

# ANGELO STATE UNIVERSITY

MEMBER, TEXAS TECH UNIVERSITY SYSTEM

# HR Notes ASU DEPARTMENT OF HUMAN RESOURCES

March 2013

# In this Issue

### ERS News ...... 2 Faculty/Staff Campaign 2013......3 National Nutrition Month...... 3 Performance Reviews ...... 4 Events and Reminders ...... 4 New to ASU ......5 ASU Employee Birthdays - March..... 5

# WE CARE, YOU COUNT! We're all in! ASU Faculty/Staff Campaign 2013

As a member of the Angelo State University family, you are an integral part of the university's mission. Every day, ASU employees like you mentor our brilliant students, conduct important research and provide innumerable student services, making valuable contributions to lives here and beyond. You make great things happen daily.

Through your work, you share your gifts of time and talent to ensure student success. Your daily contributions make a positive impact on our campus, our colleagues, our community and, most importantly, our students. You make our university stand out as an exceptional community of learners. By participating in the We Care, You Count! Faculty/Staff Campaign 2013, you can show other prospective donors who may not be a part of our campus family, how much we value our university and its mission. When those outside ASU see the staff and faculty donate in addition to all their other daily contributions, it sends a clear message: We're all in!

Your teaching and service empowers our students. You can multiply the impact you have on their educational opportunities by supporting the We Care You Count! Faculty/Staff Campaign 2013. You can leave a legacy beyond your work in numerous ways, such as:

- Enhancing the ways students make lifelong connections to the campus by supporting out-of-classroom programs
- Contributing to one of countless initiatives cultivating a love of lifelong learning in the classroom and abroad
- **Encouraging significant** external support from corporations and foundations

Thank you for all your hard work, dedication and investment in our students and our mission. We value you as a member of our campus family, and look forward to all we will accomplish together.

### We Care, You Count! We're all in! ASU Faculty/Staff Campaign 2013.

Jamie Akin **Executive Director** Office of Development and Alumni Relations

(Continued on Page 3)

### **ERS News**

### Life EOI Application Now Available Online

On Feb. 1. Minnesota Life, the administrator for ERS life insurance, made it possible for Texas Employees Group Benefits Program members to submit proof of good health (also known as evidence of insurability, or EOI) for Optional Term Life Insurance and/or Dependent Term <u>Life Insurance</u> online. The new Web-based process should make it more convenient for you to apply for Life EOI – and faster for you to get a response – although the option to mail or fax paper EOI forms will still be available.

EOI is an application process in which a member provides information on the condition of his/her health and/or a dependent's health to be approved for optional life or dependent life coverage. For more information, contact the Office of Human Resources at 942-2168.

#### **HealthSelect Corner**

A HealthSelect <u>Online Personal</u> <u>Account</u> lets you:

- Print a temporary ID card
- Change your network primary care physician (PCP)
- Update coordination of benefits information, which is required once every 12 months to confirm if you have primary medical coverage with another insurance carrier
- View referrals to specialists (including referral expiration dates) submitted by your PCP

Your PCP must use the online referral process for the referral to show in your personal account.

Your personal account will not show any referrals submitted by paper or transferred from the prior carrier.

#### **HealthSelect Vision Benefits**

HealthSelect of Texas participants are covered for one routine eye exam for a \$40 copay per calendar year. A referral for the routine eye exam is not necessary, but you need a referral to see an eye care doctor for other issues, such as an eye infection. If a member is seeing an eye doctor to see if they need glasses or contacts, then this would be a routine vision exam, and a referral would not be required. If there is a diagnosis that requires routine evaluation of the eyes, then this is still considered a medical service and requires a referral. A medical vision exam does require a referral.

