

# MINNESOTA STATE UNIVERSITY, MANKATO

# HUMAN RESOURCES NEWSLETTER

WWW.MNSU.EDU/HUMANRES

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## FEATURED HUMAN RESOURCES EMPLOYEE



Many of you who call or visit Human Resources have had the pleasure of being assisted by Wendy Schuller. Behind the smile and the cheerful greeting is a capable and enthusiastic member of the Human Resources team.

Wendy began working at MSU in July, 1986. She was an Office & Administrative Assistant in the Department of Computer Science and in the School of Nursing.

In April, 2002, Wendy joined MSU's Human Resources staff as a Personnel Assistant for Classified Staffing and Benefits where she has a wide range of responsibilities. Some of her duties include administering position qualification tests and assisting supervisors in filling vacant positions. She has mastered the complex process of pulling qualified applicant lists from the state's Resumix system, an on-line resume/job application program. Wendy also responds to employees' questions regarding insurance and other benefit programs. She assists with benefits enrollment and changes, and helps resolve payroll deduction problems. In addition, she is a member of and provides administrative support to the MSU Employee Wellness Committee. A native of Springfield, MN, Wendy now lives in Janesville with her husband and two children. Her family enjoys being outdoors, especially in northern Minnesota where they go boating and fishing. Her pastimes include gardening, playing golf, and participating in church activities.

On Wendy's desk you will notice a box labeled "Mean Pills." This was given to her by co-workers at a previous job. The box is now empty, but we have yet to see any change in Wendy's personality.

## UPD TRAINING

The Human Resources Office has been working in cooperation with representatives from the campus community to redesign the Unclassified Personnel Document (UPD) and review processing procedures. The new UPD will be accessible on the HR website: [www.mnsu.edu/humanres/forms.html](http://www.mnsu.edu/humanres/forms.html)

UPD training will be held on Friday, February 6, in CSU 255 A/B from 10:00 -11:00 a.m. This will be an informal session on completing the newly revised UPD, timelines, and processing tips. Invitations were extended to power users, but all are welcome. If you wish to attend and have not sent a response, please notify Gwyn Outka by email.



*This year's Employee Recognition Festivities were a huge success and we would like to take this opportunity to say thank you to all MSU Employees! GREAT JOB!*

## FROM THE DIRECTOR

It seems I have been reflecting a lot lately on the old adage "I don't have to look far to find someone a lot worse off than me." I am reminded of this nearly every day when I hear from employees and students that they have been the victim of discrimination or a generally abusive work environment. I read with interest an article in the Star Tribune (January 24) last weekend titled "Healthy workplaces are a group effort." Portions of the article follow:

*... Once the team creates a calm environment, it preaches five principles necessary to build a healthy workplace. Posters advise workers to:*

- *Show respect for people.*
- *Model sincere and positive intentions in communication and behavior.*
- *Take responsibility and support the organization's policies to assure a safe workplace, physically and emotionally.*
- *Demonstrate awareness of ourselves and our power to create an environment of peace in our workplace.*
- *Accept and embrace differences among individuals in our workforce and community.*

*The team's approach operates under the principle that creating a safe, healthy workplace is the responsibility of the entire workforce, not just the few who care about it, and not just management. Each of the principles forces the responsibility on us.*

*If you look, you can find a lot of models for creating healthier workplaces, but a constant theme of this column has been that you have to be part of the solution. The repeated accusation I read in my e-mail is that any problem is always somebody else's fault.*

*Such thinking is misguided and dangerous.*

*I probably have used this Gandhi quote before, but it is so powerful it must be repeated: "We must be the change we wish to see in the world."*

*That quotation from one of the wisest men of the 20<sup>th</sup> century allows no wiggle room. It does not allow us to blame the boss, the environment or our own perceived lack of power. We must be the people who show respect and model sincerity. We must take responsibility for the safety of our workplace and we must demonstrate awareness of our own power to positively affect our workplace. And we must accept and embrace differences.*

*Our rank, our pay scale, our qualifications and our education make no difference. If we want a workplace that makes us proud, everyone must take responsibility for creating that healthy workplace."*

I confess--I am very lucky. I work with hard working, dedicated individuals who all actively work to "get along" with each other. It is not always easy, but it works because everyone is committed to the concept. One of my colleagues told me her theory on how to make this work: "I can't change [the other person's behavior] I can only change how I react to it."

