

Inside this issue:

New Unclassified Employees (2)
Workplace and Welcome (2)
Field Day (2)
Flexible Spending Accounts (3)
UPAC Luncheons (4)
UPAC Members (4)

Fall 2008

UPAC NEWS
UNCLASSIFIED PERSONNEL ADVISORY COMMITTEE

Welcome New UPAC Members

UPAC is pleased to announce the appointment of five new members: Vanessa Cummings, Pete Haverkos, Sarah McNitt, LaTania Thomas and Frances Yates. Take a moment to congratulate them upon their appointment to your committee. Look for their biographies in the next UPAC Newsletter.

Vanessa Cummings

Pete Haverkos

Sarah McNitt

LaTania Thomas

Frances Yates



MIAMI
UNIVERSITY
OXFORD OHIO

News from the Department of Benefit Services

Miami University has announced several new benefit options for employees, recommended by the benefits committee, including adding a Health Savings Account (HSA) program. In addition, Miami's health plan administrator will change from Anthem to Humana, effective January 2009. The information sessions are completed; the October sessions are individual open enrollment help sessions at computer labs (there is not a presentation). Individuals may come to any of the sessions in October with any benefit related questions.

Humana was selected based on its competitive costs and large network of providers - overlap from Anthem to Humana was over 99 percent meaning that most employees will find their current physician also is a Humana provider. Some highlights of Humana's coverage include 100 percent coverage of preventive care visits, 100 percent coverage of preventive medicines for diabetes and asthma, and a reduction in co-pay for emergency room visits from \$200 to \$100 per visit.

Finally, the benefits committee evaluated premium schedules and recommended to switch from the current salary step-based premium schedule to a percent of salary based-schedule. The step-based salary schedule creates situations where a small pay increase can move one to the next health insurance step, reducing the pay raise, or costing the employee more. The percent salary-based schedule eliminates the adverse effect of the steps.

Please review the Benefit Services website at www.muohio.edu/benefits for a detailed schedule of the sessions. In October, online and computer assistance will be available for employees to enter their specific health care information into calculators designed to further assist in evaluating the two health plan options.

Welcome!

Miami University New Unclassified Employees

Bryan Nance	Natalie Grooms	MD Younus	Julie Jestice
Jean Wehr	Jennifer Morning	Nicholas Blanchette	Cristal Randolph
Steven Clark	Brian Jicinsky	John Hofmann	Barbara Jones
Brigid O’Keeffe	Ashley Jones	Lawrence O’Neal	Jill Sarbaugh
Jonelle Streed	Frances Trego	Morneault, Matt	Nicholas Cattin
Michael Pavloff	Timothy Staples	Michael Roth	Rebecca Sloan
Jeffrey Symonds	Casey Lubahn	Stephen Major	Katherine Millar
Tilaine Good	Jayne Malpede	Joshua Hoskins	Weidong Kong
Sarah Lamping	Gerald Korkin	Li Yuan	Jeffrey Wyatt
Dalia Garcia	Elaine Zabielski	Stewart Meeker	Judy Worley
Kelly Mahlum	Elizabeth Whitehead	Timothy Parsons	Christopher Settle
Edward Butch	Barry Tolchin	Cathy Stamper	Mary Barrera
Jillian Kiska	Daniel Patterson	Susan Scott	Jennifer Edwards
Amanda Spivak	Forrest Ewen	Jeffrey Getz	Kristen Zomchek
Denise Spranger	Sarah Distel	Gianna Goode	D. Bryan Coalt
Deontre Martin	Amal El-Sheikh	Brent Brekke	Lindsay Markwart
Todd Downey	Becky Yoose	Sarah Frye	Jessica Moss
Phillip Campbell	Rita Molis	Frances Ucci	Lauren Cavallaro
Lindsay Morgan	James Lallathin	David Macejko	Ann Wengler
Amy Danner	John Hallberg	Jose Pareja	
Richard Lewis	Michelle Martin	Michele McGrady	
Richard Menard	Terry Loftus	Sarah Woodruff	
Abdul-Hamid Emwas	Robert McCarrick	Kaleb Scarberry	
Jamilla Jamison	Michelle McElhaney	Meghan Gamsby	
Kristin Keve	Mark Chouteau	William Cuthbertson	
Kyana Jackson	Cynthia Lewis	Amanda Stein	

Miami’s Workplace and Welcome Program Recognized as “Best Practice”

This past spring Marsha McIntosh, Director for Employee Services and Becky Dysart, Director of Staff Development, in the Department of Human Resources presented at the Ohio College and University Personnel Association (OH-CU-PA) Human Resource Spring Conference. The Department of Human Resources Workplace Orientation and Welcome program was recognized by Ohio CUPA as a “best practice” among Ohio colleges and universities. The conference was held in Newark, Ohio and among the participants were human resource department representatives from Baldwin Wallace College, Capital University, Cincinnati Christian University, College of Mount St. Joseph, Denison University, Kenyon College, Ohio Dominican University and Ohio Wesleyan University. Several participants plan to visit Miami University to participate and observe the Workplace Orientation and Welcome program as a potential model for their institutions. This new-employee orientation program welcomes employees by providing information about the university policies, benefits of employment, understanding of the university culture and university community, etc. The Workplace Orientation and Welcome program was established in 2003.

