Benefits Open Enrollment Ends Oct. 31

MSU Benefits Open Enrollment for the 2015 benefits plan year will be held through Friday, October 31, 2014.

Benefits-eligible faculty and staff who need to complete the spousal/Other Eligible Individual (OEI) affidavit, or want to re-evaluate their benefits selections, switch health plans or dental plans, enroll or re-enroll in a Flexible Spending Account, enroll in certain voluntary benefits, or add or remove dependents, must complete Open Enrollment by October 31.

Also, current Aetna dental enrollees must complete Open Enrollment and choose a dental plan this year due to plan design changes for Aetna. If current Aetna enrollees do not complete open enrollment, they will not be enrolled in dental benefits for 2015.

Any benefits changes made will go into effect on January 1, 2015.

Faculty and staff who need to complete the spousal/OEI affidavit and do not want to make other changes can find affidavit-only instructions at [http://www.hr.msu.edu/openenrollment/Tutorial_Spouse-OEIAffidavit.pdf](http://www.hr.msu.edu/openenrollment/Tutorial_Spouse-OEIAffidavit.pdf).

Full information about this year’s Benefits Open Enrollment is available at [www.hr.msu.edu/openenrollment](http://www.hr.msu.edu/openenrollment).

Staff Award Nominations Due Oct. 29

Nominations for the Jack Breslin Distinguished Staff Awards are due by 5 p.m. on Wednesday, October 29, 2014. This is a $2,500 award presented annually to six university support staff members. The award is named in honor of the late Jack Breslin, a student leader, honored athlete, former University Vice President, and steadfast advocate of MSU.

Criteria for selection of recipients include overall excellence in job performance, supportive attitude, contributions to the unit or university that lead to improved efficiency or effectiveness, and valuable service to MSU. Nomination forms and detailed criteria can be found at [http://www.hr.msu.edu/recognition/supportstaff/DistStaff.htm](http://www.hr.msu.edu/recognition/supportstaff/DistStaff.htm).
MSU Fire Security and Safety Report and Drug and Alcohol Policy

Each year, MSU Human Resources is charged with distributing the MSU Alcohol and Drug Policy to all MSU faculty and staff. This policy includes information on drug and alcohol educational and counseling resources, defines prohibited behavior, and outlines consequences for violations. The report also provides information on alcohol and other drug health risks, drug and alcohol laws and penalties, and campus drug and alcohol education and counseling programs. You can view the policy as part of the Annual Security and Fire Safety Report on pages 47-58 at http://police.msu.edu/asfsreport2014.pdf.

In addition, please consider visiting http://thinkingaboutdrinking.msu.edu/ for an additional resource with a great deal of helpful information about alcohol use.

Over-Age Dependent Cutoff Deadlines

It is important to remember the following age cutoff deadlines for dependent children.

Dependent children who turn age 23 by December 31, 2014 will automatically be removed from MSU dental coverage. COBRA information will be sent out and should be returned immediately if dental coverage for the 23-year-old child is to continue.

Also at age 23, the dependent child is no longer eligible for child employee-paid life insurance. It is the enrollee’s responsibility to cancel coverage when dependent children no longer qualify in order to stop premium deductions. Please review your child life insurance coverage to see if it needs to be canceled.

Enrolled children who turn age 26 by December 31, 2014 will automatically be removed from the MSU health coverage. COBRA information will be sent out and should be returned immediately if the health coverage for the 26-year-old child is to continue.

If you have questions, please contact MSU Human Resources at benefitsinfo@hr.msu.edu or via phone at 517-353-4434.

Reminder: MSU HR is Sponsoring a Project 60/50 Event

One of MSU’s Project 60/50 events is cosponsored by MSU Human Resources: Social Justice, Affordable Health Care and the Individual Responsibility. The conversation takes place on Friday, November 14 from 11 a.m. to 1 p.m. at the Radiology Building Auditorium at 846 Service Road.

The conversation has three panel speakers:

- Sharon Butler, HR Assistant Vice President, History of Health in American Society
- Janene McIntyre, Lansing City Attorney, The Affordable Health Care Act
- Dr. Margaret Aguwa DO, MSU COM, Individual Medical Responsibilities

The event will include a light lunch and parking costs will be covered by MSU Human Resources.

In order to attend the event, you must register by Friday, November 7. Online registration is available at https://www.surveymonkey.com/s/HRProject6050.

If you have any questions, please contact Todd Bradley at bradl264@hr.msu.edu or 517-884-4976.

To learn more about Project 60/50, visit http://project6050.msu.edu/.
Role of Administrators, Unions and Human Resources in Negotiating Settlements in Employee Issues

The collective bargaining agreements (CBAs) of the ten MSU unions are negotiated by the applicable human resource offices: the Employee Relations office (ER) and/or Academic Human Resources (AHR).

Certain basic labor relations functions, such as applying the provisions of the CBAs or hearing and responding to low-level grievances, are left to the units to manage, provided that they do not set a precedent for the unit or institution and that no action taken by the unit alters or violates the applicable CBA. Any action which a unit wishes to take, or agreement they wish to make with union representatives which is a variance from any CBA, must be referred to ER or AHR. Those offices will engage in any necessary negotiation and settlements as per their delegated authority. In some cases, due to issues such as breadth, scope and significance of the impact of such an agreement on the institution, ER or AHR may not be able to support unit requests for variance from CBAs.

If you are offered terms for settling an employee matter at the unit level which you know or are unsure whether it conflicts with the CBA, or which may exceed the terms of the CBA, you should only accept the proposal “under advisement” and contact ER or AHR for guidance. Please do not state that you agree with the proposal or make any comment about your interest or intent to accept the offer. Such statements could complicate any future discussion or negotiation.

