

September 6, 2007



Fall 2007 Newsletter



A Note from the Director

Welcome and special greetings to all of our new staff and faculty. Human Resources is open to serve you from 8:00 to 4:30 Monday through Friday, and at other times by appointment. We are on the second floor of the Library Building in # L2775.

Thanks to our generous HR staff, there is always candy on the counter for our visitors. Please stop in to say hello and have a treat. You may also want to visit the HR web pages at <http://www.normandale.edu/hr> for comprehensive information about employment opportunities, benefits and many other subjects related to employment at Normandale.

Once again, we are so very grateful to everyone who gave their time serving on faculty and staff search committees this past year. I offer special kudos to those who served several months on our very successful presidential search advisory committee. They are faculty Sean Byrd, Cheryl Coulter and Mary-Ellen Seth; staff Howard Odor, Gloria Radtke and Debbie Tillman; students Yuliya Adasevich and Kelvin Borchardt; administrator Julie Guelich and community members Les Fujitake and Jim Giertz. I was the non-voting committee liaison/advisor and Larry Litecky, President at Century College was the chairperson. Getting to know this dedicated group of people as they went about their work for the college was very gratifying (one of the students even showed me how to run my i-pod).

Late last spring semester, we rolled out the MnSCU-wide Data Security Training for all staff and supervisors. I'm pleased to note that over 91% of our staff has already completed the short training modules. This web-based opportunity will be available to faculty and student workers very shortly. We hope that by December, we can report to the Office of the Chancellor that we have 100% participation at Normandale. More detailed information will follow soon.

It's nice to have all of our colleagues back and always wonderful to meet our new staff and faculty. Have a productive and exciting year.

- Sharon Harris

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Quick Updates from DOER:

1) Pandemic and Personal Preparedness Educational Program

It will take an adequately informed and prepared workforce to ensure that we are able to deliver critical services to the citizens of Minnesota during a sustained event, such as a pandemic. As part of the on-going statewide pandemic planning effort, DOER has created a state employee pandemic educational awareness program titled "Pandemic-Ready. Set. Respond." This educational program, approved by the Governor's office, is less than 30 minutes in length and provides state employees basic information about pandemics and personal preparedness. To access the program, follow the link <http://www.doer.state.mn.us/Pandemic.htm>. Then, click on Pandemic-Ready. Set. Respond link.

Each of you is encouraged to view the program. Please print a certificate of completion and send it back to HR for retention in your personnel file.

2) Workers' Comp

Starting September 1, 2007, the State Workers' Compensation Program is changing its policy for the agencies reporting of work-related injuries from seven calendar days to **three calendar days**. **Supervisors must complete a First Report of Injury for their employees within the first 24 hours of the injury and return it to HR immediately.**

In addition, the State Workers' Compensation Program requires that Human Resources staff contact the state's certified managed care plan, **CorVel**, immediately at **(612) 436-2542** or **(866) 399-8541** if an injured employee is admitted to an overnight stay at a hospital or requires immediate surgery on the date of the injury.

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Quick Updates from DOER:

2) Workers' Comp (cont.)

The State Workers' Compensation Program must take action on a claim to pay or deny a claim within 14 calendar days of the employee's notice to their supervisor or agency. Penalties and/or fines are assessed if this time requirement is not met. The new three day reporting requirement will allow CorVel to activate its case management services sooner, and it will allow the claims specialists to have necessary time to investigate and take appropriate action on claims within the time requirements of workers' compensation laws.

3) New State Pharmacy Benefits Manager

The Department of Employee Relations and the unions representing state employees are pleased to announce an exciting collaborative agreement involving the Minnesota Advantage Health Plan covering state employees. Advantage has elected to negotiate with Navitus Health Solutions as the sole pharmacy benefit manager (PBM) for the Advantage program. This streamlining change will take effect in January 2008 and yield efficiencies in the management, oversight, and filling of prescriptions. An estimated \$5 million in savings to the program will go directly back to the health plan to help control rising health care premiums. For more information, go <http://www.doer.state.mn.us/pbm.htm>.

