



HR Notes

ASU DEPARTMENT OF HUMAN RESOURCES

June 2012

In this Issue

Men's Health Month	2
ERS Events and Upcoming Changes cont'd	3
Blood Drive	3
Summer Training Series.....	4
Employee Discounts.....	4
New to ASU	5
ASU Employee Birthdays - June.....	5

ERS Events and Upcoming Changes

Annual Enrollment – July 16-27

Annual Enrollment is the yearly opportunity for employees to make changes to their current benefits, including: medical, dental, optional term life, dependent term life, voluntary accidental death and dismemberment, and long- and short-term disability. Some benefit changes may require proof of good health, called Evidence of Insurability (EOI). The coverage start date for Annual Enrollment changes is Sept. 1.

Employees have several ways to make benefit changes:

- Log into your online account at www.ers.state.tx.us.
- Contact your benefits coordinator Luann McCorkle at 942-2168 or luann.mccorkle@angelo.edu.
- Call ERS at 877-275-4377.

Annual Enrollment Information Fairs

July 2: 9 a.m. to noon – C.J. Davidson Center

July 23: 10 a.m. to noon – HealthSelect (United Healthcare) Information Fair, Nasworthy Suite

Updates on HealthSelect Transition

Starting Sept. 1, United HealthCare Services Inc. will serve as the third party administrator (TPA) for the self-funded HealthSelect of Texas health plan. ERS has updated the [TPA Transition FAQ](#) with information about benefits, the Nurseline and case management. One of the most important things you can do this summer regarding your health insurance is to verify that your current primary care physician (PCP) is in the UnitedHealthcare network. Use the provider search tool at www.healthselectoftexas.com to see if your provider is in the network. If your PCP is in the United HealthCare network, you do not need to take action. If your PCP has not joined the network by June, UnitedHealthcare will send you a letter with a toll-free number for designating a network PCP.

Plan Design and Rates Set for PY 2013

The ERS Board of Trustees approved contribution rates for benefit plans under the Texas Employees Group Benefits Program (GBP) for fiscal year 2013 at its May 22 meeting. The board did not have to make any plan design changes to the HealthSelect of Texas plan for plan year 2013.

Continued on page 3

June is Men's Health Month

Men: Take daily steps to live a safer and healthier life, and protect yourself from disease and injury.

Men can be safer, stronger and healthier. Take daily steps to prevent disease and injury and stay well. Improving men's health starts at home with individuals and families taking steps to live safer and healthier lives.

Get Your Checkups



Just because you may feel fine does not mean you do not need your annual checkup. Certain diseases and conditions may not have symptoms, so checkups help diagnose issues early or before they can become a problem. See your doctor or nurse for regular checkups.

- [Get the Preventive Medical Tests You Need](#)
- [Men: Stay Healthy at Any Age \(AHRQ\)](#)

Know and Understand Your Numbers

Keep track of your numbers for blood pressure, blood sugar, cholesterol, body mass index (BMI) and any others you may have. These numbers can provide a glimpse of your health status and risk for certain diseases. Be sure to ask your doctor or nurse what tests you need and how often you need them. If your numbers are

high or low, he or she can explain what they mean and make recommendations to help you get them to a healthier range.

- [High Blood Pressure](#)
- [Cholesterol](#)
- [Checking Your Blood Glucose](#)
- [Diabetes](#)
- [BMI](#)

Practice Prevention and Make Health an Everyday Option

There are numerous things you can do every day to improve your health and stay healthy. Many of them do not take a lot of time and cost very little, if anything. Make healthy living a part of your daily routine.

Get Enough Sleep

Insufficient sleep is associated with a number of chronic diseases and conditions, such as diabetes, cardiovascular disease, obesity and depression. Also, insufficient sleep is responsible for motor vehicle and machinery-related accidents, causing substantial injury and disability each year. Adults should get seven to nine hours of sleep per night, according to the National Sleep Foundation.

