WHAT'S HAPPENING?

NCSSM HUMAN RESOURCES NEWSLETTER

June 2010, Issue 101

SIZZLING SUMMER

Not a leaf moves.
The fiery-orange sun ruthlessly emits intense, scorching heat.
Birds, beaks open, thirst in the stifling air.
Heat, seen in waves,
dizzying all those who dare to brave the burning outdoors.
Pets, at the mercy of their owners, dream of lazing indoors.
Everything is still ...
on this sizzling summer's day.

SUMMER IS HERE

Another successful school year had come to an end and it is summertime. Classrooms and dorms will get quiet and faculty will have time to rest. Work will continue for many staff in preparation for the next academic year to begin. For those of you who will be away for the summer or who are planning summer vacations, enjoy your time. Another year is just around the corner. From Human Resources, have a wonderful and safe summer.

NCSSM SUMMER DRESS CODE

Summer is approaching and it is time to remind you that NCSSM has a “Summer Dress Code”. Staff is encouraged to dress in a more relaxed attire but specific requirements are necessary. The following summer dress code is being implemented between Graduation and the beginning of the new school year (move-in day). It is as follows:

Every employee, within the professional needs and safety constraints of his/her position, is permitted to wear summer attire which is which is compatible with an effective work environment. Appropriate attire includes knee-length Bermuda shorts, Capri pants, and dressy T-shirts and blouses. Inappropriate attire includes shorts above the knees, tank tops, “muscle” or “belly” shirts, tube tops and halter tops. In all cases, clothing and shoes must conform to the safety needs of the tasks which must be performed, as determined by the supervisor. Supervisors may also request that employees wear regular business attire when guests are expected in the work area.

STATE HEALTH PLAN UPDATES

The State Health Plan (SHP) has determined that random nicotine testing will NOT be conducted this year, due to the number of employees who signed up for the 70/30 option.

Following the recent 2010 annual enrollment, approximately 20% of plan members elected the 70/30 plan. Statistics indicate that approximately 15% of state health plan members are tobacco users. The State Health Plan did, however, reserve the right to conduct random testing in future years if enrollment statistics indicate the need to do so.

Additionally, the Legislative Oversight Committee passed a resolution to draft legislation that would allow all currently enrolled State Health Plan dependents to remain on the plan until age 26, regardless of student status. The State Health Plan advises members who want to continue coverage for dependents graduating from college this May to NOT terminate their coverage and to leave them on the plan until Health Care Reform goes into effect in July 2011. Should the state legislation not pass, dependents will be offered COBRA coverage retroactive to June 2010.

The SHP website, http://statehealthplan.state.nc.us/ is a great tool for additional information. Thank you for sharing this information with your employees, and, as always, thank you for your commitment to best practices in human resources.

ANNUAL BENEFITS STATEMENTS AVAILABLE IN ORBIT

Take a moment to visit the Department of State Treasurer’s ORBIT Employee Information site. ORBIT stands for Online Retirement Benefits through Integrated Technology. This site includes information concerning your retirement, retirement estimates and retirement options. The website is www.myncretirement.com/dshome

When you enter the site, click on to retirement.

The 2009 Annual Benefits Statements are now available in ORBIT. This is the first year that the Annual Benefits Statement will be made available on-line only. It will no longer be mailed to the employees’ home address. The statement includes the employees’ contributions as of December 31, 2009, beneficiary designation, projected retirement benefit, and a comparison of the projected monthly retirement income.

SHOOTER ON CAMPUS EXERCISE JUNE 17, 2010

On Thursday, June 17, 2010, between the hours of 7:00 AM and 4:00 PM, NCSSM will hold a Mock “Shooter on Campus” Exercise. This exercise will include the Durham Police Department, Durham Emergency Management, Durham Fire Department, Durham Sheriff’s

Employees are the cornerstone of every organization.
Department and other local emergency responders. The details below will give an understanding of the exercise.

The staging for the event will be located on the far end of the NCSSM parking lot at the corner of Broad Street and Club Blvd. Emergency vehicles and responders will be on-campus prior to the beginning of the exercise.

The exercise will begin at 9:00 AM with a report of an armed person(s) on campus. There will be actors playing actual victims to make this as real as possible. The only building that will be used is the Bryan complex. You may hear the sound of gunshots on campus, but no one is to be alarmed. No live ammunition will be used. No participants of the exercise will carry live ammo at any time while on campus.