# **HealthSelect – Important Benefit Tips**

HealthSelect of Texas members should remember the following about out-of-pocket maximums and other benefit information:

- HealthSelect out-of-pocket maximums started over on Jan. 1.
- HealthSelect out-ofarea and nonnetwork deductibles started over on Jan. 1.
- Remember to double check with your primary care physician (PCP) to make sure your referrals are up to date. If UnitedHealthcare does not show your referral on file, your PCP will need to submit a new referral to UnitedHealthcare for you.
- Quest Diagnostics (a lab provider) is not a HealthSelect network

- provider as of Sept. 1, 2012. If you use a non-network provider, you will pay more, including a deductible, higher coinsurance and all of the charges not covered by insurance. It is easy to find a network doctor, hospital or other provider, such as a lab work provider, online. The HealthSelect website offers Provider Search Tips.
- UnitedHealthcare registered nurses may call to urge you to enroll in a wellness program. UnitedHealthcare offers many wellness programs, including those to help manage diabetes, heart health, asthma and more. If you want to enroll in a wellness program, call UnitedHealthcare toll free at 866-336-9371.
- If you have questions about your HealthSelect benefits, call HealthSelect Customer Care at UnitedHealthcare toll free at 866-336-9371.
- The toll-free nurseline, 877-731-8306, is available 24 hours a day, seven days a week.

#### HealthSelect - myuhc.com

Myuhc.com can help you manage your health care benefits, including getting a replacement ID card or tracking your health care claims and costs under the enhanced "Manage My Claims." If you ever forget your Username or Password to access your myuhc.com account, just click the "Forgot your username or password?" link located on the myuhc.com site login page.

# Faculty/Staff Campaign 2013, contd.

(Continued from Page 1)

### What Your Financial Support has Accomplished

- Physics Peer Pressure
   Team Road Trips This
   team makes yearly treks to
   rural communities
   exposing and sparking an
   interest in science-related
   careers for K-12 students.
- Faculty/Staff Student Scholarship Fund — Established in 2010, this scholarship fund provides financial assistance to faculty and staff taking classes at ASU.

#### **Frequently Asked Questions:**

May I give through payroll deduction? YES

Is my gift tax deductible? YES

May I give using a credit card online? YES

Do you accept matching gifts from my spouse's employer? YES

May I give as little as \$1 and be counted toward the goal? YES

For more information or questions, contact:

Jamie Akin
Office of Development and Alumni
Relations
Sol Mayer Administration
Building, Room 201
development@angelo.edu
325-942-2116

Track our progress at www.angelo.edu/campuscampaign

### March is National Nutrition Month

Eat Healthy – Even When You're Dining Out!

Are you eating more meals on the run these days? Stopping to grab a bite at fast food takeout windows or eating in restaurants? Ordering in more dinners? Here are some steps you can take to make these meals more nutritious:

- Choose grilled or steamed foods over fried foods.
- Order a fresh salad.
- Go easy on or avoid salad dressings, gravy, mayonnaise and other fat-filled condiments.
- Choose low-fat dressings, ketchup or mustard instead.
- Do not eat it all. Most restaurant portions are far bigger than what you would eat at home.

- Consider cutting your portion in half and taking home the leftovers for another time.
- Skip sugary desserts. Keep fresh fruit, granola bars or other healthy snacks on hand to satisfy your sweet tooth.
- Ask for what you want.
  Remember the movie "When
  Harry Met Sally?" Sally
  routinely revised everything she
  ordered from a menu. It was
  funny in the movie, but why not
  order your food exactly as you
  would like it especially if you
  are trying to avoid unhealthy
  items?
- Drink plenty of water. It is good for you and makes you feel full. That helps discourage overeating.

From www.UTEAP.org

#### **More from UTEAP**

March 2013 Newsletter
Quality time – Celebrating life

#### Articles:

- How powerful is positive thinking?
- Sharing your most valuable asset: you!
- <u>Find-and celebrate-your creativity</u>
- <u>e-Thoughts Singin' in the</u> <u>rain...</u>

# Reminder: Staff Performance Reviews

The Office of Human Resources is changing the process for performance reviews. There are two major format changes for this performance period. The timeframe for the review is changing, and the form itself has received a makeover. The changes will streamline the process, better align reviews with the university mission and individual job characteristics, and create a timeframe that allows for review periods, performance review processes and any potential merit increase process to occur in a more logical progression.

The timeframe is changing to better align performance reviews with the review period. It will also provide for less time to lapse between the performance review and a potential merit increase. The following timeframes are outlined for this review period, as well as future performance reviews:

## Calendar of Events for Performance Reviews

- Jan. 1, 2012 May 31,
   2013: Review period for
   2012-13\*
- April 1 May 31:
   Training sessions on new format will be offered
- May 15: New performance review form will be made available
- June 30: Final due date for completed review submission to HR
- Sept. 1: Effective date for merit increases if appropriate
- June 1, 2013 May 31, 2014: Review period for 2013-14\*\*

\*This review period extends over 17 months in order to accommodate the timeframe transition.

