

# msu human resources Source

Special FSA Edition 2006

www.hr.msu.edu

## HR Profile: Student Employment

Each year nearly 17,000 MSU students hold part-time jobs at MSU, contributing to the operation of more than 400 different departments across the university.

MSU Student Employment, a division of MSU Human Resources, plays a key role in processing those student hires and making sure hiring departments and students get the best experience possible out of the student employment process.

“Working with individual students to ensure that they have positive student employment experiences and working with departments to ensure that they have student employment interactions that benefit their offices and accomplish the work of the University is very rewarding,” Gale Gower, assistant director of Student Employment, said. “Our whole work team is dedicated to helping both the students and hiring units succeed and accomplish their respective goals.”

*(Continued on Page 7)*

## \$pend Less. \$ave More. Flexible Spending Accounts.

You work hard for your money, why not keep a little more of it? Enroll in a Flexible Spending Account (FSA) and join more than two thousand other MSU employees who have discovered the advantages of paying for certain medical and child care expenses with pre-tax dollars.

Let's face it, some expenses in life just aren't negotiable. Nearly everybody spends money each year on out-of-pocket medical expenses such as prescription drug and office visit co-pays, prescription eye glasses, dental work and even over-the-counter remedies for the aches and pains of daily living. And many working parents spend thousands of dollars each year on child care.

Many have found that buying these items and services with pre-tax dollars is a sound strategy for saving money. Flexible Spending Accounts, or FSAs, let you trim your taxes while purchasing the medical and child care services you need.

MSU offers eligible faculty and staff two different kinds of FSAs. The *Health Care Spending Account (HCSA)* can be used for eligible medical

*(Continued on Page 3)*

*Advancing Knowledge. Transforming Lives.*



### FSA Special Edition!

- Student Employment Profile  
- Pages 1 and 7
- FSA Open Enrollment  
- Pages 1 and 3 – 6
- HR News You Can Use  
- Pages 8 and 9
- Campus Security Policy  
- Page 10
- Substance Abuse Information  
- Pages 11-15
- Education Opportunities  
- Page 16

## A Note from the Assistant Vice President . . .

October is National Work and Family Month.

This month is officially designated by the U.S. Senate as a time to celebrate the achievements of organizations that are dedicated to maintaining a work climate that helps employees achieve a good balance between the demands of work and family life. Consider the following facts:

- 85 percent of U.S. wage and salaried workers have immediate, day-to-day family responsibilities off the job.
- 46 percent of wage and salaried workers are parents with children under the age of 18 who live with them at least half-time.
- Nearly one out of every four Americans – over 45 million of us – provided or arranged care for an aging parent, other family member or friend in the past year.\*

We all recognize there is a strong link between our own productivity and the ongoing cultivation of a work environment that helps us succeed in meeting both our professional and personal obligations. In fact, last year MSU was recognized as one of the State of Michigan's premier "Cool Places to Work" by Crain's Detroit Business and the Grand Rapids Business Journal. This recognition was won in large part due to the array of resources at MSU to support work-life balance, such as flex-time and telecommuting options, emergency childcare and other programs that promote the concept of work-life balance.

For example, the MSU Family Resource Center offers many programs and services to help faculty and staff succeed in balancing our work and personal commitments. You can investigate what the Family Resource Center has to offer by visiting their Web site at [www.frc.msu.edu](http://www.frc.msu.edu).

One important role of the Family Resource Center is to annually recognize MSU supervisors who go the extra mile to foster a positive work environment for employees. You can read about recipients of this year's Supervisor Recognition Award on page 9 of this *Source*.

Also in this *Source*, we offer information about the annual open enrollment period for Flexible Spending Accounts, which runs from Oct. 30 through Nov. 13, 2006. For many eligible MSU employees and their families, Flexible Spending Accounts are a great tool to save money while planning ahead to meet predictable out-of-pocket expenses for health care and dependent care services.

Finally, you can also find important information in this *Source* related to substance abuse, including local and state laws related to alcohol and drugs and the resources and policies that exist at MSU. Having the information at our fingertips to recognize and appropriately address substance abuse can help us all better manage and minimize the major negative impact substance abuse can have on individuals, families, workplaces and entire communities.

As October draws to a close and we head toward the end of yet another great fall semester, all of us at MSU Human Resources wish you health, happiness, success . . . and balance!



**Pamela S. Beemer**  
Assistant Vice President  
for Human Resources


*Pam Beemer*

\* Alliance for Work-Life Progress ([www.awlp.org](http://www.awlp.org))

## Flexible Spending Accounts *(Continued from page 1)*

expenses. The **Dependent Care Spending Account (DCSA)** can be used for eligible child and dependent care expenses. See pages four and five to learn what kinds of expenses are eligible for reimbursement under each account type.

### Some Key Points to Remember About Using HCSA Debit Cards

- Do not throw away or destroy your 2006 HCSA debit card at the end of the year. If you re-enroll for the 2007 program year, you will use the same debit card(s). Only first-time HCSA enrollees will automatically be issued new cards at the start of the 2007 program year.
- On Jan. 1, 2007, your existing HCSA debit card will be connected to your 2007 Health Care Spending Account. Please note that after this date you will no longer be able to access remaining 2006 HCSA funds by using the debit card. Instead, you will need to pay for eligible items or services first and then submit receipts in order to be reimbursed from 2006 funds.
- Debit cards offer you the convenience of paying with the swipe of a card - but you still need to keep those receipts! IRS rules require Flexible Spending Account administrators to substantiate the eligibility of ALL items and services billed to Flexible Spending Accounts, including those transactions using HCSA debit cards. Some types of expenses, like doctor visits or prescription drug co-pays, can be automatically substantiated because co-pays are predictable amounts from medical providers. According to plan administrator Weyco Inc., the HCSA debit card transaction types most likely to generate a request for a receipt include: dental services, vision services, over-the-counter drugs and prescription drugs that have a co-pay that is different from the standard co-pay. Dental services are particularly likely to need substantiation because HCSA funds can only be used to pay for dental services NOT already covered by insurance. For this reason, Weyco needs to substantiate not only the amount you pay, but also the amount your insurance pays for a procedure or service.
- You can order additional HCSA debit cards for members of your family that are eligible for coverage under your Health Care Spending Account. To order additional cards, contact the plan administrator, Weyco Inc. at 800-748-0003 or through their Web site at [www.Weyco.com](http://www.Weyco.com). 