You may also hear the outside siren being used. All messages that will be sent will state clearly that “This is a Drill.” The PA system will be used to notify campus that a “Lockdown” is in place. The only other PA announcement will be made when the “All Clear” is given.

Police Officers may be witnessed around campus during this exercise. All employees are being asked not to walk around on campus with the exercise taking place.

NCSSM HOSTING RETIREMENT CONFERENCE

NCSSM will host a North Carolina Teachers’ and State Employees’ Retirement System (TSERS) Conferences IN September 2010. Conferences are held across the State of North Carolina each year and are conducted jointly with the NC 401 (k) plan, offering information for all state employees in planning for retirement. The conference is an all-day event where the morning focuses on TSERS and the afternoon focuses on Local Government Retirement. The Retirement System will announce this conference on their website for anyone in North Carolina to attend.

Details of the Retirement Conference will be made available in the September edition of the Human Resources Newsletter.

UP-TO-DATE ADDRESS VERIFICATION NEEDED IN BEACON

It is important that your mailing address is correct in BEACON at all times. Take a few moments to view your address and make any necessary corrections in BEACON by going into our Employee Self Service. Having the correct address in BEACON will help expedite distribution of important information to you when needed. Remember that your address in BEACON is provided to the ORBIT system so when you make the correction in BEACON, it corrects your account in ORBIT.

FEEL SAFER
When you purchase Over The Counter (OTC) items

You may already order your prescriptions from medco.com®, but did you know that you can order your OTCs from Medco Health Store? And now, we have a great new benefit that can help you make good decisions about your OTC purchases—automatic drug interaction checks, only at Medco Health Store.

Once you authorize Medco to review your prescription drug record, the OTC’s, vitamins, and supplements in your Medco Health Store shopping cart can be automatically checked against your Medco prescription drug history to help you avoid safety risks.

The check runs only for the logged-in member (not for family members) and reviews OTC items in your shopping cart against:

They might be the ones yawning into their third cups of coffee, slumping wearily over their desks, or staring blankly at an overflowing inbox. The demands of the work week have sapped their energy reserves.

Flagging energy prevents even the sharpest employees from performing at their best and can drag down the productivity of your whole organization.

It may seem counterintuitive, but being sedentary is actually a major drain on energy. Sitting at a desk all day, e-mailing co-workers instead of walking down the hall for a face-to-face, “unwinding” from all this inactivity by putting in a few hours of couch time after work … all of this robs the body of its natural desire to be in motion.

The U.S. Surgeon General recommends 30 minutes of moderate exercise most days of the week, but that doesn’t mean it has to happen all at once. A brisk walk around the office building can fill 15 minutes of that quota, not to mention clearing the fog from a fatigued brain.

And you don’t have to take on a full-scale workout at the office to reap the energizing effects of physical activity.

As WebMD points out, even just slight movements will get your blood circulating and keep vital nutrients flowing to the brain and body. Breathe, stretch, stand, stroll, and feel your body come back to life.

HELPFUL WEBSITES & TELEPHONE NUMBERS

State Health Plan
Website: www.statehealthplan.state.nc.us #: 1-800-422-4658
Dental Plan
Website: www.ncflex.org #: 1-800-342-5209
Vision Plan
Website: www.ncflex.org #: 1-800-923-6766
Voluntary Group Term Life Insurance
Website: www.ionemployeebenefits-us.com #: 1-877-464-5111
NCFlex Plan
Website: www.ncflex.org #: 1-800-679-9031
Retirement System
Website: www.treasurer.state.nc.us #: 919-733-4191
401 (K)
Website: www.bbandt.com/nc401k #: 1-800-722-4015
457 Plans
Website: www.nc.gov.com/asp/subpages/457fund.asp #: 919-733-3991
NC Dept of Revenue
Website: www.dor.state.nc.us #: 919-707-0707
AFLAC
Website: www.aflac.com #: 919-539-6942
BEST
Website: www.ncosc.net/BEST #: 919-707-0707
ORBIT
Website: www.myncreirement.com #: 919-807-3050
NCID
Website: https://ncid.nc.gov

PLAN YOUR HOLIDAY

Independence Day Holiday – Monday, July 5, 2010