

Spring 2009 Newsletter



A Note from the Chief HR Officer

Greetings from the Office of Human Resources! It was just about 6 months ago that I assumed my new role with our college. As you know, the HR office has been undergoing a significant amount of change as well as turnover in staff over the last year. Most recently, Nancy Jennings has decided to pursue an opportunity with another Minnesota university and her final day with us is Tuesday, February 17th. Please know that we anticipate posting Nancy's and another vacancy in our office over the next several weeks.



We are also in the midst of the faculty hiring process for fall of 2009. We received over 700 applications for several unlimited and temporary full-time positions. The search committees are currently in the process of scheduling and conducting interviews with the intention of meeting our hiring deadline of April 15th. Additionally, we recently posted 4 classified positions in the building services department, the business office, and with the Upward Bound program. We anticipate filling these positions in the next few weeks. A special word of thanks to those serving on the faculty and classified search committees. Your efforts are very much appreciated.

Earlier this spring we rolled out the MnSCU-wide Employee Code of Conduct Training for all college faculty and staff members via D2L. If you have not yet completed the training modules, please do so very soon. Our goal is 100% participation for college employees. Please be sure to take time in your work day to complete the training. If you are having trouble locating the training course in D2L, it is possible that you were inadvertently missed when the training modules were loaded into D2L. Please contact me for assistance with enrollment.

On a personal note, I want to thank you for welcoming me and the many new members of the HR office staff. Since my first few days in September, everyone has made us feel like we are "home."

Have an enjoyable spring!

Warm regards,

Stephanie



Helpful Tips To Manage Your Employee Self Service Page

1. You may access your **paycheck information** to make sure the gross pay and deductions are what you expect. It's a good idea to visit each pay period.
2. You can enter an **address change**. It will be reviewed and approved online by our Human Resources office staff. **Important: The old address will display in Employee Self Service until the address change is approved. Do not enter the same address change multiple times.** Emergency contact, personal email address, and personal phone number information you change will not need review/approval.
3. You can print forms to change your **tax withholding**, and print your **W-2** for tax reporting, etc.
4. You can change your **direct deposit** and **W-4** forms online.
5. You can make **charitable contributions** by payroll deduction.
6. You can access your **benefits information** and get the facts on which insurance carrier you selected, how much optional coverage you have, and the names you have listed as dependents.
7. You (except if you are faculty or administrators) can view your **leave balances** and activity.



[Click here](#) to access the **Employee Self-Service web page**.

Don't forget to log off the web site when you are done. To do this, click on **"Sign Out"** at the upper right side of the screen header.

REMINDER: AFSCME, MAPE and MnSCU Frontline Leadership Conference

The fourth annual leadership conference co-sponsored by AFSCME, MAPE, and the Minnesota State Colleges & Universities is scheduled on May 20-21 at our college.

New Workers' Compensation Clinic

If you are injured or become ill while on the job you are entitled to receive an initial evaluation from a participating medical provider within 24 hours. The medical provider that has been designed for Normandale Community College is:

Aspen Medical Group – Bloomington

Primary Care Clinic

7920 Cedar Avenue South

Bloomington, MN 55425

Phone: 952/851-1000

Website: <http://www.aspenmed.org/Locations/Bloomington.ashx?p=1110>

The clinic is open Monday - Friday from 8:00 a.m. - 5:00 p.m., with the lab opening at 7:30 a.m.

The clinic also has **Urgent Care hours** on Monday – Friday from 5:00 p.m. – 10:00 p.m. and on Saturdays and Sundays from 9:00 a.m. – 5:00 p.m.

Urgent care can be contacted by calling 651/641-7021.



Workers' Compensation is a no fault insurance program that pays benefits to employees who sustain injuries or illnesses where their employment is a substantial contributing factor. As an agency of the State of Minnesota, MnSCU's workers' compensation claims are administered by the Department of Administration Workers Compensation Program. They provide claims management, disability management and managed health care services for all state employees who have compensable claims. **Our workers' compensation program utilizes the services of Corvel, a certified workers' compensation managed care plan, which provides state employees with all necessary medical treatment for work-related injuries and illness.**

When a workplace injury or illness occurs, supervisors are required to complete a First Report of Injury (FRI) form which is the source document for all work-related injuries and illnesses from which claim files are developed. Once completed, the First Report of Injury form should be returned promptly to the Human Resources department. The First Report of Injury form is available in PDF and Word format at <http://www.risk-workerscomp.admin.state.mn.us/forms.htm> and scroll down to "Forms" and then select "[Injury/Illness/Incident Data Form \(IDF\)](#)".