### FSA Related Deadlines You Should Know

Flexible Spending Accounts can offer some great tax advantages, but it's important you are familiar with the program deadlines. ***If you have not used all of your funds and submitted your receipts by the required deadlines, IRS code requires that remaining funds be forfeited. It is very important to remember that the deadlines for using funds and submitting receipts are different for Dependent Care Spending Accounts (DCSA) and Health Care Spending Accounts (HCSA).*** Important deadlines to know for both the 2006 and 2007 program years include:

#### For the 2006 Program Year

- The deadline to use your DCSA funds is: December 31, 2006
- The deadline to submit receipts for your DCSA is: March 31, 2007
- The deadline to use your HCSA funds is: March 15, 2007
- The deadline to submit receipts for your HCSA is: April 30, 2007

#### For the 2007 Program Year

- The deadline to use your DCSA funds is: December 31, 2007
- The deadline to submit receipts for your DCSA is: March 31, 2008
- The deadline to use your HCSA funds is: March 15, 2008
- The deadline to submit receipts for your HCSA is: April 30, 2008

## Pre-Enrollment Information Sessions

*Come listen to a presentation on the benefits of Flexible Spending Accounts. MSU HR Benefits staff and staff from Weyco, the plan administrator, will be available to answer questions. Sessions last about an hour.*

Monday, Oct. 23, 2006  
MSU Union  
Parlor B  
10:30 a.m. and Noon

Thursday, Oct. 26, 2006  
MSU International Center  
Spartan Room C  
10:30 a.m., Noon and 1:30 p.m.

Monday, Oct. 30, 2006  
MSU International Center  
Spartan Room C  
10:30 a.m., Noon and 1:30 p.m.

## Open Enrollment Assistance Sessions

*MSU Benefits staff can answer questions and help you enroll online at these locations and times:*

Thursday, Nov. 2, 2006  
MSU International Center  
Spartan Room C  
10 a.m. until 4 p.m.

Friday, Nov. 3, 2006  
MSU Main Library  
Beaumont Instruction Room  
Noon until 4 p.m.

Monday, Nov. 6, 2006  
MSU Union  
Parlor Room C  
9 a.m. until 3 p.m.

Tuesday, Nov. 7, 2006  
MSU International Center  
Spartan Room C  
9 a.m. until 3 p.m.

## More Details on Flexible Spending Accounts

### How FSAs Work

When you enroll in an FSA, you will need to decide on your annual contribution amount for the 2007 calendar year.

Your contributions will be deducted from your paychecks and will not be taxed.

It is important to estimate as closely as possible how many eligible expenses you are likely to incur in the 2007 calendar year because any funds not used during the plan year must be forfeited under Internal Revenue Code.

When you have paid an eligible medical or dependent care expense, you will fill out a simple reimbursement request form. You submit receipts for the expense with the request form. You're then reimbursed for those expenses with the tax-free dollars from the accounts.

Or, for some expenses like prescriptions and office visit co-pays, you can just pay for the purchase directly with your HCSA debit card. You don't have to fill out any forms when you use the debit card, but you do need to save your receipts.

### What Do Dependent Care Spending Accounts Cover?

To be eligible for reimbursement, dependent care expenses must meet some rules established in Internal Revenue Code for dependent child and elder care:

- *The dependent cared for must be under age 13, or, if older, physically or mentally incapable of self-care.*

- *Day care must be necessary in order for you and (if you are married) your spouse to work or attend school full-time.*

- *The person cared for must be claimed as a dependent on your federal income tax return and must reside in your home at least eight hours per day.*

- *Payment for care cannot be made to anyone you claim as a dependent on your tax return, to your spouse, or to your child under age 19.*

- *If care is provided by a center that cares for more than six individuals, it must be licensed.*

### What Do Health Care Spending Accounts Cover?

You may use your Health Care Spending Account to pay for the following items. (Please note that you can only use the HCSA to pay for items or portions of items that are NOT reimbursed or paid for through your health insurance.)

#### **DENTAL SERVICES**

*Crowns/Bridges  
Dental X-Rays  
Dentures  
Exams/Teeth Cleaning  
Extractions  
Fillings  
Gum Treatment  
Oral Surgery  
Orthodontia/Braces*

#### **INSURANCE-RELATED ITEMS**

*Co-pay and Co-insurance Amounts  
Deductibles  
Pre-existing Condition Expenses  
Private Hospital Room Differential*

#### **LAB EXAMS / TESTS**

## **MEDICATION**

*Insulin  
Prescribed Birth Control  
Prescribed Vitamins  
Prescription Drugs*

## **OVER-THE-COUNTER MEDICATION**

*Many over-the-counter medicines, drugs, or dietary supplements for a specific medical condition are eligible. Examples include: pain relievers, cold medicines, first aid creams, antihistamines, antacids and more.*

## **OBSTETRIC SERVICES**

- Lamaze Class
- Mid-Wife Expenses
- OB/GYN Exams
- Post-Natal Treatment
- Pre-Natal Treatment

## **PRACTITIONERS**

*Allergist  
Certified Nurse Specialist  
Certified Registered Nurse Anesthetist  
Chiropractor  
Christian Science  
Dermatologist  
Homeopath  
Naturopath  
Nurse Practitioners  
Osteopath  
Physician  
Psychiatrist  
Psychologist*

## **OTHER MEDICAL TREATMENTS/ PROCEDURES**

*Acupuncture  
Alcoholism (inpatient treatment)  
Drug Addiction  
Hearing Exams  
Hospital Services  
Infertility  
In-vitro Fertilization  
Norplant Insertion or Removal  
Office Visits  
Physical Therapy  
Rolfing  
Speech Therapy*

