

HUMAN RESOURCES HIGHLIGHTS

COMPREHENSIVE HUMAN RESOURCES SERVICES

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NEW CRISIS LEAVE POLICY FOR CLASSIFIED STAFF

The Civil Service Commission approved Southeastern's Crisis Leave Policy for Classified Staff on December 3, 2003. The policy was effective January 1, 2004. The Crisis Leave Program provides a means of granting paid leave to an eligible classified employee who has experienced a serious illness or injury to themselves or an eligible family member. Since the pool was established, there have been only a small number of classified employees contribute. While contributions to the Crisis Leave Pool are strictly voluntary, we would like to encourage all classified employees to contribute to the pool. Contribution guidelines are listed below:

- an employee may donate a minimum of four (4) hours of annual leave and up to a maximum of 240 hours of annual leave per calendar year (no sick or compensatory leave).
- donations are made in whole hour increments.
- the donor must have a balance of at least 120 hours of annual leave remaining after the contribution.

The employee must complete a leave donation form and designate the leave as a "Donation to the Crisis Leave Pool". This form should be turned in to the immediate supervisor for approval, who then forwards the form to the Janet Rester, Payroll Director, at SLU 10720. Ms. Rester manages the leave pool.

For more information, a copy of the policy is available on the HR website at the following address: <http://www.selu.edu/Administration/Depts/HumanResources/crisisleavepolicy.pdf>

The following is a link to classified leave pool donation form located on the Controller's Office website: http://www.selu.edu/Administration/Depts/Controller/crisis_leave_policy.html

SHARED SICK LEAVE PROGRAM FOR UNCLASSIFIED STAFF AND FACULTY

Southeastern Louisiana University has a Shared Sick Leave Program for **faculty and/or unclassified staff** employees. A summary of the University Policy is:

Shared Sick Leave is sick leave hours donated by faculty and/or unclassified staff into a shared sick leave pool to be used by fellow faculty and/or unclassified staff who are suffering from a serious health condition which has caused or is likely to cause the employee to take leave without pay or to terminate employment. Faculty and/or unclassified employees may irrevocably donate sick leave to the shared sick leave pool.

Faculty and/or unclassified staff who want to participate by donating a portion of their sick leave to the Shared Sick Leave program need to complete a Leave Donation Form. The full policy and the Leave Donation Form are located on the Human Resources Website at:

<http://www.selu.edu/Administration/Depts/HumanResources/hroleave.htm>

Once the form is completed, it should be forwarded to the Payroll Section of the Controller's Office for processing.

EARLY STEPS PROGRAM

Early Steps is Louisiana's Early Intervention System, which provides services to families with infants and toddlers with special needs from ages 0 to 3. It is a program offered through the Louisiana Department of Health and Hospitals Office of Public Health. Infants and toddlers with disabilities, developmental delays, and special needs may qualify for Part C services.

Early Steps offers the following 16 services:

<i>Audiology</i>	<i>Health Services</i>
<i>Speech-Language Therapy</i>	<i>Nursing Services</i>
<i>Occupational Therapy</i>	<i>Vision Services</i>
<i>Physical Therapy</i>	<i>Social Work Services</i>
<i>Special Instruction</i>	<i>Psychological Services</i>
<i>Assistive Technology</i>	<i>Family Training</i>
<i>Service Coordination</i>	<i>Nutrition Services</i>
<i>Medical Services (for evaluation only)</i>	<i>Transportation</i>

If you are concerned about your child's development or feel your child may be in need of services, contact your System Point of Entry (SPOE) in your area:

Northshore Families Helping Families
Early Steps System Point of Entry
111 N. Madison St.
Covington, LA 70433
(985) 875-0612
FAX: (985) 809-5092
(*Serving St. Tammany Parish*)

SE Area Health Education Center
Early Steps System Point of Entry
1302 J. W. Davis Dr.
Hammond, LA 70403
(985) 429-1252
FAX: (985) 429-1613
Toll-free 1 (866) 640-0238
*Serving Washington, Tangipahoa, St. Helena,
and Livingston Parishes*)

You may also visit the Office Public Health Website at the following url:

<http://www.oph.dhh.state.la.us>

SUMMER 2004 SEMESTER EMPLOYMENT INFORMATION FOR GA'S

Exit Forms: Must be submitted by May 14 for GA's who are graduating or will not return to the GA position for summer and fall. A form is not required for those who do not attend during the summer but will return in the fall.

