this results in the employee exceeding 40 total hours worked total for the week, the supervisor has the option of granting time off during the same work week to reduce the total hours worked to 40, or paying the employee at the overtime rate for all hours worked over 40. Additional inclement weather pay does not count as time worked for overtime calculation. Due to the nature of this type of position and the requirement that they be available even during adverse conditions, essential personnel who are scheduled to work and are able to get to the campus are expected to be on campus and may be subject to disciplinary action for not reporting to work.

In the absence of an officially declared closure by the President, those who elect to leave work early or who fail to report for work will have their absence charged to annual leave or leave without pay.

## **Community Perks Reminder:**

As you are making holiday travel plans, remember to take advantage of the many discounts offered by local businesses through our Community Perks program. This includes discounts at local hotels (through Summit Hospitality group), The Biltmore Estate, and Fast Park. See details on our website at <http://www.meredith.edu/humres/community-perks.htm> or contact our office for information.

## Vision Plan Benefits for Meredith College

You may choose from two plans: **Exam & Materials Plan**, or **Materials Only Plan**



Plan 1 Exam & Materials Plan	
<b>Co-Pays</b>	
Exam	\$20
Materials <sup>1</sup>	\$20
Contact Lens Fitting	\$25
<b>Monthly Premiums</b>	
Emp. Only	\$8.20
Emp. + 1 dependent	\$15.92
Emp. + family	\$23.40
<b>Services/Frequency</b>	
Exam	12 months
Frames	24 months
Contact Lens Fitting	12 months
Lenses	12 months
Contact Lenses	12 months

Plan 2 Materials Only Plan	
<b>Co-Pays</b>	
Exam	N/A
Materials <sup>1</sup>	\$20
Contact Lens Fitting	\$25
<b>Monthly Premiums</b>	
Emp. Only	\$5.24
Emp. + 1 dependent	\$10.22
Emp. + family	\$14.96
<b>Services/Frequency</b>	
Exam	N/A
Frames	24 months
Contact Lens Fitting	12 months
Lenses	12 months
Contact Lenses	12 months

Benefits	Plan 1 Exam & Materials Plan		Plan 2 Materials Only Plan	
	In-Network	Out-of-Network	In-Network	Out-of-Network
Exam (MD)	Covered in Full	Up to \$44	N/A	N/A
Exam (OD)	Covered in Full	Up to \$39	N/A	N/A
Frames	\$125 retail allowance	Up to \$64	\$125 retail allowance	Up to \$64
Contact Lens Fitting (standard <sup>2</sup> )	Covered in Full	Not covered	Covered in Full	Not covered
Contact Lens Fitting (specialty <sup>2</sup> )	\$50 retail allowance	Not covered	\$50 retail allowance	Not covered
Lenses (standard) per pair				
Single Vision	Covered in Full	Up to \$34	Covered in Full	Up to \$34
Bifocal	Covered in Full	Up to \$48	Covered in Full	Up to \$48
Trifocal	Covered in Full	Up to \$64	Covered in Full	Up to \$64
Progressives	Covered at retail lined trifocal level	Up to \$64	Covered at retail lined trifocal level	Up to \$64
Contact Lenses <sup>3</sup>	\$120 retail allowance	Up to \$100	\$120 retail allowance	Up to \$100

Co-pays apply to in-network benefits; co-pays for out-of-network visits are deducted from reimbursements.

<sup>1</sup> Materials co-pay applies to lenses and frames only, not contact lenses.

<sup>2</sup> See your benefits materials for definitions of standard and specialty contact lens fittings.

<sup>3</sup> Contact lenses are in lieu of eyeglass lenses and frames benefit

# Vision Plan Benefits for Meredith College (continued)

## Discount Features

Look for providers in the Provider Directory who accepts discounts; please verify their discounts prior to service.

### **Discounts on Covered Materials**

- Frames: 20% off amount over allowance
- Lens options: 20% off retail
- Progressives: 20% off amount over retail lined trifocal lens, including lens options

The following options have out-of-pocket maximums<sup>4</sup> on standard (not premium, brand, or progressive) plastic lenses.

	<u>Maximum Member Out-of-Pocket</u>	
	Single Vision	Bifocal & Trifocal
Scratch coat	\$13	\$13
Ultraviolet coat	\$15	\$15
Tints, solid or gradients	\$25	\$25
Anti-reflective coat	\$50	\$50
Polycarbonate	\$40	20% off retail
High index 1.6	\$55	20% off retail
Photochromics	\$80	20% off retail

<sup>4</sup> Discounts and maximums may vary by lens type. Please check with your provider.

### **Discounts on Non-Covered Exam and Materials**

- Exams, frames, and prescription lenses: 30% off retail
- Lens options, contacts, other prescription materials: 20% off retail
- Disposable contact lenses: 10% off retail

### **Refractive Surgery**

Superior Vision has a nationwide network of refractive surgeons and leading LASIK networks who offer members a discount. These discounts range from 5%-50%, and are the best possible discounts available to Superior Vision

**All allowances are retail; member is responsible for any amount over the allowance, minus available discounts.**

**Discounts are subject to change without notice.**

**Disclaimer: All final determinations of benefits, administrative duties, and definitions are governed by the Certificate of Insurance for your vision plan. Please check with your Human Resources department if you have any questions.**

Superior Vision Services, Inc. P.O. Box 967 Rancho Cordova, CA 95741 800-507-3800 www.superiorvision.com  
The Superior Vision Plan is underwritten by National Guardian Life Insurance Company. National Guardian Life Insurance Company is not affiliated with The Guardian Life Insurance Company of America, AKA The Guardian or Guardian Life

## Welcome & Farewells

### We welcome the following staff:

- Jerry Lynch — Maintenance Mover, Facilities Services

### We bid farewell to the following staff:

- Mitchell Bryant — Maintenance Mover, Facilities Services
- Sornng Buntoum — Desktop Support Specialist, Technology Service
- Megan Greer — Associate Director of Admissions
- Veronica Johnson — Administrative Assistant, School of Education, Health and Human Sciences

### OFFICE OF HUMAN RESOURCES

**Pamela Davis — Director**  
[davispam@meredith.edu](mailto:davispam@meredith.edu)  
ext. 8760

**Alana Etter — Assistant Director**  
[ettera@meredith.edu](mailto:ettera@meredith.edu)  
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 (part-time)**  
[boyersam@meredith.edu](mailto:boyersam@meredith.edu)  
ext. 8166

### HR Contact Information:

**1st Floor of Park  
Center**

**Phone:  
(919) 760-8898**

**Fax:  
(919) 760-8164**

**[http://  
www.meredith.  
edu/humres/](http://www.meredith.edu/humres/)**

### Employee Assis- tance Program (EAP)

The EAP is available to those who are enrolled in our optional long-term disability coverage. It provides help 24 hours a day, seven days a week, 365 days a year with confidential support, guidance, and resources.

- Assistance for you or an immediate household family member.
- In-person sessions for short-term problem resolution.
- Telephone access to legal counsel.
- A 25% discount for services resulting from an attorney referral.
- Work/life services for assistance with:
  - Parenting and childcare
  - Eldercare
  - Relationships
  - Work and career
  - Financial

To learn more about the Lincoln Financial Employee Connect program visit [www.eapadvantage.com](http://www.eapadvantage.com) (password=connect) or talk with a specialist at 1-877-757-7587.