Field Day

Wednesday,
October 15

11:00 a.m. -
4:00 p.m.

Cook Field

Employee Health
and Well Being
invites all Miami
Employees to the
3rd Annual
Field Day.

- Sports & Games
- Raffle Prizes
- DJ Music
- Healthy Food
- Socializing
- New Team Challenges
- Much, much more

Join your
colleagues for
some outdoor
fun. With your
supervisor approval
you may attend
for one hour in
addition to
your breaks.

No prior sports
experience
necessary!

Flexible Spending Accounts

Flexible Spending Account (FSA) - Your benefits at work

Stretch your income, reduce costs, and pay less in taxes. How? By using a Flexible Spending Account (FSA).

A Flexible Spending Account allows you to pay for certain medical and dependent care expenses with tax-free dollars. The Internal Revenue Service (IRS) does not consider any money you put into a Medical or Dependent Care FSA part of your taxable pay. The IRS determines the maximum annual election for each of the Flexible Spending Accounts; the maximum annual election for the Medical account is \$3,000 and the Dependent Care account maximum is \$5,000.

While Flexible Spending Accounts were established several years ago by the federal government, it appears that Miami employees could use this more to their benefit. Only 25% of employees have signed up for Medical FSA. Employees may designate a medical, dental, and dependent care expenses. This money can be used to pay for items not covered by your health insurance plan, co-pays, or approved over-the-counter items. A Dependent Care Account is also offered on a voluntary basis and may provide more savings than taking the Federal Tax Credit. A personal tax advisor may offer advice for determining which plan to choose, a pre-tax Dependent Care Account or the Federal Tax Credit. More information is also available on the Chard-Snyder (the administrator for Miami University's FSA) website regarding the differences between the pre-tax savings available through the Dependent Care FSA and the Federal Tax Credit (website: <http://www.chard-snyder.com/>).

Chard-Snyder offers three options for reimbursement of claims: a debit card, direct deposit and/or manual submissions of receipts. An employee may choose to use any combination of the three reimbursement options; employees are not required to select only one reimbursement method. Whichever method you choose, it is important that you save your receipts in case there is any problem in the processing of the bill(s).

One very important advantage of Medical FSAs is that they are "pre-funded" -- that is, if you set aside \$2,000 per year in a Medical FSA, the entire \$2,000 is available for your use immediately -- at the start of the plan year (January 1) -- even though you only contribute to the FSA in small increments throughout the year (for example, 1/12 of the annual amount when paid monthly).

The FSA program is available to all benefit-eligible employees. Carefully consider where you plan to spend each FSA dollar since unused dollars at the end of the [plan] year are not refundable. Participants may spend and submit claims for money still in their medical Flexible Spending Account at the end of the plan year through "run-out period." The run-out period is a 2 1/2 month grace period into the following [plan] year. Any claims incurred and submitted for reimbursement in the new plan year during the "run-out period" will first be deducted from any available remaining balance in the previous year's account and then applied to the account.



UPAC LUNCHEONS

UPAC Networking Lunches are held once a month to give unclassified staff an opportunity to meet people from different departments and offices on the Miami campuses. Attending UPAC Networking Lunches is a great way to meet a person you've only corresponded with by email or telephone, or to make new cross-campus connections. You may learn you can work together in ways you'd never thought of!

If you'd like to be a speaker or suggest a speaker/office you'd like to learn more about, email Networking Chair Sarah McNitt (mcnittsa@muohio.edu). Check the UPAC web site (<http://www.units.muohio.edu/upac/events.htm>) for UPAC Networking Luncheon dates, times and locations!

Wednesday, October 14

April Robles

Director of the Cliff Alexander Office of Fraternity and Sorority Life and Leadership



Tuesday, November 18

Bobbe Burke

Coordinator of Off-Campus Affairs and Miami Tribe Relations



Wednesday, December 9

Andrew Beckett

Adjunct Assistant Professor and Assistant Dean of Students for Transition and Assessment



**All luncheons take place 11:45 a.m. - 1 p.m.
at Harris Dining Hall, South Quad
\$5.50 with your staff ID**

UPAC MEMBERS

Janet L. Cox
Academic Personnel
Ex-Officio

Vanessa Cummings
Parking and Transportation Services

Douglas Curry
Recreational Sports

Stephen Gordon
McGuffey Museum

Peter Haverkos
Learning Assistance
Hamilton Campus

Melanie Hoffmann
Red Lantern

Scott Lessing
Physical Facilities

Marsha McIntosh
Human Resources
Ex-Officio

Sarah McNitt
International Education

Karen O'Hara
IT Services

Ted Pickerill
Farmer School of Business

Amy Poppel
HDGS

Anne Schauer
OARS

LaTania Thomas
Financial Aid & Scholarships
Middletown Campus

Francis Yates
Educational Psychology