

2000

## UNOPA Notes, Volume 39, Issue 5, December 2000

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# UNOPA NOTES

*“Experience Enrichment...Get Involved”*

December 2000

Vol. 39, No. 5

## UNOPA Board

President, **Edie Schleiger**

President-elect, **Pat Hust**

Treasurer, **JoAnn Barry**

Recording Secretary, **Chris Cary**

Corresponding Secretary, **Carol Bom**

Immediate Past President, **Diane Wasser**

Awards Director, **Sandy Watmore**

Employee Concerns Director, **Cheryl Ross**

Employee Concerns Co-Director, **Barb L'Heureux**

Hospitality Director, **Mari Greer**

Membership Director, **Judy Anderson**

Nominating Director, **Diane Sullivan**

Professional Growth, **Barbara Homer**

UNOPA Notes, **LaRita Lang**

Ways & Means, **Jeanette Fisher**

Education is the birthright of every person. We as members of the University of Nebraska Office Personnel Association pledge ourselves to safeguard that right. We acknowledge the unique role of educational office personnel and the importance of their contributions to the university and the community.



## President's Message

*By: Edie Schleiger*

Happy New Year!!!

Welcome back! I hope you all had an enjoyable and/or productive holiday break. Now its time to again get settled into our daily work routine. I hope that process will be as easy as possible for everyone.

I was glad to see so many of you (and your guests) at the December Holiday meeting at the Holiday Inn Downtown. The majority of those in attendance found the Lincoln High Jazz Choir to be very entertaining. It also appears that the “star” program was a success thanks to everyone who participated. This truly is the time for giving.

As the New Year begins, we tend to slow down and take a deep breath while experiencing a feeling of relief that the holiday rush is over. However, this is the time we need to begin thinking about our future. Before you know it, it will be time to elect new officers to continue leading us into the Twenty-first century. If any of you have interest in volunteering your service toward the completion of this goal, please contact either Diane Sullivan, Nominating Director at 472-2219 or myself at 472-9531.

Our next meeting, January 9, 2001, will be the Joint UNOPA/UAAD meeting at the East Campus Union. Our speaker, former volleyball coach Terry Pettit, will speak on Team Goal Setting. I'm sure that many of us will find that information useful in all areas of our lives. Hope to see you there.

The following verse reflects some of my thoughts for the New Year and hopefully there is some part of it that applies to each one of you.

*Beginning today I will open my mind and my heart. I will welcome new experiences. I will meet new people. I will not expect perfection from myself nor anyone else: perfection does not exist in an imperfect world. But I will applaud the attempt to overcome human foibles. (Cont on pg 2)*

*(message cont) Beginning today I will learn something new; I will try something different; I will savor all the various flavors life has to offer. I will change what I can and the rest I will let go. I will strive to become the best me I can possibly be. (Penny Jacqueline White)*

I'm sure you will receive this in January, so I'd like to take this opportunity to wish every one of you a wonderful 2001.

\*\*\*\*\*

**Minutes  
UNOPA General Meeting  
UNOPA General Meeting  
December 12, 2000**

**Call to Order**

President Edie Schleiger called the Tuesday, December 12, 2000, meeting to order at 12:00 Noon, in the Holiday Inn Downtown Ballroom.

Edie welcomed guests and new members, and introduced the head table.

**Minutes**

Minutes of the last meeting were approved as revised.

**Treasurer's Report**

JoAnn Barry reported the beginning checkbook balance in November was \$1320.32. Income totaled \$745.41 and expenses totaled \$89.88, leaving a final balance of \$1975.85. The savings balance is \$3397.53, with a maturity date of January 4, 2001.

**Communications & Announcements**

Edie thanked Diane Wasser, Pat Hust, and Carol Bom for representing UNOPA on the soft benefits committee, and thanked Barb Homer and the Professional Growth Committee for organizing the Real Colors workshop.

The next UNOPA Notes deadline is this Friday, December 15.

**Committee Reports**

For the Program Committee, Tricia Liedle thanked all the donors for the giving tree donations. Donations can still be made at her office, 103 NRH, or at KLIN's offices at 44<sup>th</sup> & O St. Tricia also mentioned that the decorated candy treats at the tables were made by Sharon Sykes of Ceresco.

Diane Wasser reported the Foundation Committee's application deadline for educational stipends is January 15<sup>th</sup>.

