

# MSU Human Resources **Source**

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

April 2002

People Making People Matter

## MSU Human Resources Benefits Open Enrollment – April 22 - May 12, 2002

### Make Benefit Changes for 2002 – 2003 Using A Computer at Home, Office, or at Information Session Locations



Open Enrollment is scheduled for April 22 through May 12, 2002, and will be utilizing the MSU Human Resources Web site. During Open Enrollment employees are eligible to enroll or make changes to their benefit plans. Eligible employees will receive information packets outlining the options available to them.

**Step-by-step instructions are available at:**  
[www.hr.msu.edu/depts/benefits/oe/oehowto.doc](http://www.hr.msu.edu/depts/benefits/oe/oehowto.doc)

The MSU Human Resources Web site allows users 24-hour access to the Open Enrollment process. You may make plan selection changes, enroll (if not currently enrolled), add eligible dependents not currently enrolled, or correct inaccurate information all from the comfort of your home or office. Use the Web-based on-line enrollment feature by accessing [www.hr.msu.edu](http://www.hr.msu.edu).

Once at this site, select the *eHR Services* link. You will need to access your MSUNetID/Pilot ID account. Contact the MSU Libraries, Computing & Technology help-line at 800-500-1554 or 517-355-2345 if you do not have a MSUNetID/Pilot ID.

Upon successful login, click the *Benefits Enrollment/Changes* link. If you don't have computer access at your home or office, you may utilize a computer at one of the information sessions listed below. MSU Human Resources Benefits representatives will be on hand at all locations to help you. You may also phone MSU Human Resources Benefits for enrollment assistance at 517-353-4434, or toll-free 800-353-4434.

Be sure to watch your home mail for a booklet containing plan information and premium costs for full- and part-time faculty, academic, and support staff. Make your changes early during the Open Enrollment period. Changes made during Open Enrollment become effective July 1, 2002. ☐

The inside *Source*

- ☐ Health Plan Changes, pgs. 2-3
- ☐ Personal Statement of Benefits, pg. 6
- ☐ CT Award, pgs. 8-9
- ☐ HRD Programs, pg. 11

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday/ Sunday
April 22	April 23	April 24 Benefits Fair* 12:00 p.m. - 5:00 p.m. 125 Nisbet	April 25 Benefits Fair* 7:00 a.m. - 3:00 p.m. 125 Nisbet	April 26 Benefits Fair* 9:30 a.m. - 4:30 p.m. 125 Nisbet	April 27/28
April 29	April 30 Information Session 7:30 a.m. - 2:00 p.m. Spartan Room B International Center	May 1	May 2 Information Session 11:00 a.m. - 5:00 p.m. Green Room MSU Union	May 3	May 4/5
May 6** Information Session 11:00 a.m. - 5:00 p.m. Spartan Room B International Center	May 7**	May 8** Information Session 11:00 a.m. - 5:00 p.m. Green Room MSU Union	May 9**	May 10** Information Session 7:30 a.m. - 3:00 p.m. Spartan Room B International Center	May 11/12

\* Individual benefit plan vendors, including retirement representatives, will be at the Benefits Fair April 24 - 26.

\*\*MSU Human Resources Benefits will be open 6:30 a.m. - 5:00 p.m., May 6 - 10, 2002.

# Summary of Health Plan Changes for *Support Staff* \* Effective July 1, 2002



## Community Blue PPO:

Community Blue will continue to be offered as a health plan option with the following plan changes:

- Chiropractic office visits will be consistent with other physician office visit co-pays (current physician office visit co-pay is \$10).
- “Minimal office visits” will be covered with \$10 office visit co-pay.
- Flu serum will be covered based upon meeting eligibility criteria.
- Prescription contraceptive devices and injections will be covered with \$10 office visit co-pay.

## Physicians Health Plan (PHP):

Physicians Health Plan will continue to be offered as a health plan option with no changes in PHP coverage.

## MSU Prescription Drug Plan (Caremark):

Caremark will continue to provide pharmacy benefit management services to MSU.

- Prescription drug co-pays will be as follows:
- When a non-formulary brand prescription is prescribed

Rx Tier		34-Day Retail	90-Day Mail	MSU Pharmacy 34-Day Supply	MSU Pharmacy 90-Day Supply
1	Generic	\$10	\$20	\$8	\$16
2	Brand Preferred (Formulary)	\$15	\$30	\$13	\$26
3	Brand Non-Preferred (Non-Formulary)	\$30	\$60	\$28	\$56

and there is no other formulary equivalent, the formulary brand co-pay will apply.

- A \$1,000 single and \$2,000 family maximum limit for employee out-of-pocket payments will apply.
- Co-pays for prescriptions filled according to a “Dispense as Written” physician order will be consistent with the drug dispensed, regardless of whether or not a generic equivalent is available.

Employees will receive individual letters from Caremark listing current/past prescriptions and opportunities for savings with the implementation of the 3-tier plan.

## Health Plan Premium Sharing

There are no changes in the premium sharing method for support staff. There is a “total compensation” approach affecting future support staff pay increases. See article on page 8.

## Health Care Spending Accounts:

IRS qualified health care spending accounts will be made available to eligible support staff effective January 1, 2003, consistent with the currently offered MSU Plan. Watch for more information during fall 2002.

## MSU Health Plan Opt Out Waiver Payments:

Health plan opt out waiver payments will cease for spouses and MSU recognized same-sex domestic partners when both are MSU employees.

## Spousal Access to MSU Health Plan Coverage:

To be eligible to enroll in MSU health plan coverage, spouses and MSU recognized same-sex domestic partners of MSU employees who have access to coverage elsewhere must purchase single coverage through their own employer if his/her annual cost for that coverage is \$600 or less.