- [Sleep and Sleep Disorders: A Public Health Challenge](#)

Be Smoke-Free

Avoid smoking and secondhand smoke. Inhaling other people's smoke causes health problems similar to those of smokers. Quitting smoking has immediate and long-term benefits. Within 20 minutes after smoking that last cigarette, your body begins a series of changes that continue for years.

- [Smokefree.gov](#)

Be Physically Active

Be active for at least two and a half hours a week. Include activities that raise your breathing and heart rates and that strengthen your muscles. You do not have to do it all at once. Spread your activity out during the week, and break it into smaller chunks of time during the day.

- [Physical Activity for Everyone](#)

Eat What Counts

Eat a variety of fruits and vegetables every day. Limit foods and drinks high in calories, sugar, salt, fat and alcohol. Choose healthy snacks.

- [Nutrition for Everyone](#)

Get Vaccinated

Some adults incorrectly assume that the vaccines they received as children will protect them for the rest of their lives. Generally this is true, except that:

Far too many adults become ill, are disabled and die each year from diseases that could easily have been prevented by vaccines. Take a few minutes to find out if you are at risk for any of the diseases that can be prevented by immunization. Some immunizations are vital for most adults, especially senior citizens. Others are appropriate only for certain people.

- [Vaccine-Preventable Adult Diseases](#)

For more information on men's health, [click here](#).

ERS Events and Upcoming Changes, cont'd.

The new rates take effect on Sept.

1. HealthSelect rates will increase 7.36 percent. Individuals who cover family members through HealthSelect will see increases ranging from \$12 to \$31 per month, depending on their coverage level. Scott and White Health Plan was approved to continue HMO coverage in those areas with small contribution rate increases ranging from about \$1 to \$15 per month, depending on the plan and dependent coverage level.

Rates will decrease 10 percent for optional term life coverage. Fiscal year 2013 monthly rates for dental, basic term life, dependent term life, voluntary accidental death and dismemberment, and long- and short-term disability coverage were approved with no increases.

[Click here for a list of all fiscal year](#)

[2013](#) approved contribution rates. Starting Sept. 1, United HealthCare Services Inc. will take over the administration of HealthSelect. If you have questions about what the change of the third party administrator (TPA) for HealthSelect of Texas means to the HealthSelect plan, please see the [frequently asked questions](#) online for answers.

summer will be available for redemption by Aug. 31. Exceptions will not be made on the redemption date. Visit www.bcbstx.com/hs/ or call BCBSTX toll-free at 800-252-8039 for more information.

Blue Points Expire Aug. 31

HealthSelect of Texas members who have Blue Points must use them by Aug. 31. Because there can be a processing delay between the time Blue Points are earned and when they appear in members' accounts, ERS and Blue Cross Blue Shield of Texas cannot guarantee points earned this

Blood Drive

The Office of Human Resources will be hosting a **Blood Drive** for all staff and faculty on Friday, June 8, from 12:45-3 p.m. in the University Center parking lot. All donors will receive a free cholesterol screening as part of their donation, along with a special thank-you gift for giving the gift of life.

The following appointment times are available:

- 12:45 p.m. (two appts.)
- 1:15 p.m. (one appt.)
- 1:30 p.m. (one appt.)
- 1:45 p.m. (one appt.)
- 2:15 p.m. (one appt.)
- 2:30 p.m. (one appt.)
- 2:45 p.m. (one appt.)

To sign up for an appointment, please e-mail lori.chandler@angelo.edu or call the Human Resources Office at 942-2168.

**Per OP 52.59 Miscellaneous Time Away From Work – Employees may take time off to donate blood not to exceed four (4) times in a fiscal year. The amount of time allowed is the time that is sufficient and reasonable to donate blood. Employees must obtain prior approval from their supervisor before taking the time off. Upon returning to work, the employee must*

provide to the supervisor documented proof that the employee donated blood during the time off. If the employee fails to provide documented proof that blood was donated during the time off, the department may deduct the time off from the employee's salary or accrued leave, whichever the employee chooses.



Summer Training Series

School may be out for summer, but now is the perfect time for employees to brush up on management, communication and other employment skills on demand, on your own time, at your own location.

