



News You Can Use

2009 Benefits Annual Open Enrollment Monday, October 13 through Friday, October 31

Prior to the Benefits Annual Open Enrollment period, please take a few minutes to review the 2009 Benefits Guide and your current elections to determine what changes, if any, you will need to make for your 2009 coverage. Remember that any changes or elections made during this time frame will be effective January 1, 2009, through the end of the 2009 calendar year.

Learn more about what's new for 2009:

- **Printed material:** Review your 2009 Benefit Guide
- **In person:** Attend one of seven Open Enrollment General Sessions
- **Webcast:** Join a Webcast



What's New for 2009

- Improvements to the Aetna Traditional Dental plan:
 - Preventive dental care (i.e. cleanings, routine x-rays, etc.) will be covered at 100% both In- and Out-of-Network
 - “Deep” cleanings (full mouth debridement) now covered
- Mammograms and Colonoscopies — Plan pays 100% with Core and In-Network providers
- Aetna HealthFund HRA plan — Earn an additional \$250 in incentives when you complete a second preventive care visit
- NEW! Retiree Reimbursement Account (RRA) for Aetna HealthFund HRA members
- Some medical plan co-pays and deductibles are increasing
- Lifetime maximum on all medical plans is increasing from \$1.5 million to \$2 million
- Short-Term Disability — Significant rate decrease for 2009
- Vendor name changes — Fiserve is now UMR, CompBenefits is now Humana and United Behavioral Health is now OptumHealth
- Slight increase in costs for 2009

Learn More – Join a Webcast or Attend a Meeting

Webcast

Call and log on 15 minutes prior to the start of the webcast to ensure that you are able to connect. You will need phone and web access to participate. To access the presentation, please enter the code on the phone and online when prompted.

Monday, October 13, 2008 (Morning)	Monday, October 13, 2008 (Afternoon)
Open Enrollment General Session	Aetna HealthFund HRA & New RRA Session
Starts: 10:00 am EST	Starts: 2:00 pm EST
Website: www.spiderphone.com	Website: www.spiderphone.com
Code 98869403	Code 37258273
Phone: 888-550-5602	Phone: 888-550-5602

If you are unable to attend a webcast visit www.hr.emory.edu/benefits to locate the registration key for playback of either session starting October 15 through October 31, 2008.

General Sessions Schedule

Date	Location	Time
October 13	1599 Clifton Road, Rm 1.432	4:00 pm - 5:00 pm
October 15	Winship Ballroom, DUC	1:00 pm - 2:00 pm
October 17	1599 Clifton Road, Rm 1.432	9:00 am - 10:00 am
October 20	1599 Clifton Road, Rm 1.432	4:00 pm - 5:00 pm
October 22	Harland Cinema, DUC	1:00 pm - 2:00 pm
October 24	1599 Clifton Road, Rm 1.432	9:00 am - 10:00 am
October 29	Harland Cinema, DUC	1:00 pm - 2:00 pm
October 27-31	Annual Enrollment Assistance 1599 Clifton Rd, Finance Trng Rm	9:00 am - 3:00 pm



Health Spotlight - Diabetes

Your ability to **Take Care** of your health has gotten easier! Emory's Human Resources Health Spotlight focuses on the information and tools you need to make the right choices for your overall care.

Visit www.hr.emory.edu/healthspotlight for more information.

Retirement Savings Plan - Fund Elimination and Mapping

Funds identified for elimination in the April/May and May/June **Take Care** newsletters were eliminated from the fund lineup effective October 1, 2008. Future contributions to these eliminated funds were automatically “mapped” (transferred) into funds with similar investment objectives unless you redirected your contributions prior to October 1. (To review the **Take Care** newsletters, go to www.hr.emory.edu/retirement.)



To review fund eliminations and mappings, the Four Ways to Invest and the current list of available funds, go to www.hr.emory.edu/retirement.

Please remember that all remaining account balances in the eliminated funds will be “mapped” either in January 2009 or April 2009 to the corresponding designated fund(s). If you choose to redirect your remaining account balance(s) into the other plan investment options available, contact your retirement plan vendor before January, 2009. No action is required if you did not have money invested in one of the eliminated funds. (See May/June 2008 **Take Care** newsletter for more detail.)

You can redirect future contributions and current balances by contacting your retirement plan vendor. Please contact your vendor(s) prior to redirecting your balances to determine if any fees may apply.

Note: Funds eliminated from the plans will continue to be available to you through the Mutual Fund Brokerage Window; however, they will no longer be monitored by Emory Investment Management.

Vendor	Phone	Web
Fidelity Investments	800-343-0860	www.fidelity.com/atwork
Vanguard	800-523-1188	www.vanguard.com
TIAA-CREF Financial Services	800-842-2888	www.tiaa-cref.org
Emory University	404-727-7613	www.hr.emory.edu



NEWS YOU CAN USE

Sick and Vacation Leave Policy Change

In an effort to make Emory's vacation and sick leave policies more consistent and equitable, Human Resources is instituting a change to the sick and vacation leave policies for exempt and principal employees. Under the old policies, leave is taken in full days only. Effective September 1, 2008, the change to the policies now requires exempt and principal employees to take leave in half day increments.

How It Works:

Vacation and sick leave balances may be charged in full day (8 hour) or half day (4 hour) increments. The vacation and sick leave balance of a full-time exempt or principal employee will be charged if the employee is absent from work for 4 or more hours in a workday. For part-time exempt or principal employees, proportional leave charges would apply based on the number of hours the employee is scheduled to work. For exempt or principal employees who work flexible schedules, Human Resources representatives will work with employees to implement the change to fit the facts of the schedule.

