

## **END OF THE FISCAL YEAR 2009 REMINDERS FROM UNH HUMAN RESOURCES**

**Please share this information with all faculty and staff in your department/division.**

### **SICK POOL CONVERSION:**

May is sick pool conversion month for employees on Earned Time. Sick Pool conversion forms are to be submitted to Human Resources by May 29, 2009. Sick pool information and forms are available on the Human Resources web site at: [www.unh.edu/hr](http://www.unh.edu/hr) or forms may be requested from Human Resources by phoning 862-0501.

The Sick Leave Pool is intended to provide additional security by allowing staff members the opportunity to exchange Earned Time Hours for Sick Pool Hours at the equivalent rate of three Sick Pool Hours for each hour of Earned Time. For employee's own illness, usage of Sick Pool Hours commences with the sixth consecutive day of absence from work due to illness or injury. A Certification of Health Care Provider form must accompany the request to use Sick Pool Time. Sick Pool may also be used for Family Leave and Extended Bereavement Leave (see Family Leave and Extended Bereavement Leave below).

[www.unh.edu/hr/sck-pl.htm](http://www.unh.edu/hr/sck-pl.htm)

[www.unh.edu/hr/docs/et-to-sick-con-wordform.doc](http://www.unh.edu/hr/docs/et-to-sick-con-wordform.doc)

### **STAFF PERFORMANCE ASSESSMENTS:**

Due at Human Resources by May 29, 2009. Forms are available at: [www.unh.edu/hr/pubs-frm.htm#perf](http://www.unh.edu/hr/pubs-frm.htm#perf). For assistance, contact Linda Strum or your HR Partner at 2-0501.

### **ADDITIONAL PAY PROCESSING FOR FACULTY AND STAFF:**

As the summer is fast approaching, please be reminded of the procedure in place for requesting additional compensation for Faculty and Staff.

*Prior to the employee performing services*, it is necessary for the hiring department to complete the appropriate request and receive departmental and Human Resources approval prior to the beginning of work. This allows for proper review, clarification and approval of the requested additional pay as well as timely payment for services. If the request is made after work begins, written justification should be included. HR approval of additional pay requests is required\* before Business Service Centers may process additional payments.

- Request for Additional Pay for Administrative Stipend or Specialized Services
- Request for Approval of Faculty Supplemental Effort and Pay (\*HR approval is not required)

These forms can be found at the following link: [www.unh.edu/hr/pubs-frm.htm#supp](http://www.unh.edu/hr/pubs-frm.htm#supp)

The Additional Pay Policy as well as Additional Pay Procedure can be found at the following link: [www.unh.edu/hr/cmp.htm](http://www.unh.edu/hr/cmp.htm).

### **PAYMENT OF SALARIED EMPLOYEES WHO ARE INVOLUNTARILY TERMINATING:**

If an exempt (PAT, EE, Faculty) employee is given a written notice of termination of his/her position, the date of termination shall be at the end of the pay period.

By law, as stated in Chapter 275, Protective Legislation, Section 275:43-b, Payment of Salaried Employees: a Salaried employee shall receive full salary for any pay period in which such employee performs any work without regard to the number of days or hours worked.

This includes budgeted positions, grant funded positions, term positions, etc.

Operating Staff may be terminated before the end of a pay period, since they are paid by the hour.

**DEFERRED PAY (Spread Pay):**

Academic Year Faculty and part-time exempt status employees (PAT, EE, AA) whose work period is other than 7/1 to 6/30, may choose to have a portion of their wages held to be paid out during the non-work period following their appointment year. This selection (or change to an existing selection) MUST occur at least two weeks before the employee's pay year begins. Late requests cannot be processed.

Faculty wishing to make an election or change their current selection must complete the USNH Defer Pay Selection/Change Form and return it to Human Resources no later than noon on 8/1/09. The form can be found at the following link: [www.finadmin.unh.edu/controller/pr\\_forms.html](http://www.finadmin.unh.edu/controller/pr_forms.html), or forms may be requested from Human Resources by phoning 862-0501. Questions may be directed to Joyce Cleary at 862-0513.

**MINIMUM USAGE:**

Earned Time and annual leave minimum usage requirements must be met by June 30, 2009. Otherwise, required unused time may not carry forward into July, 2009. Information on Earned Time and leave programs for exempt staff are available on the HR web site at: [www.unh.edu/hr](http://www.unh.edu/hr).

