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## SEGIP OPEN ENROLLMENT 2009

### SEGIP Open Enrollment is November 5-18, 2008

- Open Enrollment is your opportunity to change your benefits election for 2009.
- If you wish to participate in the pre-tax accounts, you **must** enroll every year, even if you are currently participating.
- You must complete the health assessment and agree to a follow-up call by a health coach to receive the lower office visit copayment in the Advantage Health Plan.
- If you do not want to make changes to your health and optional coverage, you do not have to re-enroll.

### New for 2009!

#### Health Assessment

JourneyWell will be the administrator of the health assessment program. Again, by taking the health assessment and agreeing to a follow-up call by a health coach, your family will receive the lower office visit co pay for services received in 2009.

#### HRA (Health Reimbursement Account)

Employees who are insurance eligible on 1/1/2009 will receive \$250 in the form of an HRA contribution. The HRA dollars can be spent on out-of-pocket medical/dental expenses. Unused HRA funds can roll into the next calendar year.

#### Pre-tax MDEA Debit Card (Benny card)

Employees who elect to participate in the pre-tax Medical Dental Expense Account (MDEA) will receive a debit card (Benny card). Employees who are eligible for the HRA contribution will also receive the Benny card. The card can be used to pay for qualified medical/dental expenses that you purchase from participating retailers, pharmacies, hospitals, and vision providers. Purchasing items directly with the Benny card reduces the need to submit paper reimbursement forms. It also allows faster access to the funds you have set aside. Some expenses will still require additional documentation. You must respond to requests for any additional information or risk having the Benny card de-activated. If you misplace your Benny card, it can be replaced but a fee of \$10 will be charged.





Rose Haugen

Rose Haugen began her career at St Cloud State University as a Personnel Aide Senior specializing in benefits in the Human Resources Department, in early June of '08. She is responsible for the completion of a vast assortment of tasks, including Worker's Compensation administration, Family Medical Leave, benefits administration for classified employees, and retirement meetings and processing for classified employees, in addition to several other duties. Her favorite part of her job is the variety of responsibilities that she has, as well as the people that she works with. Rose has approximately nine years of human resources experience and has worked in almost all areas of HR throughout the years, including recruitment, training, and benefits.

While she grew up in Milwaukee, WI and East Grand Forks, MN, her family, consisting of her husband, two sons, and dog, Gus, have lived in the St. Cloud area for 11 years. In fact, Rose is a St. Cloud State University alumnus, earning her bachelor's degree from SCSU in Applied Psychology with a minor in Criminal Justice. Outside of work hours, Rose stays busy in a variety of ways. For instance, she is very involved in her sons sports. They both play baseball and hockey, so she is a spectator at these events year-round. She also enjoys the outdoors, finding time to go camping and fishing whenever she can. In fact, Rose's favorite vacation destination has been camping at the Sleeping Giant Providence Campground in Canada, an absolutely beautiful location. In the future, she would love to travel to Norway and Germany.

## **UPCOMING CHANGES IN APPLYING FOR TUITION WAIVERS**

A new web-based application process will be launched for spring semester tuition waiver requests. What does that mean? It means you will no longer use a paper application to apply for tuition waivers and instead will apply on-line via a web based system. MnSCU is currently working on a communication piece regarding this change. As soon as we have more information, it will be shared with employees via an scsu-announce email. This communication piece will welcome you to the web-based system, provide you with the information you need to access it, as well as information on training, login procedures, a quick reference guide and a process for reporting defects and/or questions. If you are a user of the tuition waiver, please watch for the email!

## **HR INITIATIVES**

Human Resources is considering the feasibility of replacing paper leave slips with a web-based substitute. Though no final decision has been made, several representatives from our office, IT, and the business office are exploring possibilities. If administration decides to adopt a new system to account for leave balances, it will probably be phased in to replace our current process of processing leave requests. We believe the new system will improve efficiencies.



Workforce development proposals are being developed by Human Resources with input from various campus constituencies. These proposals are intended to increase workforce development opportunities, programs, and activities, and to expand traditional workforce development offerings and skill development, when necessary, to improve the work experiences of SCSU's employees.

These proposals are shaped through various reviews. We invite interested parties to comment or make suggestions. We expect that the workforce development proposals will be available for general review soon and you will have the opportunity to visit the website to see what has been proposed.

This is the time of year where slips and falls occur at an increasing number here on campus. This type of accident frequently results in lost time and affects a considerable number of employees. The National Safety Council estimates that occupational falls cause more than 1500 deaths per year, along with approximately 300,000 injuries.

#### Appropriate footwear is crucial in prevention:

- **High heels** and shoes that provide minimal heel-to-surface contact area, are *not recommended*.
- **Flat, soft-sole shoes** that provide maximum traction on all types of walking surfaces and in all types of weather are *highly recommended*.
- Leather soles can become slippery if wet.
- Soft rubber soles are preferred for dry surfaces, but are not suggested for wet surfaces.
- Slip-on shoe covers can also be used in conjunction with the non-skid slip coverings to help reduce accidents.
- Use floor mats to remove moisture from the soles of your shoes upon entering a building.



#### Following are some tips to help you avoid slips and falls:

- Slow down, take the time to avoid a obvious hazard.
- If you have the choice, avoid the ice and walk on snow.
- When possible, use the steps rather than any ramp or sloped area (that is often more slick).
- Keep both hands free for balance or use handrails if available.
- Be aware of conditions in your walking path, keep your eyes on where you are going.
- Try to avoid walking in shaded areas where ice can build up.
- Remember that ice can be lying under fresh snow.
- Try to take small steps to keep your center of balance under you.
- Avoid carrying loads, especially that you cannot see over.
- Test potentially slick areas by tapping your foot on them.
- Step, don't jump from vehicles and equipment.

