

HUMAN RESOURCES HIGHLIGHTS

COMPREHENSIVE HUMAN RESOURCES SERVICES

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PROTECT YOURSELF FROM IDENTITY THEFT

Identity theft occurs when a criminal uses another person's personal information to take on that person's identity. Identity theft is much more than misuse of a Social Security number, it can also include credit card and mail fraud. If you think you may be a victim of identity theft, contact the Federal Trade Commission (FTC) to report what happened. You can call the FTC's ID Theft Hotline at 1-877-IDTHEFT (438-4338) for up-to-date information about how to work with credit bureaus and law enforcement agencies to reclaim your identity. Identity theft is the fastest growing financial crime in America with approximately 750,000 cases annually.

Click on the following link for more information on how to protect yourself:
<http://www.selu.edu/Administration/Depts/HumanResources/identitytheft.pdf>

BENEFITS NEWS

NEW GROUP CRITICAL ILLNESS PLAN:

The Employee Advisory Committee recently approved for solicitation a new Group Critical Illness Plan that will be offered by American General Insurance (AIG), through Wright & Percy Insurance, to Southeastern employees. Representatives will be scheduling dates to solicit enrollment for this product in the near future. Additional information will be forwarded to employees once those dates have been established.

Highlights of plan include:

- A lump sum payment upon diagnosis of one of the covered conditions:
 - Cancer
 - Heart attack
 - Stroke
 - Renal Failure
 - Major Organ Transplant
- Provides benefits ranging from \$5,000 to \$50,000

- Premium is locked in once you enroll for as long as you have the plan
- Additional face value above the guaranteed issue amount if we meet the required % is subject to employee's medical history.
- Can customize premiums
 - Purchase based on face value
 - Purchase based on a dollar amount that you have to spend.
- Critical Illness
 - Initial occurrence benefit
 - Additional occurrence benefit
 - must be at least 6 months following the initial occurrence.
 - Re-occurrence benefit
 - requires the payment of additional premium
 - pays the face amount again for a previously paid condition
 - reoccurrence must be separated by at least 12 months, 12 months treatment free for cancer.
 - Health screening benefit up to \$50 per calendar year for a health screening for employee or spouse if spouse has coverage. Not available for dependents.
 - Mammography
 - Stress test
 - Pap Smear
 - Breast Ultrasound
 - Fasting Blood Glucose test
 - Thermography Colonoscopy
 - PSA
 - Guaranteed Issue for employees only dependent on level of participation
 - \$ 5,000 with 10%
 - \$10,000 with 20%
 - Spouse coverage is not eligible for guaranteed issue
 - If guaranteed issue % are not met, then we must have a minimum enrollment of 25 employees to have the plan.
 - Dependent child coverage provided at no additional cost
 - Spouse coverage available for purchase
 - Amount limited to 50% of employee amount selected
 - Not guaranteed issue
- Simple claims process
 - 90% of claims processed in 5 working days
 - 100% of claims processed in 10 working days
- Benefits paid directly to the insured, tax-free
- Local customer service through Powell Insurance Agency. Live customer service representative. No voice mail.
- Highest financial ratings
 - AAA Standard & Poor's
 - A++ A.M. Best
 - Aaa Moody's
- World's largest insurer by market value. Have been in business since 1928.
- Over \$650 billion in assets (12/31/03)
- 12 million customers
- A sample of their other accounts include a variety of businesses and governments
 - University of Kentucky
 - Wake Forest University

- City of Indianapolis
- City of Raleigh
- Dallas School District
- Dr. Pepper
- U.S. Airways
- Northwest Airlines
- Lance
- Harley Davidson Motor Company

HEALTH INSURANCE OPEN ENROLLMENT:

Health Insurance Open Enrollment will be held in the month of April again this year, for an effective date of July 1, 2005 for all carrier changes. Premiums will be announced as soon as they are received by the Human Resources Office. The Employee Benefits Fair is scheduled to be held in conjunction with Open Enrollment on April 5, 2005 in the University Center, Room 125 from 9:00 a.m. to 3:00 p.m., with presentations by the Health Insurance Carriers at 10:00 a.m. and 1:30 p.m. in Room 133. All changes in health insurance carriers must be completed no later than April 29, 2005 by close of business. No other carrier changes will be made after that time. All change documents executed in the month of April will become effective July 1, 2005.

Employees are reminded that verification of student status for dependents ages 21-24 must be submitted to the Office of Group Benefits every semester. Also, it is the employees' responsibility to notify the Office of Group Benefits and the Human Resources Office when a dependent is no longer eligible for coverage. The definition of dependents, as defined by the Office of Group Benefits is, *"never married children from date of birth to age 21 who are dependent upon the employee for support, or never married children from the age of 21 through 24 who are enrolled and attending classes as full-time students and are dependent upon the employee for support."*

KEEP YOUR ADDRESS CURRENT:

Both LASERS and Teachers Retirement System of Louisiana, (TRSL) now mail the members account statements directly to the members' home address. Employee's who need to update their home addresses may complete a change of address in the Human Resources Office. To see which home address we have on file, check your Employee Self Service information.

Both LASERS and TRSL now have benefits calculators available on their web pages. LASERS has both a Retirement and Repay Refund calculator. TRSL has a Retirement Benefit Calculator, an ORP Comparison Calculator, and a link to the Social Security Online Benefit Calculator.

