What is the FLSA and what does it have to do with my pay?

The FLSA stands for the Fair Labor Standards Act. The Department of Labor (DOL) enforces the Fair Labor Standards Act (FLSA), which sets basic minimum wage and overtime pay standards. These standards are enforced by the Department's Wage and Hour Division, a program of the Employment Standards Administration.

The FLSA requires that most employees in the United States be paid at least the Federal minimum wage and receive overtime pay at time and one-half their regular rate of pay after 40 hours in a workweek. Certain exemptions apply to specific types of businesses or specific types of work. For example, the FLSA provides an exemption from both minimum wage and overtime pay for employees who are employed in a bona fide executive, administrative, or professional capacity based on very specific criteria. Exempt employees are not eligible for overtime compensation under the FLSA.

This spring, the DOL issued final regulations on the overtime exemptions to the FLSA. These regulations raise the minimum salary requirements in order to qualify as exempt from $155/week to $455/week and streamline the duties test used to determine which positions can be classified as exempt. These rules took effect on August 23rd amid much controversy and confusion among employers.

Like most employers, we have spent the last few months examining these regulations to determine their impact on Colgate. We have a small number of employees who are currently classified as exempt and are earning under the new minimum salary threshold. These employees will either receive a salary increase to comply with the new minimum or their positions will be classified as non-exempt and they will become eligible for overtime compensation. We have also reviewed positions that have been classified as exempt to ensure that they are properly classified under the new regulations.

Very few employees are impacted by these changes - those who are effected have been contacted and these changes have been explained to them. If you have any questions or would like any additional information, please contact Human Resources.
Skill assessment and training software

SAM (Skills Assessment Manager) and TOM (Training Online Manager) are web-based programs that train, test, and evaluate skills in Windows 2000 and XP and Microsoft Office XP (Word, Excel, PowerPoint, Outlook, Access). This software can demonstrate current skills and offer ways to improve performance when using Windows and Microsoft Office products. Internet access is required to use these programs. To obtain a copy of this software, contact Human Resources at 228-7411 or humres@mail.colgate.edu.

Online meeting requests

Meeting requests can be sent through Outlook in order to easily schedule a meeting with a group of people. The meeting request must be accepted or declined by the person who receives the request. If accepted, the meeting is automatically added to the Outlook calendar.

When accepting or declining a meeting request, there are three options: send a standard response, compose/edit a response, or send no response. If no response is sent, the meeting organizer and attendees will not know if the meeting request has been accepted or declined, so a response should always be sent when accepting or declining a meeting request.

Mac OS X users can send and receive meeting requests via Entourage.

Voice mail tips

To get information about the voice mail message you just heard, press 5. It's called "envelope information" and tells you when the call was placed, and by whom.

To avoid having to listen to an entire voice mail message, press 33 to go immediately to the end. You will still have all options for handling the message.

More information about voicemail options can be found at http://computing.colgate.edu/phones.

Holiday Schedule 2004-2005

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Observed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Day</td>
<td>Monday, September 6, 2004</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>Thursday, November 25, 2004</td>
</tr>
<tr>
<td>Day after Thanksgiving</td>
<td>Friday, November 26, 2004</td>
</tr>
<tr>
<td>Day before Christmas</td>
<td>Friday, December 24, 2004</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>Monday, December 27, 2004</td>
</tr>
<tr>
<td>Day before New Year's</td>
<td>Thursday, December 30, 2004</td>
</tr>
<tr>
<td>New Year's Day</td>
<td>Friday, December 31, 2004</td>
</tr>
<tr>
<td>Good Friday (1/2 day)</td>
<td>Friday, March 25, 2005</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Monday, May 30, 2005</td>
</tr>
<tr>
<td>Independence Day</td>
<td>Monday, July 4, 2005</td>
</tr>
</tbody>
</table>

Flu Shot Reminder

Event: Flu Shot Clinic
Date: Tuesday, October 19
Time: 9 a.m.—1 p.m.
Place: Wooster Room, Huntington Gym
For: Colgate faculty, staff, retirees and spouses
Cost: $10. No fee for Medicare recipients - bring card.
Recommendation: Wear a short sleeved shirt/top.