4) Open Enrollment 2008

Will be held from October 25 through November 7, 2007. This year, along with the option to make changes to their health, long term disability, and pre-tax accounts, employees will have the opportunity to change dental coverage.

Some of the insurance changes in the Tentative Bargaining Agreement:

- Effective January 1, 2008, the State Employee Group Insurance Program will be moving to a single pharmacy benefit manager. Employees and family members will receive separate membership cards for prescriptions.
- The Blue Plus Dental plan will no longer be offered to state employees. Employees currently covered by that plan must make a choice to enroll in another dental plan.

More information will be available on the DOER home page at www.doer.state.mn.us by October 11, 2007.

What You Can Find and Do on our Employee Self Service Web Site

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. You will want to print out the last pay stub of the calendar year. For 2007, this can be done on the Web site between December 20, 2007 and January 2, 2008. That is the only time you can get the calendar year totals that were deducted for union dues, etc.

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 may use the link to the EideBailly Website to review your **pre-tax expense account** activity.

From the main menu, click on "Benefits" in the right-hand column. It will open to the "Benefits" page (another menu).

Click on "Flexible Spending Accounts" and it will bring you to the EideBailly Web site. You can log in to one of three choices on the left-hand column.

Note: The user ID on the EideBailly site is your SSN; the password is the last four (4) digits of your SSN unless you change it.

8. You (except if you are faculty or administrators) can view your **leave balances** and activity.

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.

Remember . . .

Your password will expire every 90 days. To change your password, please follow instructions on the Employee Self Service page.

What Do You Need to Know about Family Medical Leave Act ?

Every fiscal year, the State of Minnesota will provide up to 12 weeks of job-protected leave to “eligible” employees for certain family and medical reasons consistent with the FMLA, relevant State law, and collective bargaining agreements and plans.

REASONS for TAKING LEAVE:

- to care for your child after birth, or placement for adoption or foster care;
- to care for your spouse, son or daughter, or parent, who has a serious health condition;
- or for serious health condition that makes you unable to perform your job.

JOB BENEFITS and PROTECTION:

- For the duration of FMLA leave, you must maintain your health coverage under any “group health plan”.
- Upon return from a FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- The use of FMLA leave cannot result in any employment benefit that accrued prior to the start of your leave.

ELIGIBILITY REQUIREMENTS:

- you must have worked for the State of Minnesota for at least one year; and
- you must have worked at least 1,250 hours during the 12 months immediately preceding the request. The Fair Labor Standards Act requires employers to count hours of work only, not paid hours such as vacation, holidays, sick pay, unpaid leave of any kind, or periods of layoff.

If you think you may need FMLA protection, please contact Nella Austin, FMLA Administrator on campus at 952/487-8266 or via e-mail nella.austin@normandale.edu.

Retirement: Deferred Compensation Option for Employees Participating in 457(b) plan:

Employees covered by the Commissioner’s Plan and Managerial Plan may select either the state-paid deferred compensation match or may convert vacation leave to deferred compensation once each fiscal year.

The MMA Labor Agreement contains a provision which allows certain supervisors to convert up to forty (40) hours of vacation leave to deferred compensation once each fiscal year. This provision became effective July 1, 2006 and is a permanent benefit in the agreement.

Each fiscal year, to receive this benefit, beginning July 2007, supervisors must complete the Selection of Deferred Compensation Option form available at www.finance.state.mn.us/agencyapps/sema4/forms.html on which they

must choose either a \$200 employer-paid deferred compensation match or the vacation leave conversion option. To be eligible for the conversion option, a supervisor must be at the top step of their salary range. Also, supervisors electing to convert vacation leave must have used three (3) hours of vacation leave in the previous fiscal year for each hour of vacation leave converted up to forty (40) hours.

AFSCME employees, who choose Deferred Compensation 457(b) plan, receive automatic employer match in the amount of \$175 per each fiscal year.

FREE FLU CLINIC AT

NORMANDALE CC

This free flu shot clinic is sponsored by the State of Minnesota for all state employees. Once again, Normandale has been asked to be one of the sites for these clinics.

The clinic at Normandale will be held on:

TUESDAY, OCTOBER 30, 2007

WEISS ROOM SC-0425

(Cafeteria Level)

11:00 a.m. to 5:00 p.m.

