

Office of Human Resources

HR4U Newsletter

Inside this issue:

Did you know.... 2
Get Your Flu Shot, It's Covered!! 2
Retirement Reform 2
New Hires in HR 3
New EEO & AA Officer 3

Tuition Remission Changes

The University System of Maryland revised the Tuition Remission policy for Spouses and Dependent Children. There were a few changes that had a direct effect on employees. The following changes have been made to the tuition remission policy:

- The spouse and dependent children of employees hired after January 1, 1990 may be granted 50% tuition remission at another USM school, if the spouse or dependent child was not accepted for admission at the home institution after having filed a complete application for admission in compliance with the home institutions application procedures.

- The tuition remission request form has changed and an affidavit has been added. The form and affidavit must be completed for all tuition remission requests.
- The definition of a dependent child has been changed to the following: Dependent child is the son/daughter, stepson/stepdaughter, or legally adopted son/daughter of a USM Employee or Retiree who: is under the age of 26 prior to the institutions deadline for registration for the course in the semester or term for which the tuition remission is being requested; or is 26 or older, and is claimed as a dependent on the employees federal income tax return for the year(s) in which tuition remission is being granted.

The new forms have been placed on the Human Resources website. Please discard all old forms. Only the new form and affidavit will be accepted. Please also visit our website for the revised policy, Frequently Asked Questions, and the Taxability Chart regarding tuition remission.

Contingent

Contract Alert

Staff cannot work without a signed contract. If you are a contractual employee and have not signed a new contract, contact the Office of Human Resources to sign your contract. You will not get paid without a contract.

Get Inspired!!!!

The Office of Human Resources has launched the "Get Inspired" program contest. This contest will be done through the use of SkillSoft which provides E-Learning opportunities to all employees at the University. SkillSoft offers a vast array of learning options with instant access to over 5,000 courses, via internet.

SkillSoft is designed to enhance your skills and provide professional development opportunities for you at your convenience whether it be at work or home. Find out how you can become the valedictorian, a brilliant bookworm, study hall star, or an honor roll student. Please stay tuned for further commu-



nications regarding this contest.

Did you know...

- **Co-payments:** When receiving preventative care at a doctor's office, you are no longer required to pay a co-pay for these services.
- **Yearly Physicals:** All medical plans now cover a full adult physical every year vs. in the past every 3 years. (Adults are considered age 22 and older)
- **Overtime & Compensatory Time (Comp Time):** Only Non-Exempt employees are eligible to receive overtime and earn comp time. Comp time is accrued at the same rate as overtime. Remember, both comp time and overtime must be preapproved.
- **New Skills Assessments:** A skills assessment test is required for all Administrative I, Administrative II and Executive Administrative Assistant positions. You must pass two areas of the test in order to be eligible to work in one of the above positions. The passing score varies depending on which level for which you are applying. For further details please contact the Office Human Resources.
- **Address Changes:** When you change your address

on the Payroll Online Service Center (POSC), that information is sent directly to Central Payroll Bureau not to BSU. You are required to complete a change of

address form and submit it directly to the

Office Human Resources or forward your POSC form to Human Resources in order for your BSU mail to be sent to your home.

- **On-the-Job Injuries:** If you are injured on the job, please report your injury to your supervisor immediately. **You must complete a First Report of Injury within 3 days of the accident, and submit the paperwork to HR.** You should seek medical attention from a www.concentra.com medical facility and follow-up with your supervisor and the Office of Human Resources regarding your diagnosis. If you need time off from work because of the injury, please provide HR with a doctor's certificate. There are a number of Concentra medical facilities throughout the Washington Metropolitan area. The closest facility to BSU is in Lanham, MD. For life threatening injuries, employees should report to the closest medical facility.

Get Your Flu Shot, It's Covered!!

As a result of Healthcare Reform, flu shots are now covered under all of our medical plans, but they must be provided by an in-network provider. Additionally, there are restrictions as to whether or not a co-pay applies. If the flu shot is given alone or as part of a preventive care visit – there is no co-pay. If the flu shot is given during a sick visit (i.e. you went to the doctor for a sore throat or stomach bug) then the office

visit co-pay will apply. Generally speaking, flu shots administered by pharmacists will NOT be covered because medical plans do not have pharmacists as in-network providers. However, it is very likely that the CVS Minute Clinics, and the clinics in Target stores are in-network. **Be sure to check with your plan before getting a flu shot from these types of providers.**

Retirement Reform

The 2011 General Assembly session has approved pension reform. Governor O'Malley's Budget Financing and Reconciliation Act, HB 72, contained pension reforms that were amended and passed by the General Assembly. The reforms are designed to sustain retirement benefits, preserve a defined benefit program, reduce unfunded liability and increase the system's funding level to 80%.

For the most part, the reforms affect new employees hired on or after July 1, 2011. Current members were impacted the least. However, employee contribution rates did increase to 7% for current

members of the Employees' and Teachers' Alternate Contributory Pension Systems, and to 6% for current members of the Law Enforcement Officers' Pension Plan beginning pay period ending July 12, 2011. Additionally, the cost-of-living adjustment for future retirees will be calculated slightly different for service earned after July 1, 2011.

Members of the Employees' Retirement System and Teachers' Retirement Systems (including bi-furcated members), which were closed to new members in January 1980 are not impacted by the pension reform.

Employees hired after July 1, 2011 have the following changes:

- Employee contribution is 7%
- Benefit multiplier is 1.5%
- Average final compensation is calculated using the highest 5 consecutive years
- Full service retirement is rule of 90; e.g. sum of age and service must equal 90, or age 65 with 10 years of service
- Vesting is 10 years of service
- COLA remains linked to CPI but capped at 2.5% if target rate of return for investments in prior year is achieved; 1% if investment target is not met.

