Chairpersons, 9 and 12 Month Faculty
On-line Duty Day/Leave Records Now Available

The University of Maryland Eastern Shore Office of Human Resources is pleased to announce the implementation of the new Faculty Leave/Duty Day Reporting System for Departmental Chairpersons and Regular full-time 9 and 12 month faculty (including Librarians). (The on-line system does not apply to Graduate Assistants and Part-time semester to semester faculty).

The new leave /duty day reporting system is now effective and works through the existing PHR (Payroll Human Resources) System. The faculty online duty day/leave record will not be used to record the in or out times of faculty; the online system will serve as a replacement for the paper duty day record, the Faculty Form VII. The online system allows faculty members to record that their duties were performed or that leave was taken on a particular day. The duty day/leave record must be electronically signed off by the faculty member and the department chair every two weeks. With the on-line duty day/leave record, faculty members will have the benefit of viewing their leave balances at the click of a button, at their convenience. Part-time semester to semester faculty and graduate assistants will have to complete the paper time record—the Faculty Form VII. Instructions for logging onto the PHR System may be obtained from the UMES Human Resources website or by calling the office at x6400.

Faculty Leave Usage Categories

<table>
<thead>
<tr>
<th>Employment Category</th>
<th>Time Record Required</th>
<th>Leave Usage Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 Month Faculty</td>
<td>On-Line (Bi-Weekly) Faculty Leave/Duty Record</td>
<td>Can only record sick and holiday leave on duty day/leave record.</td>
</tr>
<tr>
<td>12 Month Faculty (Including Chairs)</td>
<td>On-Line (Bi-Weekly) Faculty Leave/Duty Record</td>
<td>Can record annual, personal, sick, and holiday leave on duty day/leave record.</td>
</tr>
<tr>
<td>Graduate Assistant (Full academic year or semester to semester)</td>
<td>Faculty Form VII (Monthly Paper Timesheet)</td>
<td>GA’s are paid a specific amount for a specific period of time. Recording holidays during contract period does not affect payment.</td>
</tr>
<tr>
<td>Part-Time Faculty (semester to semester)</td>
<td>Faculty Form VII (Monthly Paper Timesheet)</td>
<td>Part-time Faculty are paid a specific amount for a specific period of time. Recording holidays during contract period does not affect payment.</td>
</tr>
</tbody>
</table>
Student Workshop

Semester Workshop for Fall 2008 is from September 2, 2008 through December 12, 2008. Students are permitted to work 20 hours per week during regular semesters. Reminder – Students who are taking classes are not permitted to work 40 hours during Winter Session.

Supervisors, please remember:

◊ To notify the Employment Manager, Ms. Mary Ames, about job openings for students. Information can be placed on the Student Employment Website.

◊ You must adhere to the Student Salary Scale. The salary range is $6.55 - $8.50. Any exceptions to the salary scale require special approval by Dr. Ronnie Holden, Vice President for Administrative Affairs.

◊ Students who have not ever worked on campus before have to complete all employment forms, not just the W4 form.

◊ Students are not permitted to begin work until a signed contract is sent back to the supervisor.

Designation of Beneficiary

Employees are reminded to review their designated beneficiary(ies) with regard to retirement accounts as well as term life insurance. An annual review is recommended.

Age Reduction

⇒ Term life insurance with Metropolitan Life Insurance Company automatically reduces at certain ages for you and your dependent(s):

At age 65, reduces to 65% of original amount
At age 70, reduces to 45% of original amount
At age 75, reduces to 30% of original amount
At age 80, reduces to 20% of original amount

2008 Maryland Charity Campaign

The UMES Maryland Charity Campaign will be conducted during October 2008. Information will be distributed to all full-time employees during September. The 2008 theme is “Go For The Gold - Champions Give in a Winning Way!”