Employees with a spouse or MSU recognized same-sex domestic partner enrolled in MSU health plan coverage must fill out an Affidavit during open enrollment that certifies eligibility.

## Other Important Changes:

- Effective January 1, 2003, coverage for dependents will cease at the end of the calendar year they turn 23. However, for those dependents who reach age 24 or 25 prior to January 1, 2003, coverage may continue until the end of the calendar year they turn 25. Employees may be able to purchase continued coverage for these dependents through a plan rider or COBRA, in accordance with applicable eligibility criteria by contacting MSU Human Resources Benefits.
- Health plan coverage will cease at the end of the month of layoff or employment termination (for reasons other than official retirement).
- During unpaid leaves of absence, no University contribution toward dental coverage will be made for support staff. Employees may purchase dental coverage through COBRA by contacting MSU Human Resources Benefits.

*\* Also applies to Resident Advisors, Nurses, Non-Union, Off-Campus, and Confidential employees.*

# Summary of Health Plan Changes for Faculty, Academic Staff and Executive-Management Effective July 1, 2002



## Community Blue PPO:

Community Blue will continue as a health plan option with the following plan changes:

- Chiropractic office visits will have the same office visit co-pay as other physician office visits (new office visit co-pay will be \$12)
- The co-pay for physician office visits will be \$12.
- The co-pay for urgent care visits will be \$12.
- The co-pay for emergency room visits will remain at \$50.
- A \$240 single/\$480 family annual employee co-pay maximum will apply.

## Physicians Health Plan (PHP):

PHP will continue as a health plan option with the following plan changes:

- The co-pay for physician office visits will be \$12.
- The co-pay for urgent care visits will remain at \$15.
- The co-pay for emergency room visits will be \$50.
- A \$240 single/\$480 family annual employee co-pay maximum will apply.

## Prescription Drug Plan (Caremark):

Caremark will continue to provide pharmacy benefit management services to MSU.

Rx Tier		34-Day Retail	90-Day Mail	MSU Pharmacy 34-Day Supply	MSU Pharmacy 90-Day Supply
1	Generic	\$10	\$20	\$8	\$16
2	Brand Preferred (Formulary)	\$15	\$30	\$13	\$26
3	Brand Non-Preferred (Non-Formulary)	\$30	\$60	\$28	\$56

- Prescription drug co-pays will be as follows:
- When a non-formulary brand prescription is prescribed and there is no other formulary equivalent, the formulary brand co-pay will apply.
- A \$1,000 single and \$2,000 family maximum limit for employee out-of-pocket payments will apply.
- Co-pays for prescriptions filled according to a "Dispense as Written" physician order will be consistent with the drug dispensed.

## Health Plan Premium Sharing:

Faculty, academic staff and executive-management will contribute 5% of the premium of the lowest cost health plan (excluding the premium cost of prescription drugs) through pre-tax deductions from their paychecks.

Subsequently in 2003/04 and 2004/05, employee premium contributions will increase to a maximum of 10% and 14%,

respectively. Cost savings above the UCFA-recommended targets will serve to reduce employee premium contribution levels.

The University contribution toward health plan coverage will continue to be based upon the lowest cost plan. If the higher cost health plan is chosen, then the difference between the base plan cost and the plan selected will be paid by the employee in addition to the premium sharing percentage referenced below. Proportional contributions by part-time employees will continue.

The employee's monthly contribution will be:

Coverage Tier	Community Blue Premium Share	PHP Premium Share*
1 Person	\$11.31	\$23.45
2 Person	\$23.76	\$49.26
Family	\$27.72	\$57.13

\*Includes 5% Premium Share

## Health Plan Opt Out Waiver Payment:

Health plan opt out waiver payments will cease for spouses and MSU recognized same-sex domestic partners when both are MSU employees.

## Spousal Access to MSU Health Plan Coverage:

To be eligible to enroll in MSU health plan coverage, spouses and MSU recognized same-sex domestic partners of MSU employees who have access to coverage elsewhere must purchase single coverage through their own employer if his/her annual cost for that coverage is \$600 or less.

Employees with a spouse or MSU recognized same-sex domestic partner enrolled in MSU health plan coverage must fill out an Affidavit during open enrollment that certifies eligibility.

## Other Important Changes:

- Effective January 1, 2003, coverage for dependents will cease at the end of the calendar year they turn 23. However, for those dependents who reach age 24 or 25 prior to January 1, 2003, coverage may continue until the end of the calendar year they turn 25. Employees may be able to purchase continued coverage for these dependents through a plan rider or COBRA, in accordance with applicable eligibility criteria by contacting MSU Human Resources Benefits.
- Health plan coverage will cease at the end of the month of layoff or employment termination (for reasons other than official retirement).

## Retirement Education Opportunities for 2002

Please register, *at least one week in advance*, for any of the following programs by emailing [benefitsinfo@hr.msu.edu](mailto:benefitsinfo@hr.msu.edu), or phoning 517-353-4434.

**Human Resources Retirement Plan Clinic** – This is a basic overview of the MSU Base and Supplemental Retirement Plans. Learn what options are available and what to consider when making investment choices.

April 16 1 p.m. 125 Nisbet

**Cash Withdrawals vs. Lifetime Annuities** – This presentation will cover the pros and cons of taking cash withdrawals from your retirement vs. a contractual lifetime annuity option. Join a lively discussion with a look at several statistical examples.

April 17 2 p.m. and 5:30 p.m. 125 Nisbet

**Estate Planning** – This seminar provides up-to-date estate planning information on how to help maximize the benefits of your assets during your lifetime, while still preserving your estate and minimizing stress to your heirs.

