



HR & YOU



Human Resources

May 6, 2013

DIRECTOR'S WELCOME

I would like to welcome you to the first edition of *HR & You* from the Office of Human Resources. This newsletter is designed to introduce you to HR news and important activities taking place in Human Resources. *HR & You* will keep you up-to-date on issues that impact your employment.

HR & You speaks to a variety of topics and purposes. As your new Director of Human Resources, I thought it appropriate to share some basic information about HR. As you may know, HR has five primary functions:

- 1) Benefits
- 2) Compensation/Classification
- 3) Employment and Examinations
- 4) Training and Development
- 5) Workers' Compensation

Each month we will deliver information about our direction and what services we are providing the EIU community. Other areas that will be covered in the newsletter are legal updates, civil service rules, quotes of the month

and area spotlights, just to name a few. The following is some important information that I would like to share

with you based on surveys conducted by our benefits and employment/examination areas:

In the fall of 2012, the Benefits Office conducted a survey asking you what voluntary benefits you would like to see offered. The top three most cited voluntary benefits are long-term care (LTC), wellness, and Purchasing Power. In response to these survey results, *you've asked and we heard*.

We are currently looking into LTC and should have an answer by the fall 2013 semester.

Regarding wellness, the Training and Development Office is currently in the early stages of developing a comprehensive wellness program. We plan to have this in place by year-end. In the meantime, Training and Development has two wellness opportunities in place,

- 1) Steps it Up and 2) Scale it Down. These programs are possible through the collaboration of Family and Consumer Sciences, Kinesiology and Sports Studies and the staff at the Student Recrea-

tion Center. To learn more contact Julie Benedict at jabenedict@eiu.edu. Finally, you asked that we

bring Purchasing Power to campus. Purchasing Power is a program designed to give employees an opportunity to purchase the latest products like computers, electronics, home appliances and furniture through payroll deduction when they'd prefer not to

use cash or credit. Participants make manageable payments over 12 months, with no ballooning interest or hidden fees. Unlike layaway, employees can receive their merchandise just a few weeks after the program begins. We expect to have the program set-up and ready to go by the fall 2013 semester.

Other news from our Benefits Office includes the development of a new [on-line summer flex schedule form](#). Also, the Benefits Office is now the centralized point of contact for all FMLA-related issues campus-wide. Finally, the method used to calculate sick leave for faculty who teach summer school has been automated. Many thanks go out to Information Technology Services for their assistance.

In the Employment/Examination area, a concern regarding the ability to test

What's Happening?

- May 1—Benefits Fair
- May 1-31 Benefits Choice Period
- May 3—Wellness in Balance workshop presented by Dr. James Painter, FCS
- May 6—Summer Flex hours begin
- May 7—Extended Civil Service testing hours begin
- May 10—Wellness in Balance workshop presented by Kinesiology & Sports Studies
- May 17—Last day to submit nominations for Superior Performance Award
- May 27—Memorial Day Holiday
- May 30—Effective Communication workshop

outside of normal working hours was addressed by surveying the campus community. In response to the survey, alternate testing hours have been arranged. *You've asked and we heard you*. See the article on page four of this newsletter for more details about the extended testing hours.

I hope that you enjoy this and future editions of *HR & You*. Please share your feedback with us. If you have an area of interest that you would like for us to address, please let us know. *We hear you!*

Richard Enyard, Ph. D., SPHR
Director Human Resources

Top Three Choices from Voluntary Benefits Survey

- Long-term Care
- Wellness
- Purchasing Power

Benefits Choice FY14

RISING COSTS OF HEALTH CARE

FY14 brings with it several increases associated with our healthcare. There will be significant increases in premium costs at both the individual level and for dependents. In addition, all plans will see a rise in the cost of co-payments both for primary care physicians (PCP) as well as for specialist visits, emergency room visits, various surgical procedures, and home health visits. Deductibles have increased both for services and prescriptions.

Deductibles and co-payment rates have also increased for vision and dental.

Be sure to make an educated decision regarding your benefits. With costs rising, it is now more important than ever that you take charge of your medical expenses. Need help? Let us know!



Health Care Options

No provider changes for FY14

Health Alliance HMO

HealthLink OAP

Coventry HMO*

Coventry OAP*

HMO Illinois**

BlueAdvantage**

*formerly PersonalCare

**available for northern IL

OPEN-ACCESS: WHAT YOU NEED TO KNOW

FY14 Benefits Choice brings with it many changes to your benefits package. One change that could easily go unnoticed amid the chatter about rising premiums and deductibles is that Tier III of the open-access providers now offers different coverage that could have a significant impact on you and your wallet!

FY14 Change:
ALL OAP Tier IIIs have changed
from 80/20 to 60/40.

Tier III of OAPs opens up the network of medical providers to customers. It allows you to consider out-of-network vendors and see them but pay higher rates to do so. That freedom, however, comes with some significant risks. It is important to know your benefits. It is not uncommon for a doctor to refer

you, the patient, to a specialist or another provider. Don't be afraid to check to see if that provider is in Tier I or II before accepting. Tier III is a good option for emergency situations, but it can be incredibly costly if you are not mindful.

As with all of your decisions regarding your Benefits, please be sure you have read and understood the specifics of your health insurance carrier (including the fine print).