We strive to treat all injured employees with dignity and respect. We work with employees, supervisors, claim specialists and rehabilitation specialists to insure employees' quick recovery and return to work. We strive to reduce costs through accident prevention, training, job modifications and early return to work for employees. We follow the laws of the State and the policies of the State Workers' Compensation Program to ensure that all parties are treated fairly.

Helpful Information Regarding Retirement Plans

There are several types of retirement plans and programs offered by the state of Minnesota. Some programs are mandatory while others are strictly voluntary. The mandatory retirement options include two different types of plans: defined benefit plans and defined contribution plans.

What is a defined benefit plan?

Minnesota State Retirement System (**MSRS**), Minnesota Public Employment Retirement Association (**PERA**), and Teachers Retirement Association (**TRA**) are all defined benefit plans, sometimes called pension plans. This type of plan provides you a benefit at retirement based on a formula that takes into account your years of service, High-5 Compensation and the age at which you begin to receive benefits. The basic benefit is NOT based on how much you contribute or how successful the investment manager is.

[MSRS: Minnesota State Retirement System](#)
[PERA: Minnesota Public Employees Retirement Association](#)
[TRA: Teachers Retirement Association \(TRA On-Line\)](#)

What is a defined contribution plan?

The Individual Retirement Account Plan (**IRAP**) and the Supplemental Retirement Account Plan (**SRP**) are defined contribution plans available only to unclassified employees. These types of plans provide you a benefit at retirement based on the amount of your contributions, MnSCU contributions and the market value change (earnings). The investments you select, and the performance of those investments, over time will have a significant effect on the amount of your retirement benefit.

[IRAP: Individual Retirement Account Plan](#)
[SRP: Supplemental Retirement Plan](#)

TIAA-CREF MnSCU Retirement Service Call Center
1-800-682-8969
(Monday through Friday 8:00 a.m. - 5:00 p.m. CT)

TIAA-CREF National Contact Center
1-800-842-2776 (Monday through Friday 7:00 a.m. - 9:00 p.m.; Saturday 8:00 a.m. - 5:00 p.m. CT)

<http://www.tiaa-cref.org/mnscu>



Are there voluntary retirement plans available?

In addition to the primary retirement plans (defined benefit and contribution plans), employees can choose to contribute additional amounts to two other retirement plans. Employees can contribute to one or both of these plans, but are subject to IRS regulatory maximums.

The **deferred compensation plan (457 Plan)** is a non-qualified plan that is managed by the Minnesota State Retirement System (MSRS). You must sign up for salary deferral contributions and direct the investment of those contributions among the various approved vendors. You are limited to \$15,500 or 100 percent of your taxable income, whichever is less, per year under current regulations, with catch-up provisions available to certain employees.

Minnesota State Retirement System
1-877-457-6466 (toll free)
<http://www.mndcplan.com>

The **tax sheltered annuity program (TSA or 403(b) program)** is a qualified retirement plan that is managed by TIAA-CREF. You are limited to \$15,500 or 100 percent of your taxable income, whichever is less, per year under regulations, with catch-up provisions available to certain employees. You must sign up for salary deferral contributions through [Employee Self Service](#).

[TSA: Tax Sheltered Annuity Plan](#)

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Helpful Information Regarding *Retirement Plans* (cont.)

Which Plan am I participating in?

If you do not know for sure which retirement plan(s) you are in, look at your pay stub for the various deductions that you have had year-to-date. The description names for these deductions may help you. Also, look closely at the headings on your quarterly or annual retirement statements. The headings should identify the plan closely to the names above. Be careful in reviewing the headings since some plan names are very similar - Deferred Compensation is the 457 plan; Defined Contribution includes both IRAP and SRP. If after you review your pay stub and you still have questions about your retirement plan(s), please contact the HR office at 952-487-8269.

