UNIVERSITY OF DENVER

Human Resources Liaisons Quarterly Meeting

November 4, 2010
10:00am to 11:30am
Sturm College of Law, Room 190

Agenda

1. Meeting opens **10:00am**
2. Director's message – Dick Gartrell
3. Employee Services Updates – Amy King
   - Annual merit process
   - I-9's
   - Confidentiality agreements
   - PeopleAdmin training
4. Benefits Updates
   - Kaiser Premium Holiday – Yong Sin Kim
   - Flexible Spending Account (FSA) change on Jan. 1 – Jane Bucher-McCoy
5. Organizational Effectiveness – Sharon Gabel
   - Annual Legal & Policy Update – Nov 30, Dec 7, Dec 9
   - New series: Effective Supervision with the Manager Tools Trinity Model
   - PEDS: Development Goals
6. Eco Pass Update – Yong Sin Kim
   - *Destination DU*
7. Controller / Payroll Updates – Pat Kavanagh
   - People employed at DU and working out-of-state
8. Open Forum (Q and A)
9. Announcements
10. Meeting close **11:30am**

Thursday, 3 February 2011, 10:00am – 11:30am, location TBD
Thursday, 5 May 2011, 10:00am – 11:30am, location TBD
Thursday, 4 August 2011, 10:00am – 11:30am, location TBD

National Western Stock Show

Groups – Open Offer

Choose from the following –

Your show ticket includes free grounds admission to all exhibits, all day long!

For the Friends of *University of Denver*

Group Discount Pricing for the National Western Stock Show

January 8-23, 2011

1) Mexican Rodeo Extravaganza on Sunday, January 9 @ 2:30pm for $22 ($24 value)
2) Professional Bull Riders on Monday, January 10 @ 7:30pm for $33 or $22 ($35 or $27 value)
3) Gambler's Choice Jumper Stakes on Friday, January 14 @ 7:30pm for $11 ($14 value)
4) National Western's Wild West Show on Saturday, January 15 @ 5:00pm for $13 ($16 value)
5) Martin Luther King, Jr. African-American Heritage Rodeo on Monday, January 17 @ 6:00pm for $14 ($16 value)
6) Super Dogs on Tuesday, January 18 @ 6:30pm for $10 ($12 value)
7) Super Dogs ticket, plus hot dog, bag of chips and small soda, for $14 ($16 value)
8) Pro Rodeo on Tuesday, January 18 @ 7:30pm for $10 ($14 value)
9) Dancing Horses on Wednesday, January 19 @ 7:30pm for $16 ($18 value)
10) Pro Rodeo on Friday, January 21 @ 2:00pm for $9 ($12 value)
11) Pro Rodeo on Saturday, January 22 @ 11:00am for $15 ($17 value)

All *University of Denver* students, faculty, families, friends and invited guests are eligible for discounted prices on reserve seating at the *National Western Stock Show*. The prices offered are unavailable to the general public and tickets purchased through this special offer are free of all service charges, an additional savings of $3.75 per ticket, plus $2.25 per order if reserving without this agreement. (Tickets must be purchased through Group Services. Discounts are not available at the Stock Show Box Office.)

Additional Events Available at Group Rates.
Call 303-295-2979 for details.

Order through January 23rd, 2011
Orders are subject to availability.

Order by Internet: www.NationalWestern.com/tickets/group-tickets.aspx
Online Group Code: NWSSG2B
Order by phone: 303-295-2979

Human Resources

Memo

To: HR Liaisons

From: Human Resources

Date: 12/8/2010

Re: I-9s

In late September, over five-hundred employers across the nation were sent I-9 audit notices from Immigration and Customs Enforcement (ICE). 2010 is sure to be a record-breaking year for I-9 audits completed and fines assessed. If you will recall, at our Liaison meeting in August, we discussed the I-9 completion and/or review process in your areas. Because of the increase in audits from ICE, we would like to 1) remind you of the critical importance of being in compliance with I-9 regulations, 2) follow-up with you to see how this activity is going in your area, 3) see if there is anything we can do to assist you.

Without your help and willingness to assist us in this endeavor, we would not be as successful as we currently are with this process. However, it is still imperative we continue to ensure I-9's are reviewed and double checked for accuracy and completeness. Also, please remember that I-9s must now be hand delivered or sent through intercampus mail in a sealed envelope. Human Resources should receive I-9s within three days of an employee's hire date. We appreciate your diligence in ensuring we are compliant. Please let us know if you have questions and if you would like to discuss any pieces of this process to ensure compliance.