April 18 10 a.m. and 12 noon 125 Nisbet

**Understanding your TIAA-CREF Quarterly Statement** – Does your quarterly statement remain sealed in its envelope? It may be time to finally open it up and take a look! The presenter will cover all aspects of reading a quarterly review and understanding contract types, contributions, and earnings.

May 7 2 p.m. and 5:30 p.m. 125 Nisbet

**Mid-Career Check-Up** – When can I retire? This seminar is designed to help you establish whether or not you are *on track* for retirement. It will help you determine when to retire and how much to save between now and then.

May 8 10 a.m. and 12 noon 125 Nisbet

**Developing An Investment Strategy** – An in-depth look at some financial concepts that will help you choose an investment allocation to suit your needs. We'll look at understanding risk, diversification, the relationship between volatility and return, and the benefits of investing in managed portfolios.

June 19 2 p.m. and 5:30 p.m. 125 Nisbet

**Taking A Realistic Look At Equity Returns** – With so many equity fund options available, how do you choose? Get a better perspective on stock fund performance and what equity return rates truly mean.

June 20 10 a.m. and 12 noon 125 Nisbet

**Individual Counseling Sessions** may be scheduled by contacting the vendors directly (availability and times are at vendor discretion):

**Fidelity Investments** by phone (800-642-7131)

**TIAA-CREF** on their web site (<http://www.tiaa-cref.org>); by phone (800-842-2044)

**Vanguard Group** by phone (800-523-1188 - Counseling Center)

**Lord Abbett & Co.**

James Huber	517-324-4616	Kim Seymour	517-351-4877
Jeffrey Richards	517-351-4877	Rick Scherer	517-339-7988

**The Equitable/AXA Advisors** ([equitable.com](http://equitable.com) or [AXAonline.com](http://AXAonline.com))

Bobby McAllister	517-347-4646	Robert Courtney	517-347-4646
Rick Audus	517-347-4646	Thomas Rudert	517-773-6227
Jeff West	517-347-4646		

**VALIC**

Daniel Watson	800-448-2542	Todd Dowrick	800-448-2542
Steve Dickinson	800-448-2542		

MSU Human Resources encourages departments to allow staff release time to attend these programs. If special accommodations are needed, call MSU Human Resources Benefits at 517-353-4434, ext. 158. □



## Cash Payment Available For Waiving Health Care Coverage

Michigan State University continues to offer all regular, 50 percent time or more faculty, academic, and support staff an option to waive health coverage in exchange for a cash payment of \$600.

Employees currently covered by another health plan that adequately meets their health care needs may want to consider waiving their MSU Health Coverage.

**Effective July 1, 2002, employee and spouse/MSU recognized same-sex domestic partner who are both employed at MSU are no longer eligible for the waiver option.**

Employees may choose to waive MSU health care *only* during Open Enrollment by accessing online enrollment on the Web at [www.hr.msu.edu](http://www.hr.msu.edu). Once there, login using *eHR Services* and click on the *Benefits Enrollment/Changes* link.

*Those enrolled for 2001-2002 do not need to complete another form during this year's Open Enrollment to continue the waiver for 2002-2003.*

The waiver period is July 1, 2002, through June 30, 2003. The employee will receive payment in July 2003.

When deciding whether to waive MSU health plan coverage, remember to compare your current MSU plan with the other health plans available to you. Compare covered services, deductibles and copays.

The \$600 (or prorated amount) received by you for waiving the MSU health plan is *taxable income*. To help reduce taxation, you may want to start or increase your contribution to a Supplemental Retirement Plan.

If an employee's other health coverage is involuntarily discontinued, the employee has 31 days to re-enroll in an MSU health plan. Payment for time without MSU health coverage will be prorated using the waiver payment on page 5.

Individuals accrue points based on their employment percent and number of months enrolled in the waiver program.

A full-time employee accrues one point for each month they are enrolled in the waiver program.

One-half or three-quarter time employees accrue .50 or .75 respectively, for each month they are enrolled in the waiver program.

(Continued pg. 5)

(Continued from pg. 4)

MSU reviews the employee's status each month to determine points.

Example: Joe Spartan is a full-time MSU employee covered under another health plan. During open enrollment, Joe decides to waive MSU's health coverage (which becomes effective July 1). On October 15, Joe terminates MSU employment.

Waiver Payments	
Full 12 points	\$600
9 through 11.75 points	\$450
6 through 8.75 points	\$300
3 through 5.75 points	\$150
Less than 3 points	0

The waiver benefit will terminate effective October 31. Joe was in the waiver program for four months accruing four points and will be eligible for a \$150 payment upon termination from MSU.

Individuals hired during the plan year, or who go on unpaid leave of absence (except those on a family medical leave), will receive a prorated payment in July 2003 based on the chart above.

If you have questions, you may contact MSU Human Resources Benefits by phoning 517-353-4434, or toll-free 800-353-4434, or email [benefitsinfo@hr.msu.edu](mailto:benefitsinfo@hr.msu.edu) ☐

## Olin Health Center Summer Hours

Beginning Monday, May 6, Olin Health Center Clinics will be open from 8:00 a.m. to 5:00 p.m., Monday through Friday.

The Olin Pharmacy will be open from 7:30 a.m. to 5:30 p.m., Monday through Friday. The Pharmacy delivery service will be available on weekdays throughout the summer.

Saturday clinic and pharmacy hours will resume on August 24.

