

HUMAN RESOURCE HIGHLIGHTS

COMPREHENSIVE HUMAN RESOURCE SERVICES

REVISED EMPLOYEE AND EMPLOYEE DEPENDENT FEE WAIVER FORMS

The forms to obtain a fee waiver have been revised and are available on our Web site. These forms must be submitted to the Human Resource Office each semester. To ensure timely processing, employees are encouraged to submit paperwork early. If you have any questions please contact Sue Jones at 549-2057 or msjones@selu.edu.

ORIENTATION

New Employee Orientation for unclassified staff and classified staff will be held on Wednesday, April 25, in Room 127 of the UC. Orientation will begin at 8:30 a.m. with a continental breakfast and will conclude at 11:30 a.m. Invitations will be sent to all new employees who have not attended orientation. New Faculty Orientation will be held in August. If you have any questions, please contact JoAnne Dickinson at 549-5771.

GA ORIENTATION

Orientation for GA's for the summer session will be from 8:00 a.m. until noon, June 4 in Room 127 of the University Center. GA's should bring a COPY of their driver's license and social security card, as well as a COPY of a voided check (from their checking account) for direct deposit. Direct deposit is required for all new employees. In addition, non-resident alien students should bring a COPY of their passport, visa, I-94, I-20 and Work Authorization form. Non-resident alien students MUST apply for a social security card, if they do not have one. For further information, contact Rissie Cook at 549-2347.

EMPLOYEE ACCIDENT REPORTING PROCEDURES

The University must be notified of any accidents that occur on campus. Supervisors should immediately contact Bridget Fairburn in the Human Resource Office Benefits Section at 549-5451 if an employee is injured at work or while on campus grounds. She will advise the Supervisor of the proper procedures to be taken.

NOTE: Any employee sustaining injuries from an accident will be subjected to a drug test per University policy. A supervisor must accompany the injured employee to obtain this test.

Accidents With Injuries Requiring Medical Attention

1. Call Bridget Fairburn at 549-5451 immediately.
2. An "Authorization for Initial/Emergency Medical Treatment" form will be completed by Bridget or a representative from the Human Resource Office. This is a two-page form. The first page is to be given to the medical provider. The second page "Disposition of Patient" must be completed by the attending physician and returned to the Human Resource Office.

3. A "Drug Screen Packet" will be given to the supervisor to deliver to the facility performing the drug test.
4. An "Authorization to Release Medical Information" must be completed by the employee. Both the employee and a witness must sign this document. This form is to be forwarded to the Human Resource Office.
5. An "Accident/Incident Report" must be completed in full. Both the employee and the supervisor must sign this report. This report should be forwarded to the Human Resource Office.
6. An "Office of Risk Management Incident/Accident Investigation Form" must be completed in full by the supervisor. Both the employee and supervisor must sign this form. This form should be forwarded to the Human Resource Office.

NOTE: Employees must tell the hospital, medical facility, pharmacy, etc. that this is a Workers' Compensation claim. They can verify this by contacting Bridget Fairburn at 549-5451. *Please do not use private medical or hospitalization insurance.*

Accidents With Injuries Not Requiring Medical Attention

1. Call Bridget Fairburn at 549-5451 immediately.
2. A "Drug Screen Packet" will be given to the supervisor to deliver to the facility performing the drug test.
3. An "Accident/Incident Report" must be completed in full. Both the employee and supervisor must sign this report. This report should be forwarded to the Human Resource Office.
4. An "Office of Risk Management Incident/Accident Investigation Form" must be completed in full by the supervisor. Both the employee and supervisor must sign this form. This form should be forwarded to the Human Resource Office.

Accidents With No Injury, Involving Damage to Property

1. Call Bridget Fairburn at 549-5451 immediately.
2. A "Drug Screen Packet" will be given to the supervisor to deliver to the facility performing the drug test.
3. An "Accident/Incident Report" must be completed in full. Both the employee and supervisor must sign this report. This report should be forwarded to the Human Resource Office.
4. An "Office of Risk Management Incident/Accident Investigation Form" must be completed in full. Both the employee and supervisor must sign this form. This form should be forwarded to the Human Resource Office.

Forms can be obtained from the Human Resource Office or from SLU's website, www.selu.edu/Administration/Depts/HumanResources/hrowcpro.htm. Please forward all forms to the Human Resource Office, SLU 10799, Hammond, La 70402.

