

Human Resources Highlights

The Southeastern Human Resources Office Newsletter Comprehensive Human Resources Services

Contents

<ul style="list-style-type: none">• Political Activities Announcement• Benefits News<ul style="list-style-type: none">✓ Annual Enrollment Summary✓ Flexible Spending Accounts✓ Health Insurance Vesting✓ 2012 TRSL Member Statement	<ul style="list-style-type: none">• Training News<ul style="list-style-type: none">✓ Ethics Education Requirement✓ CPTP Courses Available✓ PES Courses Required Supervisors
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Classified Employees Political Activities Announcement

On November 6, 2012 citizens will go to the polls.

Employees in the **classified service** are prohibited from engaging in political activity. Political Activity means an effort to support or oppose the election of a candidate for political office or to support or oppose a particular party in an election. You cannot display political signs in your yard, bumper stickers on your vehicle, or wear a button or pin that could be perceived as supporting a person or party. Also, you cannot “like” a candidate or party on Facebook or follow on Twitter or any other social media.

Employees in the classified service are prohibited from being a candidate for nomination or election to a public office.

Employees in the classified service cannot be a member of any national, state, or local committee of a political party or faction.

Employees in the classified service cannot take active part in the management of the affairs of a political party, faction, candidate, or any political campaign. This means you cannot volunteer in a person or party’s campaign, make calls for a person or party, or go door to door campaigning for a person or party.



BENEFITS

ANNUAL ENROLLMENT SUMMARY - October 1st –31st

You may make changes by attending the Employee Benefits and Wellness Fair on October 17th; otherwise you must come by the Benefits Office to make any changes.

Annual enrollment is from October 1st –31st. Below is a summary of the changes and plan updates. Please visit the Office of Group Benefits website to get the most up to date information:
https://www.groupbenefits.org/portal/page/portal30/SHARED/O/OGBWEB/AE2013_ANNUAL_ENROLLMENT

Health Plans

- Our current rates will be our rates for the 2013 calendar year. Click the link below to view current rates.
<http://www.selu.edu/admin/hr/benefits/insurance/rates/2012b/index.html>
- Employees can choose from 4 standard health plans: 3 self-insured plans – the PPO and HMO health plans and the high-deductible health plan with a health savings account option (HDHP-HSA) – all administered by Blue Cross and Blue Shield of Louisiana, and the medical home HMO plan, fully insured by Vantage Health Plan (only for employees living in regions 5,6,7,8, & 9). **Please make note that the PPO plan will be administered by Blue Cross beginning 1/1/13. If you do not want to make any changes, you do not have to do anything.**
- If you are currently enrolled in the High Deductible Health Plan, your HSA bank will be changing from Optum Bank to Bancorp. You will need to enroll in the new bank, Bancorp, and renew your monthly pledge. If you do not enroll in the new bank and renew your contributions, then you will not be able to participate in the HSA portion of the health plan. You will need to attend the Employee Benefits and Wellness Fair on Oct. 17th or come to the Benefits Office anytime from October 1st – 31st, complete your new bank application, and renew your monthly contribution. Your current balance in Optum Bank can transfer to Bancorp.
- Prescription Drug benefits for the Blue Cross PPO plan, the Blue Cross HMO plan, and the Medical Home HMO plan administered by Vantage will be administered by Catamaran (formerly Catalyst RX). The prescription drug benefit for the High Deductible plan will be administered by Express Scripts.

FLEXIBLE SPENDING ACCOUNTS

Current participants who want to continue participation:

- Premium Conversion option – no action necessary
- Flexible Spending Arrangement options (Medical Reimbursement, Dependent Care) – **must enroll each year**

- Health Savings Account option (HSA) --**must enroll each year**
- Note that the General Purpose FSA maximum for medical reimbursement will be decreasing from \$5,000.00 to \$2,500.00

If you are currently enrolled in the Flexible Benefits Plan, General Purpose FSA or Dependent Care FSA, **you will need to renew your annual pledge**. Failure to re-enroll in the plan during this time will result in you not being able to participate in the Flexible Benefits Plan. Note that the General Purpose FSA maximum will be decreasing from \$5,000.00 to \$2,500.00.

The Flexible Benefits Plan gives active employees a way to take home more money in every paycheck! When you sign up for one of the Flexible Benefits options, your eligible expenses are deducted from your gross salary before taxes. Because when you pay less in taxes, your spendable income increases.

Employees who currently participate in the Premium Conversion option can:

- Make changes to eligible insurance coverage, which changes the premium and the payroll deduction amount
- Add or delete eligible dependents
- Add payroll deductions for eligible insurance coverage
- Cancel any or all insurance payroll deductions; and
- Cancel participation in the Premium Conversion option

Please watch for updates regarding Annual Enrollment. You may also visit the link below for information on the Office of Group Benefits web-site.

[https://www.groupbenefits.org/portal/page/portal30/SHARED/O/OGBWEB/AE2013 ANNUAL ENROLLMENT](https://www.groupbenefits.org/portal/page/portal30/SHARED/O/OGBWEB/AE2013_ANNUAL_ENROLLMENT)

If you have any questions about your benefits or annual enrollment changes, please call the benefits office at ext 2587.

HEALTH INSURANCE VESTING

In 2001 the Louisiana Legislature enacted a law that determines the state's contribution toward your premium for health care coverage as a retired employee. The amount that will be paid by the state toward your health care premium will be based on your participation in an OGB health plan prior to your retirement. If you have been continuously covered in an OGB health plan since January 1, 2002, you are considered vested and the state subsidy will be 75% of the premium amount.

