



**HR Liaison Meeting Minutes
February 26 & 27, 2009**

Alan Bridge welcomed the attendees and reminded them to take the information relayed in these meetings back to their departments. Alan assured the group that Human Resource Services is committed to sharing any information as it is received from the Office of State Personnel relating to issues surrounding the current budget crisis. Minutes of these meetings will be sent to the HR Liaison listserv as well as posted on the HRS website.

The next scheduled HR Liaison meetings are to be held in the EUC Maple Room as follows:

- Tuesday, April 21, 2009, 10:00 a.m.
- Wednesday, April 22, 2009, 2:00 p.m.

Don Shore delivered a Career Banding update. Implementation is complete except for a couple of dispute resolutions which will soon be finalized.

Since the last meeting when it was announced that reclass requests could resume, HRS has received some requests and has been able to process them within thirty days. Reclass requests must be accompanied by a new position description (HRCB200), Employee Competency Assessment (HRCB202), an organizational chart and an EAF.

Employee Competency Assessments for all SPA permanent employees are due in HRS no later than 6/30/09.

Angela Mahoney is conducting a study of the Administrative Support family. Continue to send reclass requests as needed by your departments within this family. Contact Angela to schedule sessions for Position Description and Employee Competency Assessment training.

Benita Peace explained the following new salary increase guidelines:

- If the salary increase is for more than 10%, the increase must be approved by the OSP partner for UNCG, regardless of whether the request is over or under market.
- If the salary increase is for more than 15%, the increase must be approved by the Director of OSP, Linda Coleman or Ann Cobb her deputy director.
- All increases over 10% will be reported to the Legislative analyst's office by OSP.
- Funding source for all increases of 10% or more must be reported to OSP.

OSP has not been approving requests for increases that exceed the market rate.

Salary increase requests require the Position Description (HRCB200), Employee Competency Assessment (HRCB202) if 10% or more, and the funding source.

PMPs are typically due from mid to late May. When HR receives the exact date from OSP, it will be posted on the HRS website. The new Position Description must be completed before the PMP can be done, since the PMP relates directly to the new Position Description content and format. If the interim PMP has not yet been completed, it is now too late and is not necessary.

Sean Farrell explained and demonstrated the Google Translator Tool which has been implemented on the Home, Main Benefits, Benefits Summary, and Staff Policy Manual pages of the HRS website.

Deb Carley discussed benefits issues:

- Benefits Committee Survey
- New Modules in ESP
- Workshops – If you are registered for a workshop, but cannot attend, notify Jason Morris as soon as possible
- New Faculty Recruitment – Notify newly recruited faculty that benefits will likely change dramatically
- State Health Plan Issues:
 - See web site for details
 - (<http://www.shpnc.org/reports-to-oversight-committee.html>)
- Background:
 - Need \$250 million to stay solvent until July 1
 - Need \$1.2 Billion in the next two years
- Looking at the following changes:
 - Asking to make any changes effective July 1, 2009
 - Eliminate the Plus plan – 175% lost ratio, all in Plus plan will be moved to Choice Plan as of July 1, 2009
 - Add Extended Retail Provision – This is an extended retail network of approved pharmacies to lower drug costs
 - Lower costs of maintenance drugs
 - Lower cost of three month's supply of maintenance drugs
 - Looking at increasing premium costs for family and dependent coverage in the range of 8% to 9% each year for the next two years.
 - Raise co-pay for physician visit
 - Deductible going up
 - Out of pocket going up
 - Smoking Cessation incentive beginning 2010, those who smoke will have to go on 70/30 plan

- Weight Management incentive beginning 2011. Those who have BMI higher than 40 will have to go on 70/30 Plan and by 2012 must have BMI lower than 35 to stay on 80/20 plan.
- Eye exams will not be covered after July 1, 2010.
- TSERS Issues: The state will have to allocate an additional \$359 million from the general fund over the next two budget years (\$29 million in FY 2009-2010 and \$329 million in FY 2010-2011)

See web site at http://www.nctreasurer.com/DstMcMsWeb/News/Files/02192009_001ContributionsToPensionFund.pdf

Alan Bridge reported on Reduction In Force (RIF) issues. Human Resource Services is reviewing the UNCG RIF policies along with the University Counsel and comparing them with the OSP policies to insure that they are in sync.

Bills are being introduced to the state legislature to allow furloughs. HRS will provide additional information when it is available.