

# UVU Connect



UVU Connect is a publication of Human Resources Department

## BENEFITS

### Open Enrollment

The month of April is Benefits Open Enrollment for all Full-Time Faculty and Staff. During Open Enrollment employees can make coverage changes to dental, medical, vision and dependent life insurance. These changes can be made using the Online Enrollment Form through UVLink (“employee tab”, “employee services menu”, “benefits and deductions”, “open enrollment”). Also, if you would like a Flexible

Spending Account (FSA), you must re-enroll each year. The FSA enrollment forms are available online [www.uvu.edu/hrs/benefits/healthcare](http://www.uvu.edu/hrs/benefits/healthcare) or in the Benefits Office located in Human Resources BA 110. Watch for Open Enrollment information to be mailed out to your homes and offices the first week of April!

## EMPLOYMENT

### E-Verify Implementation 2009

In order to comply with Executive Order 12989 and Utah State Senate Bill 81 Utah Valley University began using the government E-Verify system starting in January 2009.

“E-Verify (formerly known as the Basic Pilot/Employment Eligibility Verification Program) is an Internet based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) that allows participating employers to electronically verify the employment eligibility of their newly hired employees. E-Verify is free and voluntary and is the best means available for determining employment eligibility of new hires and the validity of their Social Security Numbers.”  
*Information extracted from the E-Verify website: [www.dhs.gov/everify](http://www.dhs.gov/everify).*

**How E-Verify works at UVU:** HR staff submit a new employee’s

information through E-Verify immediately following completion of the form I-9. The information must be submitted within three days of the employee’s first day of work. E-Verify will give an instant response. Most of the time, the response will verify that the employee is eligible to work. In some cases, E-Verify will notify us that more time is required to process the submission. The employee may begin working while their eligibility to work is researched.

If the E-Verify process determines that the employee is not eligible to work, then the employee will have to be terminated.

For questions about how the E-Verify system will affect your department please contact Sean O’Donnell at ext. 8257.

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## COMPENSATION

## Policy #326 - Special Pay for Staff

On February 12, 2009, the UVU Board of Trustees approved policy #326 – Special Pay for Staff. The policy addresses employee compensation for extenuating work hours performed by non-faculty, non-student employees and presents options regarding compensation for these situations. The policy establishes procedures for overtime pay, premium holiday pay and call-in pay.

Employees who are eligible for special pay include nonexempt, full-time, part-time, non-faculty, non-student employees working in positions that are critical to the operation and safety of the institution.

Exempt employees working in positions that are critical to the operation and safety of the institution are eligible for call-in pay, as well as, time off for hours worked on premium holidays. *The appropriate vice president is responsible for determining critical operational duties.* (For additional information please see policy #326)

In order for Banner to recognize the different pay options established by policy #326, new earn codes/descriptions had to be created. The following new earn codes/descriptions will be available on Web Time Entry and PHATIME beginning March 16, 2009 for employees who qualify for special pay.

### New Earn Codes/Descriptions

#### 043– Premium Holiday Pay for Part-Time

- Use for part-time employees only.
- Enter actual hours worked. Banner will automatically calculate the pay.

#### 044 – Premium Holiday Pay for Staff Regular Rate

- Use for full-time nonexempt employees
- Enter actual hours worked. Banner will automatically calculate the pay.

#### 048 – Call-in Pay

- Use for full-time and part-time nonexempt employees.
- Enter at least 4 hours. If employee works more than 4 hours, enter total hours worked for call-in.

Exempt employees will be paid on a lump sum ePAF for call-in hours worked.

Employees will only be eligible for premium holiday pay if their supervisor is requiring the employee to work on a premium holiday, and their area is being designated eligible by their vice president.

Employees who work premium holiday hours without their supervisor's authorization, and vice president's determination, will not be eligible for premium holiday pay.

Supervisors are responsible for reading and understanding policy #326 - Special Pay for Staff, and will be held accountable for special pay approved outside of the policy guidelines.

If you have questions regarding policy #326, please contact Judy Martindale, Compensation Manager, at ext. 8932.

*“Employees who are eligible for special pay include nonexempt, full-time, part-time, non-faculty, non-student employees working in positions that are critical to the operation and safety of the institution.”*

## Welcome to UVU!

We welcome the following new full-time employees who joined the UVU community in October, November, December 2008, and January, February 2009:

**Diego Acosta**, Academic Advisor - Deaf/Hard of Hearing/Accessibility Services  
**Samuel Banford**, Admin Support II - English/Literature  
**James Cox**, Assistant Professor/Building Technology  
**Daniel Damron**, Director - International Center/AVPAA/Undergrad Research  
**Charles Davis**, Manager - Transportation Fire Science/UFRA  
**Shane Draper**, Head Coach Rodeo/Recruitment/VP Student Affairs  
**Ashley Fiorilli**, Administrative Support II- UFRA Support Services/Fire Science/UFRA  
**Nathan Hanamaikai**, Coordinator - Outreach CTE/Career/Technical Education