PLEASE NOTE THAT ALL THREE OF THESE CALCULATORS PROJECT FIGURES BASED ON THE DATA ENTERED BY THE EMPLOYEE AND ARE NOT OFFICIAL CALCULATIONS.

LASERS www.lasers.state.la.us

TRSL www.trsl.org

SOCIAL SECURITY www.ssa.gov/planners/calculators.htm

LASERS & TRSL members can send in required documents to their respective retirement system now to be on file when they actually retire. Copies of birth certificate, social security cards, and divorce or death certificates, if applicable, may be submitted prior to retirement, where they will be scanned into the employees record. When the member is ready to retire, or enter DROP, most of the paperwork will already be on file. Employees are reminded to start the process of DROP or retirement at least 90 days in advance.

LASERS PREP SEMINAR:

Southeastern Louisiana University will host the LASERS PREP Seminar on April 26, 2005, in Room 133 of the University Center beginning at 8:00 a.m. Employees are reminded to apply in advance, and that supervisory approval is required. These seminars provide retirement planning information to LASERS members. Seminar topics include eligibility requirements for retirement and benefits, Initial Benefit Option (IBO), survivor benefits, disability benefits, DROP, purchase of service credit, LA Deferred Compensation, Social Security, and Group Benefits. PREP seminars usually last approximately four hours. (As room temperatures vary, please dress accordingly.)

NEW EMPLOYEE ORIENTATION

Orientation for new classified and unclassified staff will be held on Wednesday, January 26, 2005 in room 139 of the University Center. Attendance is mandatory for classified employees. Unclassified employees are expected to attend.

The program will begin at 8:30 a.m. with registration and coffee 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.

If you plan to attend the January 26th orientation or have any questions, please email Jan Ortego at Jan.Ortego@selu.edu or phone extensions 5771 or 5435.

VIOLENCE IN THE WORKPLACE POLICY TRAINING

Two sessions of training on the University's Violence in the Workplace Plan are scheduled for Thursday, January 27th in the University Center, Room 133. The first session will be offered from 9:00 a.m. to 10:30 a.m. and a second session will be available from 1:30 p.m. to 3:00 p.m. These sessions are open to all University faculty and staff. Pre-registration is requested by emailing Jan Ortego at Jan.Ortego@selu.edu or by phoning her at extension 5771.

ANNOUNCING NEW WEB-BASED PROGRAMS AVAILABLE TO FACULTY AND STAFF

The State Division of Administration, through its CPTP program, announces a new state of the art, e-learning program for state employees called "Mind Leaders". This replaces its predecessor, NetG as the computer-based source of interactive courses available over the Internet 24 hours a day, 7 days a week.

The three categories of courses offered online are Computer Skills Courses, Professional Development Courses and Business Skills Videos.

In order to access these classes, employees will need an enrollment key that they can obtain by contacting Jo Ellen Williams through email at JoEllen.Williams@selu.edu or at extension 5435. Graduate assistants and student workers are not eligible to take these courses.

IF THIS TRAINING IS MANDATED BY YOUR SUPERVISOR, IT WILL NEED TO BE COMPLETED DURING WORK HOURS. IF YOU CHOOSE TO DO THIS TRAINING AFTER WORK HOURS, IT WILL BE CONSIDERED VOLUNTARY AND WILL NOT BE COMPENSATED.

For more information about these classes, please check out the following website:
http://www.state.la.us/CPTP/cbt_cls.htm

COMPREHENSIVE PUBLIC TRAINING PROGRAMS **SCHEDULED ON CAMPUS IN MARCH**

The Comprehensive Public Training Program, a section of the Louisiana Division of Administration, is sponsoring three supervisory training programs on campus during the month of March. A training program entitled "Performance Planning & Review Training for Supervisors" will be held on Monday, March 7th from 8:15 a.m. to 3:30 p.m. A class entitled "Controlling Absenteeism & Tardiness in State Government" will be offered on Tuesday, March 8th, also from 8:15 a.m. to 3:30 p.m. On Wednesday, March 9th, "Civil Service Essentials for Supervisors" will be presented from 8:15 a.m. to 3:30 p.m. All classes will be held in Room 139 of the University Center. The programs are open to classified supervisors or supervisors of classified employees. Advance registration is required for these programs and space is limited. For more information, please contact Jo Ellen Williams at extension 5435 or Jan Ortego at extension 5771.

2005 HOLIDAY SCHEDULE

For a list of University Closures and Holidays please visit the HR website at the following address:
<http://www.selu.edu/Administration/Depts/HumanResources/holiday.html>

REWARDS AND RECOGNITION PROGRAM

Several employees have already participated in Southeastern's Rewards and Recognition Program. Some of the awards were for certifications for CHN, CNA, CNE, among others. Employees are encouraged to review the policy on the Human Resources Office website at:
<http://www.selu.edu/Administration/Depts/HumanResources/rewardsregmenu.html>

Employees who have completed approved certifications listed in the program may be eligible for monetary awards. Applications must be received no later than March 30, 2005, in order to be considered for the 2004-2005 awards program.

Supervisors are encouraged to review all the possible awards to ascertain if any employees they supervise may be eligible for an award.