*Sterilization  
Transplants (includes organ donor)  
Vaccinations/Immunizations  
Vasectomy and Vasectomy Reversal  
Well Baby Care*

## **OTHER MEDICAL EQUIPMENT SUPPLIES and SERVICES**

*Abdominal/Back Supports  
Ambulance Services  
Arches/Orthopedic Shoes  
Counseling  
Crutches  
Hearing Aids and Batteries  
Hospital Bed  
Medic Alert Bracelet or Necklace  
Oxygen Equipment  
Prosthesis  
Splints/Casts  
Support Hose (if medically necessary)  
Syringes  
Transportation Expenses (essential to medical care)  
Tuition Fee at Special School for Disabled Child  
Wheelchair*

## **VISION SERVICES**

*Artificial Eyes  
Contact Lenses  
Contact Lens Solution  
Eye Examinations  
Eyeglasses  
Laser Eye Surgeries  
Ophthalmologist  
Optometrist  
Prescription Sunglasses  
Radial Keratotomy/LASIK*

## **You will NOT be reimbursed for:**

- Cosmetic Surgery or Cosmetic Dental Work
- Cosmetics
- Electrolysis
- Toiletries
- Prescription Drugs for Cosmetic Purposes
- Vacations or Recreational Activities
- Health Club Dues

Please note that this is a partial listing of eligible and ineligible items and services covered by FSAs.

You can find more detailed lists of eligible and ineligible items for both HCSAs and DCSAs online.

Just visit the [www.hr.msu.edu](http://www.hr.msu.edu) Web site, click on the Benefits link, then click on the Flexible Spending Accounts link.

## **How Much Can I Contribute to an FSA at MSU?**

You may contribute up to \$5,000 to your Dependent Care Spending Account (per-household total).


Eligible employees may contribute up to \$5,000 to your Health Care Spending Account. This is a per-eligible individual total. For spouses who both work at MSU and are eligible, this means each spouse may contribute up to \$5,000 for a household total of \$10,000.

Your savings will vary based on your income tax rate and the number of out-of-pocket health and child care costs you typically incur. Please view additional Flexible Spending Accounts information at: [www.hr.msu.edu](http://www.hr.msu.edu).

## **Date of Service is Important**

Please note that reimbursement is based on the date of service, not the date you submit the claim. Any claims for expenses need to be submitted to the plan administrator, Weyco.

Claim forms for Weyco are on the MSU HR Web site at [www.hr.msu.edu](http://www.hr.msu.edu). Click the Benefits link and then the Flexible Spending Accounts link.

Don't let another year pass you by without discovering if Flexible Spending Accounts could benefit you and your family! 

## Worksheets for FSA Planning

Many people are sold on the tax benefits of using Flexible Spending Accounts, but fail to enroll because they are worried they may withhold the wrong amount and wind up losing money at the end of the year. But with a little advance planning, you can match your FSA withholdings to the amount you are likely to spend on eligible dependent care and health care out-of-pocket costs. Try using the worksheets below to estimate your minimum eligible expenses for the upcoming year and then plan conservatively by selecting withholdings equal to or less than your expected expenditures. This can reduce your risk of losing funds and help you use FSAs effectively.

### Estimating annual health care expenses:

1. Medical/dental insurance deductibles \$ \_\_\_\_\_
2. Medical insurance co-pays + \$ \_\_\_\_\_
3. Dental and orthodontia co-pays + \$ \_\_\_\_\_
4. Prescription drug co-pays + \$ \_\_\_\_\_
5. Eye examinations + \$ \_\_\_\_\_
6. Glasses or contact lenses + \$ \_\_\_\_\_
7. Contact lens solutions and supplies + \$ \_\_\_\_\_
8. Medically necessary elective surgery (such as LASIK eye surgery) + \$ \_\_\_\_\_
9. Over-the-counter drugs used to treat medical conditions (i.e. pain relievers) + \$ \_\_\_\_\_
10. Other planned medical costs + \$ \_\_\_\_\_
11. Estimated total annual medical/dental expenses for the year = \$ \_\_\_\_\_
12. Divide by the number of times you are paid each year (12 or 26) / \_\_\_\_\_
13. Reduction amount from each paycheck = \$ \_\_\_\_\_

### Estimating annual dependent care expenses:

1. # of weeks in the year 52
2. Minus the # of weeks with no expenses (i.e. vacation) - \_\_\_\_\_
3. Equals the total number of weeks of dependent care expenses = \_\_\_\_\_
4. Amount you spend weekly on dependent care \$ \_\_\_\_\_
5. Multiply the result of line 3 times the result of line 4 to estimate your annual dependent care expenses
6. Estimated annual dependent care expenses (from #5 above) \$ \_\_\_\_\_
7. Divide by the number of times you are paid each year (12 or 26) / \_\_\_\_\_
8. Reduction amount from each paycheck = \$ \_\_\_\_\_

**Spend Less. Save More.**  
**Flexible Spending Accounts.**



## MSU HR Profile: Student Employment (Continued from page 1)

Student employment recently completed a transition, moving from the office of Career Services and Placement (CSP) to MSU Human Resources.

“MSU Human Resources and Career Services and Placement continue to collaborate very closely to serve students and units,” said Kris Hynes, director, Human Resource Services.

CSP works with students in the area of career development, internships and both on and off-campus jobs related to their career fields. MSU Student Employment works with MSU units and students in processing student employee hires at MSU.

“The partnership of Career Services and Placement with the Student Employment office in Human Resources offers a lot of advantages to students and units alike,” said Gale Gower, assistant director, Student Employment.

“Through this partnership we are able to offer services at two campus locations and focus on meeting the full range of needs of both students and hiring units at MSU.”

In addition to Gower, the MSU Student Employment team includes Anna Barner, Becky Hoppenstand and Sabrina Walton, each of whom play different important roles in supporting the needs of units and student employees.