FLEXIBLE SPENDING

Your MCAP and DCAP accounts will have a new administrator. The switch from FBMC to WageWorks brings with it some new technological bonuses such as a more user-friendly website, apps for easy use of your spending accounts, and other customer improvements. You will also be receiving a new spending card due to the change in administrators.



Express Scripts

Express Scripts merged with Medco in April 2012. Do not be alarmed if you still see Medco used in communications or on websites, but Express Scripts is the company name of your prescription services. The good news is that with the merger, there is a much broader network of pharmacies where you can have your prescriptions filled.

(This applies to all providers except Health Alliance who use CatalystRx for prescription services).



Basic Break-down of Open-Access Plan Services

Tier III—60/40
Co-payments
Higher deductibles

Tier II—90/10
Deductibles
Co-Payments

Tier I— 100%
Preferred Provider
Co-Payments

And Don't Forget...

- ◇ Prudential LTD
- ◇ Sick leave bank
- ◇ Dental insurance
- ◇ Supplemental retirement
- ◇ Life insurance

FY14 Dependent Eligibility Audit

The State will be conducting audits to establish eligibility of dependents. This audit will take place during FY14. **Be sure during this Benefits Choice period that your dependents are eligible.** During Benefits Choice, dependents can be dropped from coverage without proof of a qualifying change in status and without penalty.

During the audit, if a member is found to be covering an ineligible dependent, they will be subject to financial penalties including, but not limited to, repayment of all premiums paid by the state and any expenses incurred by the program.

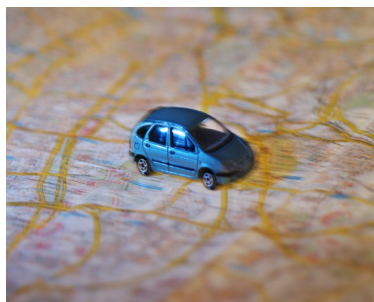
FEDERAL HEALTHCARE REFORM & YOUR BENEFITS

As a result of the Patient Protection and Affordable Care Act, there are additional preventive services. One significant area of change is in women's health. Well-woman visits, prescription costs for contraceptives, and breastfeeding support are now covered at 100% (beginning July 1, 2013).

For a full list of preventive services covered at 100%, see the Benefits website or contact us.



ADULT DEPENDENTS: ENROLL FOR MORE COVERAGE



There is good news for those of you who cover adult dependents. The Open-Access Plans have added a new program which will make coverage for dependents who have moved from the area more useful and affordable. To enroll in this optional coverage, you must contact your health insurance provider directly rather than the Benefits Office at EIU. Be aware that deadlines to enroll will apply but have not

been established.

Enrollment could be very beneficial to those with adult dependents who have left the area as this program, called Passport or Guest depending on health insurance provider, will essentially expand your network to include the medical services local to your dependent's new home location. If you think this might be for you, call your health insurance carrier for more information.

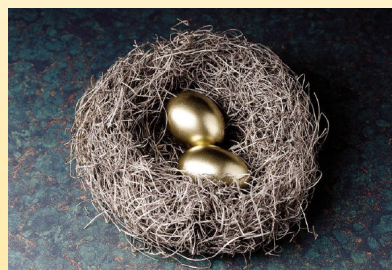
HUMAN RESOURCES

Director's Office, 2010 Old Main, 581.3514
Classification/Compensation, 581.3816
Training & Development, 581.8415
Workers' Compensation, 581.7835
Employment/Exams, 2020 Old Main, 581.3463
Benefits, 2031 Old Main, 581.5825

[eiu.edu/
humanres](http://eiu.edu/humanres)

Superior Performance Award

Nominations are now being accepted for the new Superior Performance Award. Up to ten awards of \$500 each will be given to employees who have exhibited qualities of excellence. To be considered, employees must be administrative & professional or non-negotiated civil service and have five years of consecutive full-time service with EIU. Visit the [Superior Performance Award website](#) for more information and to nominate a deserving EIU employee. Nominations close May 17 so don't delay!



“Wherever we look upon this earth, the opportunities take shape within the problems.”
~Nelson A. Rockefeller

EXTENDED CIVIL SERVICE TESTING HOURS

Our Employment/Examinations office is located in 2020 Old Main, and is part of Human Resources serving EIU and the surrounding community. Our staff currently screens walk-in applicants on Tuesdays and Thursdays, along with daily screening of applications submitted online through our website. Based on results from a recent survey, we are announcing expanded testing hours, every other Tuesday evening, beginning May 7. In addition to Tuesday evening testing, one Saturday per month will be reserved for testing between 9:00 AM to 12:00 PM. For May, it will be Saturday the 25th. Employees interested in taking advantage of testing

“after hours” need to call 581-3911 (Jeff) or 581-7654 (Donna) to schedule an appointment. Once appointments have been scheduled, it is the responsibility of the employee to contact the testing office



no later than 24 hours in advance if a testing appointment needs to be cancelled. Space is limited for “after hours” testing, and we appreciate your cooperation by cancelling your appointment, if needed, to open a spot for others who wish to test. Please call our office for availabilities concerning Saturday morning or Tuesday evening appointments.

From the Examinations Team,

Donna Noffke &
Jeff Marlo