Backyard Adventures
Outdoor Gourmet Cooking—at 4:30-7:00 p.m. September 20
9 Mile Canoe—at 4:30-7:30 p.m. September 21
Kids Day at the Wall—at 1:00-4:00 p.m. September 26
Sea Kayak at Lake Moraine—at 4:30-7:30 September 27
Faculty/Staff Climbing (at the Wall) - at 4:30-7:30 p.m. September 29
Intro to Climbing the Wall—at 4:30-7:00 p.m. September 30
Foliage Hike at Stoney Pond—at Noon-5 p.m. October 9
Location: All events meet at Base Camp (behind the pool) at the time indicated.
For more information: contact Abby Rowe, at x 7972 or arrowe@mailcolgate.edu.
FOR YOUR BENEFIT

A NEW WAY TO SAVE ON YOUR PRESCRIPTIONS

Did you know that 90% of subscribers who start on a generic medication will stay with it—and on average, the cost of generics is one-quarter the cost of the brand name alternative? Employees who start on a generic medication and stay with it can save up to $200/year in out-of-pocket costs.

A generic drug contains the same active ingredients in the same dosage form as a brand name drug. The FDA requires all generic manufacturers to demonstrate that the generic drug will have the same medical effect as its brand-name equivalent by measuring the rate and extent of drug absorption. Brand-name drugs are marketed under a specific trade name by a pharmaceutical manufacturer and, in most cases, are still under patent protection. The costs of researching, developing and marketing a new drug are all factored into the price. Since generic manufacturers spend less on development and promotion, they can afford to sell their product for less money. This value is passed on to you, the consumer.

In an effort to encourage the use of generic equivalents, BC/BS has a new, voluntary program called the First Line Rx Generic Trial program that allows a physician to write a two-week trial prescription for selected generic medication at no cost to you. Under this program, the doctor writes a prescription for a trial quantity (16 tablets). When you fill the prescription at a participating pharmacy, your co-pay is waived and Colgate pays the cost of the trial medication. The cost of all future prescriptions for the medication is the member’s responsibility and will be at the generic co-pay amount (currently $5.00). Some of the common medications that are in the First Line Rx Generic Trial program include anti-depressants, high blood pressure medications and medications used to treat high cholesterol. For more information and other cost saving tips, refer to the BC/BS webpage at https://www.excellusbcbs.com/members/prescription_drugs/.

MVP TO ISSUE EXPLANATIONS OF BENEFITS (EOBs)

MVP recently began to issue EOBs to HMO members as part of their efforts to meet regulatory requirements. In addition, MVP will be contacting certain subscribers to advise them that they may request EOBs for certain claims where the member may not have been notified of their right to appeal MVP’s adjudication of a claim. Please contact MVP directly with any questions about the EOBs or your rights and benefits under the plan at 1-888-687-6277.

WEDDING ANNOUNCEMENTS

Gary Bridge and Amanda Burleigh were married on August 6. The ceremony was held at the First Presbyterian Church in Waterville followed by a reception at Hart’s Hill. Amanda is an office assistant in admissions and Gary is a campus safety officer. His mom, is Ruth Bridge, and aunt, Dianna Lundrigan.

David Loveless and Darcie Leach were married July 31 at the Colgate Memorial Chapel. The Rev. Dr. Coleman Brown (University Chaplain Emeritus) performed the services. A reception followed at the Merrill House. David is an assistant director of career services and Darcie is an assistant director of the annual fund. Jim and RuthAnn Loveless are the parents of the groom and Linda and Jim Leach are parents of the bride.

Doug Chiarello and Kristi Markytan were wed in the Colgate Memorial Chapel on August 7. Doug is a senior assistant dean of admission and Kristi teaches high school English in Cazenovia.

BIRTH ANNOUNCEMENTS

Simon James was born on July 21. He joins his parents, Alicia and Peter Klepeis and sisters, Liliana and Acadia. Peter is an assistant professor of geography.