[www.unh.edu/hr/et-acc.htm](http://www.unh.edu/hr/et-acc.htm) for Operating Staff employees in the Earned Time program

[www.unh.edu/hr/al.htm](http://www.unh.edu/hr/al.htm) for Exempt employees (PAT, EE, AA, PA) and fiscal year Faculty

**COMPENSATORY TIME:**

Compensatory time must be used or paid out prior to June 30, 2009. Compensatory time may not be carried from one fiscal year to another. A reminder that Operating Staff working more than 8 hours in any one day are to receive overtime pay, unless compensatory time is taken. Overtime payment/Compensatory time will be earned at straight time for overtime worked up to 8 hours in any one day and at 1.5 hours for each hour of overtime worked either in excess of eight hours a day (unless waived) or 40 hours a week.

[UNH V.F.7.6.1.3.1](#) Overtime Pay

[UNH V.F.7.6.1.3.1.2.3](#) Waiver of Overtime Pay

[UNH V.F.7.6.1.3.2.5](#) Compensatory Time Payment

**DEPENDENT MEDICAL/DENTAL COVERAGE:**

The graduation of a dependent child could affect eligibility for dependent medical/dental coverage. Children who are full time students may be covered as dependents from age 19 until age 25. Dependents who no longer qualify for medical/dental coverage based on loss of full time student status upon graduation must be removed from coverage within 30 days of graduation via the online benefits system. Employees must sign in to [www.MyUSNHBenefits.net](http://www.MyUSNHBenefits.net) click on Initiate Life Event, Loss of Dependent Student Status and follow the procedure to end dependent's coverage.

**COVERAGE FOR DEPENDENTS NOT ACTIVELY ATTENDING SCHOOL:**

For continued coverage in the Harvard Pilgrim Medical Plan for dependents under age 26 who no longer qualify for medical coverage based on loss of full time student status or loss of other coverage. A dependent must meet all of the following criteria:

1. Less than 26 years of age
2. Unmarried

3. Employee and dependent must be resident of NH, or enrolled at a public or private institution of higher education

4. Not offered coverage as a named subscriber under any other group or individual health plan or entitled to benefits under certain government programs.

**Note: Employees may be subject to taxation for dependents who no longer meet the IRS definition of a dependent.**

Employees must sign in to [www.MyUSNHBenefits.net](http://www.MyUSNHBenefits.net) click on Initiate Life Event, Change or Loss of Dependent Coverage and follow the procedure to begin dependent's coverage within 30 days of the event.

**DEPENDENT TUITION BENEFIT:**

Children are considered dependent, if at the time of enrollment, they are unmarried, have not reached age 24, and otherwise meet the legal definition of "dependent" as defined by the Internal Revenue Service.

**SUMMER SESSION TUITION BENEFIT:**

All Summer Session courses count toward the tuition benefit for the 2009-2010 fiscal year, regardless of when the course begins. Tuition waiver forms are available from Registrars Office, Business Services or by contacting Human Resources at 2-0501.

**YOUTH EMPLOYMENT:**

Below is the process for hiring youth at UNH. Youth Employment Certificates are obtained from the youth's school system. For complete information, visit the State of New Hampshire web site at: [www.labor.state.nh.us/](http://www.labor.state.nh.us/).

- No one under the age of 14 may be hired under any circumstances.

**PROCESS** for hiring youth at UNH:

- Hiring supervisor completes the "[Youth Employment Request Form](#)". UNH Human Resources approval is required before a department hires youth under the age of 16
- Youths 14 and 15 years old must provide "[State of New Hampshire Employer's Request for Child Labor form](#)" signed by the employer and taken to school department.
- Youths 16 and 17 years old must provide the "[State of New Hampshire Proof of Permission for the Employment of a Youth age 16 or 17 form](#)" permitting employment. *Exception:* A youth age 16 or 17 who has graduated from high school or obtained a general equivalency diploma (GED) does not need permission from a parent or legal guardian.

If there are questions on the above information, please call Human Resources at 862-0501.

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2 Leavitt Lane  
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(603) 862-0501  
(603) 862-3227 V/TTY  
(603) 862-0517 Fax  
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