Visit Olin at: <http://olin.msu.edu>  
Olin Health Center: 517-355-4510  
Olin Pharmacy: 517-353-9165



## Getting Past the “Yes, but ...” Preventing the “If only ...”

Last week I visited a 50 year-old patient of mine at home who was dying of lung cancer. Approaching the house, I saw a large contingent of family out on the front porch, smoking. Ironic, I thought, because this woman had wanted to stop smoking and tried, but had not succeeded in this effort until after her diagnosis. The family was doing what families do in times of crisis, coming together, supporting each other, and spending the last few days with someone they loved. As I left, they thanked me for coming, and I asked one of the adult children if she had any plans to give up smoking, after seeing what her mother was going through. She said, “Yes, but I’m under too much stress now, so I’ll wait a while.”

Almost every day I see patients, I spend a few minutes with several of them talking about obstacles to making a commitment to take better care of their health. Mostly, I see people who know what they need to do, but for one reason or another, manage to put their health lower on a priority list than many other less important things. It goes like this.

“Yes, I know I should exercise, but I never seem to have time.”

“Yes, I know eating a burger and fries is not best for my weight, but it is hard to find someplace that serves healthy food.”

“Yes, I know I need to wear sun screen, but I like having a tan.”

“Yes, I know I should stop smoking, but I want to wait until I get through Christmas.”

This litany of “Yes, but ...” goes on and on. We all are experts at articulating legitimate reasons for not doing what we know will protect and improve our

health. As a family doctor, what I often see is the unfortunate progression from “yes but” to a long list of “if only.” The “if only” usually begin when we understand that we aren’t going to have another chance at health habit redemption. This list is all too familiar to many of us.

Sometimes the consequences of waiting to the “if only” stage are small, sometimes they are huge, and tragic.

“If only I hadn’t eaten all that Christmas candy.”

“If only I had stopped smoking.”

“If only I had taken more time with my kids.”

Now, in a time when many universities are struggling with budgets, when healthcare costs are escalating and benefit plans are getting less generous, it becomes more critical than ever that we each consider all the reasons we postpone or make excuses for not doing what we know is essential for taking care of our health. For no matter how many dollars MSU or any employer puts into benefit plans, the “magic” of healthcare interventions cannot substitute for the day-to-day decisions each of us makes to find time to exercise, commit to the discipline of eating in healthier ways or stopping smoking. These health habits (and a few others) make far more difference in most people’s health than most medical interventions covered by benefit plans. Try it for the spring and summer, as a challenge. Commit to giving up one of your “Yes, but ...”, and take one of your “if only ...” off of your health habit credit card. You won’t regret it. ☐

*Beth Alexander, M.D., M.S.  
University Physician  
[www.msu.edu/~univphys](http://www.msu.edu/~univphys)*

### Support Staff –

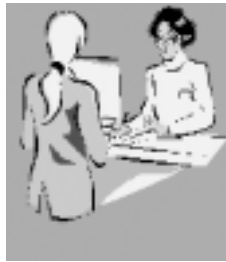
## Procedures for Filling a Vacant Position

MSU Human Resources Employment receives inquiries every day concerning the procedures for filling a vacant position. These questions are asked by supervisors and employees bidding on positions.

The procedures, described by employee group, are listed on the Web at [www.hr.msu.edu/Depts/Emp/empguide/eg2.htm](http://www.hr.msu.edu/Depts/Emp/empguide/eg2.htm).

If you have questions or concerns regarding the procedures, please contact Jan Underwood at 571-353-3720, ext. 123. ☐

## Retirement Plan Vendors Available at Fair



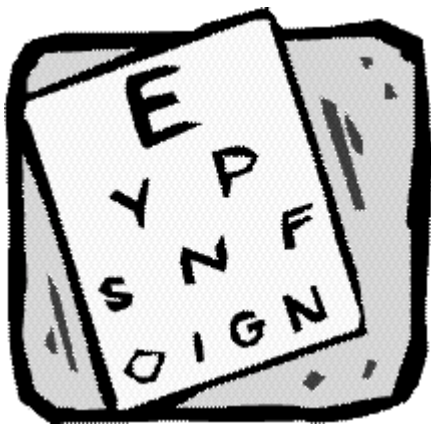
Do you know what options you can invest in for your retirement? Are you thinking of retiring soon? So you need help understanding your retirement plan vendor statement? Do you want to know how to access your account on the Internet?

Find out the answers to these questions and more when you visit with representatives from retirement plan vendors at the MSU Benefits Fair, April 24 – 26 (see times and locations listed on the calendar on page 1 of this issue).

The Fair is an ideal time to become acquainted with the different plan vendors and the options offered to MSU employees. Representatives from Fidelity Investments, Lord Abbett & Co., The Equitable/AXA Advisors, The Vanguard Group, TIAA-CREF, and VALIC may be available to answer your questions.

Find out how easy it is to make changes to your retirement investments or to start a supplemental retirement plan. Have a representative from your retirement plan assist you in assessing your savings goals, determine if you need to further diversify your investments, or provide you a projection of your retirement income.

No appointment is necessary. Simply stop by the Fair and visit the retirement plan vendor of your choice. ☐



### Time for a Vision Exam?

The Olin Health Center Optometry Clinic is right on the MSU campus! Summer is a great time for your annual vision exam as appointments are readily available and so is parking! Most contact lens wearers are able to buy their lenses out of our extensive existing stock of lenses. Special orders arrive in a week and can be delivered through campus mail. Call 517-355-4558 to make an appointment. ☐

## Increase Your Employee-Paid Life Insurance Coverage at Open Enrollment

During Open Enrollment, employees *currently enrolled* in Employee-Paid Life may add the dependent option or increase their life insurance coverage one plan higher without a statement of health.

