

HUMAN RESOURCES HIGHLIGHTS

COMPREHENSIVE HUMAN RESOURCES SERVICES

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Crisis Leave Pool

Donations are needed for the **Classified Crisis Leave Pool**. You must be a Classified Employee to donate to the Classified Crisis Leave Pool.

The Crisis Leave Program is a means of providing paid leave to an eligible **Classified Civil Service** employee or employee’s eligible family member who has experienced a serious illness or injury. The intent of the program is to assist employees who, through no fault of their own, have insufficient paid leave balances to cover the crisis leave period. To see the entire policy please go to:

http://www2.selu.edu/documents/policies/empl/p5_class_leave_policies.pdf

The form to donate to the pool may be found at:

http://www.selu.edu/admin/controller/payroll/forms/crisis_leave.pdf

Donations can be a minimum of 4 hours up to 240 hours of annual leave. The employee must have a minimum of 120 hours of annual leave remaining after the contribution.

Shared Sick Leave Pool

Southeastern Louisiana University has a Shared Sick Leave Program to be used by **faculty and/or unclassified staff** employees. 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 a minimum of 8 hours sick leave to the shared sick leave pool. In order to use leave from this pool you must have made a donation to it. See the entire policy at:

<http://www2.selu.edu/documents/policies/sharesickleave.pdf>

Forms for donating or requesting leave are on pages 5 and 6 of the policy.

Emergency Contact Information

Faculty and Staff should review contact information in PeopleSoft, Employee Self Service, Personal Information. If updates are needed, please request changes by email to hro@selu.edu with the new information.

B E N E F I T S

Latest News from TRSL

To view the latest news and updates regarding the Teachers' Retirement System of Louisiana, visit the link below. Items reviewed are:

- Market Upheaval: The Facts About Your Retirement Benefits
- Election results announced by TRSL Board
- The Market, TRSL and You
- Impact of Economic Downturn on TRSL
- Information regarding American International Group (AIG)
- Lawmakers approve 2008 COLA
- Subscribe to TRSL Member News

http://trsl.org/general/index.php?page=Whats_new

TRSL 2009 Workshop Schedule

The Teachers' Retirement System of Louisiana has posted their Workshop Schedule for 2009 at the link below:

<http://trsl.org/general/index.php?page=Workshops>

LASERS PREP Seminar - 2009 Schedule

Southeastern Louisiana University will host the LASERS PREP Seminar on the following dates for 2009: March 11th, June 10th and September 9th. All of the seminars will be held in Room 139 of the University Center beginning at 8:00 am. Employees are reminded to apply in advance and that supervisory approval is required. These seminars are conducted by LASERS staff and address topics such as eligibility requirements for retirement and benefits, Purchase of Service Credit, Survivor and Disability Benefits, Initial Benefit Option (IBO), Leave Credit and the Deferred Retirement Option Plan (DROP). PREP seminars also include information on Social Security, La Deferred Compensation Plan and the Office of Group Benefits.

To register, members can visit the LASERS web-site and complete an on-line registration form. The link is: <http://www.lasers.state.la.us/>

Annual Enrollment for Health Insurance and Spring Benefits Fair - April 20, 2009

Southeastern Human Resources Office will host The Spring Employee Benefits Fair on April 20, 2009 from 9:00 a.m. to 3:00 p.m. in the University Center, in conjunction with Annual Enrollment for Health Insurance. All employees are encouraged to attend the Benefits Fair to learn about the new and current benefit plans. Refreshments will be served and vendors will be available to answer benefits questions and to give individual consultations. Changes to your health insurance plan may be made during the month of April to be effective July 1, 2009. For additional information, questions or comments regarding this article please contact Nicole Dunnington, Nannette Angona, Jennifer Rowell, or Sue Jones in the Human Resources Office at 5451, 2057, 2587 or 5655.

403B Program

NOTICE ABOUT ELIGIBILITY TO PARTICIPATE IN 403(b) PLANS

Did you know that Southeastern offers several 403(b) tax deferred plans for employees?

Eligible employees have the opportunity to save for retirement by participating in one or more 403(b) plans offered through payroll deduction. Employees can participate in Southeastern's 403(b) plans by making pre-tax contributions to one or more of the 403(b) plans provided

What do I have to do to contribute to one of the 403(b) plans sponsored by Southeastern?

You can contribute to one of the 403(b) plans once you have completed a salary reduction agreement and returned it to the Benefits Section of the Human Resources Office and have enrolled with one of the investment providers, approved by Southeastern. The salary reduction agreement gives Southeastern the right to take the elected dollar amount from your paycheck and contribute those amounts to your 403(b) plan. For a complete list of investment providers available to you through the plan, and their contact information, please visit www.selu.edu/HRO and click on the Benefits link, the Retirement Link and then click on 403B Supplemental Retirement Plans.