Can I use an *independent financial planner* to help determine the amount I will contribute to the 403(b) and/or 457 plans?

TIAA-CREF will provide objective investment advice via their partnership with Ibbotson. However, TIAA-CREF and the MSRS are not financial planners in their role as plan administrators. Rather, they provide broad education information. Please continue to use your financial planner to assist you with investment and tax advice.

Which *investments* are right for me? When should I make *investment changes*?

Your investment selections probably depend up how much time you have until retirement and how much risk you can take. The more time you have and the more tolerance you have for market ups and downs, the more risk you can afford in your portfolio.

Remember, too, that diversification can help lessen risk over time. By choosing a balanced mix of stock, bond and money-market investments, you can capture the best of what several markets have to offer, while helping to lessen the effects of periodic market changes on your overall portfolio.

Only you are the best judge of which funds are right for your goals. Read all information you have on your investment options (including prospectuses) carefully before making any investment decisions.

The most successful investment plan is one that is followed. Do not panic if you see your investments go down in value in the short-term. To make your plan work the best, you should choose an investment approach and stick with it.

As a reminder, HR staff are not able to provide advice on which option is right for you.





Human Resources Contacts and their Responsibilities



Stephanie Miller, Chief Human Resources Officer **952-487-8271**

ADA Coordinator for NCC Employees

Affirmative Action / EEO Officer

College's Employee Data Practices Officer

Family Medical Leave Act oversight (FMLA)

Hiring - Faculty & Administrative Positions

Labor Relations / Contract Interpretation / Grievances / Discipline

Management Consultation

Management of HR Services / Staff

Policies & Procedures

Unemployment Compensation oversight

Workplace Discrimination Investigation Coordinator

Cathy Bisser, Assistant Human Resources Director **952-487-8267**

Affirmative Action Quarterly Hiring Reports

Assistance to Supervisors

Faculty Credentialing (Salary Placement and Minimum Qualifications evaluations)

Hiring - Classified and Unclassified

Job Audits / Classification Placement

Orientations (HR Team member)

Performance Management

Salary Placement & Contractual Probation Determination (AFSCME, MAPE & MMA)

Seniority Rosters (AFSCME, MAPE, and MMA)

Vicky Schwab, Personnel Services Representative **952-487-7085**

Classified & Unclassified (Non-Faculty) Payroll/Transactions

Classified Hiring Support

Designated Department Insurance Representative (DDIR) - insurance eligibility & coverage

Faculty Payroll (backup)

Family Medical Leave Act (FMLA) administrator

Hiring Support (classified and unclassified/non-faculty)

Orientations (HR team member)

Retirement (classified & unclassified employees) - Deferred Compensation, Tax Sheltered Annuities

Step Increase Management (AFSCME, MAPE & MMA)



Human Resources Contacts and their Responsibilities



Vacant, Personnel Services Representative **952-487-7273**

Administrator and Faculty Payroll/Transactions

Administrator and Faculty Orientation

Data for HR Reporting & College Budgeting

Designated Department Insurance Representative (DDIR) - insurance eligibility & coverage

Family Medical Leave Act (FMLA) administrator

Orientations (HR team member)

Other Benefits (Early Retirement, Phased Retirement, Sabbatical)

Retirement (for faculty) - Deferred Compensation, Tax Sheltered Annuities

Salary Placement & Step Increase Management (Faculty)

Seniority Rosters (faculty)

Worker's Compensation Coordinator

Cyndee Robinson, Personnel Services Representative **952-487-8371**

Administrator and Faculty Leave Records

Faculty & Staff Development Application Process (backup)

Hiring Support - Faculty, Administrative & Unclassified (Non-Faculty) Search Process

Performance Appraisal Process

Web Site Development / Maintenance for HR

Jill Lawrence, Human Resources Assistant **952-487-8269**

Application Process for Faculty Hires (backup)

Bulletin Board Maintenance (Official HR)

Employment Verification

Faculty & Staff Development Application Process

General Staff Support for HR Operations

Tuition Waiver

