Family Medical Leave Act: What is It?

Family Medical Leave Act (FMLA) is a Federal Act that gives employees job protection if they need to be away from work due to having a serious health condition, caring for a dependent who has a serious health condition, caring for a dependent who was injured in the military, bonding time for the birth or adoption of a child. Full Time Employees have up to 12 weeks or 480 hours of FMLA time available if they meet the eligibility requirements.

Eligibility for FMLA:
- Must be employed for 12 months total
- Must have worked 1250 hours in the past year

Once these requirements are met it must be verified that an employee or their dependent has a serious health condition.

What would be considered a serious health condition?
- The birth of a child
- Having surgery
- Having a chronic condition

FMLA can be taken two ways: continuous FMLA where an employee takes off for a block of time, like needing to be off for 6 weeks due to surgery; or intermittent FMLA where an employee may take a few hours of time to go to physical therapy twice a week, or go to a doctor’s appointment.

What does it mean for Supervisors?
As a supervisor if you have an employee who has missed 3 days or more due to a medical issue you need to let them know that FMLA is available to them. Employees are not required to take FMLA, but we are required to let them know that it is available.

What does it mean for Employees?
As an employee FMLA is designed to protect your job while you are dealing with a serious health condition. This means you will not lose your job if you need to be out from work for an extended period of time, and requires the employer to place that employee in the same or similar job upon return.

What to do if you need FMLA
If you need FMLA contact Cady Holmes at ext. 6314. To get information online go to hraadi.mst.edu/hr/benefits.

Benefits Changes for 2014

Sponsored Adult Dependents
This past enrollment period allowed the addition of Sponsored Adult Dependents to employee’s plans.
A Sponsored Adult Dependent must:
- Be at least 18 years old
- Have a single dedicated relationship of at least a 12 month duration with the employee
- Have shared the same residence for at least 12 months and continue to share a residence
- Not be married to another person
- Not be related by blood to the employee or retired employee
- Be mentally competent to consent to the contract. (continue on p. 2)
Minimum Wage Raised in the State of Missouri

Taking effect on January 1, 2014 Missouri’s minimum wage was raised from $7.35 to $7.50. Anyone making less than the new minimum wage was automatically brought up to the $7.50 pay rate.

Have a Suggestion?

Do you have something you would like to see in the newsletter, a topic you’d like us to cover, a policy you want to learn more about, want some wellness tips? Let us know!

If you have something you’d like to see in the newsletter contact affact@mst.edu

Benefits Changes Continued

Sponsored Adult Dependents will be eligible for coverage under Medical, Dental, Vision, Adult Dependent Life and Accidental Death & Dismemberment (AD&D). Additional policies that are currently being reviewed using the UM Policy Review process include FMLA, Sick Leave, Funeral Leave and Tuition Assistance.

For more information you can go to umsystem.edu/totalrewards or speak with our Benefits Specialist.

Paying for Premiums

The timing of benefit premium collection is changing, previously premiums for medical, dental, vision and life insurance plans were collected one month prior to coverage. Beginning January 1, 2014, premiums for each of these benefits will be collected in the same month they are due.

HSAs

New participants into either MyOptions or MyChoice should expect to see new HSA cards by the first week in January. New participants into the Health Savings Account (HSA) will receive welcome packets from Health Equity the second week in January. UM’s contribution to your HSA will be deposited by the 3rd week in January. If you switched from a Flexible Spending Account (FSA) to a HSA, then it will not be deposited until there is a zero balance in the FSA through ASI. Your contributions into the account will be processed the Friday after payroll has been issued.

Hearing Aid Discount

There is now a hearing aide discount plan available to employees through VSP Tru Hearing.

Wellness Incentive

It’s not too late! You can still earn your $100 wellness incentive by completing your Personal Health Assessment and Health Screening by April 30, 2014.

For more information on all of these changes you can go to www.umsystems.edu/totalrewards or contact Benefits Specialist Debbi Gleason at ext. 4382

Phase 2 of ePAF

Starting on December 30th Phase 2 of the ePAF process was implemented. Now all Job Changes and Status Changes will be processed electronically. This includes pay rate changes, FTE changes, terminations, and Leaves of Absences.

You will now find a new section in PeopleSoft under main menu called Department Self Service. From this dashboard you can create your ePAFs.

