

☞ HUMAN RESOURCES NEWS ☞

“HR - Where trust is valued and confidentiality is key!”

17 South Lane, ext. 6108

<http://www.union.edu/HR>

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BENEFITS OPEN ENROLLMENT – Materials due to Human Resources by Friday, December 2

All flex benefit enrollment and Health/Dependent Care Flexible Spending Account (FSA) forms are due to Human Resources by Friday, December 2. If you are currently enrolled in a FSA or in the Medical Premium Rebate Program, and wish to continue for 2012, you need to fill out a new enrollment form -- enrollment is not automatic. Please also remember that to change from the Dental Basic to the Dental Plus plan, you must submit a request to Human Resources one year in advance of the change.



SAVE ON TAXES—FLEX SPENDING ACCOUNTS (FSA)—(aka Health/Dependent Care FSA)

Elect to redirect a portion of your salary to a "Reimbursement Account" and "bank" your money in a TAX-FREE account. The UNTAXED money can be used to pay for those health and/or dependent care expenses that eat away at your take home pay. Expenses for you and your family members include, but are not limited to: insurance plan co-pays for medical and dental visits, over-the-counter medications (only if with a prescription from your doctor), prescription co-pays, contact lenses or glasses, chiropractor, hearing devices, insurance deductibles, child care or elder care. A Reimbursement Account Enrollment Form was included in your benefits packet.

Employees using the Dependent Care Reimbursement Account have until December 31 to incur claims and employees using the Health Care Reimbursement Account have until March 15. Employees have until March 31 to submit claims for reimbursement. To receive more information, please call Human Resources. Remember, year 2012 re-enrollment is not automatic and the deadline to enroll is December 2.



MEDICAL PREMIUM REBATE

Want to save some money? If you are enrolled for medical insurance at Union and your total household adjusted gross income is less than \$72,066, you can save money by completing and returning a simple form along with proof of adjusted gross income. The Medical Premium Rebate Program supplements the cost of your medical insurance premiums. The size of the rebate is based on the level of medical insurance coverage and total household income level. Rebate dollars are determined by total household adjusted gross income level with a phase-out beginning at \$48,043 and reduced to zero at \$72,066. For more information, stop by Human Resources.



NOTIFICATION OF MVP RATE CHANGE

Late in the benefit material distribution process, we were notified of a decrease in the rates that had been quoted for MVP. The total premium cost for individual coverage decreased by \$15.52 per month, the total premium cost for two-person coverage decreased by \$31.04 per month and the total premium cost for family coverage decreased by \$40.36. We will of course be honoring the lower premium rates for all MVP enrollees. If this new information has any impact on your 2012 medical insurance plan selection please contact HR as soon as possible.



HOLIDAYS and WINTER RECESS

Upcoming holidays include the following: December 25 (Christmas Day) and January 1 (New Year's Day). Since both Christmas Day and New Year's Day are on Sundays, the College will be observing the holiday for Christmas on Monday, December 26 and for New Year's Day on Monday, January 2. The College will be closed for the holidays and winter recess from Sunday, December 25 through Monday, January 2 (reopening on Tuesday, January 3). Because the Residence halls and houses open at noon on Monday, January 2, many employees may be asked to work on the January 2 observed holiday. Normal holiday pay practices will apply and employees who are required to work on the observed holiday will be paid at the rate of one-and-one-half times their regular hourly rate of pay, plus the straight time rate for the holiday; or may choose another day off with pay in lieu of the holiday pay. For staff timesheets, December 26 & January 2 should be listed as holidays and December 27 to December 30 as Winter Recess (Category "W"). If you have questions, please contact Payroll or Human Resources.



HOLIDAY CELEBRATION REMINDER

All employees and their immediate family are invited to attend Union's annual Holiday Celebration on Thursday, December 8, from 3:00 to 5:00 pm at College Park Hall.



PREPARE FOR TOMORROW TODAY – RETIREMENT PLAN VOLUNTARY CONTRIBUTIONS

Did you know that almost 60% of our employees contribute to the retirement plan and on average our employees contribute almost 10% of their pay? Make the most of your money and reduce your taxable income by making or increasing your contribution to your retirement plan! Employees are able to contribute, on a pre-tax basis, up to \$17,000 per year into their 403(b) retirement plan through payroll deduction. Employees with at least 15 years of service may be able to contribute an additional \$3,000 per year (to a maximum of \$15,000 over 5 years). Employees age 50 and over may contribute an additional \$5,500. For employees interested in contributing monies on a post-tax basis, we have a Roth 403(b) option available with TIAA-CREF and Fidelity.



SHREDDING OF PAPERWORK CONTAINING PERSONAL INFORMATION

In an effort to reduce identity theft, please remember that, according to the Federal Fair and Accurate Credit Transactions Act (FACT), all departments are required to shred any documents that contain employee or student personal information prior to discarding them. Personal information could be a telephone number, address, Social Security number, etc. The law specifically requires the destruction—'shredding or burning' or 'smashing or wiping'—of all paper or computer disks containing personal information. Failure to comply could result in several different types of financial penalties. If you have questions, please contact Human Resources at ext. 6108.



OVERTIME CLARIFICATION

Employees are expected to work overtime when the needs of the College require it. Overtime requires supervisory authorization. Employees whose jobs are classified as non-exempt staff positions will be compensated at one-and-one-half times their base rate of pay for all hours worked or paid in excess of forty (40) hours in a week. For the purpose of determining eligibility for overtime pay, hours paid include, sick time, vacation, personal time, and holidays. Overtime pay will be computed on base rate plus differential pay for all overtime worked on normally scheduled shifts that qualify for differential pay.



HURRAY FOR BROADWAY - 1/2 PRICE BROADWAY SHOWS

The School Ticket Program provides Union employees (or students) with discount coupons, which can be exchanged for Broadway, Off-Broadway, theatre, dance or music tickets, either by mail, telephone, or in person at the box office. The number of coupons is limited so please take a coupon only if you will use it. Coupons are currently available for Avenue Q (exp 5/17), Billy Elliot (exp 12/22), Godspell (exp 12/23), Mamma Mia! (exp 3/4), Mary Poppins (exp 1/8), Memphis (exp 12/22), Rent (exp 5/17), Ripley's Believe It Or Not (exp 12/31), Rock of Ages (exp 12/18), and Stomp (exp 12/23). Coupons are available at Human Resources, 17 South Lane.

The EAP offers free, confidential counseling assistance for you and your family members

☺Call 1-800-828-6025☺

Happy Holidays from Human Resources!