Save The Date - SEXUAL HARASSMENT PREVENTION TRAINING on Sept. 23

On Tuesday, September 23, 2008, the required Sexual Harassment prevention training will be held as follows: 8:30 a.m. in the Student Services Center, Multi-Purpose Room

11:00 a.m. in the Library Auditorium

Staff members who missed the training in July 2008 can select one of the sessions. Any new faculty members who did not attend this training on August 25, 2008, should attend a session. As needed, contact Ms. Lisa Johnson @ x7848.
State Retirement and Pension System Regional Counseling Sessions

Interested employees may schedule a one-on-one counseling appointment by calling 800-492-5909 or 410-625-5555. Sessions will be held at the Salisbury Multi-Service Center, located at 201 Baptist Street, First Floor Conference Room, on the following dates:

- October 28, 2008
- December 2, 2008
- February 24, 2009
- April 14, 2009
- May 5, 2009

Fall 2008 Pre-Retirement Planning Seminars

Any employee who participates in the State Retirement and Pension System (SRPS) retirement plan and who is within eight years of being eligible to retire can attend one of the Pre-Retirement Planning Seminars. The one-day seminars are scheduled from 8:30 a.m. – 4:00 p.m. and are held at various locations including Salisbury, MD (Friday, November 14, 2008) and Cambridge, MD (Tuesday, December 9, 2008).

Please sign up immediately since many sessions are filling up very quickly. The registration form can be found on the State Retirement web site at www.sra.state.md.us. The registration form should be mailed or faxed to the Community College of Baltimore County's address and fax number shown on the form. A confirmation letter will be sent to each attendee no later than seven working days prior to the session requested. Information regarding any cancellations due to weather can be obtained by calling 410-918-4000.

All eligible employees are encouraged to attend one of these Pre-Retirement Seminars to help plan for retirement. In addition to speakers from the SRSP, other presenters will address legal issues, Social Security, and other pertinent topics. Spouses are encouraged to attend these sessions as well. Questions can be directed to the SRPS at (410) 780-6632.

Retirement Plan Vendors to Visit Campus - Fidelity and TIAA-CREF

Representatives from both Fidelity and TIAA-CREF will be visiting the campus throughout the Fall semester, for one-on-one counseling and for workshops. Additional details will be sent via campus-wide email and posted on various bulletin boards. The meetings will be a great opportunity to learn more about your Optional Retirement Plan account and/or Supplemental Retirement Account (SRA) funding options. Non-Exempt Regular employees are reminded that up to $600 matching funds are available from the State of Maryland. Note: the matching is only applicable to Non-Exempt staff persons. Be reminded of the 2008 SRA 403(b) and 457 annual contribution limit of $15,500 for employees under age 50 and $20,500 or employees age 50 and over.

The UMES contact for Retirement matters is Ms. Betty Fosque, Benefits Coordinator, @ x6403.

Crisis Management Planning and Training

The University remains committed to maintaining a safe campus environment. The Office of Public Safety manages the Crisis Response Plan which can be found at http://www.umes.edu/WorkArea/showcontent.aspx?id=14312. Crisis management training will be available to all faculty, staff, and students during the Fall semester. More information will be announced at a later date. Visit the Public Safety website for a wealth of relevant information at http://www.umes.edu/police/.
The Office of Human Resources needs to maintain current mailing addresses on all employees. Notify the Office staff immediately upon any address change.

Non-Exempt staff members are entitled to a 30-minute lunch break and two (2) 15-minute breaks. The breaks are not to be used to extend the lunch break time.

Paychecks that have not been distributed by departments by the end of the day on pay day must be returned to the Office of Human Resources by 4:30 p.m. on that day.

The Payroll Online Service Center (POSC) allows employees to
- view pay stubs two days before the pay day
- view and print of W-2’s
- change tax withholding

Payroll Submission and Distribution Schedules are available in the Office of Human Resources and at the HR website.

Use it or lose it!

Leave carry-over limits are as follows:
- 400 hours of Annual Leave for Non-Exempt staff employees
- 440 hours of Annual Leave for Exempt staff employees
- Personal Leave cannot be carried over into the new calendar year. That is, personal Leave must be used by December 31, 2008, or it will be forfeited.

Health Benefits Open Enrollment is held during May of each year (not October). Changes elected during May are effective from July 1st of that year until June 30th of the following year.

Personal data updates are encouraged. Review your data in the Payroll and Human Resources (PHR) system. Submit any required changes to Ms. Gertrude Hairston by October 31, 2008. Note: Educational updates require an official transcript.

If you have HR-related questions, contact an Office staff member or visit: www.umes.edu/HR

Professionalism is not defined by job title, nor by education, but by CHARACTER.

"LEADERSHIP is a matter of having people look at you and gain confidence, seeing how you react. If you’re in control, they’re in control.”
--Tom Landry

"What you do speaks so loud that I cannot hear what you say.” —Ralph Waldo Emerson