



MINNESOTA STATE UNIVERSITY, MANKATO HUMAN RESOURCES NEWSLETTER



WWW.MNSU.EDU/HUMANRES

VOL. 12 OCTOBER 2006

FEATURED HUMAN RESOURCES EMPLOYEE



We'd like to welcome the newest member of our team, DeeAnn Snaza, who joined our office in August as an Assistant Director of Human Resources. Her responsibilities include unclassified contracts, personnel issues, employment, classification, position descriptions, and more.

DeeAnn graduated from Minnesota State Mankato in December 1989 and was employed in our Admissions Office from 1990 to 1996 as an Admissions Officer. She spent time on recruitment activities for prospective students and coordinating the new student Scholarship and Talent Grant Program. She left Minnesota State Mankato and began her Human Resources career with Federated Insurance in Owatonna, where she was an HR Manager. After relocating back to Mankato, she joined the HR team at Business Solutions Group in North Mankato, an organization within the Taylor Corporation.

DeeAnn and her husband, Kurt, have two children, ages 7 and 4. She enjoys spending time with family and friends, and playing volleyball. DeeAnn was a board member for Big Brothers Big Sisters of Steele County and has participated in Relay for Life walk events.

DeeAnn is having fun reconnecting with employees here at Minnesota State Mankato and looks forward to meeting and working with others in the campus community.



The annual University Resource Fair was a big success!

Thanks to everyone who participated!

FROM THE DIRECTOR PROFESSIONAL DEVELOPMENT UPDATE

Exciting things are happening on the professional development front as this issue has become a major system wide initiative. In fact, the Leadership Counsel (consisting of all Presidents and the Chancellor's Cabinet) adopted the following philosophy statement:

We are committed to developing the talents of Minnesota State Colleges & Universities' employees. We value our employees and understand that continuous learning benefits the entire system by developing and maintaining employee skills that link directly to achieving organizational goals and objectives. Supporting successful leaders at all levels also builds institutional capacity to better serve our students and our communities. This commitment is realized as a shared responsibility between each employee and each college, university, or the Office of the Chancellor.

This provides a powerful and visionary statement about why professional development is important for each and every one of us. I am proud to say that we are already in the process of doing great work in this area on our campus. The Center for Excellence in Teaching and Learning, run by Dr. Stewart Ross, is second to none. Our Professional Development Committee, which consists of faculty and staff across our campus works hard to present many quality programs through the year on a variety of key topics.

One of our biggest events is coming up on January 10, 2007. Our **Third Annual Professional Development Day** promises to be even better than in the past. There will be a variety of programs available that are aimed to meet the needs and interests of everyone.

Please join me in embracing professional development as an important initiative for all of our faculty and staff. As an institution of higher education, we only accomplish the many great things we do through our people. We need to keep everyone prepared to face the ever increasing and complex changes we will face in the years ahead.

2006 COMBINED CHARITIES CAMPAIGN



The 2006 Combined Charities Campaign is underway and will run until October 31, 2006. Faculty and staff at Minnesota State University, Mankato may pledge to the charity of their choice through a simple visit to the Employee Self Service website during the time of the campaign. Your pledge will be automatically deducted through payroll and you may elect to have your monies taken out over the entire year, or simply make a one time charitable deduction.

Please remember that even if you are still giving through payroll deduction this year, you still need to fill out the online pledge form for calendar year 2007.

For more information on the 2006 Combined Charities Campaign at Minnesota State University, Mankato, please visit the website at <http://www.mnsu.edu/charities/>

RETURN TO WORK POLICY

This policy establishes guidelines to return employees to work who have non-work related medical conditions that may have an impact on their ability to perform their jobs. These guidelines are established to ensure employees do not aggravate existing medical conditions or suffer additional injuries when they return to work.



PROCEDURES

A. Employee

- Notify your supervisor when you have a non-work related medical condition that affects your ability to perform your job.
- Notify your supervisor if you have been given work restrictions by a medical professional.

B. Manager / Supervisor

- Ensure that all employees understand the RTW policy.
- Notify Human Resources when an employee has a non-work related medical condition that prevents an employee from performing his/her job, or portions of it.
- Review medical restrictions with HR.
- Evaluate with HR any light duty, temporary job reassignment.

The Human Resources office, along with the Office of Environmental Health & Safety and Risk Management, will assist supervisors in evaluating requests to return to work. Medical records will/should be kept on file in Human Resources.

RETURN TO WORK

An employee will be allowed to return to work if he/she has documentation from a medical professional about work restrictions and those that do not interfere with the employee's job. In review of the restrictions between the supervisor and HR, an employee may have the opportunity to:

- Return to their Own Job
- Be Temporarily Reassigned to Light Duty Jobs
- Partially Return to Work

If you have any questions, please contact HR at 389-2015.

MNSCU HR ALL STAR AWARDS

We are pleased to announce that Debi Anderson in our office was the recipient of one of the four prestigious MnSCU HR All Star Awards. Debi was nominated and received the award for the on-line orientation program that she created for our campus.