For those beginning participation or rejoining on or after January 1, 2002, the state subsidy of your premium is based on the number of years you have participated in a Group Benefits health plan. This also applies to dependents that begin coverage after July 1, 2002.

Retiree Participation Schedule

Years of Participation	Percentage of State Subsidy
Less than 10 years	19%
10 years or more, but less than 15 years	38%
15 years or more, but less than 20 years	56%
20 years or more	75%

Should you have any questions regarding vesting, please call the Benefits Office at ext. 2587.

YOUR 2012 TRSL MEMBER STATEMENT IS NOW AVAILABLE ONLINE!

Check out important information about your TRSL retirement account by reviewing your 2012 member statement through Member Access. Your annual member statement includes your salary, retirement contributions, and earned service credit, as reported by your employer for the period July 1, 2011 through June 30, 2012.

If you haven't registered for Member Access yet, visit www.trsl.org and click on the Member Access link. Registration is quick and simple.



TRAINING

2012 Ethics Education Requirement

Effective January 1, 2012, LA Revised Statute 42:1170A requires all public employees to take one hour of training on the Code of Governmental Ethics each calendar year. It is the **individual's responsibility** to comply with this mandate. In addition to faculty and staff, the requirement applies to student workers, graduate assistants and university contractors.

Below you will find a link to the training for **Public Servants** which consists of three twenty minute classes presented in video format. You may choose to take all three parts consecutively or bookmark them and complete them later.

On the linked page below, at the words **Register (New User)**, you log in with your email address and **create a NEW Password for this site only**. From there it is self-explanatory. At the conclusion of the video presentation, individuals may print out a certificate of completion. (Note that you only need to complete the three parts identified for public servants.) Please print and send a copy of the certificate to HR, SLU 10799 to have the class added to your training record. Click on the following link to begin the training: <http://eap.ethics.la.gov/EthicsTraining/login.aspx>.

Contact Jan Ortego at Jan.Ortego@selu.edu or at extension 5771 if you have any questions.

Comprehensive Public Training Program Course Availability

The Human Resources Office and the Comprehensive Public Training Program, (CPTP), are offering four classes at no charge to state employees during the Fall 2012 semester. Unless otherwise noted, the programs are from 8:15 a.m. to 3:30 p.m. and will be held in the University Center, Room 139. A description of the programs follows:

October 23 & 24, 2012, *Professionalism & Productivity for Non-Supervisors*

This class is designed to provide participants with the tools and strategies necessary to enhance their professionalism. Elements of professionalism covered include professional behavior, communicating as a professional, managing conflict as a team professional, personal organization and productivity, and personal goal setting. *This class is open to non-supervisors.*

November 15, 2012, *Strategies for Supervisory Success*

This class is designed to help participants develop strategies to effectively assume their supervisory roles within their agencies. Learning objectives include managing transition to a supervisory role, building personal credibility, developing work group commitment, and implementing action planning within the agency. *This class is open to all supervisors.*

December 5, 2012, 8:15 a.m. – 11:30 a.m., *Delegating Effectively*

This 1/2-day class is designed to help participants learn to improve their ability to delegate. There is more to effective delegation than mastering a set of skills and techniques. You must challenge your beliefs and your abilities, as well as those of your staff. In addition, you must demonstrate confidence in your staff's ability to achieve success in the tasks you delegate to them. This class will help you identify tools you can implement in the workplace to ensure you are delegating successfully. *This class is open to all supervisors and managers.*

December 5, 2012, 12:30 p.m. – 3:30 p.m., *Addressing Emotions at Work*

This 1/2-day class is designed to provide participants with strategies to address strong emotions, and when appropriate, the emotions of people with whom you work. Learning objectives include identifying the impact of emotions on productivity; being aware of factors that cause emotions to intensify so they can be managed more effectively; applying techniques to address your own strong emotions so you can focus on getting work done; and responding objectively and constructively to the strong emotions of others. *This class is open to all employees.*

Pre-registration is required for all of the above courses by emailing Jan Ortego at Jan.Ortego@selu.edu or by calling extension 5771.

Performance Evaluation System Courses Required for Supervisors

Effective July 1, 2012 the Performance, Planning and Review System (PPR) for evaluating classified employees was replaced by the Performance Evaluation System (PES).

Current classified and unclassified state supervisors are required to complete the following three PES (Performance Evaluation System) courses, located on the state training website, **by December 31, 2012**: The PES replaces the previously used PPR process.

* CPTP PES Basics (15 – 20 minutes)

- * CPTP PES Planning Process (45 – 60 minutes)
- * CPTP PES Evaluation Process (45 – 60 minutes)

Classified and unclassified supervisors have been enrolled in the above courses and the courses can be accessed by going to the entry page for the State of Louisiana training website called Louisiana Employees Online (yes, also known as LEO) at the following link:

<https://leo.doa.louisiana.gov/irj/portal>

Directions for accessing the training can be found in the following online pamphlet:

http://wwwprd.doa.louisiana.gov/lagov/quickref/My_Training_Non-LaGov_View.pdf

It is suggested that you print out the pamphlet so that you can more easily follow the directions. Please email Jan.Ortego@selu.edu for an **H number** which you will need to access the site and which is unique to you. Our w numbers will not work on the state website.

For any questions or assistance, please contact Jan Ortego at Jan.Ortego@selu.edu or at extension 5771.