If you have any questions, please call Bridget Fairburn at 549-5451, or any representative from the Human Resource Office.

HEALTH INSURANCE

Open Enrollment for Health Insurance will be held May 1-25. Employees wishing to change health insurance carriers may do so at that time. SLU employees will be offered State Employees Group Benefits Program PPO and EPO, Ochsner Health Plan, and Gulfsouth Health Plan (Gulf South HMO will offer service in the Baton Rouge area.) Plan members will enroll in Ochsner according to their residential zip code.

PLAN MEMBERS WHO DO NOT WISH TO CHANGE THEIR CURRENT HEALTH CARRIER NEED NOT COMPLETE ANY PAPERWORK

The SLU Human Resource Office will host the Annual Open Enrollment Benefits Fair on Thursday, May 10, 2001, from 9:00 a.m. until 3:00 p.m. in Room 125 of the University Center. Health Insurance presentations will be at 10:00 a.m. and 1:30 p.m. in Room 122. Employees are advised to attend the Benefits Fair to learn about the upcoming changes in health insurance plans. Parking will be restricted to areas 5 and 7 of the University Center, due to District Judges Court being held in the University Center that day. Additional information will be available in the Human Resource Office, Benefits Section, Room 106.

All changes must be completed by 4:30 p.m. on May 25, 2001. There will be no exceptions.

Some of the changes in health insurance include:

1. A proposed increase of up to 18% in premiums. We do not know how much of this the state will pick up.
2. The annual deductible will increase from \$300 to \$500 for active PPO plan members. Retirees' deductible will not change.
3. A new prescription drug program will be structured as a 50/50 co-insurance plan in which Group Benefits pays 50% of the cost of the drug and the plan member pays 50%, with a maximum of \$50 per prescription.
4. The annual emergency room deductible will increase from \$100 to \$150.
5. Payment for glucometers will no longer be covered.
6. New employees will be subject to a six-month/one year pre-existing condition clause, unless that employee qualifies under the federal portability law.
7. The co-insurance will increase from \$5000 to \$10,000. This represents the stop-loss clause, or maximum out of pocket expense per year, for eligible expenses.

Ochsner Health Plan has not advised the Human Resource Office of any plan changes; however, it is expected that some changes will occur in that plan as well.

Retirement

Is your retirement record up to date? It is vital that employees complete the necessary paperwork to change the beneficiary on the retirement records in the event of divorce, or death of spouse, an employee should.

Apply for DROP or retirement three to six months prior to the effective date to insure timely processing of benefits.

DROP Deposit Interest Rates for 2000:

TRSL	17.13%
LASERS	13.28%

The SLU Human Resource Office will host the LASERS PREP TO START Seminar on April 26, 2001, in Room 133 of the University Center. If interested please complete and submit to the Human Resource Office the LASERS PREP application form, which can be found on the website lasers.state.la.us. Seating is limited and applications must be submitted at least ten days prior to date of the seminar.

REMINDERS

New Performance Planning and Review rules went into effect for classified employees on March 1, 2001. These changes were outlined in the January issue of the Human Resource Highlights newsletter. Civil Service now has a new PPR form that must be used for those employees with a March 1, 2001 or later anniversary date. If an employee's planning session was completed on the old form, please replace pages 1 and 8 of that form with pages 1 and 8 of the new form. Also, **PPR reviews are due in the Human Resource Office the day after the employees anniversary date; otherwise, we will assume that the employee was "unrated" because the review was not done timely.** Employees who receive an "unrated" evaluation or wish to appeal a rating, must submit a Request for Appeal Form, which can be picked up in the Human Resource office, Room 101, within 15 days of their anniversary date. Completed forms should be submitted to Jessie Roberts, Human Resource Director. Mrs. Roberts is the official reviewer for the university.

If you have any questions regarding PPR and these changes, please call Wanda at 549-5772 or Cayce at 549-2056.

TRAINING INFORMATION

Performance Planning and Review training classes for new supervisors will be offered on Monday, April 30, 2001, and May 2, 2001 in room 122 of the University Center from 8:30 a.m. until 3:30 p.m. Supervisors, managers, and administrators who supervise classified state employees must be trained for this process. If you plan to attend one of these sessions and have not received an application, please call JoAnne Dickinson, Training Manager, at 549-5771 or e-mail jdickinson@selu.edu.