I encourage everyone to try to find a theory that works for them and enables them to actively contribute to a healthy work environment. Do it not just for yourself, but for everyone around you. Try to count yourself among the lucky in this world. It really doesn't take much looking to find someone worse off than you.

## BENEFITS INFORMATION

### CHILD ELIGIBILITY FOR INSURANCE

Has your child stopped attending school on a full-time basis? If so, that child may no longer be an insurance-eligible dependent. A child is no longer an eligible dependent if s/he is:

- Married, regardless of age
- Age 19 or older and not a full-time student
- Age 25 or older regardless of student status

There are some exceptions for children who are disabled or who have an illness which prevents them from attending school on a full-time basis. A child who no longer meets the eligibility requirements may continue health and/or dental coverage at their own cost through COBRA and may convert child life insurance to an individual life policy. For the child to receive COBRA enrollment information, the employee must submit an insurance change form to the Department of Employee Relations within 60 days of loss of eligibility. To convert the child life insurance to an individual policy, the child must submit an application to the insurance company within 30 days of loss of eligibility. For further info, contact Therese Mullins at 6942 or Wendy Schuller at 2017.

P.S. If you do not have any eligible dependents and are still carrying dependent coverage, you should drop that coverage. Forms are available in Human Resources.

### TIAA-CREF COUNSELING SCHEDULE

Jolene Benson from TIAA-CREF will offer one-on-one counseling at MSU on the following dates:

- Tuesday, February 24, 9:00 AM – 4:45 PM
- Wednesday, February 25, 9:00 AM – 2:00 PM
- Thursday, March 25, 9:00 AM – 4:45 PM

To schedule an appointment, visit TIAA-CREF's web site at [www.tiaa-cref.org/moc](http://www.tiaa-cref.org/moc) or call Sue at 1-800-877-6602.

### TRANSIT EXPENSE ACCOUNT

The Transit Expense Account (TEA) is a great way to pay for your MSU parking permit with untaxed dollars, but there are a couple of key points to keep in mind. First, you must enroll in the TEA before you purchase your permit. Second, you must submit your reimbursement claim form to the TEA within 180 days of the date of purchase.

You may enroll in the TEA anytime of the year. But remember—complete your enrollment form BEFORE you purchase a permit this spring or summer. For more info, contact Therese Mullins at 6942 or Wendy Schuller at 2017.

### INSURANCE CARDS

The health and dental plans are in the process of issuing new insurance cards during the month of January. Cards are late this year because Open Enrollment was conducted so late in the fall.

Hang onto your old insurance card until you receive the new one. Be sure to check your new cards carefully to make sure they contain correct names and clinic designations. Any errors should be reported immediately.

### EMPLOYEE ASSISTANCE PROGRAM

The State Employee Assistance Program (EAP) has undergone a few changes in 2004. Confidential counseling and referral services continue to be available to all state employees and their family members on a short-term basis at no cost, but these services are now provided by Behavioral Health Services, Inc. (BHSI).

To access these services call 1-866-477-1586 or (651) 662-2586. Phones are staffed 24 hours a day by trained, masters-level EAP counselors. The counselors will conduct an assessment over the phone and may refer the caller to a local EAP provider for in-person counseling.

Supervisors and managers may continue to consult with DOER's EAP staff for workplace issues by calling 1-800-657-3719 or (651) 296-0765. Further info can be found on EAP's web site: [www.doer.state.mn.us/eap/eap.htm](http://www.doer.state.mn.us/eap/eap.htm).



### W-2 INFORMATION

If you elected to have your 2003 W-2 mailed to you and haven't received it by February 2, 2004, contact Colleen Isaacs at 2191.

If you want to print your own W-2, go to the State of Minnesota Employee Self Service web page at: [www.state.mn.us/employee](http://www.state.mn.us/employee), sign in, click "Other Payroll", "W-2", and follow the instructions.



If you have any questions, comments or ideas regarding this publication just drop us an email at [human-resources@mnsu.edu](mailto:human-resources@mnsu.edu) or stop by the Human Resources Office, WA 325.

Always Keep your

**ON-CAMPUS INFO**  
**Current**

<http://www.mnsu.edu/humanres/forms2/OncampusChange.pdf>

You can check your ON-CAMPUS info including mailcode, phone, etc. on the people finder located on the MSU web page under Directories. If corrections are needed please complete & submit the ON-CAMPUS INFO CHANGE FORM located at the web address listed below.