\*\*Timeframe for review period reverts back to the traditional 12-month timeframe.

The form for performance reviews has also been modified to allow for a more accurate assessment of each staff member's performance. There is only one form, instead of two. The new form incorporates aspects of the employee's job description and allows for the supervisor to rate the employee on the essential duties as outlined in the job description. As noted above, training will be offered for all evaluators beginning in April of 2013.

Please do not use the old forms. The format is changing so much that the old forms are nothing like the new forms.

# Events and Reminders

March 21, 10-11 a.m., Junell
 Center VIP Room.
 Representatives will be presenting information about the
 HealthSelect plan, online tools.

UnitedHealthcare Presentation

HealthSelect plan, online tools, programs and wellness resources. Please attend to ask any questions you may have for our insurance representatives.

**Employment Law for Supervisors Training** – March 12, 1:30 p.m., UC Nasworthy Suite. The main objective of this session is to provide basic guidelines for compliance with important federal employment laws. Because so much litigation results from actions at the department or individual level, attendance is encouraged by all staff & faculty who serve in a supervisory and administrative capacity. The first half hour will be used for viewing the presentation, and the second half will be reserved to discuss scenarios, and question & answer. Contact Lori Chandler in Human Resources at 942-2168 to RSVP.

**Chick-fil-A Leadercast "Simply Lead"** – May 10, 8 a.m.-4 p.m., LeGrand Alumni and Visitors Center. Speakers will include: Jack Welch, John C. Maxwell, Sanya Richards-Ross, Condoleezza Rice, and others. This is an excellent leadership training opportunity for all university managers. \$60 per person for ASU faculty and staff. Limited seating available. Please contact Alexandra Talamantez in the Office of Development at 942-2116 to register your attendance. Click here to learn more about the Leadercast.

### New to ASU

# ASU Employee Birthdays - March

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

Kimbra Bishop – Curriculum and Instruction

Michael Boenig - Agriculture

Farrah Lokey – Financial Aid

Sharon Marsden – University Clinic

Susan McLane – College of Health and Human Services

Marilyn Ortiz – Curriculum and Instruction

Norely Perez – WED Center

Amanda Putman - Library

Robin Sebolt – Payroll Services

Adams, James Allen, Nancy Ammerman, Loren Amos, Bonnie

Apodaca, Esteban Archer, Kenna

Badiola, Susana

Bennett, Michelle

Boenig, Michael Boynton, Lindsay

Bright, Ginger

Brooks, Kevin

Campbell, Elsie

Carr, Jo

Carter, Tracy

Celso, Anthony

Chandler, Lori

Chawla, Sudhir

Clark, Katelin

Coleman, Janet

Collins, Julie

Cope, Robert

Corder, Kent

Dallas, Andrew

Davidson, Bill

Dusek, Suzanne

Edgar, Jason

Eoff, Shirley

Erickson, Joey

Escobar, Mary

Flores, Javier

Garcia, Ralph

Gierke, Diane

Hack, Teresa

Harris, Kandice

Hill, Troy

Hobbs, Austin

Hock, Janice

Howard, Paul

Hummingbird, Gloria

Hyde, Kerry

Jiang, Mei

Keith, Susan

Klingemann, John

Kloboucnik, Nancy

Koenigsberg, Monica

Lasly, Rickey

Logan, Sarah

Mason, Carolyn

McCorkle, Travis

McKinney, William

Morrow, Shawn

Murphy, Michael Naumoff, Katie

radinon, radic

Pacheco, Brandy

Paschal, Janetta

Rathbone, Donna

Reid, Michael

Riddle, Polyxena

Riley, Michael

Ryan, Natalie

Scott, Don

Sheppard, Lisa

Shirley, Amanda

Singg, Sangeeta

Smith, John

Snell, Kimberly

Sparks, Jana

Stackhouse, Gary

Stanley, Judy

Steely, Michelle

Stenmark, Cheryl

Surface, Edward

Bullace, Laware

Talley, Catherine

Valdez, Alma

Wall, Brandi

,, 411, 2141141

Wirth, Kimberly

Womack, James

Zapata, Haley