Human Resources Update - February 10, 2012



CNU COMPENSATION STUDY

Per President Trible's email of February 2, 2012, "The Board of Visitors has approved a University-wide salary study. This does not mean that everyone at CNU will promptly receive a salary increase. It does mean that at the end of this study, we will have a strategic plan to address the most egregious salary issues. And when the economy improves and state funding increases, we will be able to increase salaries in a systematic, fair and consistent manner." Given this information, Stan McKnight & Associates, Inc., our compensation consultant, conducted training all this week on the development and implementation of our salary program for A/P and classified exempt staff positions.

HR will conduct a market analysis and salary study of all classified non-exempt and hourly positions which will be reviewed and approved by the University's Compensation Committee and Senior Administration. All classified nonexempt and hourly employees and their supervisors are encouraged to attend one of our one-hour informational sessions. To attend a session, you must RSVP to hr@cnu.edu or call 594-7145 as seating is limited. For more detailed information and periodic updates, please visit our web site.

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, which will remain the same. More information will be available during the spring Open Enrollment period.

Employee Training Opportunities and News

All trainings will be held in The Office of Human Resources, located in the BTC/SunTrust Building, unless specified otherwise. Registration for trainings is easy! Call HR at 594-7145, or e-mail hr@cnu.edu

TRAINING SEMINAR SCHEDULE

for the week of February 13 through February 17

Wednesday, Feb 15: *Motivate Yourself! 9:00pm - 10:30am

Presented by: Dean Steven Breese

We are pleased and excited to present this second seminar in our leadership training

series. Motivation drives success. This seminar looks at the skills necessary to motivate yourself and others to boost your confidence, improve your attitude and help in achieving your goals.

Wednesday, Feb 15: *The Happiness Factor 12:05pm - 12:55pm Presented by: Optima EAP

What makes people happy? Many of us believe that it is having a lot of money, having a dream job or having a perfect life. Actually, research indicates that people who are not happy with what they currently have do not become happier when they get more. This class offers insight on how to take on challenges, maintain a positive attitude, find delight in daily moments of pleasure and prioritize the important aspects of life.

PLEASE NOTE: The Google Sites, Google Apps and Microsoft Excel computer classes scheduled for February 16 and March 15 have been cancelled. We hope to resume these classes in April. Stay tuned!



So...did he or didn't he?? Only time will tell!

Page 2 PERSONAL FINANCIAL PLANNING PERSONAL FINANCIAL PLANNING

GREAT NEWS! The Office of Human Resources has arranged for financial representatives from VALIC, ING-Deferred Comp, Lincoln Financial Group, MetLife, and TIAA-CREF to visit the university periodically throughout the year. These visits will give participating employees the chance to meet with them to review and discuss their personal investment options.

We encourage you to take advantage of this great opportunity by making an appointment with your financial representative on any of the days they are scheduled to be on campus. Instructions for scheduling appointments, along with the dates and times they will be here are listed below under each financial group. All financial sessions will be held in the Office of Human Resources, located on the first floor of the BTC/SunTrust Building.

If you have questions, please contact the Office of Human Resources at 594-7145 or by email at hr@cnu.edu.

• ING-Deferred Comp: 9:00AM - 4:00PM (Individual 30-Minute Appointments)
Contact Information: Representative - Mackenzie Moss (757) 951-7885 <u>mackenzie.moss@us.ing.com</u>
To schedule an appointment, email <u>mackenzie.moss@us.ing.com</u>.

Dates: Tuesday, February 7 Tuesday, May 8 Thursday, November 15

• <u>Lincoln Financial Group</u>: 9:30AM - 12:00PM AND 1:30PM - 4:00PM (Individual 30-Minute Appt) Contact Information: Representative - George Richards (757) 873-3331 <u>george.richards@lfg.com</u>. To schedule an appointment, call (757) 873-3331 or email <u>sharon.ryan@lfg.com</u>.

Dates: March 15 June 14

<u>MetLife</u>: 10:00AM - 2:00PM (Individual 30-Minute Appointments)
Contact Information: Representative - Brooke Larsen (757) 312-0620 <u>blarsen@metlife.com</u>
To schedule an appointment, call (757) 312-0620 or email <u>blarsen@metlife.com</u>.

Dates: Wednesday, April 4 Wednesday, August 22 Tuesday, October 30

• <u>TIAA-CREF</u>: 8:30AM - 4:00PM (Individual 30-Minute Appointments) Contact Information: Representative - Maria Kersey (703) 460-7101 <u>mkersey@tiaa-cref.org</u> To schedule an appointment, call (866) 843-5640.

Dates: Wednesday, February 15 NEXT VISIT!
Thursday, May 10
Tuesday, August 28

Tuesday, August 28 Tuesday, November 13

• <u>VALIC</u>: 9:00AM - 1:00PM (Individual 30-Minute Appointments)
Contact Information: Representative – Cheri Coleman (757) 889-6834 <u>Cheri.Coleman@valic.com</u>
To schedule an appointment, call (757) 889-6834.

Dates: Tuesday, April 24 Tuesday, July 24