Additional Duties: 5.01P forms are on the HR website (forms and downloads, employment procedures, scroll to the bottom). These must be completed and approved by Dr. Kurtz in advance. Dates GA's can perform additional duties are April 12 – 16 and May 17 – May 28. To be eligible for additional duties during the semester break, a student must be a GA in both the Spring and Summer semesters.

Summer Semester Dates: Tuesday, June 1, through Tuesday, July 27. These are mandatory work dates. GA's beginning after June 1 will have their stipend pro-rated.

Summer Semester Salary: \$1100 paid in two equal payments—June 30 and July 30.

Work Permits: International students must obtain a work permit for the Summer semester from Josie Mercante and present it to HR **before beginning work**.

Orientation: Is mandatory for all new GA's. An orientation session will be held Tuesday, June 1, at 9:00 a.m. in University Center, Room 133. Please advise GA's that they **MUST bring the ORIGINAL and a XEROX copy** of their Social Security card and driver's license and a check from their own checking account for direct deposit. International students **MUST also bring the ORIGINAL and a XEROX copy** of their passport (all pages with notations), visa, I-94, I-20 and a work permit from Josie Mercante. GA's will not be processed for pay until all documentation is presented.

Social Security Number: GA's will not be processed for pay until a Social Security card is presented. Because of new Social Security Administration guidelines for international GA's, their cards may be delayed one to three months, and they will not be paid during this time. They will be paid the full amount of what they have earned the pay date after their card is received in HR.

Telephone Verification of Employment: Must be completed by the hiring department for all new GA's, including international. Verifications are not required for GA's who have worked at Southeastern in the past (student worker, recreation, etc.).

Recommendation of Employment: Indicate the telephone number, building and room number where the student can be reached. Do not indicate a generic department number.

Application/Pre-app: The department must obtain an application and a signed pre-app.

The recommendation of employment, application and telephone verification of employment should be forwarded to Dr. Kurtz. GA's will not be processed for pay until all documents are received.

Please advise your GA to check their student e-mail for updates and reminders.

CIVIL SERVICE IMPLEMENTATION OF “QUEST”

Effective March 1, 2004, Civil Service implemented a new way of filling all clerical positions called QUEST. State agencies are now able to set their own minimum qualifications for clerical positions. The written portion of the secretarial test (series 4444) and the clerical test (series 6500) were combined into one written test (COAST 7000/7001). The typing portion of series 4444 is now a separate Typing Skills Test (series 7002).

Each person who takes the COAST test will get separate scores for the two components, Behavior Assessment and Office Skills. These scores will be reported as percentiles, showing how well the applicant did in comparison to other people taking the same test. For example, if the applicant receives an 80% in Office Skills, it means they scored better than 80% of the other people who took the test or they scored in the top 20%.

Southeastern will continue to maintain minimum experience requirements and has established preferred percentiles for the COAST test. Our preferred percentiles are 60% for Behavior Assessment and 80% for Office Skills. Applicants meeting these preferred percentiles will be considered first for open positions. We will also continue requiring a minimum score on the Typing Skills Test (series 7002) for all secretarial positions as well as select clerical positions.

Call Wanda at x5772 or Cayce at x2056 if you have any questions about QUEST.

NEW EMPLOYEE ORIENTATION

Orientation for new classified and unclassified employees will be held on Tuesday, April 13, 2004 in room 139 of the University Center. All new employees are expected to attend.

From 8:30 a.m. to 8:45 a.m. registration will be held and coffee will be served. The orientation will begin at 8:45 a.m. and will conclude at approximately 11:45 a.m. Attendees will receive up-to-date information on federal laws affecting University employees as well as information on benefits, university policies and procedures and general, helpful campus information. Employees who have missed a recent orientation or long-term employees who wish to update their training are also invited to attend.

