

HR News

From the Desk of the Associate VP for HR, Louis P. DeSol

The Importance of Our Essential Employees

As we all know firsthand, over the last several winters the Lancaster area has experienced a number of unusual snow and ice events that resulted in delays or cancellation of classes. In some cases, multiple day closings of the campus were necessary. While we are all hoping for a less stressful winter this year, we must be fully prepared for the alternative.

Through the stress and disruption that these events can bring, our students and the entire University community depend upon the hard work and dedication of those employees responsible for maintaining essential operations. These departments include Grounds, the Trades in Facilities, and Housekeeping for snow, ice and other debris removal, University Police and Security Staff for the continuation of public safety, Food Services for student dining, Residence Hall Directors and any other functions as determined by the President and the Cabinet.

All employees assigned to these essential functions have received a copy of the latest Administrative Policy that outlines roles and responsibilities in more detail.

http://www.millersville.edu/about/administration/policies/pdf/human_resources/University%20Closing.pdf

They were brought together last year to review the policy and ask any questions so all have a clear understanding of their responsibility to arrive at work on a timely basis even when there is a publically announced delayed opening or closing. These dedicated staff understand how much the rest of the University community relies on their skills and abilities so we can get back to business as usual as quickly as possible.

So, as we travel around campus this winter and observe these dedicated employees doing their jobs, we should take a moment to acknowledge them in our own way.

Environmental Health & Safety

For fast and accurate notifications of campus emergencies, we encourage everyone to sign up



for MU Alert, the campus emergency text and email message system. To register, go to

<https://mualert.millersville.edu/index.php?CCK=1>

Another alert system covering the Millersville University and Lancaster area is South Central Alert, a computer-driven, mass notification system for emergencies in Adams, Cumberland, Dauphin, Franklin, Lancaster, Lebanon, Perry and York counties. South Central Alert sends messages about emergencies to registered

phones and email addresses. The alert system is geographically based and can be used either for small and localized emergencies or emergencies that affect the entire 7-county region. For example, an alert for a gas leak in Columbia would not be sent to people in Lititz or Terre Hill. In addition, an alert for people in Cumberland County would not be sent to Lancaster or York residents.

The alert system will be exclusively used for vital communications, such as hurricanes, gas leaks, or incidents at one of the local nuclear power plants. Conversely, it will not be used for tornado alerts because tornadoes can strike before there is adequate time to send out an emergency alert message.



Benefits

Long Term Disability Rate Decrease

CIGNA is the current carrier of the voluntary Long Term Disability Insurance for PASSHE employees. Upon completion of their annual experience review, CIGNA has announced lower rates effective with the December 16, 2011 pay date.

There will be a 10% decrease in rates. For the 90-day elimination period option, the rates will be reduced from \$.298 per \$100 of coverage to \$.268 per \$100 of coverage. For the 180-day elimination period option, the rates will be reduced from \$.237 per \$100 of coverage to \$.213 per \$100 of coverage.

CIGNA considers it a privilege to be your carrier and looks forward to continuing their valued relationship with PASSHE. If you have questions concerning this change, please contact the Office of Human Resources at extension 3017.

New 2012 Contribution Limits for Tax-Sheltered Annuity (403b) and Deferred Compensation (457) Plans.

The contribution limits have increased for these plans:

Employees Under Age 50: \$17,000
Employees Age 50 or Over: \$22,500

Please contact the Office of Human Resources if you would like to change your payroll deduction amount for these plans.

PASSHE Health Plan Updates (Faculty, Managers, Polices, Nurses and Coaches Only)

Healthy U:

The deadline for completion of current phase of Healthy U, PASSHE's wellness program, is **May 31, 2012**. In order to qualify for significant discounts in your healthcare premiums, you and your covered spouse/same-sex domestic partner will need to accumulate a minimum of **70 points each** by this deadline.

There are a wide variety of activities and programs that individuals can choose from to earn Healthy U points. If you have not yet started Healthy U, the first two steps you will

need to complete are taking the Pledge, and completing the Wellness Profile (worth 30 points). You can access both of these items at www.highmarkblueshield.com.

After you and your covered spouse/same-sex domestic partner have completed these two steps, you can then choose from any of the remaining programs and activities to attain the 70 point threshold.

For more information on the Healthy U program please visit PASSHE's website: <http://www.passhe.edu/inside/hr/syshr/Pages/home.aspx> (Click on your appropriate employee group and then the "Wellness" button.)

You may also contact Human Resources at X3017 with questions about Healthy U.

PEBTF Health Plan Reminder (AFSCME, SCUPA and Physicians only)

Coverage for Mental Health and Substance Abuse Services:

Coverage for mental health and substance abuse services is provided through United Behavioral Health (UBH), regardless of which health plan you have. United Behavioral Health has a specialized network of professional providers and facilities. In order to ensure coverage for mental health and substance abuse services and the lowest possible out-of-pocket expense, you should contact United Behavioral Health at **1-800-924-0105** for referral to an in-network provider. UBH may reimburse for some services obtained from out of network providers, however there are limitations and higher out-of-pocket costs. For further details, please see the following link, from PEBTF's webpage:

<https://www.pebtf.org/Active/AdditionalBenefits/MentalHealth.aspx>

Coverage for Durable Medical Equipment:

(Includes equipment such as wheelchairs, crutches, walkers, diabetic supplies)
For employees covered under the Keystone Central HMO or Highmark Blue Shield PPO, durable medical equipment is provided by DMension Benefit Management. There is both a network and a non-network benefit. If you elect to choose a network provider, you are eligible to receive covered benefits at no cost. To find a network provider, contact DMension Benefit

Management at **1-888-732-6161** or log on to their web site at www.dimension.net. The network is extensive and it includes most major DME/P&O Providers. Further details on coverage for durable medical equipment can be found at the following link from PEBTF's webpage:
<https://www.pebtf.org/Active/AdditionalBenefits/DME.aspx>

Tuition Waiver

2012-2013 tuition waiver due dates are as follows:

Summer Session 1	April 3, 2012
Summer Session 2	April 27, 2012
Summer Session 3	May 25, 2012
Fall 2012	July 2, 2012
Winter 2012	October 23, 2012
Spring 2013	November 12, 2012



Introducing The PASSHE Academy

The PASSHE Academy is a new initiative designed to expand personal and professional development and wellness opportunities for all PASSHE employees. The Academy, designed by a cross-section of PASSHE employees over the past year, makes employee development programs offered at one university available to employees at all PASSHE universities. By drawing heavily on programs delivered through electronic media, this initiative offers an efficient method for sharing resources while accommodating busy schedules and different learning styles. Most of these programs are offered free of charge.

Visit the PASSHE Academy web and registration site at www.passhe.edu/academy. Courses are available now and will be updated on an ongoing basis.

For any questions, please contact Melanie DeSantis, our campus contact, at melanie.desantis@millersville.edu.

Employee Wellness

Make your steps count and earn Healthy U points by joining the **second annual Take A Hike, the Spring 2012 Employee Walking Challenge**. The challenge will be to accumulate steps as a team by walking, running, swimming, dancing or whatever your preferred exercise is. We will "hike" the Continental Divide, a 3,100 mile trail from Canada to Mexico. The 14-week program will begin on January 30, 2012 and continue to May 7, 2011. Although more details will be provided in a future announcement, you may register now as a team of 12 members or less by emailing human.resources@millersville.edu

For more information about the employee wellness program visit our website by clicking <http://www.millersville.edu/hr/wellness/index.php>

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