Examples:

- If an exempt or principal employee works for 4 or more hours, then takes the rest of the day off as vacation or sick leave, his or her leave balance will not be charged.
- If an exempt or principal employee works less than 4 hours and takes the rest of the day as vacation or sick leave, his or her leave balance will be charged 4 hours.
- If the exempt or principal employee takes the entire day off as vacation or sick leave, his or her leave balance will be charged 8 hours.

The new leave tracking system being implemented across campus will accommodate this change in the policy, making it easier to manage the use of leave time for exempt and principal employees.

If you have questions or need additional information, please contact Del King at 404-727-7567.

Applications/Nominations for Learning Services Certificate Programs

Beginning on October 13, 2008, Learning Services is pleased to announce the nomination and application process for the Manager Development Program (MDP), Supervisor Development Program (SDP), Administrative Professionals Program (APP) and Mentor Emory Programs. Application details and contact information can be found at www.hr.emory.edu/learningservices.

Timeline:

October 13 - Applications* will be posted on the Learning Services website www.hr.emory.edu/learningservices. (*Applications will be sent out via e-mail to identified management groups)

November 14 - Deadline for submitting the application with all supporting documentation (e.g., current resume, signed sponsor form).

December 12 - All applicants will be notified of their acceptance or non-acceptance into the program.

Please submit completed application packets or direct questions about the nomination/application process to Anadri Chisolm-Noel, Manager of Training, Learning Services, 1599 Clifton Road, Room 1.117, 404-712-8941 or e-mail achisol@emory.edu.



Mentor Emory

Mentor Emory is a program designed to retain talent, promote professional development, and enhance connectivity within the larger Emory community. Based on the professional goals of the mentee, he or she will be paired with a mentor who can offer guidance to support the mentee in reaching the desired goals. The nine-month program includes a kickoff orientation, developmental activities, networking activities and a closing program. To learn more about this program, please attend one of the following information sessions:

Mentee Information Sessions*			Mentor Information Sessions*		
Friday, Oct 17	Rm 5C	1:30-3:00pm	Friday, Oct 17	Rm 1D	8:30-10:30am
Friday, Oct 24	Rm 5C	8:30-10:30am	Friday, Oct 24	Rm 5C	1:30-3:00pm

*All meetings will be held at 1599 Clifton Road. Please submit completed application packets by November 14 to Anadri Chisolm-Noel, Manager of Training, Learning Services, 1599 Clifton Road, Room 1.117, 404-712-8941 or e-mail achisol@emory.edu.

Join The Emory Team For The 2009 ING Georgia Marathon and Half Marathon

All Emory employees and immediate family members can join the EMORY TEAM and register at a discount.

EVENT

ING GEORGIA Marathon
Sunday, March 29th, 2009
Start at Underground Atlanta
7 am Start

REGISTRATION

To join the EMORY TEAM please contact Lindsye Mitchell via e-mail at Lindsye.Mitchell@emoryhealthcare.org.



Emory's Work-Life Resource Center names Associate Director

Based on the recommendations from the Work-Life Task Force, a Work-Life Resource Center (WLRC) has been created at Emory and will reside in HR. After an extensive search, John Kosky (previously the Compensation Manager for Emory University) has been selected as the Associate Director for Work-Life Programs.

Over the next few months, John will begin organizing the work of the WLRC. Work has already begun on forming an Advisory Board whose first charge will be to help the WLRC prioritize the recommendations from the Task Force's report for implementation. In addition, the hiring process for the two other WLRC staff members, the Dependent Care Coordinator and Alternative Work Specialist, is underway.

More information about the WLRC will be made available over the next several months.

Emory Raises Awareness About High Risk Alcohol Use

According to the Community Anti-Drug Coalition of America, 10 percent of the American workforce meets the criteria for alcohol abuse and dependence.

In an effort to sustain a community of care and open dialogue, Emory will commemorate National Collegiate Alcohol Awareness Week (NCAAW) during October 20 - 24. A collaborative initiative between Student Health and Counseling Services (SHCS) and the Faculty Staff Assistance Program (FSAP), NCAAW events will be open to all students, faculty and staff.

Events will include speakers who will touch on topics such as recovering from alcoholism; a lunch and learn for faculty and staff regarding talking to children and adolescents about alcohol; a town hall forum to discuss the Amethyst Initiative, a movement to examine lowering the legal drinking age; and a meet and greet with clinicians and health educators from FSAP and SHCS. The culminating event on October 30 will be a town hall discussion with President James Wagner, Provost Earl Lewis, other leaders from faculty, staff and student organizations, and Dr. Paul Earley, a nationally recognized addictionologist.

For more information about the week's activities, please contact Alyssa Lederer, Health Educator, at 404-712-1447 or at alyssa.lederer@emory.edu.

Help provide FREE tax preparation! Volunteer Income Tax Assistance (VITA)

In cooperation with the IRS and the Atlanta Prosperity Campaign, Emory University will be offering FREE tax help and electronic filing to qualified Emory employees during the upcoming tax season.

In order to offer this service, Emory University needs volunteer income tax preparers to assist qualified Emory employees file their taxes. Training will be provided for Tax Preparers.

To learn more about this opportunity to volunteer in the immediate Emory community, attend one of the following information sessions*:

Friday, October 10	9 am - 10 am	Room 1.432
Monday, October 13	4 pm - 5 pm	Room 1D
Monday, October 20	8 am - 9 am	Room 1D

All sessions will be held at 1599 Clifton Rd., First Floor.

*Registration is not required.

Sponsored by Emory University's Human Resources Division.