

**University of Nevada, Reno Network Meeting**  
**Joe Crowley Student Union Ballroom A (4<sup>th</sup> Floor)**  
**February 4, 2009**  
**9:00 a.m. - 10:30 a.m.**

**MINUTES**

**1. Introduction:**

There were no new introductions.

**2. Professional Development & Training Updates, Carole Anderson, PD&T**

Carole highlighted the follow classes that are available in November.

Please be sure to attend one of the Long-Term Care Insurance Seminars.

Retirement- (PERS) Ready to Retire.

Payment Net Training.

Remember to sign up and take a free online training course through the Professional Online Development (N-POD) system. N-Pod can be located at <http://www.unr.edu/vpaf/hr/development/npod.html>

For information or registration regarding training classes please visit the Professional Development and Training web site at <http://www.unr.edu/vpaf/hr/development/training.html>

**3. BCN's New Website- Janine Nelson, BCN HR**

Janine Nelson announced that the BCN HR has launched the new web site. This site includes information for BCN Human Resources, Purchasing, Benefits, Payroll, and Risk Management. All of the BCN areas provide services to the 6 northern campuses in the Nevada System of Higher Education. Please take time to review the new web site and provide them with comments and questions you may have about the site.

<http://www.bcn-nshe.org/>

**4. "Long Term Care" Product - Sherry Olson, BCN HR- Benefits**

Sherry Olson announced that there is a new "Long Term Care" Product now available through the Benefits Department. There will be Seminars in February that employees should plan to attend to receive all the information on the new product

and have their question answered. Also the Governor is allowing 2 hours of administrative leave to any employee who would like to attend one of the Seminars.

Please see the attached flyer at the end of these meeting minutes for more information and also please post a flyer in your office for all employees. For more information please email Sherry Olson at [sherry@unr.edu](mailto:sherry@unr.edu).

**5. HR Reminders- Donnie Andrews, Human Resources**

Donnie made the following four announcements.

First – Cutoff is tomorrow, Thursday February 5 and next month on Thursday, March 5.

Second – HR began sending requests for corrected I-9s early in December. We have not yet received a large number of them. Please get these into us as soon as possible.

Third – Dates are still available for Web HRMS training. If everyone shows up next week is full however I have openings for the March 9, 10 & 12 training and the March 25, 26 & 30 training. Please contact me directly to reserve a space.

Fourth – HR apologizes for the I-9 SNAFU that occurred the beginning of this week.

For more information contact the Human Resource department at 784-6082 or visit <http://www.unr.edu/vpaf/hr/index.html>

**6. Update ADA Regulations – John Burnett, Affirmative Action/EEO**

John announced that there have been some changes made to the ADA Regulations. Please see the ADA Regulations handout at the end of these notes for the information John talked about at this meeting.

For more information you can find the department web site at <http://www.unr.edu/eoaa/>

**7. Administrative Manual Updates- Alissa Mortensen, Office of the Provost**

Alissa handed out the following two updates to the Administrative Manual.

**Note:** Colleges, departments, organizations, units, etc. do not need to follow the same procedure as in the Charitable Lotteries or Raffles policy (UAM Section 1,074). But if a person pays more for a silent auction item than it is worth they will need to contact the Development Office as it is considered a “gift”.

Revised: January 2009

The University must comply with state laws regarding charitable lotteries or raffles (NRS 462 and 463). The law requires that the State of Nevada Gaming Control Board approve each raffle or lottery held by any department or student group of the university prior to any such activity. A lottery or raffle is defined as an event where participants give consideration (purchase a ticket) for a chance to win a prize.