Anna Barner, HR assistant, oversees Student Employment processing.

“I make sure that all students who work on campus are authorized for payment,” Barner said. “I love working with the various departments on campus and helping ensure that students will receive their paychecks.”

Becky Hoppenstand, secretary II, plays a dual role in the student employment process. She works part-time for MSU Student Employment and part-time for the Office of Career Services and Placement on campus.

Hoppenstand’s job entails assisting units in posting their jobs to SpartanTrak and helping students who prefer to complete or turn in hiring paperwork at the Student Services Building. She also handles student employment verifications.

“I like to help out in both areas in any way I can,” Hoppenstand said. “I’ve always loved working with people. I enjoy helping units post their jobs and I also really like being a part of helping students.”

Sabrina Walton, clerk/receptionist, processes student hires and considers herself a problem solver.

“I help solve problems for payroll clerks,” Walton said. “If a student didn’t get a check, and they were expecting one, I can help them figure out why. I really like getting to know the different payroll clerks all over campus and being there for them when they need help or answers.”

But providing direct assistance to students and hiring departments is only part of the typical day for the MSU Student Employment team. They work on a variety of other special projects throughout the year including participating in trainings for payroll clerks and supervisors of student employees, orientations where parents of new students learn about student employment opportunities at MSU, and partnering with Career Services



Anna Barner



Gale Gower



Becky Hoppenstand




Sabrina Walton

and Placement on a summer employment/internship fair for students.

“The Student Employee of the Year program is my favorite event,” Gower said. “You realize how incredible many of our student employees are, how much they contribute to the University, and how great their supervisors are in mentoring them.”

The biggest current project occupying the Student Employment team is assisting in the development of the Student Employment Automated System (SEAS).

This new Web-based system for managing the student employment process is expected to streamline and improve the hiring process for all involved. (See update on the SEAS initiative on page 8).

“Our role in helping to create the new Web-based student employment system is something our entire unit takes great pride in,” Gower said. “This system will be so advantageous to departments in helping them get students processed for payment efficiently and easily.” 

# MSU HR

## News You Can Use . . .

### **Dependent Verification Letters**

Dependent verification letters have been mailed to employees with dependents enrolled on their benefits plans. The letters request information about the eligibility of dependents for continuing benefits coverage.

You will need to return the necessary information to MSU Human Resources Benefits by Nov. 3, 2006 to avoid coverage termination for those dependents who are still eligible for benefits. If you do not respond to this mailing, health and/or dental care coverage for your dependent will end on December 31, 2006. Additional information is available at [www.hr.msu.edu/HRsite/Benefits/FacStaff/LifeChg/OAD.htm](http://www.hr.msu.edu/HRsite/Benefits/FacStaff/LifeChg/OAD.htm).

### **AHR/HR Service Integration Coming Soon**

By mid-February 2007, Academic Human Resources (AHR) records staff and all faculty and academic staff employment records will move to the Nisbet building and become a part of the Human Resources (HR) department.

Functions that will move to HR include employment recordkeeping activities for all faculty, academic staff and graduate assistants. Those activities include processing hiring, changes of status and pay rate changes, including the raise process. Administration of the course fee courtesy program for faculty and academic staff also will be part of

the transition.

All other AHR staff and functions, such as academic HR policy development, reappointment, promotion and tenure review, Faculty and Organizational Development, faculty recruiting and other administrative functions related to faculty and academic staff will remain part of the Office of the Provost/Academic Human Resources located in the Administration Building.

The AHR/HR service integration is expected to create many new efficiencies and advantages in the university-wide management of employment records and functions. With this transition and the recent integration of student employment functions into Human Resources, MSU units will soon be able to contact just one office for all employment processing needs, whether the new hire is faculty, academic staff, support staff, a graduate assistant or a student employee. In addition to providing one-stop services to all MSU units, this integration will allow MSU to achieve many new efficiencies by combining all hiring and records-related staffing expertise in one area and offering opportunities to develop shared systems for managing processes and information.

### **SEAS Update**

Development of the Student Employment Automated System

(SEAS) is continuing as planned.

SEAS will be a Web-based system that units will use to hire, change the status of, or terminate student employees. Units will enter data into SEAS and SEAS will automatically work with the MSU forms tracking utility (FTU) system to gain the required approvals within each unit.

MSU Human Resources sent letters and forms to all MSU units in September, asking each unit to designate system users and approvers. If your unit has not yet returned that information, it is important to do so as soon as possible. Units will not be able to access SEAS until the users and approvers have been designated.

SEAS is targeted for implementation on Dec. 1, 2006 and training is being held for designated system users between now and the launch date.

### **Flu Shot Coverage Clarification**

In response to questions MSU employees have been asking about whether flu shots given at flu shot clinics are covered by their insurance plans, PHP and Community Blue have offered the following information.

**PHP** will cover flu vaccines for eligible members. Members may receive their vaccination through employer-based flu clinics, at participating physician/practitioner locations or at non-participating locations. PHP will pay up to, and no more than, their established fee schedule for the vaccine and administration. Members may submit their receipt of payment to PHP Customer Service for processing of their receipt.

*BCBS of Michigan Community Blue* covers adult flu shots under preventative benefits, not subject to the preventative maximum when:

- Rendered by an in-network provider
- Billed by an M.D. / D.O.
- Rendered in a doctor's office setting

Flu shots would not be covered under Community Blue in the following situations:

- Rendered by an out-of-network provider
- Not billed by an M.D. / D.O.
- Not rendered in a doctor's office setting.

## Family Resource Center Recognizes Great Supervisors

The MSU Family Resource Center recently announced the winners of the 6th annual MSU Supervisor Recognition Award. Three supervisors received the award this year, including:

- **Sharon Anderson**,  
Adm. Assistant/Office Supervisor  
College of Education
- **Estelle McGroarty**  
Senior Associate Dean  
College of Natural Science
- **Curtis Olson**  
Assoc. Dir. of Undergraduate  
Studies and Operations  
School of Music

This award honors supervisors who consistently show work-life sensitivity by supporting both the professional and personal needs of their employees.