For example, if you are enrolled in Plan 1 and want to increase to Plan 2, or if you are enrolled in Plan B and want to increase to Plan C, a statement of health *will not* be necessary if you make the change during Open Enrollment.

**We are pleased to announce that an additional level of coverage is being offered effective July 1, 2002. This new level provides life insurance of up to \$300,000.**

Your request should be made on the Web at [www.hr.msu.edu](http://www.hr.msu.edu). Once at this site, select the *eHR Services* link. Upon successful login, click the *Benefits Enrollment/Changes* link.

If you need assistance, contact MSU Human Resources Benefits (517-353-4434, or toll-free 800-353-4434) by Friday, May 10, 2002. Increases in coverage become effective July 1, 2002.

Individuals are allowed to increase one level higher each year during open enrollment (until they reach the highest plan) without completing a statement of health.

Premium deductions will be adjusted if the dependent option is added or if the level of coverage is increased.

Any changes made during Open Enrollment will be reflected in the June paycheck for the July premium.

Requests to increase more than one level or to change from the fixed benefit option to the salary indexed option will require enrollment on the Web and a statement of health.

Individuals not currently enrolled or sixty days past their appointment will need to enroll on the Web and provide a statement of health. Access [www.hr.msu.edu](http://www.hr.msu.edu) and select *eHR Services* link. Upon successful login, click the *Benefits Enrollment/Changes* link.

Coverage will be approved or denied by the insurance company based on the health of the individual.

Questions? Phone 517-353-4434, or toll-free 800-353-4434, or email [benefitsinfo@hr.msu.edu](mailto:benefitsinfo@hr.msu.edu). ☐

## Review Personal Statement of Benefits on the Web

Faculty/academic and support staff at MSU may access their Personal Statement of Benefits (PSB) on the Web at [www.hr.msu.edu](http://www.hr.msu.edu). Once at this site, click *eHR Services* and log in with your MSUNetID/Pilot ID and password. (If you have not activated your MSUNetID/Pilot ID, contact MSU Libraries, Computing & Technology at 800-500-1554 or 517-355-2345.) After you have logged in, click *Statement of Benefits*. Information on your PSB is updated monthly to include salary, personal, or benefit changes. View dependents covered on your health and dental plans by clicking *Enrollees*. If you have questions, contact MSU Human Resources Benefits at 517-353-4434, toll-free 800-353-4434, or email [benefitsinfo@hr.msu.edu](mailto:benefitsinfo@hr.msu.edu). ☐



## Know Before You Go Abroad! Do Before You Leave!

Michigan State University

### Review as soon as you know you may travel abroad

1. [www.msu.edu/~travel](http://www.msu.edu/~travel) MSU Information on travel and immunizations. Check immediately because of necessary lead times for some immunizations!
2. [www.cdc.gov/travel](http://www.cdc.gov/travel) Centers for Disease Control and Prevention information for country-specific advice.
3. [www.travel.state.gov](http://www.travel.state.gov) For information on in-country safety and security issues, travel warnings and advice. Additional country-specific information can be obtained from another State Department Web site: [www.ds-osac.org](http://www.ds-osac.org)
4. [www.msuglobalaccess.net](http://www.msuglobalaccess.net) For wide ranging country information including travel tips and up-to-date news.
5. Are your passport and visa(s) current for the travel period? (Your passport should not expire sooner than 90-days **after** returning home.)
6. Check on medical insurance coverage, and visit the MSU site for MEDEX. [www.cflr.msu.edu/travel](http://www.cflr.msu.edu/travel)
7. Check on vehicle insurance and driver's license requirements for areas where you will be driving.
8. Make 2 copies of all important documents being carried (including the photo page of your passport). Leave one copy home, pack the second separately from originals.
9. Carry photo identification and driver's license and only those credit cards and documents needed.
10. Have prescription drugs in original containers and carry information on blood type and medical conditions.
11. Carry essential prescription drugs and accompanying information in your carry on luggage.
12. Put sensitive information in your carry on luggage.
13. Leave a detailed travel schedule with office or family; check in with home or office upon arrival. Inform them of changes in your itinerary.
14. Use luggage tags with flap and secure luggage with a lock and a strong baggage strap.
15. Carry medical insurance cards with you.
16. Before leaving, obtain and carry the phone numbers and addresses of the U.S. embassy and consular offices for the country(ies) you will visit. <http://usembassy.state.gov>
17. If possible, take a small amount of local currency for the country(ies) you will visit.
18. Know and carry the contact number for MEDEX (1-800-537-2029) or <http://www.medexassist.com>

### In case of an emergency while traveling abroad:

1. Contact the on-site program director or leader.
2. MSU students, faculty and staff only: If the emergency involves a serious threat to your safety, security, or health, and if you wish to report this to the University and seek its advice or assistance,

### Call the MSU emergency number collect (1-517-353-3784)

Be prepared to give the following information:

- Your name.
- Where you are.
- A phone number at which you can be reached.
- The nature of the emergency.
- Listen carefully to instructions you are given.

*Use of the emergency number is limited to MSU students, faculty and staff. The phone is answered by the MSU Police Department; they direct calls as warranted.*

**Carry this number with you!**



## Healthy U Invites You to “Say Goodnight to Insomnia”

Many people suffer at one time or another with the annoyance of having trouble falling asleep at night. The medical term for this condition is insomnia. Stress and worry may cause temporary insomnia but most people return to their normal sleep patterns. Insomniacs may find it difficult to stay awake during the day, possibly interfering with their jobs and making tasks such as driving a dangerous activity.