Each department or group that is interested in conducting a raffle must go online to [http://gaming.nv.gov/agency\\_forms.htm#enforc](http://gaming.nv.gov/agency_forms.htm#enforc) to obtain and complete a Charitable Lotteries Application for Approval. The application must be submitted at least 60 days prior to the commencement of any lottery activity, including advertising and/or ticket sales. A \$25 fee payable to the State of Nevada Gaming Control Board must be submitted with the application. The department or group must also submit a Request for Payment with the application for the \$25 fee signed by the appropriate supervisor. The fee may not be paid out of state appropriated funds. The completed application and Request for Payment should be sent to the UNR Development Office (Mail Stop 0162) for review. The application, if approved by the Development Office, will then be forwarded to the Controller's Office who will produce the application check and submit the application to the State Gaming Control Board. The university department or organization may not conduct or commence sales for the raffle until authorization is received from the State Gaming Control Board.

The lottery winner is subject to federal income taxes related to the item won if the value of the item won is \$600 or more. The University must withhold federal income tax, at the rate of 25%, from the amount of the prize. The winner must fill out a W-9 form and provide a Tax Payer Identification Number (TIN) prior to receiving the prize.

For the University to meet its tax reporting requirements, each department or group that conducts a lottery must submit a list of all prize winners to the Controller's Office within 30 days of the lottery that reports all prizes awarded with a value of \$250 or more. This report must include the prize winner's name, taxpayer identification number and address, and the prize received and the value of the prize received.

Revised: January 2009

The University of Nevada, Reno is committed to maintaining a university environment free of the abuse of alcohol or other drugs.

The University complies with the Omnibus Anti-drug Abuse Act of 1988 (the “Drug Free Workplace” Act) and the Drug Free Schools and Communities Act of 1989.

Specifics include:

- The unlawful manufacture, distribution, dispensation, possession, or involvement with alcohol and illegal drugs by faculty, staff, or students in the workplace, on university property, or as part of any university activity is prohibited. Per NAC 284.844, an employee must not have a concentration of alcohol that is greater than .01 gram per 100 milliliters of his blood or 210 liters of his breath while on duty.
- A violation of any of the above prohibitions may result in disciplinary action, which may include expulsion or termination as prescribed by NRS 284 and 453 and Titles 2 and 4 of the Nevada System of Higher Education Code.
- Federal law requires that an employee notify the employer of any criminal drug statute conviction or violation occurring in the workplace no later than five days after such conviction. The notification should be directed, in writing to the Office of Human Resources, who will then work with the appropriate university department(s) to ensure that any granting or contracting agencies are notified within 10 days.
- An employee convicted as described in the preceding statement will be required, unless employment is terminated, to participate in the Employee Assistance Program or some other appropriate alcohol/drug abuse assistance or rehabilitation program.

The Employee Assistance Program (EAP) provides help to university employees and their families with an alcohol and/or drug problem. This help is available 24 hours per day by calling (877) 234-5151 or you may contact a representative online at [www.lifeworks.com](http://www.lifeworks.com) (user ID is NSHE and the password is EAP).

This assistance is provided by off-campus agencies and is completely confidential. Administrative leave may be granted for an initial visit to the agency. The staff at EAP are trained to evaluate and refer individuals to the appropriate educational and support groups, or more structured and organized chemical dependency programs.

All of the health insurance plans include coverage for treatment programs. Coverage differs, so employees should contact their health provider to find out what plan specific benefits are offered.

Faculty and staff can refer students to receive help through the University Substance Abuse Program in the Thompson Student Services Building, Room 202, 784-4648. Programs are available for training university personnel in recognition of alcohol and drug abuse behaviors and in referral and intervention strategies.

Operational guidelines for serving alcohol at university-sponsored functions are available by contacting the Student Life Services Office at 784-1471 or online at: <http://www.unr.edu/stsv/slservices/>

**8. TTFS: Networking Exercise: Wimba breakout rooms**

For a networking opportunity Carole Anderson had everyone in the room break up into smaller groups and get to know what department each person is in and that person's major job functions. For those that joined the meeting online Carole placed them in online groups to do the same thing.