Jaden Edward (8lbs. 3 oz.) arrived August 11 joining parents James and Tammy Ayers and big brother, Tyler. Tammy is the systems coordinator at the bookstore. Grandparents are Gwen & Steve DeGroat.

Nellie Catherine (8lbs. 11 3/4 oz., 21.5” long) was born August 30 to proud parents Katy and Don Duggan-Haas and big sister, Kiana, age 1, on August 14. Don is an assistant professor of educational studies.

Sean Mikael (7lbs. 3/4 oz., 19” long) arrived on August 18. Proud first time parents are Marty and Shawna Eaves. Shawna is an administrative assistant for the dean of first year students & associate dean of the college. Sean is the grandson of Marion Jantzen.

Arielle Marlowe (8lbs. 10 oz., 21” long) was born August 30 to proud first time parents Liz and Robert Nemes. Robert is an assistant professor of history.

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ASK AN ADMINISTRATOR

Do expenses for massage therapy qualify for reimbursement under my flex plan?

Yes. The Health Care Reimbursement Account allows the plan to reimburse you for your out-of-pocket medical expenses for you and your dependents that are not payable through any other source. Massage therapy is reimbursable if it is medically necessary and prescribed by your doctor. The services must be provided by a licensed massage therapist. For more information, contact Upstate Administrative Services at 1-800-788-8771.

If you are not currently enrolled in the Flex Plan and would like to find out more about this benefit, please contact Human Resources at X7565. All full-time and regular part-time employees will be eligible to enroll during the annual open enrollment period that is coming up in November. Plan participation begins in January.
NEW HIRES

Michael Brumbaugh ’04 is the new residential education coordinator for the COVE initiatives effective July 19. Michael holds a BA in classics. He enjoys travel, scuba diving and conversing in French.

Megan C. Callanan joins the theatre department as assistant technical director effective September 1. She attended the Aquinas Institute and was previously employed as a stage operations staff member at the Glimmerglass Opera House. Megan enjoys Tae Kwon Do.

Rochelle Crouch is the new events coordinator at the bookstore effective September 1. She holds a BS in biology from Utica College. Chelly was previously an interim assistant director of student activities.

James DeVita ’00 is the new residential education coordinator for LGBTQ initiative effective August 16. He has a BA in history and SOAN. James was previously employed by the Hangar Theatre Company where he performed in a regional premiere of the musical CATS and by Big Brothers/Big Sisters of Tompkins County as program manager. He enjoys dance and soccer.

Jeneanne M. Fuess, “Gigi”, has accepted the position of projection facility coordinator/projectionist with ITS effective August 30.

Rabbi Garson Herzfeld has accepted the position of Interim Jewish Chaplain effective August 25.

Hsiao-wen Lo has accepted a position as staff psychologist on August 16. She recently completed a pre-doctoral internship at the University of Michigan. Hsiao-wen enjoys knitting, cooking and hiking.

Stephanie Miner has accepted the position of research associate in psychology effective September 14. Stephanie is the daughter of Nancy Miner, ITS.

Tyrone Russell ’03 is the new residential education coordinator for the Broad Street community effective July 19. He was previously employed in undergraduate studies as a teaching assistant, mentor and tutor.

Cortland H. Schroder, Jr. has joined career services as an assistant director effective August 23. He holds a BS in Business Administration-Finance from Manhattan College. Chip enjoys skiing, swimming, home improvement and family activities. His wife, Jean, is regional development director, in capital support. They have two daughters, Madelyn and Claire.

Kelly Thomas accepted the position as the bookstore’s new bookkeeper effective August 19. She earned an associate’s degree from Becker College in Massachusetts. Kelly, her husband, Eric, and daughter, Makenzie reside in Oriskany Falls.

Miranda Weigler joined the CLSI as the new debate coach on August 16. She received her MA in international relations from the University of St. Andrews, Scotland. She enjoys music, theatre, cooking and reading.

Calvin Williams has accepted a custodial position with B&G effective August 31. Calvin was previously employed by Cazenovia College. He enjoys outdoor life and is a #1 NY Jets fan.

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