Here are some helpful reminders for I-9 completion:

- Must be completed by employee on (or before) their first working day. It is fraud for the employer to write in section 1 of the I-9.
- No white can be used on an I-9. If a mistake is made, cross out the incorrect information, date and initial the crossed out information and write in the correct information.
- The I-9 submitted to HR must be the original with copies of documentation included.
- Documents cannot be expired.
- Specific documents cannot be requested; it is the employee's choice which documents to use.
- Blue or black ink only.
- Signatures and signature dates must be written in pen and cannot be typed.
- A social security number must be included.
- Use list A OR list B AND C.
- Lines extend through all lists—the first line is always document title, the second is always issuing authority, etc.
- Social security cards cannot have a work restriction, such as "valid for work only with DHS authorization."

As always, if you have any questions please contact Ashley Gross at x13502. Thank you, so much, for your time and attention on this matter.

Planned Benefit Systems
A WageWorks Company

New OTC Rule Fact Sheet
For Health Care Account Participants

Background

In early 2010, the Affordable Care Act was passed as part of the health care reform initiative. Included in the law was a new rule that requires a doctor's prescription for the reimbursement of Over-the-Counter (OTC) drugs and medicines from a health flexible spending or savings account.

What Accounts Are Affected by the New OTC Rule?

The law applies to Health Flexible Spending Accounts (FSAs), Health Reimbursement Arrangements (HRAs), Health Savings Accounts (HSAs) and Archer Medical Savings Accounts (Archer MSAs). FSA and HRA participants will need to submit either a receipt listing an Rx number or the prescription along with a receipt detailing the purchase in order to be reimbursed. HSA and Archer MSA participants will need to keep the prescription along with the receipt for their tax records in order to avoid IRS penalties.

When Does the Change Take Effect?

The law takes effect on January 1, 2011, which means that any OTC drug or medicine purchase made in 2011 will require a doctor's prescription before it can be reimbursed from one of the covered health care accounts.

What about Plans with a Grace Period?

If your employer's plan includes a grace period that extends the reimbursement period into 2011, you will still need to get a doctor's prescription for any OTC drug or medicine purchased in 2011.

What Does the Change Mean for Accountholders?

To put it simply, the new rule adds an extra step in the process. Prior to 2011, eligible purchases could be debited directly from the account with a PBS Benefits Card at a merchant that met IRS-rules for the use of debit cards. And, for purchases at other merchants, all that was required for reimbursement was a valid receipt. Now any accountholder seeking reimbursement will have to first go to a doctor for a prescription, which will then need to be submitted to PBS along with the receipt. It's important to remember that you will still be able to use your account for the same OTC drugs and medicines as before. You will just need a doctor's prescription before you can be reimbursed.

What Exactly Is a Prescription for an OTC Drug or Medicine?

A prescription for an OTC drug or medicine should be exactly the same as one for a drug or medicine that can only be obtained with a doctor's prescription. When you go to the doctor, simply ask him or her to write you a prescription for the item for which you want to be reimbursed. The prescription will need to comply with state prescription laws, but generally, if the prescription is written on a prescription pad, it should be sufficient.

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Can the PBS Benefits Card Be Used to Purchase OTC Drugs and Medicines?

In most instances, no. The PBS Benefits Card is coded so that it can only be used for eligible items at qualified merchants with an IRS-approved inventory system. When the new law takes effect in 2011, OTC drugs and medicines will be removed from the list of items eligible for purchase with the Card. In some instances, you may be able to purchase OTC items at specialized pharmacies that meet IRS exceptions to accept the Card without the inventory system. In those instances, FSA and HRA participants will need to submit either the receipt listing an Rx number or the prescription along with a receipt detailing the purchase for verification and to avoid having the Card suspended.

What Specific OTC Drugs and Medicines Will Require a Prescription and Which Will Not?

As a general rule, any OTC drug or medicine that you take orally or topically will require a prescription. What will not require a prescription are medical devices (such as monitors) and supplies (such as bandages and contact lens solution). Insulin and diabetic supplies are also items that will not require a prescription. For your convenience, we've created a summary list of common items that can and cannot be reimbursed without a doctor's prescription.

