

HUMAN RESOURCES HIGHLIGHTS

COMPREHENSIVE HUMAN RESOURCES SERVICES

Contents

- | | |
|---|--|
| <ul style="list-style-type: none"> • OCHSNER PLAN MEMBERS NOTICE • LONG TERM DISABILITY PLAN • BENEFITS FAIR • HB 58 (Act 194) EARLY RETIREMENT BILL • HB 980 (Act 340) "AIR TIME" BILL • NEW EMPLOYEE ORIENTATION • NEW FACULTY ORIENTATION • CRISIS LEAVE POOL DONATIONS • SHARED SICK LEAVE • COMPREHENSIVE PUBLIC TRAINING PROGRAMS SCHEDULED | <ul style="list-style-type: none"> • VIDEO LIBRARY • PROFESSIONAL DEVELOPMENT AND TRAINING DATABASE • ON-CAMPUS TRAINING PROGRAMS • AUTHORIZATION TO TAKE UNIVERSITY CLASSES/FEE WAIVERS • OUTSIDE/DUAL EMPLOYMENT • FALL 2004 SEMESTER EMPLOYMENT INFO FOR GA'S • POLITICAL ACTIVITY |
|---|--|

OCHSNER PLAN MEMBERS NOTICE

The Office of Group Benefits has sent notification that Humana/Ochsner Health Plan (formerly Ochsner Health Plan) has been unable to finalize a contract with the Tenet Healthcare Corporation. This affects the following hospitals:

Doctors Hospital of Jefferson - Metairie
 Kenner Regional Medical Center - Kenner
 Lindy Boggs (Mercy) Medical Center - New Orleans
 Meadowcrest Hospital - Gretna
 Memorial Medical Center (Baptist) Uptown Campus - New Orleans
 NorthShore Psychiatric Hospital - Slidell
 NorthShore Regional Medical Center - Slidell
 St. Charles General Hospital - New Orleans

GROUP BENEFITS WILL ALLOW HUMANA/OHP PLAN MEMBERS 30 DAYS TO TRANSFER TO THE PPO OR EPO. TRANSFER TO FARA-MCO WILL NOT BE ALLOWED, DUE TO THE FACT THAT TENET FACILITIES ARE NOT PART OF THE MCO NETWORK THIS YEAR.

The 30-day period to change enrollment will extend from June 23 until July 21, 2004, for an effective date of August 1, 2004. Active plan members will need to complete a change document within the allowed 30-day time frame. If you do not need to change your plan based on the contract issues above, you do not have to complete a document. Please contact the Human Resources Office at ext. 2057, 5451 or 5655 if you have any questions.

LONG TERM DISABILITY PLAN

Southeastern Louisiana University Employee Advisory Committee is pleased to announce that ING has been approved to solicit for a long-term disability plan. They will need to enroll 25 employees in order to be given a payroll slot. ING representatives will be on campus July 20th in the Student Union room 212 from 9:00 a.m. – 2:00 p.m. to answer questions and do pre-enrollment for the long-term disability plan. The Employee Advisory Committee strives to improve Southeastern employee benefits and welcomes suggestions and comments.

BENEFITS FAIR

The Human Resources Office will be holding the Fall 2004 Employee Benefits Fair on August 16, 2004. Refreshments will be served and the Fair will be from 9:00-3:00 in the University Center, Room 125. Many vendors will be available to answer benefits questions and to give individual consultations. Room 127 will also be available for those vendors who wish to give a brief fifteen-minute presentation regarding their current payroll deductions. The schedule of vendor presentations will be made available as soon as possible so look for this information in the days to come.

For additional information, questions or comments regarding this article please contact Melissa Savant, Sue Jones or Jerilu Bankston in the Human Resources Office at extension 5451, 2057 or 5655.

HB 58 (Act 194) EARLY RETIREMENT BILL

An early retirement bill, HB 58 (Act 194), was passed during the 2004 Regular Legislative Session and signed by Governor Blanco. The Act provides for early retirement of members of the Louisiana State Employees' Retirement System (LASERS) who have attained age 50 and have at least 10 years of service credit. Such retirement is limited to the period from the Act's effective date through December 31, 2006 and requires an actuarial reduction of benefits. For more information please contact the Benefits Section of the Human Resources Office at extension 2057 or 5451.