Sandy Lineberry reported from the Employee Concerns/Parking Advisory Committee the Temple Building parking lot will close in May, to make way for a new business center.

**Old Business**

None

**New Business**

Drawing & Raffle: \$47.00 was collected in the 50/50 Drawing; Doreen Wagenaar won \$23.50. Barb Anderson won an angel necklace, and three handmade ornaments were given as door prizes.

**Program**

Emily Burkholder, UNL's sales representative at Holiday Inn, and Arlene Buresh, Director of sales, introduced themselves and asked for our business when arranging conferences and guest accommodations.

The Lincoln High School Jazz Choir entertained the group with a lively program of jazz standards and holiday tunes.

**Next Meeting**

The next meeting will be January 9, 2001, at the East Campus union.

**Adjournment**

President Schleiger adjourned the meeting at 12:45 p.m.

Christine Cary, Recording Secretary

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**Join the State and National Organizations!**

**Are you interested in joining the Nebraska Educational Office Professional Association (NEOPA) or the National Association of Educational Office Professionals (NAEOP)? If so, contact Carol Bom, 472-9131 for the NEOPA membership form and check out this web site <[www.naeop.org](http://www.naeop.org)> for the NAEOP membership form!!**

## **HR Notes.....**

By: Suzanne Drew, Director-Employee Relations

### **Family and Medical Leave**

Family and Medical Leave (FML) provides eligible employees with up to 12 weeks/year away from work: (1) to address a serious health concern of their own or of their spouse, child, or parent; (2) to address parental concerns associated with the birth of a child or the placement of a child into their home through adoption or foster care; or (3) in association with the death of an immediate family.

Although FML is unpaid, employees may also use accrued sick and vacation leave, as appropriate, to maintain their income. FML can be taken as needed: for example, it can be taken on an uninterrupted basis for up to 12-weeks or on an intermittent basis with a few hours taken here and there over an entire year. Medical certification may be required to determine one's eligibility for FML and when authorizing one's absence from the work site.

Employees on FML may continue to participate in the University's insured benefits program and to receive employer contributions; however, individuals are still responsible for paying their own portions of their insurance premiums. Employees who are not able to cover their portion of insurance premiums through payroll deduction should contact the Benefits Office at 472-2600.

To be eligible for FML, (1) employees must hold regular appointments of .50 FTE or greater and have been with the University in such a capacity for at least six months or (2) have worked for the University in any capacity (including temporary or graduate student) for at least 1,250 hours during the twelve months preceding the start of the requested leave.

Also of note, if a husband and wife both work for UNL and both are eligible for FML, they are each eligible for 12/weeks/year as defined above.

Copies of the FML Request Form, the Physician's Certification Form, and a more complete explanation of this policy can be found on-line at [www.unl.edu/unlhr/hrhomepage.html](http://www.unl.edu/unlhr/hrhomepage.html). Questions? Call Human Resources at 472-3101.

### **Tuition Remission: A new semester is just around the corner...**

If you want to take a University course – for professional development or just for fun -- you may be eligible to take classes for as little as \$1.00 per credit hour – a savings of up to \$120 per credit hour!

To be eligible, employees must hold a full-time regular position for at least the first 30 days of the semester and be in pay status on the first day of the semester. Retired employees may also take advantage of this program.

Specifically, the program pays for all but one-dollar of resident tuition for up to 15 credit hours in a twelve-month period. In addition to the remaining \$1/credit hour tuition charge, program participants are responsible for certain fees such as a one-time application fee of \$25 for undergraduate classes or \$35 for graduate, a \$15 registration fee each semester, and a technology fee of \$5 per credit hour.

Employees using tuition remission for graduate classes must be able to show that the courses taken are job-related or the dollar value of the tuition remission will be treated as taxable income.

Courses can be taken at UNL, UNO, UNMC or UNK and must be taken for college credit although employees may choose to audit a class rather than take it for a letter grade. Program participants use the same registration procedures as other students and are subject to all institutional enrollment policies.

Employees are asked to try to schedule classes so they do not interfere with normal work schedules. When that is not possible, employees may work with their department to see if it is possible instead to rearrange their work hours. Time away from work that is not made up is charged to vacation time.

Copies of the Tuition Remission Application Form and more detailed information about this program can be found on-line at [www.unl.edu/unlhr/hrhomepage.html](http://www.unl.edu/unlhr/hrhomepage.html). Questions? Call Human Resources at 472-3101.

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