

# MINNESOTA STATE UNIVERSITY, MANKATO

# HUMAN RESOURCES NEWSLETTER

WWW.MNSU.EDU/HUMANRES

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## FEATURED HUMAN RESOURCES EMPLOYEE



Johanna Simpson is the most recent addition to the Human Resources staff. She joined our office staff on April 12, 2004 and is a Human Resources & Benefits Assistant.

Some of her current responsibilities include: receptionist duties, clerical assistance to office staff, assisting with benefits, maintenance of personnel files, and supervision of student employees within Human Resources. She is also a member of the Wellness Committee.

Johanna was born and raised in Sweden. She attended Minnesota State University, Mankato graduating in May 2000 with a BS degree in HR management. Perhaps you may remember seeing her in our office as a student employee.

She and her husband recently moved back to Southern Minnesota from Gardener, Kansas where she was the HR manager for Mid America Products. Her hobbies include scrap booking, cooking and reading. She also works part time at the Dress Barn. We welcome her expertise in our office.



*Employee Breakfast 2004: Attendance was the best ever, and fun was had by all!*

## FROM THE DIRECTOR

Summer is upon us and it makes me think that life should really be like miniature golf. No, I am not a professional miniature golfer, but I did have the occasion to go miniature golfing not long ago. It was a nice change of pace even though I didn't score well. The lesson of miniature golf is a good one: *miniature golf is all about rooting for everyone to get a hole in one*. It dawned on me that life in general, and certainly our work environments should be like this. We should all look at our friends, family members and colleagues and root for them to do well and succeed in all that they do. We should stand by and support them and cheer for them when they get that hole in one or when they improve their score from the last hole by two strokes. When things don't go so well, we should tell them "it will be better next time;" or "you can make it up on the next hole." This seems so much more productive than spending time hoping someone will fail or cheering when they hit the ball out of bounds.

This summer, when things are supposed to be quieter and more relaxed, take some time and go play miniature golf. If you cannot do that (or cannot bring yourself to do that) at least employ the lesson of miniature golf – *root for others to get a hole in one*.

## ALLOCATION VS. REALLOCATION

***"What can I do if I feel my state classification is not correct considering the type of work I am doing and the changes that have been made to my position?"***

A change in classification of an unlimited (non-temporary) occupied position in the classified service is either a change in allocation or a reallocation.

A change in allocation occurs when the change is abrupt and typically due to reorganization or management re-assignment at a specific point in time, involving a distinct set of responsibilities which directly affect the kind and/or level of work performed. Positions in which the allocation is changed are treated as vacancies under collective bargaining agreements. Such positions are filled through the posting, bidding, claiming, and recall requirements of the contracts and plans. Thus the incumbent cannot be assured of continuation in the position.

Reallocation occurs when changes are gradual and typically result from a changed level of responsibility and the employee's freedom to act and accept increased responsibility. A reallocation is evolutionary and generally includes more responsible and/or increased or decreased duties due to shifts in size or diversity of the program in which the employee works. Reallocated positions are not treated as

vacancies under collective bargaining agreements. The posting, bidding, claiming, and recall requirements of contracts or plans do not apply.

If you feel that your position should be reallocated as a result of your new responsibilities, submit the following information for review by Human Resources:

- Updated position description signed by both the employee and the supervisor
- Organizational chart of the department
- Short memo from the supervisor explaining how this position has changed over the past several months or related period.
- Position Requisition Form (PRF). This can be found on the Human Resources web page under "Forms".

If you have questions about this process, please direct them to [mary.kamas@mnsu.edu](mailto:mary.kamas@mnsu.edu) or 389-6944.

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.

## BENEFITS INFORMATION

### FREE PRESCRIPTIONS FROM CANADA

MSU faculty and staff can now obtain some prescription drugs free of charge from Canada. Minnesota Advantage Meds, a new benefit available under the Minnesota Advantage Health Plan, was announced to faculty and staff via e-mail when it became available in May. Since then, there has been much interest as well as much confusion about the program, so I will try to address the more common questions here.

First, if you are faculty, staff, or administration with health insurance through MSU, then you have the Minnesota Advantage Health Plan. The State Health Plan was discontinued several years ago and was replaced by the Minnesota Advantage Health Plan. If you thought the free prescriptions from Canada were not available to you and your covered family members because you were enrolled in the State Health Plan, think again, and take another look at the Advantage Meds program.