How do I know if I am eligible to participate in one of these 403(b) plans?

Southeastern Louisiana University employees are eligible to participate, with the exception of the student employees (student workers, graduate assistants, student interns, student resident assistants).

Employees should contact the Human Resources Office at 985-549-5655 for more information regarding eligibility.

How much can I contribute?

In general, you may contribute up to \$16,500 in 2009. This amount may be adjusted annually. Also, if you have at least 15 years of service with Southeastern or you are at least 50 years old, you may also be able to make additional catch-up contributions. Contact Sue Jones in the Human Resources Office at 985-549-5655 for additional information on the amount that you can contribute to a 403(b) plan.

I am already participating in the 403(b) plan. What other rules about participating should I know?

If you are already contributing to on of the approved 403(b) plans, you may change your contribution amount by completing a new salary reduction agreement and returning it to the Benefits Section of the Human Resources Office. If you are increasing your payroll deduction you must have a calculation performed to ensure that you're within the limits to contribute. Your "Total Maximum Amount Contributable" calculation may be obtained by contacting your 403(b) plan provider or contacting Sue Jones in the Human Resources Office for assistance. Please refer to www.selu.edu/HRO Benefits link for specific plan rules regarding how frequently you are allowed to change your contribution amount or percentage.

Salary Deferral Limitations for Calendar Year 2009

The IRS has announced Salary Deferral Limitations for Calendar Year 2009.

(403B Accounts)

Basic Limit:	\$16,500.00
Age 50+:	5,500.00
Total:	\$22,000.00

*15 Year Catch Up: 3,000.00

*The 15 Year Catch Up cannot exceed \$3,000 per year or exceed cumulatively \$15,000 over the lifetime of the 403B participant. **NOTE:** Employees who request the Catch Up provision must provide a Maximum Exclusion Allowance Calculation from the 403B agent/company.

(457 Deferral Limits)

Basic Limit:	\$16,500.00
Age 50+:	5,500.00
Total:	\$22,000.00
**Catch Up:	\$16,500.00
Total Allowed:	\$33,000.00

The special Catch Up is available for employees participating in an eligible 457 deferred compensation plan who have elected the special catch up available in the three years prior to the year of normal retirement age. **NOTE: This limit is not available if the participant is currently using age 50+ catch up limit. Special forms must be completed with the 457 plan prior to starting this catch up limit.

Overage Dependents Spring 2009

The deadline to submit the Enrollment Verifications of Full-Time Student Status to the Office of Group Benefits for eligible dependent children, ages 21-24 for the Spring 2009 semester was January 31, 2009. It is the plan member's responsibility to provide this documentation each quarter or semester. Please be advised failure to provide the enrollment verification can lead to your over age dependent being dropped from your insurance. If your dependent is dropped you will have to reenroll him/her as a late applicant and Pre-existing Condition restrictions may apply.

Family And Medical Leave (FMLA)

If you have a need for FMLA leave, please notify the Human Resources Office at least 15 days (if possible) prior to begin date of your leave to obtain and complete the necessary paper work.

As per the Family and Medical Leave Act (FMLA) of 1993, Southeastern will grant a leave of absence to regular full-time and regular part-time employees (who meet the requirements described in the handbook) for the care of a child after birth or adoption or placement with the employee for foster care, for the care of a covered family member (spouse, child, or parent) with a serious health condition, in the event of an employee's own serious condition, a covered military member has been notified of an impending call or order to active duty in support of a contingency operation or to care for a covered service member with a serious injury or illness. A covered employee is entitled to twelve weeks of job protected leave in a "year." The State of Louisiana has designated that all agencies use a "first usage" year. This 12-month period begins with an employee's first usage of FMLA leave. For more information log on to: http://www2.selu.edu/documents/policies/empl/p5_class_leave_policies.pdf

For more information regarding FMLA, please contact Human Resources at ext.5451.

TRAINING NEWS

New Employee Orientation

The next orientation for new classified and unclassified employees will be held on Tuesday, March 10th in the Human Resources Office Conference Room. Registration begins at 8:30 a.m. and the program will run from 8:45 a.m. to 11:45 a.m. Attendance is mandatory for classified employees and unclassified

employees are expected to attend. For more information on the program, please contact Jan Ortego at Jan.Ortego@selu.edu or at phone extension 5771.