Remaining dates for new employee orientation during 2004 are May 19th, June 24th, July 28th, August 16th, September 21st, October 20th and December 7th. If you are planning to attend the April 13th orientation or have any questions, please email Carol Cooper at ccooper@selu.edu or phone x5435.

EEO/ADA PRESENTATION

On Wednesday, April 21st, Gene Pregeant, the EEO/ADA Officer will speak and answer questions regarding the University's Equal Employment Opportunity Policy as well as the Americans with Disabilities Act. His informative presentation is open to all faculty and staff and will be held at the University Center, Room 133 from 2:00 p.m. to 3:30 p.m. **Pre-registration is encouraged.** If you plan to attend, please email Carol Cooper at ccooper@selu.edu.

DIVERSITY: AN INTRODUCTION

An interactive workshop on diversity within the university community will be offered for faculty and staff on Tuesday, April 27th in the Southeastern Room (Room 223 Student Union). Presenters for this program will be Monic Tao, Social Work Coordinator of the Southeastern Louisiana University Family Resource Project: DISCOVERY; Eric Summers, Director of the Office of Multicultural and International Student Affairs; and Jan Ortego, Training and Development Program Manager from the Human Resources Office. Participants may choose to attend either a morning session from 9:00 a.m. to 11:00 a.m. or an afternoon session from 1:00 p.m. to 3:00 p.m. **Class size is limited and pre-registration is required** by emailing Jan Ortego at jortego@selu.edu indicating the session time for which you would like to register. Please call x5771 with any questions you may have. We look forward to your participation!

CPTP SCHEDULED ON CAMPUS IN JUNE

The Comprehensive Public Training Program, a section of the Louisiana Division of Administration, is sponsoring two supervisory training programs on campus during the month of June. A training program entitled "Documenting for Performance & Discipline" will be held on Monday, June 14th from 8:15 a.m. to 3:30 p.m. A class entitled "Performance Planning & Review Training for Supervisors" will be offered on Tuesday, June 15th, also from 8:15 a.m. to 3:30 p.m. Both classes will be presented in Room 127 of the University Center. The program is open to classified supervisors or supervisors of classified employees, however, registration for this program is required and space is limited. For more information on this program, please contact Carol Cooper at x5435 or Jan Ortego at x5771.

NEW HEALTH INSURANCE RATES 2004/2005 PLAN YEAR

The Office of Group Benefits has announced the new health insurance rates scheduled to take effect July 1, 2004. To view the new premiums please select the link below.

<http://www.selu.edu/Administration/Depts/HumanResources/2005rates.html>

2004/2005 PLAN CHANGES

The Office of Group Benefits (OGB) is eliminating the Wild Card option, which is an option that allows employees to change health insurance carriers one time during the plan year following July 1st. With the elimination of the Wild Card it is important for employees to be certain of the health benefits available for the 2004/2005 plan year because they will not be able to make a change in carrier until Annual Enrollment next April. To assist plan members in making informed decisions regarding their health care OGB has updated their on-line provider directory (see links below) to include contracted physicians for the new plan year as well as any pending contracts. If there are specific providers employees want to ensure will be on their plan for the upcoming year we recommend using the websites below and more importantly contacting that provider to confirm participation for the 2004/2005 plan year.

Another change for the new plan year involves the Managed Care Option (MCO) administered by FARA. The medical maximum for the MCO plan, which is currently unlimited, will change to 1 million effective July 1, 2004.

The “Spring 2004 For Your Benefit” newsletter, printed by OGB, includes the new plan changes, a comparison chart, information about online provider searches as well as the schedule of Annual Enrollment meetings being held throughout the state. Plan members will be receiving these in the mail but anyone who would like to view this information can access www.groupbenefits.org and view the latest edition of For Your Benefit.