#### When walking on ice cannot be avoided:

- Walk, do not run.
- Believe it or not, body movements can increase your stability on an icy surface. Keep your body the least tense as possible.
- Do not lock your knees, let them bend a bit. This will keep your center of gravity lower to the ground for more stability.
- Spreading your feet to more than a foot apart will provide a more stable base of support.
- Take small steps. Some people prefer to drag or shuffle their feet. If this feels more comfortable for you, then do so.



#### When these helpful hints don't work, and you know that you are going to slip/fall, try to reduce your potential injury when falling by:

- Roll with the fall. Try to twist and roll backwards, rather than falling forward.
- Relax as much as possible when you begin to fall.
- Toss the load that you are carrying. Protect yourself instead of the objects being carried.

(Information provided by Joe Teff, SCSU Safety Administrator)

If you have used more than 3 days of sick leave due to an injury or illness for yourself or a family member, or have spent at least one night in the hospital, PLEASE call HR regarding Family Medical Leave—it is our obligation to provide FMLA for appropriate medical conditions as determined by you/your family member's medical provider.



FMLA became effective on August 5, 1993, for most employers. If a collective bargaining agreement (CBA) was in effect on that date, FMLA became effective on the expiration date of the CBA or February 5, 1994, whichever was earlier. FMLA entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave in a 12-month period for specified family and medical reasons.

The law contains provisions on employer coverage; employee eligibility for the law's benefits; entitlement to leave, maintenance of health benefits during leave, and job restoration after leave; notice and certification of the need for FMLA leave; and, protection for employees who request to take FMLA leave. The law also requires employers to keep certain records.

Employees are eligible if they have worked for a covered employer for at least one year; for 1,250 hours over the previous 12 months; and if there are at least 50 employees within 75 miles.

**\*\*Can employees choose whether or not they want to use FMLA qualifying leave?**

No. It is the employer's responsibility to designate leave as qualifying under FMLA. An employee may not choose whether leave shall be counted as FMLA qualifying leave.

Unpaid leave must be granted for *any* of the following reasons:

- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

At the employee's or employer's option, certain kinds of *paid* leave may be substituted for unpaid leave.

**\*\*State employees are required to use paid sick leave when available for certain FMLA qualifying leaves.**

FMLA allows an employer to require the use of paid leave for certain qualifying events as stated under the terms of the collective bargaining agreements and compensation plans. Employees must use sick leave for the reasons authorized by the bargaining agreement/plan provisions. The FMLA does not require an employer to expand the use of paid leave; use of vacation leave is optional.

An amendment was added to the Family and Medical Leave Act on March 31, 2008 regarding military families. For additional information see <http://www.doer.state.mn.us/pdf/persl/1406.pdf>

The employee may be required to provide advance leave notice and medical certification. Taking leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable."
- An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work.

For the duration of FMLA leave, the employer must maintain the employee's health coverage under any "group health plan."

- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Continued

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA;
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

The US Department of Labor is authorized to investigate and resolve complaints of violations.

- An eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

#### **Additional Information:**

<http://www.doer.state.mn.us/cmr-prsl/fmla.htm> - This State of MN website has additional information, such as the Statewide Policy on FMLA and Frequently Asked Questions.

<http://www.dol.gov/esa/whd/regs/compliance/whdfs28.pdf> - Link to Fact Sheet #28: The Family and Medical Leave Act of 1993.



## WORKERS COMPENSATION

#### **What happens when I am injured on the job?**

- Don't wait. Report your injury to your supervisor as soon as possible. You may contact HR directly if needed. You may lose the right to workers' compensation benefits if you do not report the injury within time frames set by law.
- Your employer must complete the *First Report of Injury* form.
- The employer has 3 days from its knowledge of a lost-time claim to report it to the employer's insurance company.
- If your disability lasts for more than three days, the insurer must file the *First Report of Injury* form with the Department of Labor and Industry.
- Your employer or its insurer must provide you with a copy of the *First Report of Injury*. A copy of the *First Report of Injury* in a lost-time claim must also be sent to your union, if there is one.
- The employer must give you the *Minnesota Workers' Compensation System Employee Information Sheet* at the time you are given a copy of the *First Report of Injury*.
- After you have reported the injury, the insurer will investigate your claim, to verify it was work-related.
- You should keep your employer informed of your medical condition and any work restrictions.
- **You must notify the insurer of changes in your employment status and keep your employer and the insurer informed of your ability to work.**

#### **Additional Information:**

<http://www.doli.state.mn.us/pdf/eeguide2wc.pdf> - link to "An Employee's Guide to the Minnesota Workers' Compensation System".

<http://www.risk-workerscomp.admin.state.mn.us/> - link to State of MN web site on Workers Compensation.

**Have you completed the Data Security Awareness Training yet?**

In April, 2007, all MnSCU employees were asked to complete training via D2L on Data Security Awareness. To date, 73% of all SCSU employees have completed this training. Below is a breakdown by major bargaining units/plans –

- MnSCU Administrators = 90.2%
- IFO = 57.8%
- MSUAASF = 87.1%
- AFSCME = 87.1%
- MAPE = 98.2%
- MMA = 88.0%
- Confidential = 100.0%
- MNA = 100.0%

**If you are included in the 27% that have NOT completed this yet, please complete it by the end of November.**

To access the Data Security Awareness training –

- \* Log in at <http://huskynet.stcloudstate.edu/d2l/>  
(Enter your huskynet ID and password in upper right corner)
- \* Click on the “+” by Semesterless
- \* Click on the “+” by Training
- \* Click on “Security Awareness: Public Jobs – Private Data”
- \* Follow the instructions on each page
- \* Make sure to complete all 3 courses.

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