If you have insomnia, do not feel singled out. You are one of the more than 100 million Americans with occasional sleep problems. One out of six people may acquire a more severe form of insomnia. In recent years, treatment for insomnia has relied mostly on medications, which can cause not only side-effects but also dependence. Fortunately, over the past 25 years, researchers have discovered that insomnia can be successfully treated with lifestyle techniques instead of medicine.

Healthy U is fortunate to have John McPhail, MA, CRC, LPC and health educator on board to teach a class titled “Say Goodnight to Insomnia” for the spring and summer program cycle. John received clinical training in Mind/Body Medicine at the Mind/Body Institute at Harvard Medical School. Utilizing the methods at the Institute by Dr. Greg Jacobs, 90% of the participants reduced or eliminated sleeping pills and 75% regained normal sleep patterns.

Those who enroll in Healthy U's free, six-week class will need to purchase a book and practice the techniques taught in class at home in order to achieve the full benefit. Please watch for the spring/summer issue of *Health Happenings* at the end of April for details on the class dates, time and location. ☐

Kimberly Lyth, Healthy U

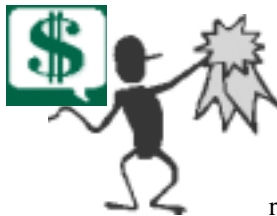
## “Total Compensation” Approach for Support Staff

Over the next several years, pay increases for most support staff employees will be based on a “Total Compensation” approach. This means that pay increases will be directly tied to the cost of health care as shown below.

Health Care Cost Experience	Base Wage Factor Average
0% - 2.0%	3.50%
2.1% - 4.0%	3.25%
4.1% - 6.0%	3.00%
6.1% - 8.0%	2.75%
8.1% - 10.0%	2.50%
10.1% - 12.0%	2.25%
12.1% - 14.0%	2.00%
14.1% - 16.0%	1.75%
16.1% - 18.0%	1.50%
18.1% - 20.0%	1.25%
20.1%+	1.00%

Employee Group	First Cycle of Pay Increase
Skilled Trades Local 999 and Off Campus-non union	7-1-02
Service Maintenance Local 1585 and Off campus-non union	8-1-02
Stagehands-IATSE	9-1-02
Cooperative Extension Program Associates	10-1-02
Operating Engineers Local 547	12-16-02
Clerical Technical CTU and Off Campus-non union	4-1-03
Administrative Professional APA and Off Campus-non union	10-1-03
Administrative Professional Supervisors APSA and Off Campus-non union	10-1-03
Fraternal Order of Police	7-1-03

The effective date of pay increases under this approach varies by employee group. The chart above shows the date of the first increase, which has been determined to be 1.75%.



## New Employee Recognition Award For Clerical-Technical Employees

Human Resources is pleased to announce a new employee recognition award for clerical-technical employees thanks to the **Thomas and Concettina Gliozzo Endowment Fund**.

In 2001, Dr. Charles and Marjorie Gliozzo established a fund to recognize clerical and technical employees who assist students, faculty, and staff at Michigan State University. This endowment has been established in honor of **Thomas and Concettina Gliozzo**, immigrants who became U.S. citizens and recognized the importance of education.

This endowment will focus on recognizing the outstanding clerical-technical employees, especially those who are actively engaged in any phase of international activities. The following criteria for selecting

recipients has been identified:

- A. Respect of their peers and continuous diligence in attending to their daily responsibilities.
- B. Concern for students, faculty, staff and colleagues in their respective units, particularly (but not limited to) those assisting overseas U.S. students and faculty, international students, international faculty, etc.
- C. Extraordinary and significant contributions to the community or public service.
- D. Innovative thinking in facilitating unit tasks and responsibilities.
- E. Involvement in international studies, activities, and programs.

**Nominations accepted through  
May 15, 2002**

Individuals may be nominated by any member of the University community (co-worker, supervisor, faculty or student). The selection committee, composed of individuals

from across campus, will be responsible for reviewing and evaluating the nominations and selecting the final recipient and presenting the monetary award.

To nominate an individual:

- Complete a nomination form (use form on p. 9).
- Include a minimum of two support letters by MSU colleagues.
- Include additional information if it supports the applicant’s nomination.
- Submit the nomination form and attachments.

**by : 5:00 p.m., May 15, 2002  
to: CT Recognition Award Selection  
Committee  
Room 120, Nisbet Building**

The recipient of the 2002 Thomas and Concettina Gliozzo Endowment Fund for Clerical-Technical Recognition Award will be announced in the fall. □



Clerical-Technical Recognition Award  
 Thomas & Concettina Gliozzo Endowment Fund  
**NOMINATION FORM**

**Directions:** Complete this nomination form and submit it with a minimum of two support letters by MSU colleagues by **5:00 p.m., May 15, 2002**, to CT Recognition Award Selection Committee, Room 120 Nisbet Building. Additional information may be included if it supports the applicant's nomination.

Nominee's Name: \_\_\_\_\_

Nominee's Department: \_\_\_\_\_ Position: \_\_\_\_\_

Nominee's Work Address/Phone: \_\_\_\_\_

Nominee's Supervisor (if known): \_\_\_\_\_

Your Name: \_\_\_\_\_ Department: \_\_\_\_\_

Work Address/Phone: \_\_\_\_\_

Home Address/Phone: \_\_\_\_\_

Your Employee Group (circle one):

APSA    APA    CT    FOP    1585    999    547    274    Nurses    Non-Union    Other

Describe the nominee's job duties: \_\_\_\_\_

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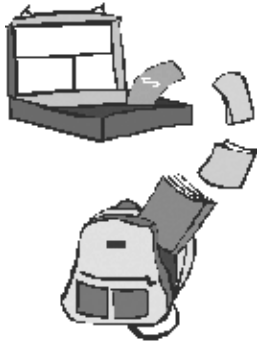
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Please attach additional pages describing the nominee's accomplishments in the five rating categories listed below using specific examples.