FSA Eligible Medical Items That Do NOT Require a Doctor's Prescription	**FSA Eligible Medical Items That NOW Require a Doctor's Prescription**
Bandages and related items (over-the-counter)	Acne treatments
Birth control (over-the-counter)	Allergy & sinus medicine and products
Blood pressure monitors	Antacids
Cholesterol test kits and supplies	Antibiotic ointment
Condoms	Aspirin or other pain relievers
Contact lenses, cleaning solutions, etc.	Asthma medicines or treatments
Crutches, canes, walkers or like equipment (purchase or rental)	Canker & cold sore treatments
Dentures, bridges, etc.	Chest rubs
Diabetic monitors, test kits, strips and supplies	Cold & flu medicines
Eye related equipment/materials	Corn and callus removers
Eyeglasses (over-the-counter)	Cough drops & sore throat lozenges
Fertility monitors (over-the-counter)	Cough syrup
First aid kits (over-the-counter)	Diaper rash ointments and creams
Hearing aids and batteries	Ear drops & wax removal
Incontinence supplies	Gastrointestinal medications
Insulin, testing materials and supplies	Herbal or homeopathic medicines
Magnetic therapy (over-the-counter)	Laxatives
Medical equipment (for treatment of medical condition) & repairs	Lice treatments
Medical supplies (for treatment of a medical condition)	Motion & nausea medicines
Monitors & test kits (over-the-counter)	Over-the-counter products for dental, oral and teething pain
Occlusal guards to prevent teeth grinding	Pain relievers
Orthotics	Propecia (for treatment of a medical condition)
Orthopedic and surgical supports	Retin-A (for non-cosmetic purposes)
Ovulation monitor (over-the-counter)	Sleep aids
Pregnancy tests (over-the-counter)	Sunblock (SPF30 and above)
Reading glasses (over the counter)	Toothache and teething pain relievers
Urological products	Wart removal treatments
Wheelchair and repairs	
Wound care (over-the-counter)	

WW-3833-OTC-FACT-SHEET-PBS (Sep 2010)

Planned Benefit Systems
A WageWorks Company

Memo

To: Deans, Directors and Supervisors

From: Gregg Kvistad, Provost
Craig Woody, Vice Chancellor for Business and Financial Affairs

Date: November 2, 2010

Re: 2010 Annual Legal and Policy Update – November 30, December 7 and 9

It is important that managers and supervisors at the University understand and are able to apply knowledge of workplace legal issues, regulatory compliance requirements, and other policies and procedures. Updating managers on a regular basis about policy changes, legal considerations, and proper management controls helps to ensure a safe campus environment and reduces the University's risk exposure to legal liability. This year, the *Annual Legal and Policy Update* sessions will cover trends and future forecasts in areas of legal and financial risk, effective management controls, safety, employment practices, and data security.

Participation in the *Annual Legal and Policy Update* is required of identified appointed DU employees. Identified individuals must either (1) attend the *2010 Annual Legal and Policy Update* sessions that are scheduled on the dates listed below, or (2) complete the online version of the training (available starting December 16, 2010).

Criteria for this annual requirement include, but are not limited to, employees who:

- Are responsible for planning and delivering programs or events on- or off-campus, or
- Complete annual performance reviews for appointed DU employees

Identified employees will receive an email notifying them of the requirement to complete this annual obligation, and instructions on how to do so.

Sessions are scheduled on the following dates:

Tuesday, 30 November 2010	9:00am – 10:30am	*or*	11:00am – 12:30pm	*or*	1:00pm – 2:30pm
Tuesday, 7 December 2010	9:00am – 10:30am	*or*	11:00am – 12:30pm	*or*	1:00pm – 2:30pm
Thursday, 9 December 2010	9:00am – 10:30am	*or*	11:00am – 12:30pm	*or*	1:00pm – 2:30pm

[*NOTE: 11:00am sessions are designed for chairs and academic program directors*]

Registration is through the Employee Tab on webCentral at http://webcentral.du.edu/ (select *Workplace Law and Policy* from the Training channel). Session capacity is 50; if waitlisted, also register for an open session.

The Chancellor's office supports this annual initiative and views legal, fiduciary, and management control concerns to be a major responsibility of managers at the University. Please contact Sharon Gabel at sharon.gabel@du.edu or x13103 with any questions.

Thank you for your participation.

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DU Human Resources – Organizational Effectiveness

Effective Supervision with the Manager Tools Trinity Model

Purpose: Much of the information on how to manage people is abstract and theoretical. But – it doesn't have to be! There are specific actions that supervisors can take to be more effective. That's what this session is about.