HB 980 (Act 340) "AIR TIME" BILL

The "Air Time" bill, HB 980 (Act 340), was passed during the 2004 Regular Legislative Session and signed by Governor Blanco. The Act allows a LASERS member with system service credit of at least one year to purchase credit for up to five years of service in one-year increments by paying to the system in a lump sum the greater of the actuarial cost or an amount sufficient to offset the increase in accrued liability based on the member's current salary, including the employee and employer contributions plus interest. It also allows purchase of service credit in one-month increments, if purchased on or before December 31, 2004, subject to the same requirements. For more information please contact the Benefits Section of the Human Resources Office at extension 2057 or 5451.

You may access the *Application for Purchase of Services Under R.S. 11:429* Form 2-7 from the following link:

<http://www.lasers.state.la.us/WebPages/Forms%202003/2-7%20Application%20for%20Purchase%20of%20Service%20under%20R.S.%2011%20429.pdf>

NEW EMPLOYEE ORIENTATION

Orientation for new classified and unclassified employees will be held on Wednesday, July 28, 2004 in room 127 of the University Center. Attendance is mandatory for classified employees and unclassified 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 August 16th, September 21st, October 20th and December 7th. If you are planning to attend the July 28th orientation or have any questions, please email Jan Ortego at jortego@selu.edu or phone extension 5771.

NEW FACULTY ORIENTATION

New Faculty Orientation will be held on Monday, August 16th 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 2:15 p.m., with a Benefits Fair to follow. For more information, please contact Jan Ortego in the Human Resources Office at extension 5435, or Cindy Vernon at the Center for Faculty Excellence at extension 5791.

CRISIS LEAVE POOL DONATIONS

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 is a means of providing paid leave to an eligible classified employee who has experienced a serious illness or injury to themselves or an eligible family member.

Contributions to the Crisis Leave Pool are strictly voluntary; no employee shall be coerced or pressured to donate leave. An employee donating to the pool may not designate a particular employee to receive donated time. Donations are accumulated in the pool on a calendar basis and awarded on a first-come, first-served basis to eligible employees. Donations must be renewed annually. Donations are limited to the following terms:

- 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 will manage 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

Southeastern Louisiana University has a Shared Sick Leave Program to be used by **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 their own 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.

For those faculty and/or unclassified staff who are interested in donating a portion of their sick leave to the Shared Sick Leave program please 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 Controller’s Office for processing.

COMPREHENSIVE PUBLIC TRAINING PROGRAMS SCHEDULED

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 August and two during the month of September. A program entitled “Documenting for Performance & Discipline” will be held on Monday, August 23rd from 8:15 a.m. to 3:30 p.m. and again on Tuesday, September 21st. A class entitled “Civil Service Essentials for being an Effective Supervisor” will be offered on Monday, August 30th also from 8:15 a.m. to 3:30 p.m. On Tuesday, September 14th a class entitled “Controlling Absenteeism & Tardiness in State Government” will be presented. All classes will be held in the University Center. **The programs are open to classified supervisors or supervisors of classified**

employees. Registration for these programs is required and space is limited. For more information, please contact Jan Ortego at extension 5435.

VIDEO LIBRARY

The Human Resources Office, through the Training Section, maintains an extensive video library on topics helpful for professional development, communication skills and productivity for employees. The videos include topics such as Professional Telephone Skills, Conflict Communication Skills, Dealing with Difficult People and Making Diversity Work. You may review a list of videos available to borrow by visiting the following link:

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

PROFESSIONAL DEVELOPMENT AND TRAINING DATABASE

In an effort to maintain accurate records of professional development and training activities, faculty and staff are asked to inform the Training Section of any conference, seminar or other training attended. A 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 activity 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 5435.

ON-CAMPUS TRAINING PROGRAMS

A schedule of programs offered by the Training Department through the remainder of this year can be found on the Human Resources website through the Training Link.

