

SEPTEMBER  
2011



MEREDITH COLLEGE

HR Update

## LABOR DAY

College offices will be closed on Monday, September 5<sup>th</sup> in observance of Labor Day. Please mark these hours as “Other” on your time card.

## SAVE THE DATE

### Annual Employee Benefits Fair

Thursday, October 20, 2011

1:30 - 4:30 PM

Belk Dining Hall

Plan to join us to learn more about your benefit options for 2012. In addition to benefit information, we will have:

- Free chair massages
- Free flu shots
- Prizes from vendors & local companies

This event marks the official beginning of the open enrollment period for 2012 benefits. Open enrollment will continue through November 23, 2011.



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## Inter-Office Mailings

In order to save money and resources, please deliver your time cards and other items to Human Resources in Inter-Office envelopes rather than sealing them in expensive letterhead envelopes! Human Resources has a small collection of used envelopes available on a first come, first served basis.



Additionally, plain paper and envelopes should be used for Interoffice mailings instead of letterhead.

**Go Green!**

## SMART Goals

Planning your goals for 2011-12? Be sure to make them SMART!

**S** – Specific: What do you want to happen?

**M** – Measureable: How will you know when the goal has been reached?

**A** – Attainable: Is the goal realistic and within your control?

**R** – Rewarding: Why is it important?

**T** – Timely: By when should it be completed?

## Something to think about

The students of Meredith College are held to an Honor Code standard, founded on the premise that dishonesty has no place at Meredith. The Honor System demands personal integrity of each student. We ask no less of our employees. Each person at Meredith, regardless of classification, is expected to hold themselves to a standard of honesty, being personally responsible for his/her own conduct and obligations to the Meredith Community.

## Update on KinderCare

We have recently confirmed that Meredith employees are eligible to receive a 10% discount off of their weekly child care tuition at Triangle area KinderCare & Knowledge Beginnings child care centers. The only exception to this is that they can not offer a discount for infant care (6 weeks to 1 year old). In addition, the centers on Millbrook Ave. and Poplar Wood Rd. may not participate in the discount. Please let us know if you are interested in using either of those locations and we will contact them to see what discounts are available.



## FREE flu shots for employees

The CDC is again recommending that people get the flu vaccine as soon as it is available. For this reason, Meredith's flu clinics are scheduled early again this year. Campus flu clinics have been scheduled for the following dates and times:

Tuesday, Sept. 13	4 – 7 pm	SMB Atrium
Monday, Sept. 19	4 – 7 pm	SMB Atrium
Monday, Sept. 26	12:30 – 3:30 pm	Kresge
Tuesday, Sept. 27	12:30 – 3:30 pm	Kresge



SMB = Science & Math Building.  
Kresge Auditorium is in the Cate Student Center.

*Thank you to our Health Services staff for organizing this important effort!*

## Handbook Reminder: Sick Leave

Meredith College provides paid sick leave benefits to eligible employees for periods of temporary absence due to illnesses or injuries. Regular, full-time employees accrue sick leave at the rate of 12 days per year (one for every full month of service). You may use sick leave benefits for an absence due to your own illness or injury or that of your child, spouse, domestic partner, or parent.

If you are unable to report to work due to illness or injury, you should immediately notify your supervisor before the scheduled start of your workday. Your supervisor must also be contacted on each additional day of absence unless a specific time period is initially identified and approved. As an example, the employee is having surgery and their doctor has advised that they will need three weeks off to recover (FMLA may apply).

If you are unable to report to work for three or more consecutive days due to illness or injury, a physician's statement may be required to verify the illness / injury and its beginning and expected end dates. The same verification may be requested for other sick leave absences as well and may be required as a condition of receiving sick leave benefits. Before returning to work from a sick leave absence of five or more calendar days, you must provide a physician's verification that you may safely return to work.

As an additional condition of eligibility for sick leave benefits, if you are on an extended absence, you must apply for any other available compensation and benefits, such as Family and Medical Leave or Workers' Compensation, as applicable. Sick leave benefits will be used to supplement any payments that you are eligible to receive from Social Security disability insurance, workers' compensation or long-term disability. The combination of any such disability payments and sick leave benefits may not exceed your normal weekly earnings.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury and may not be used for any other absence. You will not be paid for unused sick leave benefits either while you are employed or upon termination of employment.

All leave time used due to illness or injury should be recorded on the time card under SICK. If an employee exhausts his/her available sick leave balance, then annual leave will be used for additional time off due to illness or injury unless the employee requests and is approved for unpaid leave. Annual leave may be used for any purpose and may be substituted for sick leave, even if the employee has a sick leave balance remaining. To do this, the employee must write that annual leave is to be used instead of sick leave on the leave card. If sick leave is exhausted, annual leave will be applied. After sick leave and annual leave have been exhausted, employees will not be compensated for days of work missed due to illness. Up to 404 hours of accumulated, unused sick leave may be carried over to the next calendar year. Only scheduled work hours will be charged in calculating the amount of leave taken or the amount of leave accumulated.

Part-time employees will accrue sick leave prorated in accordance with the number of hours that they work in light of a full-time, 40 hour per week schedule. New, regular employees accumulate sick leave prorated based on the number of months worked in the first year of employment with the College.



**Attitudes are contagious. Are yours worth catching?**

**~Dennis and Wendy Mannering**

## Welcome & Farewells

### We welcome the following staff:

- \* Jackie Hephner — Assistant Athletic Trainer

### We bid farewell to the following staff:

- \* Mary Ann Beam — Administrative Assistant, College Programs
- \* Kathryn Lineberry — Behavioral Consultant, Autism Lab
- \* James Nickerson — Security Officer
- \* Pam Steinke — Director of Research, Planning & Assessment
- \* Alyce Turner — Departmental Assistant, Art

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



## MC Alert

### Meredith's Emergency Notification System

In the event of an emergency, rapid communication with the campus community is essential. In the spring of 2008, Meredith College launched an emergency notification system known as MC Alert.

The MC Alert system allows Meredith to convey time-sensitive information within minutes, through a single phone call. Meredith College can schedule, send and track personalized voicemail, email and text messages to students, faculty and staff.

MC Alert emergency notification messages are sent via four different modes of communication:

- Voice messages to home, work and/or cell phones
- Text messages to cell phones, PDAs and other text-based devices
- Written messages to email accounts
- Messages to receiving devices for the hearing impaired

In order to receive MC Alerts, you must sign up for the service via Web Advisor. You will need to log in with your Web Advisor user name and password. Contact information included in the MC Alert service will only be used for emergency notifications and will not be made available to any other service, on or off campus.