

Personnel Connections – Meeting Recap
March 11th, 2010
Grand Ballroom, Talley Student Center
10:00am – 12:00noon

Guest Speaker: Cheryl R. Branker, Ed.D., Associate Vice Provost for Equal Opportunity

Dr. Branker talked about Connecting with Disability. During her presentation she outlined the following objectives to: (1) become familiar with the Americans with Disabilities Act (ADA); (2) become familiar with NC State's responsibilities to employees under the ADA; (3) become aware of the results of the Access and Barriers for Persons with Disabilities Survey conducted in the spring of 2009; and (4) become knowledgeable as to how to achieve naturally inclusive and barrier free learning, working, and social environments for persons with disabilities. (see attached PP for details)

Benefits (*Joe Williams*)

Deadline for completing your online State Health Plan selection is April 9th. See attached presentation for details on Comprehensive Wellness Initiative requirements, Tobacco Cessation Component, Attestation, Approved Tobacco Cessation Programs, Tobacco Cessation Medications and How to Enroll On-line.

University Awards for Excellence Nominations are underway. This year's event will take place on June 8th, 2:00pm in Talley Student Center Ballroom.

Employee Appreciation Day – March 17th –10:30-1:30pm in Talley Student Center, Rain or Shine.

Adverse Weather - When and How to use it. (see attached PDF for reminders)

Office of Equal Opportunity (*Amy Circosta*)

One's rights to be free from discrimination and harassment based on race, color, religion, national origin, sex, age, disability, veteran status, creed, and sexual orientation at NC State have not changed, but these rights are now represented in one central location: the Equal Opportunity and Non-Discrimination Policy (http://www.ncsu.edu/policies/campus_environ/non-discrimination/POL04.25.05.php). Formerly, NC State had several related policies and regulations, such as the Sexual Harassment Policy, Racial Harassment Policy, and Unlawful Harassment Policy. In order to reduce confusion and increase ease of use, these rights have been condensed into one policy. In addition, NC State's regulation on Resolution Procedures for Discrimination, Harassment, and Retaliation Complaints (http://www.ncsu.edu/policies/campus_environ/non-discrimination/REG04.25.2.php) has been revised to reduce confusion and ensure consistency among grievance and complaint procedures available at NC State.

Title IX -- Title IX of the Education Amendments of 1972 prohibits sex discrimination and sexual harassment in educational institutions receiving federal financial assistance. Title IX is applicable in the areas of academics, athletics, and employment. Recently, the Office for Equal Opportunity (OEO) distributed Title IX posters to all buildings on campus. Display of the Title IX poster is required as part of NC State's compliance effort to educate the campus community about Title IX. If you do not see a poster in your building, please contact OEO to obtain one. For more information on Title IX, please see OEO's website (http://www.ncsu.edu/equal_op/title_ix.html) or contact NC State's Title IX Coordinator Vice Provost Joanne Woodard (515-3148).

Payroll (*Franki Senter/Joanie Aitken*)

Franki Senter made the following announcements: Lisa Bledsoe has been promoted to Payroll Processing Supervisor, replacing Robin Nowlin who was promoted to the Tax Manager position. The Personnel Connections and Payroll Coordinator list serves will be merged into one list serve called 'HR-Connections'. We will send out a communication once all the details are worked out.

For the second year, University Payroll has purchased an electronic tax preparation product from Windstar for foreign nationals. The user license they must purchase from us will cover the cost of the product purchase. <http://www.fis.ncsu.edu/hr/payroll/pdf/WindstarTaxPrep.pdf>.

Joanie Aitken handed out a "New student employee" pamphlet that University Payroll is working on as a replacement to handing new student employees payroll forms to fill out. This pamphlet reviews all the things students need to know/do for payroll as new employees. Departments were asked to review the pamphlet and share it with others in their departments, perhaps even some student workers, and provide feedback via hr_payroll@ncsu.edu by Monday, March 22nd. This brochure is a working draft and should not be used yet. A postcard was also handed out as an alternative to the pamphlet. This postcard would direct new student employees to a website that would review all the same items as the pamphlet. The results of an informal survey of Work Study students in the HR department was split 50/50 between ones preferring the pamphlet and ones preferring the postcard.

Reminder – All HR Forms should be sent to HRIM for processing.

Disclaimer: This is an informal meeting summary, and while we try to be accurate, this is not complete or binding information. For official information, rely on the appropriate original source materials.