



OPEN ENROLLMENT IS AROUND THE CORNER!



Open Enrollment for Health Benefits and Flexible Reimbursement Accounts will be April 16 - May 14, 2012.

As we continue to implement health reform, the maximum annual contribution for Medical Flexible Reimbursement Accounts (FRAs) will be reduced from \$5,000 to \$2,500 per plan year beginning on July 1, 2012. There will be no effect on the contribution limit for Dependent Care Flexible Reimbursement Accounts. More information will be available during the spring Open Enrollment period.

SPRING SAVINGS WITH STATE EMPLOYEE DISCOUNTS!



Get ready for spring! New State Employee Discounts are now available for Kings Dominion, Richmond International Raceway and the Richmond Flying Squirrels. Check out these and other special offers at <http://www.dhrm.virginia.gov/employeeediscounts.html>.

VIRGINIA AND CNU POLICIES AND PROCEDURES UPDATE

COMMONWEALTH OF VIRGINIA'S DHRM'S DISCLOSURE OF INFORMATION POLICY

From time to time, the Office of Human Resources receives requests from members of our CNU Community for employee home addresses, home phone numbers or other personal information. According to DHRM's [Policy Number 6.05 - Personnel Records Disclosure](#), such information may not be disclosed to third parties without the written consent of the employee. In compliance with state policy, the Office of Human Resources only releases personal information to the immediate supervisor and, with justification, higher level managers in the employee's supervisory chain. We appreciate your understanding of our compliance with the Government Data Collection and Dissemination Practices Act, and the Freedom of Information Acts.

CNU EMPLOYEE SEPARATION CLEARANCE POLICY

According to CNU's [Employee Separation Clearance Policy](#), when an employee leaves the university, the employee is responsible for submitting a resignation letter to their supervisor. Before the last day of employment, all CNU property issued should be returned, all outstanding fines or fees owed to the University paid and any missing or lost property accounted for. The supervisor or department chair should forward the resignation letter to HR in a timely manner; approve the final time sheet so that the employee can receive their leave payout; collect voice mail and email passwords; key separation date for the employee in the Employee Resource System (ERS) before the last working day; monitor clearance responses of appropriate departments in the ERS; and, ensure all outstanding debts are paid.



For questions or concerns regarding either of these policies, please contact the Office of Human Resources at 594-7145 or email us at hr@cnu.edu.



NEXT LEADERSHIP TRAINING!

Our next training in the Leadership Series is ***Foundations for Success - Taking Ownership and Responsibility*** presented by Dr. Bill Ritchey, Executive Director of Counseling and Health Services. This training will be held in the Office of Human Resources on Wednesday, April 4, 2012, from 2:30pm to 3:30pm. Come and learn ways to help you find the benefits of both ownership of and responsibility for the work you do! To register for the seminar, call HR at 594-7145 or email hr@cnu.edu.