<http://www.selu.edu/Administration/Depts/HumanResources/trainingschedule2004.htm>

Please be aware that employees need their supervisor's approval to register for and attend trainings. To get more information on a program of interest and to register for programs please call Jan Ortego at extension 5435, or email her at jortego@selu.edu.

AUTHORIZATION TO TAKE UNIVERSITY CLASSES AND REQUESTS FOR FEE WAIVERS FALL 2004 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 2004 will be on August 25th.

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.

OUTSIDE/DUAL EMPLOYMENT

You may submit Outside Employment forms for Fiscal Year 04/05 at this time.

The University of Louisiana System requires that all full-time Southeastern employees disclose, on an annual basis, any outside employment activities. The Policy recognizes the employee's right to engage in outside employment, as long as it is within the proper parameters as established by Louisiana law.

This notice is a reminder that outside employment must be reported in advance in the event Presidential and/or Board approval is required. Should outside employment be entered into any time during the reporting period, it must be reported.

Those who have completed forms since July 1, 2004, as part of your employment packet do not have to complete an additional form, unless you have entered into new outside employment since completing the original form.

Each full-time employee, including those who may become temporary full-time employees, must complete a Disclosure of Outside Employment form for the period of time they are considered full time, to assist Southeastern in fulfilling its annual certification requirement. Employees who are involved on behalf of Southeastern with contracts or agreements between Southeastern and an outside employer must submit a list of all such employment.

The online form is available at the following web address:

<http://www.selu.edu/Administration/Depts/HumanResources/hrooutform.doc>

The inclusive dates for outside employment for this reporting period are July 1, 2004 through June 30, 2005.

If you **do not** have outside employment, check “I do not have any outside employment,” sign and date the form and forward it directly to the Human Resources Office at SLU 10799.

If you **do** have outside employment, check “I do have outside employment” and enter the name and address of the outside employer. For time commitment required, you must be specific; for example, Monday and Thursday, 6:00 until 10:00 p.m.; or Saturdays and Sundays, 8:00 a.m. until 4:00 p.m. Inclusive Dates of Activity should reflect the dates you actually engage in this activity; for example, July 1, 2004 through December 15, 2004; or July 1, 2004 through June 30, 2005. Answer all five questions, sign and date the form, and submit it to your department head for approval. The department head will forward the form to the dean or division head for further approval. The dean or division head will forward the form to the Human Resources Office, which will determine if additional approvals are needed.

An annual information report listing all outside employment that has been approved and is currently in force under this policy, and any other details which may be requested, is to be kept on file at Southeastern.

FALL 2004 SEMESTER EMPLOYMENT INFORMATION FOR GA’S

Last Day to Work for Summer: Tuesday, July 27. Last check – July 30.

Fall Semester Dates: Monday, August 16, through Friday, December 10. GA’s are not required to make up time missed due to holidays and closures.

Minimum Hours Required for Fall: Six.

Fall Semester Salary: \$2200.

Pay dates: Last working day of each month EXCEPT August. August salary will be paid September 15.

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

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 in advance. Dates GA’s can perform additional duties are July 28 through August 13 ONLY.

Exit Check-out Forms (available on the HR website): Must be completed for all GA’s who will not be returning. Forms are generated in the department and the department will sign off on section 1. The student must take the form to physical plant where they will sign off that keys have been returned, even if no keys were issued. HR will complete the remainder of the form. If the form is not completed by Tuesday, July 27, checks and transcripts will be held. This could be a problem for GA’s, especially those leaving town, since checks will not be available until July 30. The department must also verify

that the student has certified his/her time or obtain a signed form from the GA for Payroll to certify their time.

Orientation: Is mandatory for all new GA's. An orientation session will be held Monday, August 16, at 9 a.m. in UC133. GA's 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.

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 SLU in the past (student worker, recreation, etc.). GA's will not be processed for pay until the verification is received in HR.

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

Application/Pre-app: The department must obtain an application and a signed pre-app. These should be attached to the ROE and forwarded to Dr. Kurtz.

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>>.