In this session, we will explore how supervisors can become more effective people managers by practicing the Trinity:

1. ***One on Ones*** – Great managers know their people exceptionally well
2. ***Feedback*** **–** Great managers communicate incessantly about performance

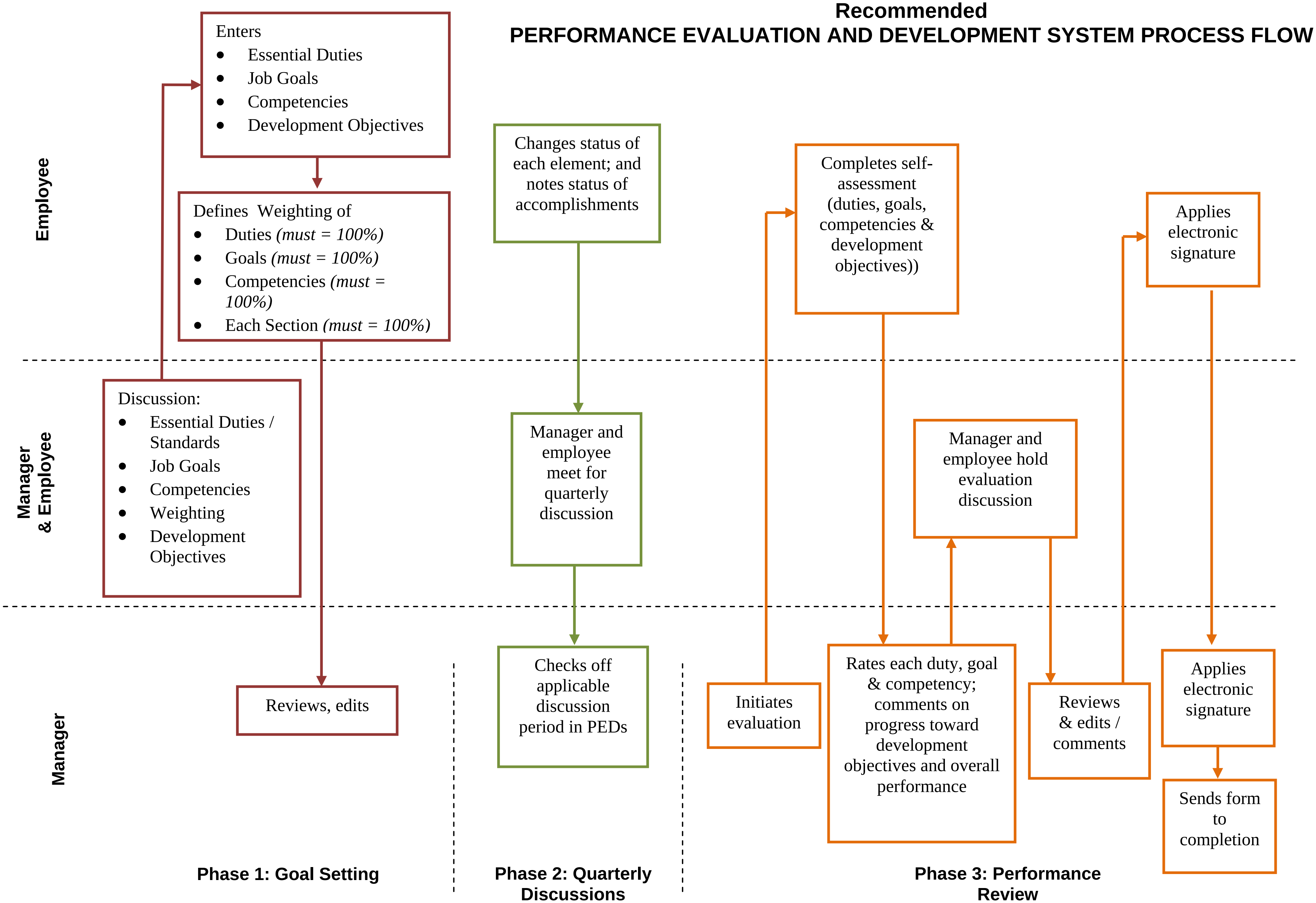
3a. ***Coaching*** **–** Great managers regularly ask for improved performance
3b. ***Delegation*** **–** Great managers grow organizational capability

We will go over each of the items in the Trinity toolkit, discuss how to use the concepts, and give participants opportunity practice applying each tactic. Like most things, we learn how to supervise people through practice, and we get better at it through practice.

Agenda: The times and topics for today's session are fluid and depend on *YOUR* areas of interest and concern. Please ask questions at any time!!

