

HUMAN RESOURCES HIGHLIGHTS

COMPREHENSIVE HUMAN RESOURCES SERVICES

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NEW EMPLOYEE BENEFITS

Southeastern Louisiana University Employee Advisory Committee is pleased to announce the following new employee benefits:

New York Life Long Term Care Insurance
 TIAA CREF Long Term Care Insurance
 AFLAC Dental Plan

The Employee Advisory Committee strives to improve SLU employee benefits and welcomes suggestions and comments. For more information on these new benefits please contact the Benefits Section of the Human Resources Office at 549-2057 or 5451.

HEALTH INSURANCE UPDATE

**Ochsner Clinics are not participating in FARA-MCO health plan.
 The North Oaks Hospital is a contracted provider with FARA-MCO.**

All employees should be aware that a listing of a provider in a specific health plan directory is not a guarantee of participation. Also, a provider participating at more than one location might not participate at all of them. You should always confirm your provider's participation in your health plan when making an appointment or visit the website of your health plan for the most current provider participation. Below is a list of the web addresses for our current health plans:

OFFICE OF GROUP BENEFITS PPO AND EPO – www.groupbenefits.org
 FARA-MCO – www.farabenefits.com
 OCHSNER-HMO – www.OHPnow.com
 UNITED HEALTH CARE – (EPO Region 6 ONLY) - www.uhc.com

BENEFITS FAIR

Southeastern Human Resources Office will host a Benefits Fair on Monday, August 18, 2003 in Room 125 of the University Center, in conjunction with new employee orientation. All employees are encouraged to attend the Benefits Fair to learn about the new and current benefit plans. Various vendors will be presenting throughout the day. The Benefits Fair will be held from 9:00 a.m. until 3:00 p.m.

RETIREMENT

LASERS PREP SEMINAR:

Southeastern Louisiana University will host the Annual LASERS Pre-Retirement Education Seminar (PREP) on September 19, 2003 in Room 133 of the University Center, from 8:00 a.m. - 4:00 p.m. Interested employees with 10 or more years of service may download the application from LASERS website at www.lasers.state.la.us and submit completed application to the Human Resources Office. Supervisors' signatures are required on the application to indicate approval to attend. (Room temperatures may vary so dress accordingly.)

WHEN WILL YOU BE ELIGIBLE FOR RETIREMENT OR DROP?

Teachers Retirement System of Louisiana (TRSL) retirement eligibility guidelines are:

30 years of service at any age
25 years of service at age 55
10 years of service at age 60*

*Regular plan members employed before 7/1/99 that retire at 60 will receive a benefit calculated at the 2% formula. Plan members employed after 7/1/99 who retire at 60 with 10 years of service will benefit based on the 2.5% formula.

Louisiana State Employees Retirement System (LASERS) retirement eligibility guidelines are:

30 years of service at any age
25 years of service at age 55
10 years of service at age 60

All retirement statements are mailed out annually, and include the employee's total years of service. It is very important that employees monitor their retirement service credit in order to get the full benefit of DROP and/or Retirement opportunities. DROP and/or Retirement estimates are available upon request from either retirement system. Also, both TRSL and LASERS have on-line retirement estimators.

These websites are:

www.trsl.state.la.us
www.lasers.state.la.us

POLITICAL ACTIVITY

Reminder for Classified State Employees:

“Article 10, Section 9 of the State Constitution and Civil Service Rules 14.1(e), (f), and (g) govern the political activities of classified state employees. The United States Supreme Court has recognized that a state has the right to limit the political activity of its workers to ensure the enforcement and application of laws for the common good and not for the good of one candidate or political party. The Supreme Court has also recognized the right of a state to restrict such activity in order to avoid the appearance of such support. **This means that classified state employees must avoid the ACTUAL support of a candidate, party, or faction and avoid the APPEARANCE of giving such support.**”

For more information you may refer to General Circular No. 001501 dated September 19, 2002 (<http://www.dscs.state.la.us/progasst/gencirc/gencirc02/001501.htm>) and/or Chapter 14 of the Civil Service Rules (<http://www.dscs.state.la.us/progasst/csrules/Chapter14/CHAP14.HTM>).

NEW EMPLOYEE ORIENTATION

New Employee Orientation for classified staff and unclassified staff will be held on Monday, August 18, 2003 in the University Center, room 139. Orientation will begin at 8:30 a.m. with a continental breakfast and conclude at 11:45 a.m. Invitations will be sent to all new employees who have not attended orientation. **Please note that orientation is mandatory for classified staff and recommended for unclassified staff.** If you have any questions please contact Carol Cooper at extension 5435 or Jan Ortego at extension 5771.

