

Morgan Informant

Office of Human Resources, Vol. 1, No. 5

March, 2008

Inclement Weather Procedures

In the event of severe inclement weather, the University community will be informed through the University switchboard, the University Home Web Page, the University radio station, WEAA (88.9-FM), and the local TV and radio stations. The University switchboard is unable to provide recorded messages until repaired. **Announcements that refer to Maryland State Employees, DO NOT apply to Morgan State University Employees.**

The University's main telephone number (**443-885-3333**) is the official and most authentic medium. This should be your primary source of information. The University's Home Web Page (www.morgan.edu) is your second official medium and will provide a link to access the necessary information.

The University's radio station WEAA (88.9-FM) will also broadcast appropriate information, but the radio station is not to be considered an official source.

The local television and radio stations, to include WTOP(1500-AM), which serves the Washington DC metropolitan area, are provided the appropriate information by the University for broadcasting. While their information is usually reliable, you are advised to always consult the official sources.

When the University is opening on-time (even if other area universities may be closed or may be opening late), the local television and radio stations do not usually broadcast such announcements. This information will be made available via the

University's main line and/or on the University's Home Web Page. WEAA (88.9-FM) may also broadcast this information.

In consideration of difficulties that some employees may encounter in getting to the University, even if it is opened for service, employees may be given the option of using Liberal Leave. Liberal Leave means that you may elect to utilize accumulated annual, personal or compensatory leave for that particular day or event. If you should elect to use Liberal Leave, you must officially inform your supervisor before your scheduled starting time.

The University will endeavor to make such information available to the media by 5:00 a.m. or as soon as possible after a decision is made. A separate announcement will be made for each day or event as may be appropriate. Announcements affecting evening classes will be made as early as possible in order to minimize inconvenience.

Essential Employees are required to report for work during official closings and are, therefore, not normally entitled to utilization of the Liberal Leave option. However, there may be occasions when an Essential Employee may not be required to report to work. Such decisions will be made at the departmental level and communicated appropriately to the employee by the Director of the affected department. Employees who are uncertain of their status should consult their supervisors.

Remember, announcements, which refer to Maryland State Employees, DO NOT apply to Morgan State University Employees. Questions regarding these procedures should be directed to the Office of Human Resources at 443-885-3195.

Shuttle Bus Service

When the University is closed due to inclement weather, the University will endeavor to provide limited shuttle bus service from 9:30 a.m. to 7:30 p.m. depending on the severity of the weather conditions. Resources will be concentrated on providing transportation between the resident halls and the Rawlings Dining Hall, to facilitate the meal schedule, and to other essential locations on campus as may be determined and announced.

Shuttle Bus Drivers are **Essential** Employees and must report to work as scheduled, unless otherwise informed by the Shuttle Bus Service Coordinator.



Dependent Child Age Expansion

Maryland and across the country, young adults are twice as likely to be uninsured, compared to the population as a whole. According to the Maryland Health Care Commission, as many as 240,000 Marylanders between the ages of 19 and 29 lacked health coverage in 2005-2006 year.

In May 2007, Governor O'Malley signed into law House Bill 1057. Therefore, unmarried dependent children of a State employee or retiree, who are also the employee/retiree's tax dependent, will be able to be covered on the employee's or retiree's benefits coverage through the end of the month in which they reach age 25. This change is effective July 1, 2008.

Effective July 1, 2008, full-time student status and disability status will no longer be needed to cover unmarried dependent children who are tax dependents until age 25. Disabled unmarried dependent children will be allowed to continue on the coverage beyond the month in which the child turns age 25, if the child is certified as permanently disabled.

Until July 1, 2008, an unmarried dependent child can remain on your coverage through the end of the year in which they turn age 19. Beyond the end of the year in which they turn age 19, they can remain on your coverage if they are certified as a full-time student or certified as disabled, until the end of the year they reach age 23 or loose full-time student status or disability status, whichever occurs first. Currently, disabled children can remain on your coverage beyond age 23, if they continue to be certified as disabled.