New Hires in Human Resources



M. Elizabeth Stachura, Esq., Chief Labor Negotiator for Bowie State University, recently moved to Maryland from Rhode Island where she was in private legal practice for many years. Ms. Stachura's areas of expertise include labor and employment law, labor negotiations, mediation, arbitration and litigation. Ms. Stachura received her law degree from St. Louis University School of Law, a Master of Science degree in Labor Relations and Human Resources from the University of Rhode Island, and a Bachelor's degree in History from Xavier University, Cincinnati, Ohio. She is a member of the Bars of the District of Columbia, Rhode Island, Massachusetts, and the U.S. District Court, District of Rhode Island. Ms. Stachura has published numerous articles for the *National Law Institute* and has been a recognized speaker across the State of Rhode Island on a broad range of employment law issues.



Nicol King is the new Coordinator of Training and Development in the Office of Human Resources at Bowie State University. Ms. King holds a Master of Arts degree in Organizational Leadership from the School of Global Leadership & Entrepreneurship at Regent University, Virginia Beach, VA and a Bachelor of Science degree in Journalism from the State University of New York, College at Brockport. Her background encompasses over 20 years of combined experience in personnel staffing, sales, training and entrepreneurship. Ms. King has shared her experience in the design, development and delivery of customized training curriculum as an independent leadership training consultant. Ms. King published "*Now that you've been called: 8 Principles of successful consulting*" – Journal of Practical Consulting 2008 and currently serves as a member of the American Society for Training and Development. Ms. King, a native of Brooklyn, New York and currently resides in Columbia, MD with her two teens.

New EEO & AA Officer

Keneithia J. Taylor is the new Equal Employment Opportunity (EEO) and Affirmative Action (AA) Officer for Bowie State University. Ms. Taylor's position is in the Office of the President, but she is physically located in the Office of Human Resources, in Robinson Hall. She is responsible for ensuring equity and diversity in the workplace. Ms. Taylor investigates complaints of discrimination, sexual harassment, harassment, provides recommendations in regards to reasonable accommodations, and ensures compliance with Federal and State laws, regulations, policies and directives. Ms. Taylor previously worked for the Maryland Department of Juvenile Services, for 7 years, as an EEO Officer. Ms. Taylor has a Bachelor of Arts in Mass Communications from Norfolk State University, a Bachelor of Science in Criminology/Criminal Justice from the University of Maryland, College Park (UMCP), and a Master's in Public Administration from the University of Baltimore. Ms. Taylor 'fell' into this line of work as a result of a required internship during her term at UMCP. The position began as an EEO Intern and flourished into an EEO Advanced/Lead position. Ms. Taylor is a native New Yorker, has been married for 12 years and has an 11 year old daughter and 5 year old son. Both of her children are involved in extracurricular activities, such as dance, karate and basketball, which consumes most of her personal time! However, when she has the time, Ms. Taylor enjoys reading, photography, dancing, and enjoying family, friends, and life. For more information, Ms. Taylor can be contacted at 301-860-3442 or ktaylor@bowiestate.edu.



Don't let your vacation go without you!!



Don't let your vacation go without you,. Don't forget to use your unused annual leave, in excess of 50 days, and your personal leave. Remember you can only carryover 50 days of annual leave each calendar year. Any unused leave in excess of 50 days as of December 31, 2011 will be lost, unless such has been denied in writing by you supervisor. If leave has been denied, the supervisor can request in writing to the Vice President of the respective area that the excess annual leave be paid out. Personal leave cannot be carried over and must be used by January 10, 2012. You will receive 3 new personal days at the beginning of the calendar year. Take some time off for your own mental health. Make sure you don't lose your hard earned leave!!

Office of Human Resources Staff

Joann Adams

HR Specialist X23456

- Processes Contingent I contracts for employees whose last name begin with letters A-M
- Handles resumes for Faculty
- Processes personnel transactions submitted to the Department of Budget and Management for Regular staff/faculty

Darlene Hurd

HR Associate X23458

- Processes Contingent I contracts for employees whose last name begin with letters N-Z
- Processes work study contracts
- Completes Employment verifications

Darnisa Plater, PHR

Benefits Coordinator X23452

- Handles benefits related matters
- Handles PMPs
- Processes Contingent II contracts

M. Elizabeth Stachura, Esq.

Labor Relations Specialist X23459

- Handles Labor Relations matters
- Chief Negotiator for Exempt and Non-Exempt Bargaining Unit (AFSCME) and for the Sworn Police (MCEA)

Reisa Baynes, PHR

Manager of Employment X23457

- Oversight of staffing and recruitment
- Advertises positions
- Screens resumes and briefs supervisors

Carrie Davis

Staff Assistant X23499

- Handles Family Medical Leave and Advanced Sick Leave
- Handles HR projects and reporting
- Handles Termination/Clearance process

Jennifer Atkinson

Office Clerk I X23450

- Handles the logging and tracking of requisitions and resumes
- Facilitates the completion of paperwork for Contingent I new hires

Nicol King

Coordinator of Training and Development X23455

- Oversight of staff training and development
- Conducts training classes
- Conducts exit interviews

Sheila Hobson, SPHR

Senior Director of Human Resources X23451

- Oversight of the Office of Human Resources
- Manages Employee Relations
- Handles Union negotiations
- Coordinates Retirement

University Holiday Closing Schedule

The University will be closed from Thursday, November 25, 2011 through Sunday, November 27, 2011.