"The best supervisors realize that employees will be most productive and focused when they have enough balance and flexibility in their work-life to meet the demands of both their work and their personal lives," said Lori Strom, coordinator of the Family Resource Center. "We're very pleased to recognize these three fine supervisors."

Here's a small sampling of the many wonderful things the employees of these three supervisors had to say:

*"Because of her positive leadership and managerial practices, I am a better employee and feel she should be recognized for her consistent support of her employees' professional and personal needs."*

*"She encourages us to take classes to better ourselves in the workplace and in our personal lives."*

*"She understands that there needs to be a balance between work and family life."*

*"She has created a work environment that is not only productive but a fun place to be."*

*"I consider him not only a boss, but a friend who listens."*

*"He is personable, friendly, flexible and encouraging."*



**Curtis Olson is surprised with a cake and banners upon the announcement of his supervisor recognition award.**


*"Put simply, he cares! Every decision he makes regarding employees is done with concern and thoughtfulness."*

*"I consider myself fortunate to have such a wonderful boss."*

*"He realizes that we are people first with many different backgrounds and lifestyles, and is incredibly mindful of special circumstances that we all face from time to time."*

*"She is continually supportive of individuals making a career for themselves while raising a family."*

*"She knows that if we can have our needs met, the dedication and commitment level increases as does the employee satisfaction."*

*"We set high expectations for our jobs and for ourselves. We are able to achieve these expectations because we have a supervisor who understands the delicate balance between work and life. We think creatively, rearrange and flex our schedules, take work home, bring a child to work, work as a team instead of individuals or just simply take time off without guilt." *

## East Lansing Ordinances

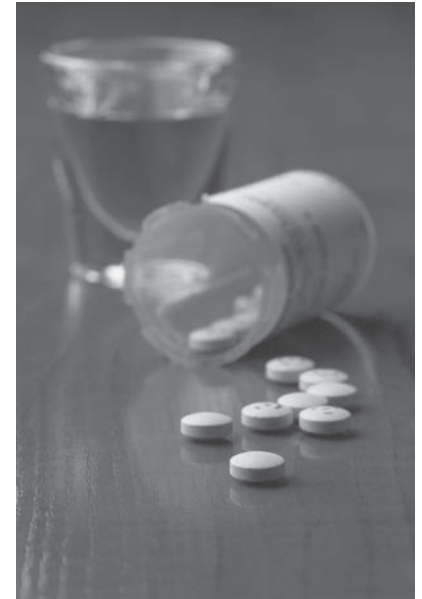
East Lansing ordinances prohibit the possession of any alcoholic beverage in an open container or a container with a broken seal in any public place or private area open to the public, except a licensed liquor establishment or elsewhere as provided by ordinance. Partying and tailgating on public property with alcoholic beverages is prohibited within the City's jurisdiction.

City ordinances also prohibit the use of any type of false identification to enter a bar or to purchase liquor from a carry-out store and require liquor establishments to confiscate suspected false identification and turn it over to the Police Department.


Violations of all East Lansing ordinances except Minor in Possession of Alcohol (MIP) and Open Alcohol are punishable by a maximum sentence of 90 days in jail or a \$500 fine or both. Penalty

for open alcohol is a fine up to \$100 for first violation. For second and third violations, punishment is not more than 90 days imprisonment and/or fines up to \$250, or \$500. Maximum penalties for MIP are up to \$100 for the first violation, \$200 and/or up to 30 days imprisonment for the second violation, and \$500 and/or up to 60 days imprisonment for the third violation. Possible community service and substance abuse screening at own expense, and/or driving license sanctions may also be imposed for Open Alcohol and MIP violations.

Persons unlawfully possessing marijuana or cannabis are guilty of a misdemeanor under City of East Lansing ordinances. Violations of marijuana or cannabis ordinances are punishable by a fine of up to \$25, 45 days of community service, substance abuse screening or treatment, or some combination of these. A second offense within ten years of the first raises the possible fines to \$100, and potential



community service days to 90.

Students are encouraged to become familiar with their responsibilities under East Lansing ordinances, which may be obtained at East Lansing City Hall. East Lansing ordinances may be obtained on the internet at <http://www.cityofeastlansing.com>. 

## Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics

On October 1, 2006, in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Michigan State University distributed to all students and employees information related to security issues, crime statistics and educational efforts related to health and safety risks. This information includes:


- Campus policies related to sexual harassment and assault, drugs and alcohol, including penalties for

violations of those policies.

- Telephone numbers of police agencies, campus ride services, counseling and educational resources.
- Information on educational programs on crime prevention, safety, sexual harassment and assault, alcohol and drugs.
- Suggestions for safety awareness on campus.
- Information concerning campus

security and access to campus facilities.

- The annual compilation of crime statistics.

To access the crime statistics for MSU via the Web, go to [www.msu.edu/dig/safety/](http://www.msu.edu/dig/safety/). Michigan State University also offers a paper copy of the information that can be requested from the Student Life Department at 517-355-8286, TTY 517-353-0304, or by e-mail at [stulife@msu.edu](mailto:stulife@msu.edu). 

## MSU Drug and Alcohol Policy

### All-University Policy Applicable to University Employees and Students

Congress has passed and the President has signed the Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act Amendment of 1989. The following is Michigan State University's Drug and Alcohol Policy for employees and students.

#### Employees<sup>1</sup>

Consistent with state and federal law, Michigan State University will maintain a workplace free from the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance.<sup>2</sup> The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illicit drugs, and alcohol are prohibited on any property under the control of and governed by the Board of Trustees of Michigan State University, and at any site where work is performed by individuals on behalf of Michigan State University.

Pursuant to applicable university procedures governing employee discipline, any employee involved in the unlawful use, sale, manufacturing, dispensing, or possession of controlled substances, illicit drugs, and alcohol on university premises or work sites, or working under the influence of such substances, will be subject to disciplinary action up to and including dismissal and referral for prosecution.