Secondly, your insurance carrier may be Blue Cross Blue Shield, or PreferredOne, or HealthPartners (but it is still the Minnesota Advantage Health Plan). How do you find out which carrier you have? Your 2004 health insurance card shows the name of the insurance carrier. You can also find it on the Employee Self-Service web site, [www.state.mn.us/employee](http://www.state.mn.us/employee). After you sign in, click "Benefits" and then "Benefits Summary." This site lists all of your current insurance coverage. Under the "Type of Benefit" it should show Mn Advantage Health Plan(MAHP) and the "Plan Description" column gives the name of your health insurance carrier. You will need to know the name of your insurance carrier if you want to look up prescription drugs on the Advantage Meds web site.

At this time, 45 drugs are available free of charge through the Minnesota Advantage Meds program. You will find the list of drugs, information and instructions for ordering, and FAQs about the program at [www.advantage-meds.com](http://www.advantage-meds.com), or go to [www.mnsu.edu/humanres](http://www.mnsu.edu/humanres) and click "Prescription Drugs from Canada." To find out which prescription drugs are included, click "list of available drugs." Next, select the name of your insurance carrier from the drop-down list under "Choose your Health Plan." The list of drugs varies from one carrier to another, so make sure you select your current insurance carrier. Then, click the first letter of the name of a prescription or type in the name of a prescription and click "Search." If the drug does not appear, it is not currently available under the free prescription meds program.

Detailed instructions for first-time ordering and refills are given on Minnesota Advantage Meds web site. Follow the instructions carefully to ensure that your prescription is filled correctly and without delays. The FAQs are also very informative!

Last but not least, you are not required to get your prescriptions filled through the Minnesota Advantage Meds program. But if you do, you could save yourself quite a bit of money and reduce the overall cost of our health plan. If you have questions, contact :

[therese.mullins@mnsu.edu](mailto:therese.mullins@mnsu.edu) or at 389-6942.

### POSITION QUALIFICATION TESTING

Position qualification testing is offered most Fridays from 9 a.m. to 11 a.m. Please be advised that the location of testing has changed from the Alumni Foundation Center to the Memorial Library, Room 0043 (located in the lower level of the library). You are encouraged to keep your test scores current to provide for easy transition to any new position you may wish to consider. Test scores are valid for one year. To schedule testing, contact [wendy.schuller@mnsu.edu](mailto:wendy.schuller@mnsu.edu) or at 389-2017.

### TEA REIMBURSEMENT DEADLINE

If you enrolled in the Transit Expense Account (TEA) this year, remember that you must submit a reimbursement claim for your parking permit within 180 days (about 6 months) of the date you registered or paid for the permit. State of Minnesota reimbursement claim forms can be printed from the Summit Benefits web site at <https://www.summitbenefits.com/stateforms.asp> or obtained from Human Resources.

Here are a couple of tips for completing the form:

- In the "Date Expense Incurred or Period Covered from (MM/DD/YY) to (MM/DD/YY)" section, put the date of your parking permit receipt as the "from" date. For the "to" date, use 12/31/04 if you have already paid MSU the full cost of the permit, or use an earlier date if you still have to pay MSU for the remaining half of your permit. Using these dates will prevent a claim from being rejected for too much expense incurred in a one-month period (\$190 is the max per month) if you bought a gold permit, or being rejected because the permit runs into the next calendar year.
- Be sure to attach a receipt for your parking permit. You can get copies of your receipt from the Business Office if necessary.
- You can claim the full amount you have paid for your permit even if you do not have that much in your TEA yet. Summit Benefits will reimburse you the amount in your account at the time they receive the claim. Then they will send you additional reimbursements each time you have \$50 in your account until you have been reimbursed the full amount for which you enrolled.

If you have any questions or need help completing a claim form, contact [therese.mullins@mnsu.edu](mailto:therese.mullins@mnsu.edu) or at 389-6942.

### MORE HAPPY BREAKFAST ATTENDEES



### FISCAL YEAR ROLL

As we do every year at this time, the HR Office is in the process of updating personnel and payroll records in SCUPPS for FY 2005. This involves receiving timely and accurate personnel forms so we can update personnel records, salary dollars and cost accounting for approximately 1400 employees. This is a very busy time for our office as we reappoint our current employees and adjust the salaries according to their particular bargaining agreement and assignment. We are also processing Request for Change Forms, UPD's, paperwork for new employees, summer session rosters, adjunct faculty hires, and overloads. In addition, all of these transactions are tied directly to each employee's insurance coverage, which adds another dimension to maintaining the personnel system.