Employee Orientation ON-LINE

New Employees, access your Mavmail for all the details!
Current Employees, can request a user ID and password by emailing
deborah.anderson@mnsu.edu



mavmail.mnsu.edu



This orientation was created using D2L and can be accessed at
<https://d2l.mnsu.edu/>

USE OF VACATION AND SICK LEAVE ACCRUAL

Below are guidelines to follow for both employees and supervisors regarding the use and recording of vacation and sick leave accrual. Please note these are not new guidelines and as always, please refer to the applicable collective bargaining agreement for details.

Vacation Leave

- Employee is responsible for submitting a written request prior to a planned absence.
- Approval be dependent upon current workload and/or job-related organizational needs.

Sick Leave

- As practical, an employee shall submit a written request prior to a planned absence.
- If advance notice is not possible, an employee shall notify their supervisor by telephone or other means at the earliest opportunity, consistent with his/her work unit call in procedures.
- An employee shall be granted sick leave for absences such as:
 - employee illness, disability, medical, chiropractic, dental care
 - illness or disability of employee's family members or other dependents
 - inability to work due to pregnancy or childbirth
 - exposure to contagious disease which endangers the health of other persons

Vacation is a pre-planned event where management has the opportunity to evaluate workload and needs of the organization/department, while sick leave is intended to be used for absences related to illness or injury and should be re-recorded accordingly.

As you request and/or approve time off, please note that unless

applicable to State or Federal laws, the guidelines below must be followed:

- Vacation leave is approved and used for non-illness/injury related absences. To be consistent with the state sick leave policy, vacation leave is not used for sick related absences.
- Sick leave is approved for illness/injury or other medical related absences as noted above.



I-9 REMINDER TO ALL DEPARTMENTS

We have had several new employees from various departments who were not in compliance with US federal law. Please remember, employees must complete the I-9 form (top portion) by the end of the first day of hire. Within three days of hire, the employer must physically examine the documentation establishing identity and employment eligibility and complete section 2 'Employer Review and Verification'. Individuals have been removed from payroll for not being in compliance with I-9 regulations.

BARGAINING UNITS INFORMATION

Bargaining Unit contact information is available on the Human Resources web page at: www.mnsu.edu/humanres/bargaining.html Also, after elections please forward the newly-elected officers' contact information to HR so we can update our webpage.

BENEFITS INFORMATION

OPEN ENROLLMENT

Open Enrollment will be held from November 1 through November 14, 2006. During this year's Open Enrollment period, you will be able to:



- Add or cancel dependent health insurance
- Change health insurance carriers
- Enroll in or increase Long Term Disability insurance
- Change the Income Protection Plan waiting period (Administrators & Managerial Plan only)
- Enroll in Pre-Tax Benefits for 2007
 - Dependent Care Expense Account (DCEA)
 - Medical/Dental Expense Account (MDEA)
 - Transit Expense Account (TEA)

You will also have the opportunity again this year to complete an online Health Assessment during Open Enrollment in order to receive the lower medical office visit copay for 2007.

We will have an Open Enrollment presentation by the Department of Employee Relations (DOER) and insurance carriers on Wednesday, November 8, at 9:00 AM in CSU 284. Additional information sessions as well as computer help sessions will be advertised later this month.

Open Enrollment information will be available on the DOER website by October 18 and also on State Employee Express in the Employee Self-Service website. However, Open Enrollment changes and Health Assessments cannot be done until November 1.

DOER will be mailing Open Enrollment information to employees' home addresses during October. If your home address is not correct on the Self-Service website, please send corrections to Human Resources via the Address/Name Change Form at <http://www.mnsu.edu/humanres/addresschange.html> by October 10.

FORMS FORMS FORMS!

With ever changing laws and policies and today's immediate dissemination of information, it is often necessary for us to make changes or updates to related forms. Because of this we ask that when utilizing any form be sure to always retrieve a current copy directly from our website.

<http://www.mnsu.edu/humanres/forms.html>

Using saved copies from your computer doesn't always provide you with the most current version and thus may not supply us with the necessary data!

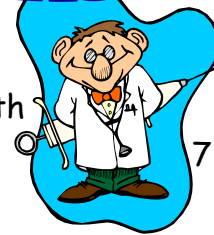


VACATION DONATIONS NEEDED

Sandra Baynes and Roberta Spangenberg both need vacation donations to help them through some difficult times. If you would like to donate vacation (faculty may donate personal leave), submit a Vacation Donation form to Human Resources. Forms and additional information are located at <http://www.mnsu.edu/humanres/vacationdonationrecip.html>

FACULTY & STAFF Flu Shot Clinic

Monday
November 27th CSU Ballroom
7:00am to 3:00pm



Be sure to have your health insurance card with you to get a free flu shot!

Statewide schedule for flu shot clinics is available at www.doer.state.mn.us/ei-sehpp/flu/Flu.htm

ADVANTAGE HEALTH ADVISORS



Advantage Health Advisors (AHA) is a new service for employees and their families. Brochures were mailed to all insured employees in early September. Whether you are in Blue Cross Blue

Shield, HealthPartners, or PreferredOne, you may contact AHA 24/7 for free, confidential answers to your health questions.

You can access AHA services at 877-242-0111 or (TTY) 952-883-5127 or www.advantagehealthadvisors.com



"Well we can adjust these frames for you or just cut your eye holes bigger."