CPTP Programs Scheduled on Campus January through March

The Comprehensive Public Training Program (CPTP), a section of the Louisiana Division of Administration, is offering a number of free professional development programs on campus. The Human Resources office is pleased to be able to sponsor these programs. Topics offered include: Effective Conflict Resolution Strategies, Ethical Behavior in the Workplace, Professionalism & Productivity for Non-Supervisors, Providing Quality Service, and Strategies for Supervisory Success. A link to a detailed description of the above programs follows:

http://www.doa.louisiana.gov/cptp/classes_hamm.htm

Advance registration is required for these programs and space is limited. For more information, please contact Jan Ortego at Jan.Ortego@selu.edu or at extension 5771.

Providing Quality Service

The Comprehensive Public Training Program is sponsoring a workshop on campus entitled “Providing Quality Service” The day-long program will be offered on Thursday, March 12th from 8:15 a.m. to 3:30 p.m. It will be held in Room 139 of the University Center.

This class provides a foundation to help participants address the basic service needs of their customers. Participants will learn how to assess individual situations to identify potential opportunities for providing service. They will also learn specific strategies to help them meet the needs of customers working within state government. Additionally, participants will learn strategies for dealing with difficult, challenging customers. A certificate of participation, indicating contact hours, will be issued to attendees.

The program is open to all University employees with their supervisor’s approval. Pre-registration is required by the state, and early registration is recommended. Please contact Jan Ortego at extension 5771 or at Jan.Ortego@selu.edu for registration information.

Employee Self Service

Step by Step instructions on using the Employee Self-Service module in PeopleSoft 9 are available to help faculty and staff members navigate to view their personal information. Please access the link below for detailed assistance:

http://www.selu.edu/resources/howdoi/leonet/hr_selfserve/index.html

Training Database

In an effort to maintain accurate employee professional development and training records, faculty and staff 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/admin/hr/documents/trainingquestionnaire.pdf>

Once the form is completed, it may be emailed to Jan Ortego at Jan.Ortego@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.

MindLeaders On-Line Training Programs

The State Division of Administration, through its CPTP program, offers a state of the art, e-learning program for state employees called “MindLeaders”. This is a 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 Jan Ortego via email at Jan.Ortego@selu.edu . Graduate assistants and student workers are not eligible to use these courses.

IF YOUR SUPERVISOR MANDATES THIS TRAINING, 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.

Outside Employment

Outside employment forms for the 7/1/08 through 6/30/09 reporting period have been mailed. Additional forms are available at www.selu.edu/admin/hr/documents/hrooutform.doc. Completed forms and the return envelope should be forwarded to supervisors for approval. Supervisors should forward forms to deans or department heads for approval. Deans or department heads should forward the forms to HR. All full time employees must complete an outside employment certification form each year. Requests for approval to have outside employment should be submitted prior to starting the other employment.

For further information, contact Rissie Cook or Sharon Sparacello in Human Resources at 549-5435.

RECRUITING

PeopleAdmin Training Sessions

The Human Resources Office has been conducting large group and one-on-one training sessions on the PeopleAdmin Online Employment system since the systems Go-Live. We have received some great feedback from users and continue to use this feedback to improve the processes where possible.

If you are interested in meeting with someone from Human Resources for a training session or refresher Q & A session, please contact Paulette Smith at x5496 or psmith@selu.edu.

Quick Sheets Available for PeopleAdmin!

How Do I? Quick Sheet guides for PeopleAdmin are now available and a link has been added to the PeopleAdmin screen on the left-hand navigation when you are logged into PA. These sheets cover areas such as preparing Position Descriptions, Requests to Advertise, and Hiring Proposals in PeopleAdmin. The sheets can also be found by clicking on the LEONET link from the bottom of any Southeastern web page and then by clicking on the [How Do I?](#) link and selecting PeopleAdmin, or by clicking on the link below.

<http://www.selu.edu/resources/howdoi/peopleadmin/index.html>

If you have recommendations for additional quick sheets, please contact Paulette Smith at x5496 or psmith@selu.edu.

Legal Aspects of Hiring Blackboard Course

In accordance with Southeastern's hiring procedures, every member on a search committee and anyone who will participate in any part of the interviewing process for hiring on campus must complete a Legal Aspects of Hiring training course before they can participate in any of the interviews. The requirement states that a search committee member/interview participant must have been through the training within the last 5 years. The purpose of this course is to inform the Department Head, Search Chairperson and the Committee about the laws and the EEO aspects of recruiting.

Many employees on campus are nearing the 5 year mark since their last training and may want to consider contacting Human Resources to schedule to be set up in the Legal Aspects of Hiring online Blackboard course. This course can be completed at an employee's leisure from any Internet capable computer. To find out if you need the training, please contact Paulette Smith at extension 5496 or psmith@selu.edu.