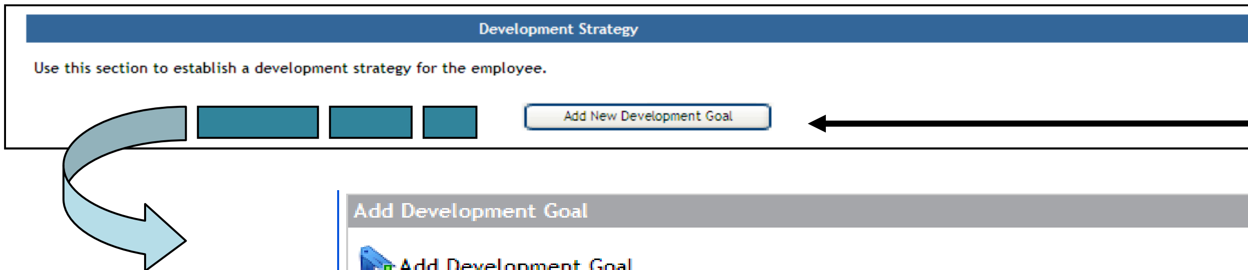
Topic
Welcome & Introductions
The Manager Tools Trinity Model
#1 – One on Ones: Getting to know your people
Exercise: Questions to open One on Ones
#2 – Feedback: Communicating about performance
Exercise: Affirmative feedback
#3a / 3b – Coaching and Delegation
Exercise: Selecting something to Coach OR Delegate
Rolling out the Trinity Model with your team
Conclusion

Recommended
PERFORMANCE EVALUATION AND DEVELOPMENT SYSTEM PROCESS FLOW

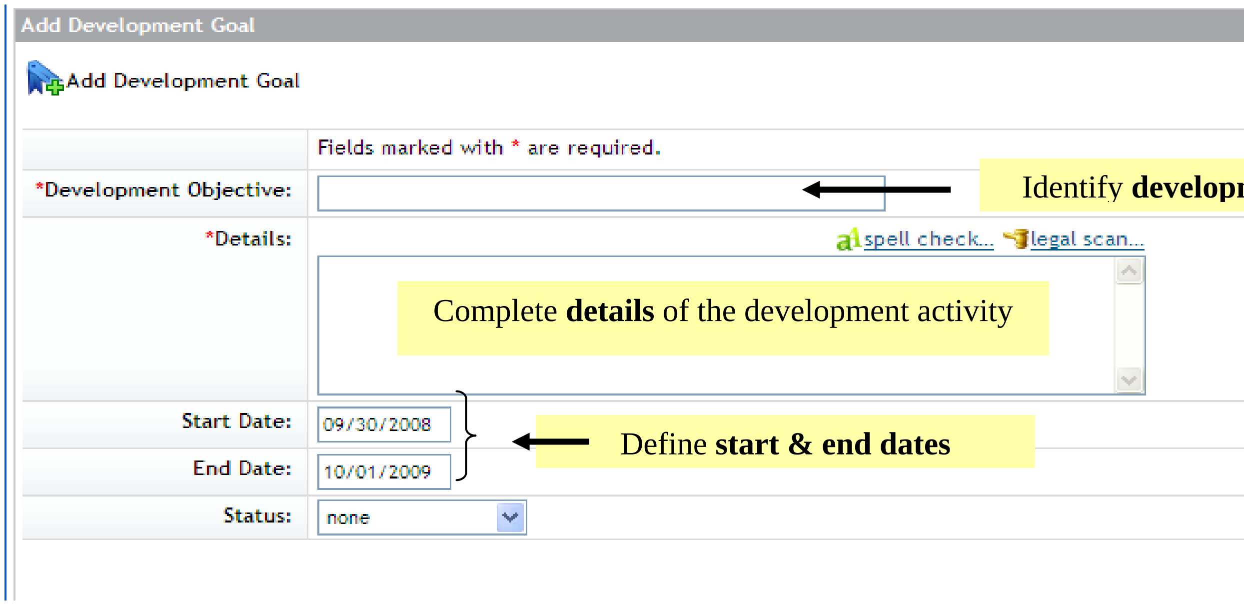


Development Strategy – Add Development Objective

Development objectives may be activities, classes, seminars or any learning experience that will help the employee accomplish the job duties and goals defined earlier.



Under the Development Strategy section, select **"Add New Development Goal".**



Identify **development objective**

Complete **details** of the development activity

Define **start & end dates**

Save & Close the popup