**Kevin Hansen**, Department IT Director/Aviation  
**Robert Hanson**, Program Director - UVU Foundation/Assoc. VP Development  
**W. Jason Burr**, Specialist - Staff Interpreter/Accessibility Services  
**Joseph Kauwe**, Custodian - Events/MEC/McKay Events Center  
**Melissa Larson**, Admin Support II - Youth Theatre/Theatre Arts  
**Kit Lindsay**, Custodian - Wasatch Campus/Custodial  
**Patricia Mike**, Budget Technician/Career/Technical Education  
**Jeffery Neal**, Program Manager - Fire Science/Fire Science/UFRA

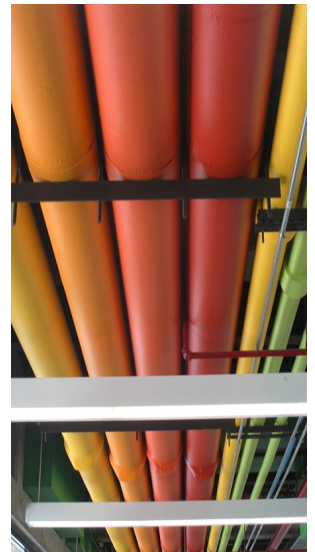
**Bradley Plothow**, Director - Publications/Marketing/AVP Univ Marketing/Comm  
**Susan Priest**, Specialist - Training Emergency Services/Fire Science/UFRA  
**Christie Snyder**, Specialist - Compensation/HR  
**Erin Spurgeon**, Program Manager - Communications/AVP Univ. Marketing/Communication  
**David Ssejinja**, Recruiter - Prospective Student/Prospective Student

The following current UVU employees were promoted, had a change of assignment, or moved to a new full-time position on campus in October, November, December 2008 and January, February 2009:

**Rebecca Ayala**, Admin Support II/Upward Bound/TRIO College Prep  
**M Barlow**, Coordinator - Financial Aid Operations/Financial Aid  
**Cheri Chiddix, Jr**, Accountant/Payroll/Asst. VP Business Office  
**Glen Clark**, Professional Faculty/Secondary Education  
**Thomas Doggett**, Web Developer/IT Administrative Programming  
**Ricky Dumont**, Academic Advisor - Secondary Education/Secondary Education  
**Daniel Fairbanks**, Associate Dean - College of Science/Health/Dean - College of Science/Health  
**Brittney Grace**, Specialist - Medical/Student Health Services

**Steven Jackson**, Manager - Parking Field/Parking/Motor Pool/Fleet  
**Leann Jeppesen**, Admin Support III-Criminal Justice/Criminal Justice  
**Ashley Kaverin Davis**, Custodian/Custodial  
**Rosalinda Kochniuk**, Assistant Professor/Nursing  
**Andrew Loeffler**, Chief Flight Instructor - Commercial/Aviation  
**Linda Makin**, Executive Director -Planning and Budget/Inst Planning and Budgets  
**Debra Marriott**, Coordinator - Registration NCAA Compliance/Admissions/Registration  
**Michael Moon**, Technician - Financial Aid/Financial Aid  
**Celena Patten**, Admin Support III/Multimedia  
**Angela Perkins**, Assistant Director - Financial Aid

**Shane Peterson**, Lead - Technician/Financial Aid  
**Kasha Phillips**, Admin Support II - Trio Pre-College Programs/Talent Search  
**Alexia Powell**, Academic Advisor - School of HASS/Languages  
**Tracy Sermon**, Lecturer/Elementary Education  
**Janeal Shippen**, Specialist - Copy Center Specialist/Printing Services  
**Nathan Skene**, Program Coordinator - Certified Flight Instruction/Aviation  
**Ellen Sweat**, Assistant Director - Budgets/Institutional Planning  
**Brandon Thomas**, Purchasing Manager - Business Office/Asst VP Business Office  
**Karen Watson**, Financial Operations Coordinator/Community Education





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## Did you know?

### Background Checks

Pre-Employment criminal background checks started for all new faculty and staff hires in February 2009. Learn how the process works and how you can prepare at <http://www.uvu.edu/hrs/employment/managers.html>. You can view the new criminal backgrounds checks policy (#333) on the Policy Manual website.

For more information about criminal background checks policy and procedures contact Sean O'Donnell at ext. 8257.

### Utah Educational Savings Plan

We save for vacations, special purchases, and retirement but how many of us save for our children's education. UVU employees have access to great tuition waiver benefits, but tuition is only a fraction of the cost of a higher education. Have you thought about how you will pay for books, supplies, fees, and room and board?

In addition to the tuition waiver, UVU provides payroll deduction access to the Utah Educational Savings Plan (UESP). The UESP 529 plan allows you to put money aside for your children's higher educational expenses not covered by the tuition waiver. Your USEP after tax contributions grow federal and state tax free, and Utah taxpayers get a state tax credit.

To set-up UESP accounts for your children and start payroll contributions, [check out the Benefits tab on the UVU Human Resources web page.](#)

## REMEMBER WHEN



**Commencement Outside?** Back in the day, commencement could take place outside on the plaza by the courtyard. Today, the McKay Events Center hosts commencement annually. On May 1, 2009 over 1400 students will walk in UVU's commencement.

**We're on the Web!**  
[UVU.edu/hrs](http://UVU.edu/hrs)