If you have questions, please contact Employee Relations at 517-353-5510 or Academic Human Resources at 517-353-5300.

Electronic I-9 Update

Thank you to the hundreds of staff who have been trained and are using the new electronic I-9 system. We appreciate your efforts at this phase of conversion and we are happy to report that over 50% of all MAUs have been converted.

By the end of October, the electronic I-9 project should be implemented in all of the human health-related areas, which include Health Team, the College of Nursing, the College of Osteopathic Medicine and the College of Human Medicine.

The remainder of all academic and support staff areas will be implemented by the end of November.

While the process is quick and simple, verifier training is required in order to cover compliance, international student processes and how to use the new system. Once verifiers attend training, access to the system will be provided. Each MAU can determine who will have access to the system and at what level.

The final schedule for training is as follows. Please note that for training held in 10 Nisbet, enrollment is required (view instructions at http://www.hr.msu.edu/i9/).

There is no fee. Training sessions not held in the Nisbet building do not require registration.

• Friday, October 24, 2014 – 3 p.m. – 5 p.m. – Nisbet Building, Room 10 – Registration Required
• Friday, October 31, 2014 – 1 p.m. – 3 p.m. – Brody Hall, Room 112
• Friday, November 7, 2014 – 1 p.m. – 3 p.m. – Nisbet Building, Room 10 – Registration Required
• Wednesday, November 12, 2014 – 1 p.m. – 3 p.m. – Nisbet Building, Room 10 – Registration Required
• Tuesday, November 18, 2014 – 1 p.m. – 3 p.m. – Nisbet Building, Room 10 – Registration Required

For further questions about training sessions, please contact Alexis Mollitor in Human Resources at mollit15@hr.msu.edu or 517-884-2960.

Please contact Melinda Grubich for additional details related to access at grubich@hr.msu.edu or 517-884-0184.
What you may have missed this month on our blog...

Introducing the HR Solutions Center

MSU Human Resources is pleased to announce the opening of the Solutions Center – a new unit created to improve the way we serve our many customer groups. What, specifically, are we trying to improve? In the past, our customers have told us it has sometimes been challenging to know who to contact for what in HR and that we haven’t always been as accessible and responsive to you as you would like when you need our help.

We’ve been listening. Over the past year we’ve restructured the Human Resources department and have been working on developing a new customer service-focused unit in Human Resources called the Solutions Center. Watch a video and learn about the HR Solutions Center at our blog post.

Breast Cancer Awareness

October is Breast Cancer Awareness Month. Breast cancer is the second most common cancer diagnosed in women in the United States (after skin cancer). While breast cancer does occur in both men and women, it’s far more common in women. Public support for breast cancer awareness and research funding has improved the diagnosis and treatment of breast cancer. Early detection, new treatments, and a better understanding of the disease have all contributed to higher breast cancer survival rates.

As in all forms of cancer, the abnormal tissue that makes up breast cancer is the patient’s own cells that have multiplied uncontrollably. Those cells may also travel to locations in the body where they are not normally found. Read the rest of this blog post here.

Step-by-Step Benefits Open Enrollment Instructions

Remember to complete your Benefits Open Enrollment during the month of October. Benefits-eligible employees will complete open enrollment using Employee Self-Service (ESS) in the Enterprise Business Systems (EBS). Here is the process for completing open enrollment:

- Visit ebs.msu.edu and select “EBS Login.”
- Log in using your MSU NetID and password.

View this blog post for full directions!
Professional Development Services’ Education Opportunities

To register or get more information on any of these upcoming HR Professional Development Services (PDS, formerly HRD) courses, look at the SpartansLearn.msu.edu catalog on the Human Resources website at www.hr.msu.edu or go to SpartansLearn.msu.edu. The current catalog is available under the “HR News” section of the HR website.

Crucial Accountability
Tuesday, October 28 and Wednesday, October 29, 8:30 a.m. – 4:30 p.m.
Presenter: Todd Bradley, MSU Human Resources. $250.
This two-day course teaches a step-by-step process for enhancing accountability, improving performance and ensuring execution. Learn how to talk about violated expectations in a way that solves problems while improving relationships.

End the Office Clutter and E-Overload
Thursday, October 30, 8:30 a.m. – 11:30 a.m.
Presenter: Randy Dean. $110.
Learn how to reduce the mess on your desk and workstation by having “natural” places for your papers, project folders, etc., to go. You’ll also gain practical strategies for managing your e-clutter, such as email and electronic files.

Managing Confrontational Customers
Thursday, October 30, 1 p.m. – 4:30 p.m.
Presenter: Pam Wyess. $95.
Managing people’s expectations and gaining cooperation when things aren’t going as they’d hoped can test even the most seasoned service providers. In this workshop, you’ll learn techniques to manage stressful interactions so customers walk away feeling positive about their Spartan Experience.

Thriving in Times of Change
Tuesday, November 11, 8:30 a.m. – noon
Presenter: Carrie Galdes, MSU Human Resources. Free.
Change can be stressful. Learn practical strategies to help you cope with the uncertainty and loss that change may bring, while making the most of the opportunities.

Proving Value with Assessments and Surveys
Tuesday, November 18, 1 p.m. – 4:30 p.m.
How do you know that the programs you offer are adding value? What is the best way to get feedback from your customers? How can you gather evidence to get funding and support for a new program? Assessments provide a method for determining what to measure, how to measure and who to ask.

Contact HR
For most HR-related questions or concerns, you should contact our HR Solutions Center at:

- 517-353-4434
- SolutionsCenter@hr.msu.edu

The following areas of HR can be contacted directly:

- 517-355-0183 or ProDev@hr.msu.edu for questions related to professional development courses.
- 517-353-5510 or hr.er@hr.msu.edu for questions related to unions, grievances, arbitration and employee discipline.