The employee must notify the university of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) calendar days after such conviction. Failure to provide such notice will subject the employee to discipline up to and including dismissal pursuant to applicable university procedures governing employee discipline. The employee shall notify his/her immediate supervisor, who will report the incident to the Office of Human Resources, Academic Human Resources, or Student Employment Office.

Michigan State University supports and sponsors programs aimed at the prevention of substance abuse by university employees. The Employee Assistance Program (EAP) provides preventative programs and counseling for employees experiencing substance-dependency problems. Assistance is available on a voluntary basis. Leaves of absence to obtain treatment may be obtained under the medical leave provision of the appropriate labor contract or policy.

#### Students

Michigan State University's compliance with provisions of the Drug-Free Schools and Communities Act Amendments of 1989 applying to students is achieved through a comprehensive alcohol and other drug prevention

program, which includes policy enforcement, education programs, and treatment services.

General Student Regulations 2.06 and 2.07 prohibit the unlawful possession, use, or distribution, of illicit drugs and alcohol by students on Michigan State University property or as part of any of its activities. These regulations are as follows:

2.06 "No student shall possess, use, manufacture, produce, sell, exchange, or otherwise distribute any drug prohibited by federal or state laws."

2.07 "No student shall possess, consume, furnish, manufacture, sell, exchange, or otherwise distribute any alcoholic beverages except as permitted by state law and university ordinance."

Alleged violations of MSU regulations are adjudicated through the MSU student judicial process. Consequences for violations may include, but are not limited to, some form of disciplinary probation, required attendance at educational programs, referral for assessment and treatment, relocation to a new living environment, and suspension from Michigan State University for sale of illegal drugs or repeated violations of the regulations. In addition, students can expect to be arrested and fined for violations of state law on campus.

Michigan State University supports and sponsors programs aimed at the prevention of substance abuse by students. Information about education and treatment services may be obtained from Olin Health Education Service's Alcohol and Other Drug Program.

#### *President*

*Provost and Vice President for Academic Affairs*

*Vice President for Finance & Operations & Treasurer*

*Vice President for Student Affairs and Services*

*Board of Trustees, October 12, 1990*

<sup>1</sup> This policy applies to all university employees, including but not limited to: faculty, academic staff, support staff and student employees.

<sup>2</sup> Five schedules of controlled substances are defined in the comprehensive Drug Abuse Prevention and Control Act of 1970, 21. U.S.C. 812.

More information about laws governing the sale and possession of alcohol and other drugs, as well as penalties for violations of these laws, may be obtained from the MSU Police, the Main Library, or the MSU Employee Assistance Program.

## Health and Safety

“Alcohol and illicit drugs are associated with serious health problems including motor vehicle crashes, homicides, suicides, child abuse and intimate partner violence, injuries, unintended pregnancies, sexually transmitted infections, and escalating health care costs.”<sup>1</sup> During calendar year 2005, 4% of the new cases opened at the MSU EAP had a primary presenting problem related to substance abuse. Many additional employees sought assistance for other reasons such as depression and anxiety, relationship strain, or work-related issues. In a number of these cases substance use or substance abuse was a contributing factor. Long-term heavy drinking can lead to heart disease, cancer, liver disease and seriously impact the health of individuals, families, and the community as a whole. The annual economic cost of alcohol and drug abuse has been estimated at \$60 billion in the United States alone.<sup>2</sup> We know that alcohol and substance abuse are common problems, affecting about 10 percent of all people over their lifetimes.

In 1988 the Drug-Free Work Place Act was passed in an attempt to reduce the personal and organizational costs of substance abuse in the workplace and to promote drug-free working environments and discourage or prevent drug abuse.

### **Facts to consider:**

- ✓ Marijuana is extremely psychologically addicting, and causes two problems of significance to academic and work performance – short-term memory problems and a motivational syndrome (laziness/lethargy.)
- ✓ Addiction to alcohol or other drugs is a progressive disease, which if untreated, can be fatal.
- ✓ Treatment for alcohol and drug abuse is more commonly accepted and available than ever before.
- ✓ Substance misuse and abuse can lead to negative psychological consequences and can complicate the treatment of depression and anxiety and can also lead to loss of intimacy, work performance problems, low self esteem, and the creation of traumatic/dysfunctional family systems.
- ✓ The problem of substance abuse in the workplace affects more than the user. It can be a factor in unhealthy workplace behaviors and can impair work team functioning.

If you or a family member are concerned about alcohol or drug use, contact the MSU Employee Assistance Program for free, confidential short term counseling, and in some cases, assessment and referral to local substance abuse treatment providers. Contact the MSU EAP at 517-355-4506 or eap@ht.msu.edu or on the Web at <http://uphys.msu.edu/eap/>.

1. A report on the Health Status of Ingham County 2004.
2. A report on the Health Status of Ingham County 2004.

## Federal and State Penalties for Sale and Possession

The federal government decides if and how a drug should be controlled. Psychoactive (mind-altering) chemicals are categorized according to Schedule I to V. This schedule designates if the drug can be prescribed by a physician and under what conditions. Factors considered in this categorization include a drug's known and potential medical value, its potential for physical or psychological dependence, and risk, if any, to public health. Penalties for the illegal sale or distribution of a drug are established using the designation of Schedule I to V.

Schedule I drugs have a high potential for abuse with no medical uses. Production of these drugs is controlled. Examples include GHB (gamma-hydroxybutyrate), heroin, methaqualone, all hallucinogens (except phencyclidine [PCP]), marijuana, and hashish. Tetrahydrocannabinol (THC), depending on its form, can also be a Schedule II drug.

Schedule II drugs have high potential for abuse, but have some medical uses. Production of these drugs is controlled. Examples include opium, morphine, codeine, other narcotics, barbiturates, cocaine, amphetamines, and phencyclidine (PCP).