1. Respect of their peers and continuous diligence in attending to their daily responsibilities.
2. Concern for students, faculty, staff and colleagues in their respective units, particularly (but not limited to) those assisting overseas U.S. students and faculty, international students, international faculty, etc.
3. Extraordinary and significant contributions to the community or public service.
4. Innovative thinking in facilitating unit tasks and responsibilities.
5. Involvement in international studies, activities, and programs.

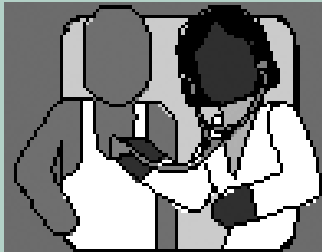


*MSU is an affirmative-action, equal-opportunity institution.*



## MSU Family Fund Scholarship

Dependents of MSU employees who qualify and submit the course fee courtesy application for Fall 2002 are also eligible to be considered for the MSU Family Fund Scholarship. Fifteen incoming dependents will be selected to receive one-time \$1000 awards. The Office of Admissions and Scholarships and Human Resources Benefits are working to provide a supplemental scholarship application. The follow-up application will be due to Dr. Vickie Unferth, Assistant Director, Office of Admissions and Scholarships, 250 Administration Building by Friday, June 21, 2002. Winners will be notified by Wednesday, July 3, 2002. □



## MSU Internal Medicine Associates Accepting New Patients

The Department of Medicine has recently expanded its General Internal Medicine practice. The clinic is accepting new patients needing physical exams, gynecological care, preventative care, and treatment for chronic health conditions. The clinic is a member of the MSU Health Team and accepts all University insurance plans and most major non-university insurances. The office is conveniently located in the MSU Clinical Center (A-225), 138 Service Road in South Campus.

The Internal Medicine office provides both primary care and specialized services. The doctors treat adolescents and adults. They are often called "Doctors for Adults." They have experts in hypertension, infectious diseases, adolescent health and occupational medicine. They are also experts in hospital medicine. Other services provided include immunizations, blood pressure checks, flexible sigmoidoscopy and skin biopsies.

Appointments can be made by phoning the Internal Medicine Clinic at the number below. Please visit their web site or stop in for a patient information packet.

Phone: 517-432-4941

Web Site: [www.healthteam.msu.edu](http://www.healthteam.msu.edu)



**CHILD & FAMILY**  
Care Resources

## Spring 2002 Looking Ahead: Perspectives on Aging Issues

*The following FREE workshops are co-sponsored by the MSU Child and Family Care Resources Program and the Women's Resource Center. MSU staff, faculty and students are welcome to attend. Bring your lunch!*

### Community Resources for Elders

Do your parents live in the greater Lansing area? Are you looking for services that may enable them to live at home as long as possible? Do they need in-home services such as cleaning, cooking, household chores, and meals on wheels? Whether they live in Ingham, Eaton or Clinton counties they may be able to take advantage of the services. Are you interested in local dining sites for seniors, housing options, crisis services for the elderly, prescription drug help, tax assistance, Medicare and Medicaid resource information? Even if your parents do not live in this area you will learn about resources that could assist them in their home-town or state.

*Presenter: Nancy Weber*

**Tri-County Office on Aging  
Wednesday, April 17, 2002  
2:00-1:00 p.m.  
Room 27 Nisbet**

### "Nutrition From 50 Forward"

Nutritional needs change with age. The food pyramid may need to be modified for people as they age to ensure proper nutrition. Here you will learn what calorie needs should be refined and whether or not to take supplements in our later years.

*Presenter: Mary Strohmer, Registered Dietitian*

**Sparrow Health System  
Tuesday, April 23, 2002  
12:00-1:00 p.m.  
Room 27 Nisbet**

### "How to Talk to Your Dr."

#### (Effective Communication with Your Physician)

In layperson's terms, you will learn how to select a Physician that is the best match for the patient (especially elders) and how to prepare for appointments. The older generation often feels uncomfortable asking questions of Doctors. This session will show us how we can maximize the benefits of our appointments.

*Presenter: Nancy Weber*

**Tri-County Office on Aging  
Tuesday, May 7, 2002  
12:00-1:00 p.m.  
Room 27**

*To register for these sessions call Child and Family Care Resources at 517-432-3745, ext. 146, or email [efcrassist@hr.msu.edu](mailto:efcrassist@hr.msu.edu)*

# Human Resource Development

## Leadership From the Inside Track 3 Graduating Class

HRD is pleased to announce the certificate series - Leadership from the Inside, designed to enhance the leadership skills of team and group leaders, graduated it's 3<sup>rd</sup> track of graduates on March 14. All 26 participants successfully completed the 6-week course. One participant commented that, "It was fun and exciting yet we learned a lot." Another participant noted "...I believe that if this program can get me to change my ways at work then it is well worth it." Among other comments was, "This is a great program and I think everyone employed should have to take it."