New Faculty Orientation will be held on Monday, August 18, 2003 in the Alumni Center beginning at 8:00 a.m. The Human Resources portion of the orientation (policies and benefits information) will be conducted in the University Center, room 139 from 1:00 p.m. to 1:45 p.m., with a Benefits Fair to follow.

TRAINING DATABASE

In an effort to maintain accurate employee training records, staff and faculty are asked to inform the Training Section of any conference, seminar or other training attended. A training questionnaire can be found on the Human Resources website at <http://www.selu.edu/Administration/Depts/HumanResources/employeetraining.html>

Once the form is completed, it may be emailed to Jan Ortego at jortego@selu.edu or faxed to the Human Resources Office at 549-2308. Additionally, if the training resulted in a license or certification, a copy of that document should be faxed to 549-2308 or sent via campus mail to SLU 10799. If there are any questions, please email Jan Ortego or call at extension 5771.

UNSCHEDULED ABSENCE POLICY TRAINING

If you are a classified employee or the supervisor of a classified employee and have not yet attended a training on this policy, please contact us to be scheduled for the next available session. This training is mandatory for classified employees and highly recommended for their supervisors. Please phone Carol Cooper at extension 5435 or email her at ccooper@selu.edu to register for a session.

TRAINING RESOURCES AVAILABLE TO EMPLOYEES

The Comprehensive Public Training Program (CPTP) offers professional development programs that are available to most state employees (excludes student employees) at no charge. To review available programs you may link to their website through the Human Resources website or 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 these resources, please contact the Training Department at 549-5435 or 549-5771.

AUTHORIZATION TO TAKE UNIVERSITY CLASSES AND REQUESTS FOR FEE WAIVERS FALL 2003 SEMESTER

One of the great privileges of being an employee at Southeastern Louisiana University is the ability to take University courses (subject to supervisors approval) with the financial assistance of the Employee Fee Waiver, which pays a large majority of tuition after a full time employee has been employed for two consecutive years. To further this assistance, the University Approved Training Course Program allows an employee to take a class during the workday without being responsible for making up the work time. The approved classes are considered part of the Employee Training Program and are prepared based on EEO classifications. Only one class may be taken during normal working hours whether or not the class is on the approved list and must be approved by the supervisor prior to registration in the class. The employee must meet catalog requirements for any class in which he/she wants to enroll.

Classes are grouped into the following EEO categories. Please click on your appropriate EEO Classification for a list of University Approved Training Classes.

- [Clerical/Office](#)
- [Food Service](#)
- [Grounds Crew](#)
- [Paraprofessional](#)
- [Professional](#)
- [Professional \(Part 2\)](#)
- [Security](#)
- [Skilled Crafts](#)
- [Service/Maintenance](#)
- [Technical](#)

All requests for Authorization to Take University Classes and Fee Waivers for qualified employees and dependents will need to be submitted to the Human Resources Office no later than the last day of late registration for each semester. The last day for late registration for Fall 2003 will be on August 27th.

Employee Fee Waiver/Authorization

The request must include ALL classes you will be taking, whether or not they involve your work schedule or an employee fee waiver.

PLEASE NOTE: If the class is not on the Approved Training Class List for the respective employee's job class category, and class time falls during the employee's normal workday, the employee is required to submit a revised work schedule. The revised work schedule must be included on the form detailing how the time they are away from their job will be made up. They **may not** use leave to take a class. Employees may only use 15 minutes of a 45-minute meal break to make up class time. Meal breaks must be at least 30 minutes. Employees taking classes that are not on their respective Approved Training Class List must document time out for class by utilizing the TimeCentre System (i.e. Classified employees must clock in and out and Unclassified employees must complete the appropriate exceptions logs). For time auditing purposes, a copy of the form with the approval for a revised work schedule must be provided to their timekeeper.

Click here to find [Employee Fee Waiver/Authorization to Take University Classes Form](#)

Dependent Fee Waiver

In order to obtain a Dependent Fee Waiver, employees must submit the "Dependent Fee Waiver Form for a Full-Time Employee" to the Human Resources Office each semester. Spouses and children of Faculty and Staff members **currently employed full-time** and who have **completed five (5) years of full-time employment** with the University as of the last day of late registration for the semester of enrollment, may use the fee waiver for **undergraduate instruction only**. The dependent for which fees have been requested must be either a spouse or child and eligible as a dependent for tax purposes during that calendar year. A copy of the tax return must be submitted at the request of the University. If the employee fails to claim the dependent as an eligible dependent for tax purposes, the employee will have to reimburse the University for the amount of the fee waiver.

Click here to find [Dependent Fee Waiver Form](#)

If you have any questions regarding Fee Waivers or Authorization to Take Classes, please contact Sue Jones at msjones@selu.edu or 549-2057. Please send the completed forms to the Human Resources Office, SLU 10799.