Federal and State of Michigan penalties for selling Schedule I and II drugs vary with the quantity of the drug. Additionally, if death, rape, or serious injury is associated with the sale and/or if it is a second offense, penalties are more severe. When establishing penalties for sale, marijuana and hashish are separated from this designation according to the schedule. The penalties for sale of marijuana and hashish, however, are similar to those set for Schedule I and II drugs.

The federal penalty for first offense sale of small amounts of Schedule I and II drugs is imprisonment for not less than 5 years and not more than 40 years; if death or serious injury results, the penalty changes to imprisonment

for not less than 20 years or more than life, a fine of not more than \$2 million for an individual, or both. Federal penalties on first offense for individuals who illegally manufacture, deliver, or knowingly possess GHB (gamma-hydroxybutyrate) include imprisonment for up to 20 years. If death or serious bodily injury results from the usage of GHB, penalties include imprisonment for no less than 20 years, and no greater than life, including additional fines of up to \$1,000,000 for an individual.

The State of Michigan's penalty for "unlawful manufacture, delivery, or possession with intent to deliver" less than 50 grams of a Schedule I or II controlled substance or narcotic drug is a felony which results in imprisonment for up to 20 years, and/or a fine of up to \$25,000. The penalty for possession of less than 25 grams of a Schedule I or II controlled substance or a narcotic drug is imprisonment for up to four years, a fine of up to \$25,000, or both. Both are felonies. Use of a Schedule I or II controlled substance or narcotic drug is a misdemeanor that has a penalty of imprisonment for up to one year, a fine of up to \$2,000, or both. Michigan law provides for up to 7 years imprisonment and/or a \$10,000 fine for individuals who manufacture, deliver, intend to deliver, or knowingly possess GHB.

The manufacture, distribution, or possession with intent to distribute or dispense up to 45 kilograms of marijuana or between 20-200 marijuana plants is punishable by up to seven years imprisonment, a fine of up to \$500,000 for an individual, or both. In Michigan, the "unlawful manufacture, delivery, or possession with intent to deliver" of less than 5 kilograms of marijuana or a mixture containing marijuana, or fewer than 20 marijuana plants, is a felony, punishable by imprisonment for up to four years, a fine of up to \$20,000, or both. Possession of marijuana is a misdemeanor, punishable by

imprisonment for up to one year, a fine of not more than \$2,000, or both. Use of marijuana is also a misdemeanor, punishable by imprisonment for not more than 90 days, a fine of up to \$100, or both.

Schedule III, IV, and V drugs include those most citizens would categorize as "prescription drugs". Schedule III drugs have some potential for abuse, but less than those on Schedules I and II. The potential for abuse of Schedule IV drugs is less than those on Schedule III, and the potential for abuse of those on Schedule V is less than those on Schedule IV. All Schedule III to V drugs have medical uses and their production is not controlled. Examples of these drugs include some narcotics, chloral hydrate (IV), barbiturates (III & IV), benzodiazepines (IV), glutethimide (III), other depressants (III & IV), amphetamines (III), and other stimulants (III & IV).

The federal penalty for first offense sale of a Schedule III drug is imprisonment for not more than five years, a fine of not more than \$250,000 for an individual, or both. The federal penalty for first offense sale of Schedule IV drugs is imprisonment for not more than three years, a fine of not more than \$250,000 for an individual, or both. The federal penalty for first offense sale of Schedule V drugs is imprisonment for not more than one year, a fine of not more than \$100,000 for an individual, or both.

Sale of some Schedule III drugs is a felony in Michigan with a penalty of imprisonment for up to seven years, a fine up to \$10,000, or both. In Michigan, the sale of Schedule IV drugs is a felony with a penalty of imprisonment for up to four years, a fine up to \$2,000, or both.

Sale of Schedule V drugs in Michigan is also a felony and has a penalty of imprisonment for up to two years, a fine of up to \$2,000, or both.

## MICHIGAN STATUTES AND UNIVERSITY ORDINANCES REGARDING ALCOHOL VIOLATIONS

VIOLATION	SUMMARY OF VIOLATION	SUMMARY OF POSSIBLE PENALTIES
OUIL (drunk driving)	A person licensed or not, under the influence of alcohol, drugs, or both, driving in public place.	First offense: misdemeanor, not more than 93 days in jail and/or fine of \$100-\$500, and/or community service not more than 360 hours. As part of sentence, court shall order suspension of operators license for period of six months. Vehicle forfeiture or immobilization may also be required.
0.08 Percent per se	Person driving in public areas with blood alcohol level containing 0.08 grams or more per 100 ml of blood, per 210 liters of breath or per 67 ml of urine.	Same as OUIL.
Permitting person under the influence to drive	Allowing intoxicated person to drive in area open to the public.	Misdemeanor: not more than 93 days in jail, or fine not less than \$100 or more than \$500, or both; vehicle can be impounded.
Minor possessing or transporting in motor vehicle	Person under 21 years may not possess or transport alcohol in a vehicle.	Misdemeanor: not more than 90 days in jail, fine of not more than \$100, and may be ordered to perform community service and undergo substance abuse screening and assessment at own expense; vehicle can be impounded. License sanctions may also be imposed.
Impaired driving	A person driving in area open to public while impaired from alcohol, drugs, or both.	First Offense: one or more of following: community service for not more than 360 hours; imprisonment for not more than 93 days; fine of not more than \$300; may be required to forfeit or immobilize vehicle.
Purchase/possession/consumption by minor	Person under 21 years of age may not purchase, possess, or consume alcohol.	Misdemeanor: first arrest - fine of not more than \$100, or court ordered diversion; second arrest - not more than \$200, and/or up to 30 days imprisonment if in violation of probation due to preceding violation or for failure to follow court orders regarding preceding violation; third or subsequent violation - fine of not more than \$500, and/or up to 60 days imprisonment if in violation of probation due to preceding violation or for failure to follow court orders regarding preceding violation. May be ordered to participate in substance abuse prevention or substance abuse treatment and rehabilitation services. May be ordered to perform community service and undergo substance abuse screening and assessment at own expense. Licensing sanctions may also be imposed.
Consumption on public highway/open alcohol in vehicle	No alcoholic beverage can be consumed on public highways; no alcohol item can be open, uncapped, or seal broken in passenger area of vehicle.	Misdemeanor: not more than 90 days in jail, a fine of not more than \$100, or both. May be ordered to perform community service and undergo substance abuse screening and assessment at own expense. Licensing sanctions may also be imposed.
Disorderly person intoxicated	Intoxicated in public place and (1) danger to self or others, (2) causing disturbance.	Misdemeanor: not more than 90 days in jail, a fine of not more than \$500, or both.
Minor consuming alcohol while driving	Person under 21 years who is driving cannot have any bodily alcohol content, which means an alcohol content of more than 0.02 grams but less than 0.08 grams per 100 ml of blood, per 210 liters of breath, or per 67 ml of urine. Requires screening and assessment to determine if there is likely benefit from alcohol education program.	Four point misdemeanor. Refusal to take breathalyzer test is a two point civil infraction. Driver's license reinstatement fee \$125, may be ordered to pay costs. Minors with no prior alcohol convictions - 30-90 days license suspension and one or both of the following: not more than 45 days community service and/or up to \$250 fine.
MSU ordinances	Use/possession of alcohol prohibited except as allowed by state law.	Not more than 90 days in jail, fine of not more than \$100, or both.