**Reminder CUPA-HR-Conference-Marsha Miller, UNR Faculty HR**

Marsha was not at the meeting but wanted to remind everyone about the CUPA-HR Conference in Reno on March 26 or Las Vegas on February 26. For more information please see the flyer at the bottom of these minutes.

There is an updated Nevada Chapter CUPA-HR website located at: <http://chapters.cupahr.org/nv/index.html>

The U.S. Equal Employment Opportunity Commission

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## Notice Concerning The Americans With Disabilities Act (ADA) Amendments Act Of 2008

On September 25, 2008, the President signed the Americans with Disabilities Act Amendments Act of 2008 ("ADA Amendments Act" or "Act"). The Act makes important changes to the definition of the term "disability" by rejecting the holdings in several Supreme Court decisions and portions of EEOC's ADA regulations. The Act retains the ADA's basic definition of "disability" as an impairment that substantially limits one or more major life activities, a record of such an impairment, or being regarded as having such an impairment. However, it changes the way that these statutory terms should be interpreted in several ways. Most significantly, the Act:

- directs EEOC to revise that portion of its regulations defining the term "substantially limits";
- expands the definition of "major life activities" by including two non-exhaustive lists:
  - the first list includes many activities that the EEOC has recognized (e.g., walking) as well as activities that EEOC has not specifically recognized (e.g., reading, bending, and communicating);
  - the second list includes major bodily functions (e.g., "functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions");
- states that mitigating measures other than "ordinary eyeglasses or contact lenses" shall not be considered in assessing whether an individual has a disability;
- clarifies that an impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active;
- provides that an individual subjected to an action prohibited by the ADA (e.g., failure to hire) because of an actual or perceived impairment will meet the "regarded as" definition of disability, unless the impairment is transitory and minor;
- provides that individuals covered only under the "regarded as" prong are not entitled to reasonable accommodation; and
- emphasizes that the definition of "disability" should be interpreted broadly.

EEOC will be evaluating the impact of these changes on its enforcement guidances and other publications addressing the ADA.

Effective Date:

The ADA Amendments Act is effective as of January 1, 2009.

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*This page was last modified on October 6, 2008.*



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# Attention! It's Time....

***Nevada System of Higher Education –NSHE -NORTH***

**Eligible Employee's.... there is a Voluntary  
Enrollment Opportunity to Elect**

**“Guarantee Issue(GI)” No Medical Questionnaire**

## **Long-Term Care**

**Attend a 1X Only Seminar on Your Campus...**

**WNCC/Carson – Mon. Feb. 9 \*10am \*Cedar Bldg- Marlette Rm 100**

**TMCC/Reno – Tues. Feb. 10 \* 10 am \* Sierra Building Room 108  
1pm \* Sierra Building Room 108**

**UNR - Wed. Feb. 11 \*10 am \* Joe Crowley Student Union Ballroom A  
Noon \* Joe Crowley Student Union Ballroom A**

### ***Who is Eligible to Apply?***

All Active Eligible Employee's & Newly Eligible Employee's \* Employee's  
Spouse (may be payroll deducted)\* Employee's or Spouse's Parent's and/or  
Grandparent's\* Employee's Sibling's (minimum age 18)

\* Employee's Children (minimum age 18)

\*underwriting guidelines applies to all but employee during "g.i" offering

### ***What are the Long-Term Care Plan options?***

**Plan Options from the 2001 offering have been EXPANDED  
to provide MORE CHOICES and are still based from 2001 rates!**

***\*Portable Plan... Take it with you if you leave employment\****

***Visit These Websites***

**[www.NVLTCEdu.com](http://www.NVLTCEdu.com)**

**[www.NVLTCEenroll.com](http://www.NVLTCEenroll.com)**

**<http://pebp.state.nv.us/>**

### ***Or Who Do I Call?***

**NSHE – North**

**1-775-813-5309 – Nikki Pecorino**

**Or**

**Unum-1-800-227-4165 (Policy#584040)**