

# MANAGEMENT



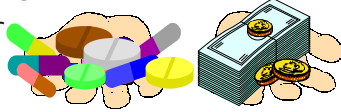
# LABOR

N E W S L E T T E R

Facilities Management Department, Duke University

December 2003

## Reimbursement for over-the-counter medication



Due to recent guidelines issued by the Internal Revenue Service, participants in Duke's Health Care Reimbursement Accounts will be able to use pretax dollars for certain over-the-counter medications effective January 1, 2004.

These guidelines help address the increasing number of medications such as antacids, allergy medicine, and pain relievers that once required a prescription but are now available over-the-counter. While these over-the-counter drugs are less expensive than the prescription equivalents, the cost is typically more than the co-pay for prescription drugs under most employer health plans.

Employees who elected to participate in the Health Care Reimbursement Account for 2004 will have the opportunity to take advantage of pretax savings through reimbursement for certain over-the-counter medications. A letter and a list of all over-the-counter medications that are covered will be sent to participants in December.

Expenses that may be reimbursed depend upon whether the drug or medicine treats a specific medical condition or is used mostly for a person's good health. Most over-the-counter drugs are eligible, but items used primarily for a person's hygiene or general expenses, as well as expenses that may be eligible for reimbursement if you provide additional documentation. This list will be posted on the Duke HR web site at [www.hr.duke.edu/benefits/reimbursements](http://www.hr.duke.edu/benefits/reimbursements). Please note that this IRS ruling is new and the list of eligible expenses could change in the future.

Unfortunately, the IRS ruling does not allow employees who did not sign up to do so unless they have a qualifying event (birth, marriage, etc). However, employees who did sign up will be allowed to increase their contribution if they **return the form mailed to their home by no later than December 16th.**



## Departments to stop using Social Security Numbers

Departments have been instructed to phase out non-essential uses of social security numbers. Like many other institutions, Duke uses SSNs for purposes it is not intended, such as unique identifier or an identity verifier. This widespread practice increases the risk of potential identity theft; therefore, storage and retrieval of SSNs is to be strictly limited at Duke.

Instead of using SSNs as identifiers or authenticators, the Duke Unique ID and Net ID are suggested as alternates. Departments are expected to migrate all systems that use SSNs in a manner inconsistent with this policy to another identifier by June 30, 2004. Systems using SSNs to verify identity must also be converted to another authentication method. Departments will discontinue collecting SSNs except where there is a legitimate or legally mandated requirement, for example, financial aid, payroll, and tax reporting.



## FMD Christmas Luncheon Bus Service

The FMD Christmas Luncheon will be held on December 18, 2003 at the Searle Center. We will be providing bus service to and from the lunch. Employees need to make sure that they are at the bus stops at the designated times. Anyone who is entertaining or participating in the program need to make sure they are on the first bus. Bus pick-up sites will be at Smith Warehouse and West Campus Grounds. The buses will start running at 10:45 and are scheduled to

run every 15 minutes. More information will be provided closer to December 18<sup>th</sup>.

## Professional Development

A revised tuition reimbursement program for professional development for employees will be instituted in fiscal year 2004-2005 in the form of a two-year pilot program that will allow up to \$2,500 a year per staff member at Duke for other accredited institutions.

The current tuition reimbursement program is for Duke employees who take classes at Duke University only, and this necessarily limits participation of Duke staff members. The design of the pilot program is underway. More information will be communicated in 2004.



## Work-Life Balance

Duke has partnered with Child Care Services Associations (CCSA) to provide a donation to fund grants to area child care centers for improving the quality of child care or expanding space for infants and toddlers. In exchange for financial support, Duke faculty, staff and students will receive priority for vacant spaces at these facilities when they become available.

The CCSA has awarded grants to 11 facilities as part of this year's partnership. Those who wish to apply should contact the appropriate child care center directly. If no vacancies are available, individuals will be added to a waiting list and notified when a space becomes available. Duke faculty, staff and students have five days to accept the space before it is offered to the next Duke family on the waiting list.



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For more information regarding the Duke Child Care Partnership, including contact information for the 11 participating child care centers, visit the Duke Human Resources web site at [www.hr.duke.edu/dccp](http://www.hr.duke.edu/dccp).

## Pay for Skills Update

Many of you may be wondering what is going on with the Pay for Skills Program. I would like to take this opportunity to inform you of the current status. To date, Electrical and Steam Plant descriptions have been approved and issued job codes.

## Staff and Labor Relations and

Rewards and Recognition are currently reviewing the following job descriptions: Carpenter, Cabinetmaker, Glazier, Plaster Mason, Painter, Locksmith and Small Engine Repair. A meeting will be held within the next two weeks to go through all job descriptions and make sure they are agreeable to all parties involved.

Main Mechanical and General Maintenance job descriptions are back with their respective shops where they are currently being reviewed and updated.

## Today's Thought

"Learning is not attained by chance. It must be sought for." ~Abigail Adams

"Do all the good you can; by all the means you can; in all the ways you can; in all the places you can; at all the times you can." ~Anonymous

Note: Questions? Please contact Michelle Carter - Jenkins at 660-4251 or [Michelle.Jenkins@duke.edu](mailto:Michelle.Jenkins@duke.edu).