If you have an unmarried dependent child who will be eligible after July 1, 2008, but is currently not on your coverage, you will be allowed to enroll your child during the upcoming spring 2008 Open Enrollment for an effective date of July 1. **Please read the Open Enrollment material you will receive in the spring for enrollment instructions and more detailed information regarding eligibility.**

Military Family Leave

On January 28, 2008, President Bush signed into law the National Defense Authorization Act for FY 2008 (NDAA), Public Law 110-181. Section 585 (a) of the NDAA amended the Family and Medical Leave Act (FMLA) to provide eligible employees working for covered employers two important new leave rights related to military service:

- (1) **New Qualifying Reason for Leave.** Eligible employees are entitled to up to 12 weeks of leave because of "any qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to duty status, in support of a

contingency operation. By the terms of the statute, this provision requires the Secretary of Labor to issue regulations defining “any qualifying exigency.” In the interim, employers are encouraged to provide this type of leave to qualifying employees.

- (2) **New Leave Entitlement.** An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. This provision became effective immediately upon enactment. This military caregiver leave is available during “a single 12-month period” during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

Additional information on the amendments and a version of Title I of the FMLA with the statutory language incorporated is available on the FMLA amendments website at:

http://www.dol.gov/esa/whd/fmla/ndaa_fmla.htm



Financial Counseling Provided for Employees

Need help to simplify your finances or consolidation?
Thinking about retirement? Are you prepared?
Want to make smarter investment choices?
You can receive all the answers and guidance to these vital questions and more right here at Morgan State.

Fidelity Investment and **TIAA-CREF** both provide the products and services to help you become an excellent investor into your future.

They will be present on Morgan State University’s Campus to provide 45 minutes to an hour of **FREE** and **CONFIDENTIAL** financial counseling sessions.

Fidelity Investment:

Appointment times will be made available.

To schedule an appointment, visit:

www.fidelity.com/atwork/reservations or call

1-800-642-7131 Mon.-Fri., 8:00 a.m.-12:00 a.m.

TIAA-CREF:

Sign up today: To schedule an appointment,

visit: www.tiaa-cref.org/moc

or call Keisha Horton: 1-800-842-2008 ext. 8917.

Date (s)	Time (s)
Wed, March 4, 2008	9:00 a.m.-3:45 p.m.
Wed, April 2, 2008	9:00 a.m.-3:45 p.m.

Sessions will be held in the University Student Center, Room 208.

Make your next step your best step into the right direction. Take advantage of these financial consultations and your future.



Web Time Sheets Effect Health Coverage

**No Time Sheets= NO Pay= No Deductions=
No Health Insurance Coverage!**

Reminder to all employees and approvers: Six months have past since the implementation of web time sheets. Those who consistently complete them are greatly appreciated.

Regular and Contractual employees must be mindful that web time sheets are **always due every other Monday by 12:00 p.m.** unless otherwise specified. Approvers are advised to make sure that each employee within the department completes a web time sheet.

Failure to submit a time sheet by the required deadline **will** result in a **delayed payment** to the employee. **Delayed payments result in zero deductions taken to satisfy health insurance premiums. No health deductions will result in a cancellation of health benefits.**

It is the responsibility of the employee and the approver to submit time sheets via the Web Time Entry System. Approvers are also required to establish a Proxy to approve time sheets in their absence.

Individuals experiencing difficulty with the web time sheet or have discrepancies of reported time should have them rectified before the day the time sheets are due, by contacting the Payroll Office on extension 3026. Assistance can also be found by visiting the Office of Human Resources (OHR) website:

(<http://www.morgan.edu/admin/HumanResrcs>)

Annual Evaluations Due in April

Yes! It is that time again. Annual evaluations are due in April. The evaluation period for both classified and non-classified employees is April 1, 2007- March 31, 2008. Supervisors should submit the completed evaluation with the signature of the employee, rater, director and the appropriate vice president to the Office of Human Resources located in the Carter-Grant-Wilson Building Room 101, no later than April 18, 2008. Classified employees must have a minimum overall evaluation of “meets standard” in order to be eligible for a merit increase in the month of July, if provided.

Questions regarding the completion of the forms should be directed to the Office of Human Resources at (443) 885-3195.