Links to search for providers:

https://www.groupbenefits.org/servlet/page?_pageid=291&_dad=portal30&_schema=PORTAL30

www.farabenefits.com

www.ohpnow.com

HEALTH INSURANCE OPEN ENROLLMENT

SLU Human Resources Office will host the Annual Open Enrollment Benefits Fair on Wednesday, April 7, 2004, 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 133. Employees are urged to attend the Benefits Fair to learn about the upcoming changes in health insurance plans.

OGB POLICY & PLANNING BOARD ELECTION

The Office of Group Benefits announced that it is time for the annual election to the OGB Board. Three seats are open: one retiree at large, one representative from the Dept. of Public Safety and Corrections, and one active, at-large representative. If someone is interested in running for a seat on this board, they may download nomination and petition forms from the OGB website (www.groupbenefits.org), or request a packet by calling 225-925-7786. Forms must be returned to OBG by 4:30 p.m. on Wednesday, April 7, 2004. The nomination packet will provide information on eligibility, rules, and petitions.

LASERS ESTIMATES ONLINE

LASERS members may now calculate their monthly retirement or DROP benefit using LASERS online “Benefits Estimator”. Members will need their basic information, including the accumulated contributions amount, which may be found on the latest members account statement. LASERS website also offers a “Repay Refund Estimator” for employees who have refunded from the system and may be interested in the amount needed to restore refunded service. Visit LASERS online at: www.lasers.state.la.us.

LASERS PREP SEMINAR

LASERS PREP (Pre-Retirement Education Program) SEMINAR will be held on April 16, 2004, in the University Center, Room 133. LASERS offers Pre-retirement Education Program (PREP) Seminars to assist active members in preparing for retirement through financial planning and informed utilization of the many benefits accorded by membership in this retirement system.

The new LASERS Self-Directed Plan has been incorporated into the PREP seminars to educate members about the “New Drop”. Effective January 1, 2004, DROP/IBO participants will choose from a menu of investment options in allocating their DROP/IBO balances. Act 818 of 2003 established the Self-Directed Plan, which is administered by Great West Retirement Services. (Great West is a subdivision of LA Deferred Compensation

Corporation.) All LASERS members who enter DROP after January 1, 2004, must choose how they wish to have their DROP account invested, as it will be transferred to Great West after the DROP period ends.

All PREP Seminars are half day in length, presented free, and are available on a "first come, first served" basis. Attendance must be pre-approved by employees' supervisor. Pre-registration is required and may be accomplished online at LASERS web site.

TRSL WORKSHOP SCHEDULE

The following is a listing of "All-day Workshops" for members within five years of retirement, in this area:

Wednesday, June 9	Denham Springs Jr. High
Tuesday, August 3	St. Tammany Parish School Board, Covington

These workshops are six hours long, and address topics including financial planning, estate planning, Social Security, and a complete overview of TRSL benefits. Advance registration is required.

Individual counseling for members within 2 years of retirement are available by telephone on certain Saturdays. These appointments may be scheduled by calling Judith Allen at 225-925-6583, or David Stuckey at 225-925-7093, to set up a Saturday telephone appointment. The counselor will call the member at his/her home on the appointed date to answer the member's retirement questions. Current DROP participants are not eligible for these sessions.

If you are interested in participating in a workshop on SLU campus, please email your suggested date and time to: jbanks2@selu.edu.

AUTHORIZATION TO TAKE UNIVERSITY CLASSES

One of the great privileges of being an employee at Southeastern Louisiana University is the ability to take University courses with the financial assistance of the Employee Fee Waiver after meeting eligibility requirements. The fee waiver pays a 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 has provisions to allow employees to take a class during the workday without having to make up the missed work time with their supervisors approval. The approved classes are considered part of the Employee Training Program and are categorized based on EEO job classifications. Only one class may be taken during normal working hours whether or not the class is on the approved list. Classes taken must be approved by the supervisor prior to registration for 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.

Employee Fee Waiver/Authorization

This form is to be completed by ALL faculty and staff taking university classes, whether employed part-time or full-time. 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 with the request detailing how the time away from the job will be made up. (For assistance with a revised work schedule, please contact Sue Jones at x2057). Generally employees **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 x2057. Please send the completed forms to the Human Resources Office, SLU 10799.