### Congratulations to the following graduates!

**Lisa Counseller** - Admissions and Scholarships; **James Cox** - Food Stores; **Wilma Cuff** - MSU Laundry; **Gerald Cupples** - Power and Water; **Diane Frost** - Chemistry; **Rodolfo Gaytan** - Grounds Maintenance; **Timothy Harris** - McDonel Hall; **Donyelle Hayhoe** - Brody; **Sandra Hemenway** - Veterinary Teaching Hospital; **Violet Hickey** - Grounds Maintenance; **Charles Hill, Jr.** - University Apartments; **Doug Hurst** - Food Stores; **Mary Laforgia** - Telecommunication Systems; **Toni Lauria** - Kellogg Center; **Kathy Lezovich** - Grounds Maintenance; **Glenda Mcdiarmid** - MSU Laundry; **Barbara Merriott** - MSU Printing Services; **Donna Nevins** - Controller; **Carl Peabody** - Food Stores; **Barbara Rood** - Psychiatry Human Medicine; **Arlene Schneider** - Admissions and Scholarships; **Larry Schneider** - Power and Water; **Nancy Thoma** - Animal Health Diagnostic Laboratory; **Maria Turner** - Kellogg Center; **Mark Viele** - Grounds Maintenance; **Jill Westmoreland-Ayers** - Broadcasting Services

Track 4 of the Leadership from the Inside: Succeeding at the Team/Group Leader Challenge will begin on April 24 and run through May 29. We expect to offer Track 5 during Fall 2002. ☐

## Summer Odyssey on the Web

HRD will publish the Summer 2002 ODYSSEY on the web. You will receive a postcard with additional information including how to view and print your own copy. Employees who do not have Web access may contact HRD at 517-355-0183 to obtain a printed ODYSSEY. ☐

## New Series in the Works

A design team comprised of CTU and HRD representatives has been working on a series designed to enhance professional competencies of clerical employees. The program will focus on communication, interpersonal as well as technical skill building. It is expected to roll out during the next academic year.

Follow-up series to the Foundations of Effective Leadership is also in the works with anticipated start in the Fall 2002. Topics to be included cover change management, problem solving, performance management, effective delegation, and on-the-job training. ☐

## Summer is a Great Time for a Staff Retreat or a Team Building Activity

Summer may be a great time to revisit your unit's mission, look at opportunities to enhance your team spirit, gain skills to effectively deal with change or address other training and development needs of your unit. HRD can bring to your unit any class we offer or assist in designing a custom program or activity to meet your specific needs. Contact us at 517-355-0183 for more information. ☐



**Janice Barker, MS, Business and Community Institute, LCC, provides helpful information for staff interested in Medical Transcription.**

☐☐☐ Learn new skills at HRD ☐☐☐

## Educational Assistance Application Deadline For Fall 2002

Mark June 19 on your calendar if you wish to apply for MSU Tuition waiver for Fall 2002. Please send your completed Educational Assistance applications to the attention of Julie Rorick, 10 Nisbet. You may also fax your applications to 517-432-2979. Please note applications for institutions other than MSU are due 30 days prior to the start of the class(es) at your chosen institution. If you have any questions about your educational assistance benefit, please contact HRD at 517-355-0183. ☐



## Benefits Bulletins

MSU Human Resources Benefits is pleased to provide services and programs to our employees in accessible facilities. To request accommodations such as an interpreter or auxiliary aid, phone 517-353-4434 two weeks in advance.

**New Faculty Orientation:** Room 125 Nisbet Building - Thursday, May 2, 9:30 a.m.-11:30 a.m.; Thursday, May 9, 1:30 p.m.- 4:00 p.m.; Thursday, May 16, 9:30 a.m.- 11:30 a.m.; Thursday, May 23, 1:30 p.m.- 4:00 p.m.; Thursday, May 30, 1:30 p.m. - 4:00 p.m.

**Suggested to attend:** faculty and academic staff newly appointed 50 percent time or more for at least nine months. MSU Human Resources Benefits staff will explain programs and allow time for questions and enrollment. Phone 517-353-4434 to register.

### Course Fee Courtesy Deadline

Fall semester 2002: June 1, 2002

Spring Semester 2003: October 1, 2002

### Educational Assistance Deadline: MSU courses

Fall semester 2002: June 19, 2002

Spring semester 2003: October 11, 2002

### Educational Assistance Deadline: Non-MSU courses

30 days before the class begins

All applications must be approved before classes begin.

## MSU Human Resources Benefits Open Enrollment

April 22 – May 12, 2002

### MSU Human Resources Benefits Fair

**April 24,** 12 noon – 5:00 p.m., 125 Nisbet

**April 25,** 7:00 a.m. – 3:00 p.m., 125 Nisbet

**April 26,** 9:30 a.m. – 4:30 p.m., 125 Nisbet

### MSU Human Resources Benefits Open Enrollment Information Sessions

**April 30,** 7:30 a.m. – 2:00 p.m.

Spartan Room B, International Center

**May 2,** 11:00 a.m. – 5:00 p.m.

Green Room, MSU Union

**May 6,** 11:00 a.m. – 5:00 p.m.

Spartan Room B, International Center

**May 8,** 11:00 a.m. – 5:00 p.m.

Green Room, MSU Union

**May 10,** 7:30 a.m. – 3:00 p.m.

Spartan Room B, International Center

## MSU Human Resources Benefits Office 140 Nisbet

### Extended Hours—During Open Enrollment

**May 6 – 10, 6:30 a.m. – 5:00 p.m.**

### Source

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Denise T. Anderton  
AVP MSU Human Resources

Nancy Bryans, Coordinator  
Ph: 517-355-0290, ext.142  
Fax: 517-353-1869  
Email: bryans@hr.msu.edu  
www.hr.msu.edu

### Additional contributors:

Pam Beemer  
Edita Herbstova  
Jonnie Lilly  
Lori Strom

Kathi Braunlich  
Dianne Knepshield  
Kelly Morgan, M.D.  
Vickie Unferth

Melinda Grubich  
Debbie Lake  
Renee Rivard

# Source

MSU Human Resources  
*People Making People Matter*  
Nisbet Building  
1407 S Harrison Rd Ste 140  
East Lansing MI 48823-5239

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