## MSU Human Resources Contact Numbers

**Wondering who to call with that human resources-related question, problem or request? Clip and save this handy guide to help you determine who to call with your questions.**

### ***Benefits-related questions***

For general questions about benefits at MSU, call 517-353-4434. For off-campus long-distance calls, the number is 1-800-353-4434. This office administers benefits for all employee groups and students.

### ***Staffing, Employment, Classification and Compensation-related questions***

For questions related to staffing services in the support staff area, including posting positions, using the MAP and COMPASS systems, acquiring ID cards, position classification/reclassification and compensation, call 517-353-3720.

### ***Student Employment-related questions***

For questions about student employee hiring practices, supervising students, processing a student employee hire, and the Student of the Year Award program, call 517-355-9520. For help posting student employment positions on SpartanTrak or assistance with career development and internship assistance, call 517-355-9510.

### ***Support Staff Records-related questions***

For questions related to support staff employment records, employment verification, time/attendance system and I-9 forms, call 517-353-4330.

### ***Employee Relations-related questions***

For questions about union contracts, negotiations, arbitrations and grievances, call 517-353-5510.

### ***Professional Development-related questions***

For questions about support staff training/education, the M.E.N.T.O.R.S. program, course fee courtesy, educational assistance and organizational consulting, call 517-355-0183.

### ***Human Resources Web Site-related questions***

For questions about the MSU HR Web site, call 517-432-4636.

### ***Source or Communication-related questions***

For questions about *Source* or other communication materials or issues, call 517-884-0111.

### ***Assistant Vice President for Human Resources***

To reach the office of the Assistant Vice President for Human Resources, call 517-355-0290.

### ***Web Resources***

Visit us on the Web at [www.hr.msu.edu](http://www.hr.msu.edu) for a wide variety of helpful human resources information and to find direct-line phone numbers for MSU Human Resources staff members. This Web address is also where you can access online services for enrolling in benefits, applying for open job postings and registering for Human Resource Development classes.

**Pamela S. Beemer**  
Assistant Vice President  
for Human Resources

**Editor:**

Alice Smith  
smitha@hr.msu.edu  
517-884-0111  
*Suggestions are Welcome!*

**Contributors:**

Special thanks to the following individuals for their assistance and contributions to *Source*.

Dr. Beth Alexander, Anna Barner, Tom Block, Patrick Cusick, Lisa Davidson, Jennifer Decker, Guy Eckinger, Gale Gower, Chris Hanna, Dawn Hecker, Edita Herbstova, Becky Hoppenstand, Kris Hynes, Lauren Marinez, Jim Nash, Bethany Phillips, Becky Proctor, Renee Rivard, Steve Rummel, Karin Shrum, Scott Sowulewski, Lori Strom, Jamin Villarreal, Sabrina Walton, Shelley Wells, Kristine Zayko.

[www.hr.msu.edu](http://www.hr.msu.edu)

## Upcoming Education Opportunities

**Executive Leadership Academy Seminar Series Offering:**  
**Leading with Emotional Intelligence**  
10/31/06, 8 a.m. - 3 p.m.  
Register at [www.provost.msu.edu/facdev](http://www.provost.msu.edu/facdev)

**Social Intelligence Savvy: Key to Success - NEW!**  
11/9/06, 1 p.m. - 4 p.m.

**Executive Leadership Academy Seminar Series Offering:**  
**The Competent Coach: Building Expertise**  
12/1/06, 8 a.m. - 3 p.m.  
Register at [www.provost.msu.edu/facdev](http://www.provost.msu.edu/facdev)

**Executive Leadership Academy Seminar Series Offering:**  
**Balancing Acts of Leaders**  
3/16/07, 8 a.m. - 3 p.m.  
Register at [www.provost.msu.edu/facdev](http://www.provost.msu.edu/facdev)

**Executive Leadership Academy Seminar Series Offering:**  
**Intercultural Communication**  
4/17/07, 8 a.m. - 3 p.m.  
Register at [www.provost.msu.edu/facdev](http://www.provost.msu.edu/facdev)

### Course Fee Courtesy Application Deadlines:

Summer Semester - March 1  
Fall Semester - June 1  
Spring Semester - October 1  
**Questions?** Call HRD at 884-0177

Get more information about these great courses and many others online by visiting the MSU HR Web site at [www.hr.msu.edu](http://www.hr.msu.edu) and clicking on the "Faculty & Staff Development/Training" link!

**MICHIGAN STATE  
UNIVERSITY**

*MSU Human Resources*  
*Nisbet Building*  
*1407 S. Harrison Road, Ste. 250*  
*East Lansing, MI 48823-5239*