The Office of Human Resources has an online training library of the following training courses available for supervisors:

- The Confident Supervisor – Difficult Conversations
- The Confident Supervisor – Managing Conflict
- Discipline
- Discrimination
- Documentation
- Firing
- Hiring
- Other Harassment
- Privacy
- Violence
- Wage and Hour
- Americans with Disabilities Act – What Supervisors Need to Know
- Coaching for Superior Employee Performance – Techniques for Supervisors
- Effective Meetings – How To for Supervisors
- Employment Law for Supervisors – What You Should and Shouldn't Do
- How to Manage Challenging Employees
- FLSA – What Supervisors Need to Know
- FMLA – What Supervisors Need to Know
- Interviewing Skills for Supervisors
- Leadership Skills – What New Supervisors and

Managers Need to Know

- Measuring Job Performance – What Supervisors Need to Know
- Motivating Employees – Tips and Tactics for Supervisors
- Teambuilding for Supervisors

We also have the following PowerPoint training courses for any employee interested in the following:

- Business Ethics – What Employees Need to Know
- Customer Service Skills – How We Can All Improve
- Diversity of All Employees
- Effective Communication for Employees
- How to Manage Time Wisely – A Guide for Employees
- Office Ergonomics
- Stress Management
- Teambuilding for All Employees

If you would like to view any of these training courses, please contact Lori Chandler in the Office of Human Resources at lori.chandler@angelo.edu or 325-942-2168. Lori will provide you with access to an online, video-based training presentation that is self-paced and can be viewed at your leisure.

Employee Discounts

Sea World San Antonio – The following discount coupons are available in the HR Office to pick up at your convenience:

- \$10 off Sea World/Aquatica San Antonio
- \$10 off a one-day admission ticket
- Adult at Kid's Price, plus a second visit FREE
- Four-Pack for \$189

Each discount coupon may be used for up to six people.



Six Flags Over Texas – [Click here to purchase your tickets online.](#)

- \$31 for Six Flags Over Texas one-day ticket
- \$21.99 Hurricane Harbor-Arlington admission ticket
- See link for Season Pass discounts, and to purchase meal vouchers and parking passes



New to ASU

Please join the Human Resources staff in welcoming the following new employees:

Aliza Coronado – College of Health and Human Services

Laura Duran – College of Health and Human Services

Paula Guanajuato – Library

Regina Lott – College of Health and Human Services

Connie Tucker – Library



ASU Employee Birthdays - June

Allan, Mark	Maxedon, Sandra
Baccus, Casey	McDowell, Melissa
Baker, Tracy	Miller, Gabrielle
Blair, Debra	Moreland, Ellen
Bloomquist, Joseph	Morman, Tracey
Braden, Heather	Morris, Lee
Bullion-Mears, Ann	Muelsch, Elisabeth
Butler, Michael	Paddock, Lawrence
Case, Christine	Perchina-Ward, Valeria
Davis, Carla	Rich, Donna
Diggins, John	Satterfield, Joseph
Diminnie, Charles	Sauer, Stacey
Doyle, Tina	Scobel, Erika
Ellery, Jon	Sefcik, Jeffrey
Farr, Melissa	Siefker, Andrew
Garrison, Katherine	Stark, Justina
Guanajuato, Paula	Stephens, Bryan
Harlin, Jessica	Stephens, Robert
Hatch, Brian	Storm, Scott
Heineman, Kenneth	Sturm, Shannon
Hooper, Elisha	Swets, Paul
Hughes, Lynne	Swiderski, Jordan
Husein, Jamal	Tafoya, Martha
Irby, Jeane	Talamantez, Alexandra
Jackson, Karen	Tindell, Joshua
Kang, Woo Jin	Velasquez, Bruno
Khanna, Dan	Velasquez, Deborah
Koca, Paula	Wallace, Andrew
Lentz, Janneatte	Wallace, Ashley
Manley, Erica	Whetsel, Christina
Martin, Chama	Williams, Judith
Mathews, Nan	

HAPPY
BIRTHDAY