

HUMAN RESOURCES HIGHLIGHTS

COMPREHENSIVE HUMAN RESOURCE SERVICES

Contents

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • New Employee Orientation • Training Resources Available to Staff Members • When Can I Retire? | <ul style="list-style-type: none"> • Open Enrollment Optional Retirement Plans • Almost 65? |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|

NEW EMPLOYEE ORIENTATION

Orientation for new classified and unclassified staff will be held on Thursday, October 31, 2002, in Room 139 of the University Center. The program will begin at 8:30 a.m. with a continental breakfast and will conclude at 11:45 a.m. Invitations will be sent to all new employees who have not attended orientation. If you have any questions, please call Jan Ortego, Training & Development Program Manager, at 549-5771.

TRAINING RESOURCES AVAILABLE TO STAFF MEMBERS

The Comprehensive Public Training Program (CPTP) offers professional development programs that are available to all state employees at no charge. To review available programs you may link to their website through the Human Resources website or through the State Civil Service website. Additionally, technology-based training and some professional development courses are available to employees through an arrangement with NETg. For more information on available training and to find out about registration procedures, please call the Training Department, at 549-5435 or 549-5771.

WHEN CAN I RETIRE?

If you are a member of LASERS retirement system you may retire under the following criteria:

- 30 years of service at any age
- 25 years of service at age 55
- 10 years of service at age 60
- or
- 20 years of service at any age with an actuarially reduced benefit

10 years of service at age 50 with an actuarially reduced benefit (This option allowed by ACT 844 will expire effective 12/31/02)!

If you are a member of TRSL you may retire under the following criteria:

(2.5% formula)

30 years of service at any age

25 years of service at age 55

20 years of service at age 65

(2% formula)

20 years of service at any age, excluding military service

5 years of service at age 60, excluding military service

Employees are reminded that sick and annual leave may be converted to service credit at retirement. Your accumulated leave is a valuable benefit, which if conserved, can increase your lifetime retirement benefit.

OPEN ENROLLMENT OPTIONAL RETIREMENT PLANS

The Open Enrollment period for Optional Retirement Plans (ORP) will be held in the months of November and December. All current ORP plan members may change carriers during that time, for an effective date of January 1, 2003. The current ORP carriers are ING-AETNA, TIAA-CREF, and VALIC. Employees are reminded that all changed documents must be signed and submitted to the Human Resources Office no later than the close of business on Friday, December 20, 2002, in order to be effective for January 1, 2003. Employees may contact the current ORP representatives listed below, or visit the Human Resources Office to complete the ORP change document.

ING-ATENA	Linda Alumbaugh	1-800-873-2161
TIAA CREF	Brendan McCaw	1-800-842-2006
VALIC	Kathy Osborne	1-800-892-5558 ext. 89070
VALIC	Jeff Shafer	1-800-892-5558 ext. 87938

ALMOST 65?

If you are almost 65 years of age, there are important changes that may take place in your health insurance benefits. This information may apply to your spouse as well. You should contact your local Social Security Office to determine whether you are eligible for Medicare. It is recommended that you consult a Social Security Representative in the year **before** you plan to retire. There are two parts to Medicare: Part A – Hospital Benefits and Part B – Out-Patient Benefits. Part B is an optional program, which requires a monthly premium. There are several rules associated with Medicare enrollment, one of which includes a penalty for not enrolling in Part B when first eligible.

If you are eligible for Medicare, you should submit a copy of your Medicare card to the Human Resources Office in order to get the reduction of premiums.

Note: If you are still employed with the state after age 65, Group Benefits will continue to be your primary insurer. Medicare may pick up a part of the bill that Group Benefits does not pay. You will continue to pay the same premium rate you are currently paying, and your claims will continue to be handled as an active employee.

If you are a retired state employee, the Office of Group Benefits will be your secondary insurer and you will pay a reduced premium. However, in order to receive the reduced premium, a retiree must have Medicare A and B. Also, when Medicare is primary, PPO rates do not apply to incurred medical expenses. Medicare does not pay for outpatient prescription drugs.

If you are not eligible for Medicare you should contact your local Social Security Office and obtain a statement that you are not eligible for Medicare. Submit this statement to the Office of Group Benefits or the Human Resources Office.

SOCIAL SECURITY OFFICE – 985-345-2178, (now at the new location of 2100 Robin Avenue, Hammond, LA).

www.ssa.gov

U.S. Savings Bonds

What a patriotic way to save! Did you know that you can buy savings bonds through payroll deduction for as little as \$5.00 per pays period. As a Southeastern Louisiana University employee you may set up an accumulative deduction for an amount of your choice. When you reach the purchase price of the Savings Bond, the Federal Reserve Bank will issue you the bond and mail it directly to your home. What could be easier?

Current Series EE bonds are available in denominations from \$100 to \$10,000. The current interest rate (through 10/31/02) is 3.96% on Series EE bonds.

You may also purchase bonds online at www.savingsbonds.com anytime using a secure credit card transaction – a perfect way to buy Savings Bonds as gifts.
