Preventing Harassment in the Workplace

The University of Cincinnati is committed to maintaining a work and learning environment free of all forms of harassment and discrimination, including sexual harassment. To help fulfill that commitment, we have arranged for every employee and student to participate in an interactive training program called “Preventing Harassment in the Workplace and on Campus.”

The program, which was customized for UC, is user friendly, contains numerous illustrations and examples that are relevant to our academic environment, defines terminology, and gives specific, practical advice on recognizing and addressing harassment and discrimination. You can access the program at any time from any computer with internet access. Once you have started the program, you may stop and resume it at any time.

This training course is now available on the Office of Equal Opportunity website at http://www.uc.edu/hr/equal_opportunity/harassment.html On this page you can review UC policies prohibiting harassment and discrimination or go directly to the training program.

Retirement Savings Opportunities

The university offers a supplemental retirement savings plan under Internal Revenue Code (IRC) §403(b) to everyone who receives a UC paycheck. This tax deferred savings opportunity enables faculty, staff, and student employees to use pre-tax payroll deductions to invest for retirement with approved annuity and mutual fund providers. Enrollment is open at all times to all UC employees, using the University’s Salary Reduction Agreement which can be found at http://www.uc.edu/webapps/af/hr/hraspforms/salaryform.asp.

Do You Know Your Limits?

To better prepare for retirement and as part of an overall saving strategy, you may want to consider contributing to the university’s 403(b) or 457 plans. Both plans allow you to defer a portion of your pay on a pre-tax basis. Effective January 1, 2012, the annual deferral limits have increased.

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<tr>
<th></th>
<th>2011</th>
<th>2012</th>
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<tbody>
<tr>
<td>Regular Deferral Limit</td>
<td>$16,500</td>
<td>$17,000</td>
</tr>
<tr>
<td>Age 50+ Catch Up Limit</td>
<td>$5,500</td>
<td>$5,500</td>
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<tr>
<td>457 Catch Up Limit</td>
<td>$33,000</td>
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Information on supplemental savings opportunities and a listing of approved providers can be found online at http://www.uc.edu/hr.

Friendly Reminders

Tuition Remission
Remember to contact HR (556-1381) if you are registering for a class and attempting to use tuition remission after the first day of classes. Tuition remission will not apply automatically to your bill and HR intervention is required in order to avoid late fees.

Please submit your Tuition Remission applications in a timely manner. Applications submitted should be submitted at least 30 days prior to the start of classes to avoid a delay in processing.

Dependents - Adult Children
Is your dependent reaching age 26 in 2012? Be sure to contact the Benefits Department (556-6381) to learn about options for continuing medical coverage under Ohio law.

Pharmacy Benefit
Questions regarding recent changes in the pharmacy benefit for unrepresented employees can be directed to Humana (at the number on your ID card) or RightSource at 800-379-0092.

Questions?
Call HR at 513-556-6381
Impact Solutions - A Resource Designed For You!

Impact Solutions is the university’s EAP (Employee Assistance Plan). Impact is a valuable resource specifically tailored to meet the needs of the faculty and staff at the University of Cincinnati. Impact offers professional, confidential assistance 24/7.

The phone number is 1-800-227-6007. Impact’s website provides free webinars on a wide variety of topics, interactive health and financial planning tools and other resources to help you meet the daily challenges life presents.

Visit http://myimpactsolution.com (login bearcats).

Welcome

We are pleased to provide you with this edition of HR Pulse. HR Pulse is produced quarterly and is dedicated to providing you with timely, important Human Resources information. Remember to check our website at www.uc.edu/hr.

LIKE us on Facebook to get additional updates and information. Just go to: https://www.facebook.com/uchronestop and click the LIKE button.

We welcome your suggestions and comments. Please email suggestions or comments to Human Resources at HROonestop@uc.edu.