We'll be sending out reminders to all of you as we get closer to our clinic date.

Faculty News

Something New — This year, every faculty member will receive an appointment letter. This is being done to make sure your assignments are set up correctly. It also helps HR double check pay disbursement for unlimited full-time faculty. If you received your appointment letter and noticed an error or have any questions, please contact your dean or Kay Grunseth.

Part-Time Faculty Paychecks

Part-time faculty are paid based on the dates worked in the pay period. For pay purposes, fall semester begins August 22 and ends December 21. The first check for fall semester (dated September 14, 2007) will have ten days of pay (August 22 thru September 4).

Following the September 14 check, there will be seven "full" paychecks of ten days pay. Those checks will be dated September 28; October 12 & 26; November 9 & 21 and December 7 & 21. The final check for fall semester will be dated January 4, 2008. It will have just eight days of fall pay on it.

NCC Human Resources



Human Resources Mission Statement

Our mission is to ensure ethical, efficient and legal employment practices are used throughout the college. We will enhance the college's core values by recruiting, retaining and developing a diverse group of highly proficient and committed employees.

We strive to create an atmosphere of respect, fairness and dignity for every person who comes to us for service.

Contact Information:

Human Resources
Normandale Community College
9700 France Avenue South
Bloomington, MN 55431
Phone: 952-487-8269

Monday - Friday: 8:00 a.m. to 4:30 p.m.
Assistance available other times by appointment.
We will also meet with groups on special topics.
Just ask!

Sharon Harris x 8271

Gloma Hamernick x 8267

Nella Austin x 8266

Kay Grunseth x 7273

Cyndee Robinson x 8269

Jill Lawrence x 8371

We are on the Web:

<http://www.normandale.edu/hr/>



Questions/Need help—Call HR
Staff at 487-8269, 487-7273, 487-8266

Whom from HR do I Contact for Questions ...

Sharon Harris, Chief Human Resources Officer

ADA Coordinator for NCC Employees
Affirmative Action / EEO Officer
College's Employee Data Practices Officer
Hiring - Faculty & Administrative Positions
Human Resources / Labor Relations
Labor Relations / Contract Interpretation / Grievances / Discipline
Management Consultation
Management of HR Services / Staff
Policies & Procedures
Workplace Discrimination Investigation Coordinator

Gloma Hamernick, Asst. HR Director

Assistance to Supervisors
Change & Selection Process for Non-Faculty Positions
Coordinator for Campus Clerical Testing
Hiring - Classified
Hiring - Unclassified (Non-Faculty)
Job Audits / Classification Placement
Performance Management
Salary Placement & Contractual Probation Determination (AFSCME, MAPE & MMA)

Nella Austin, Personnel Services Representative

(CEU, TRIO, Faculty-Special Projects) Payroll
Classified & Unclassified (Non-Faculty) Payroll
Classified Hiring Support
Data for HR Reporting & College Budgeting
Deferred Compensation Plan (457)
Designated Department Insurance Representative (DDIR)
Document Imaging (ImageNow)
Family Medical Leave Act Administrator
Non-Faculty Orientation
Step Increase Management (AFSCME, MAPE & MMA)
Worker's Compensation Coordinator

Kay Grunseth, Personnel Services Representative

Administrator and Faculty Orientation
Administrator and Faculty Payroll
Data for HR Reporting & College Budgeting
Deferred Compensation Plan (457)
Designated Department Insurance Representative (DDIR)
Retirement
Salary Placement & Step Increase Management (Faculty)
Tax Sheltered Annuities (TSAs - 403b)

Cyndee Robinson, Personnel Services Representative

Administrator Leave Records
Application Process for FT Faculty Hires
Employment Verification
Faculty & Staff Development Application Process
Faculty Leave Records
General Information for HR
Hiring Support - Faculty, Administrative & Unclassified (Non-Faculty) Search Process
Performance Appraisal Process
Tuition Waiver
Web Site Development / Maintenance for HR

Jill Lawrence, Human Resources Assistant

Bulletin Board Maintenance (Official HR)
General Staff Support for HR Operations