Training materials for the new ePAFs are available on the website, and if you have any issues please contact umpshrsup-port@umsystem.edu. If you are having browser issues, switch to internet explorer.

If you have any questions on how to use the new ePAF please contact Wanda Vance at ext. 4275 or Connie Hudgens at ext. 4186.
How to Keep Your New Year’s Resolutions

Kicking the Habit
Is your resolution to quit smoking this year? If so there is a myLearn course to help you Stop Smoking.

Getting Organized
We could all use some help getting organized. These myLearn courses have some helpful tips and ways to stay organized
- Effective time management
- Personal productivity

Staying Motivated
Do you have trouble staying motivated in keeping your resolution? Does everything go out the window once February rolls around? Here are some myLearn courses that will help you stick with your goals and get you through 2014!
- Perseverance and Resilience
- Learning Programs for the University– Priority Setting

Stress Relief
We can all use some stress relief, these courses help you to manage stress, and teach you how to eliminate it
- Stress management
- Stress busters

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Get a Support System
Whether it’s working out, or quitting smoking having a support system can help you stick to your goal, hold you accountable, and keep you motivated. Share your goal with a friend or family member who can be your support, or join a group who has a similar goal such as an exercise class for getting healthy.

Other Resolution Helpers on myLearn
These suggested courses are just a few of the resources available on myLearn that can help you keep your resolutions. There are many other courses ranging from wellness to workplace topics. There is also a huge online library where there is a wide variety of books, anything from parenting books, to home storage solutions, to Pinterest for Dummies.

How to Access myLearn
You can access myLearn from anywhere you have internet access. When you log into your Self Service at http://myhr.umsystem.edu, the myLearn link is located under the personal information tab. If you are new to myLearn there is a virtual tour of the website that will guide you through how to use myLearn and make the most of all the information available to you.

New Diversity and Inclusion Training

HRSAADI is starting a new Diversity and Inclusion training which will be mandatory for anyone participating in search committees or interviewing on campus.

The two hour training will be presented by Shenethia Manuel, Associate Vice Chancellor of HRSAADI, and Anitra Rivera, our new Employee Assistance Practitioner.

The training will focus on defining diversity, inclusion, and unconscious bias. You will also learn methods to minimize your personal biases in hiring. The training will also provide recruitment strategies and identify ways to create an inclusive and welcoming environment to new members of campus.

If you attend the training you will need a laptop or other device to participate in an online exercise which will be a part of the training. It is recommended that you bring a laptop for the online portion, other mobile devices do not have access to everything on the website.

This training will be offered on a monthly basis. If you are interested in attending or would like more information please contact Anitra Rivera at riveraac@mst.edu or ext. 4632.
Your Human Resource Services, Affirmative Action, Diversity and Inclusion Department

Shenethia Manuel- Associate Vice Chancellor and Campus Title IX Coordinator Ext. 4246: Responsible for the strategic direction of HRSAADI and our overall policies

Karen Chapman-Manager of Compliance Ext. 4243: Handles employee relations issues, affirmative action, Title IX investigations, and policies and procedures

Cady Holmes-Human Resource Specialist II Compliance: Ext. 6314: policies and procedures, FMLA, assists with employee relations and Title IX, creates affirmative action plan

Everett McDaniel-Manager of Recruitment and Compensation: Ext. 4062: Oversees E-recruit, compensation, reclassification of jobs, and all recruitment processes

Brittany Cass-Human Resource Specialist II Recruitment: Ext. 4886: Works on the e-recruit process, posts departmental ads, back up for E-recruit

Joanne Reynolds-Human Resource Specialist Recruitment: Ext. 4611: Works on the e-recruit process, posts job openings, makes job offers, and conducts background checks

Connie Hudgens-Manager of Benefits and Payroll: Ext. 4186: Oversees benefits and payroll, handles retirements, and terminations, oversees ePAF process, and peoplesoft security access

Debbi Gleason-Human Resource Specialist Benefits: Ext. 4382: Handles benefits, open enrollment, benefits questions, and changes

Marcia Lane-Human Resource Specialist and NRA Tax Specialist: Ext. 4926: Handles payroll, time and labor, taxes, W-4s, W-2s, non resident alien tax exemptions, leave accruals

Wanda Vance-Human Resource Specialist and NRA Tax Specialist: Ext. 4275: Handles ePAFs, data entry, student paperwork, name changes and backup payroll

James Tharp-Program Analyst: Ext. 4879: Collects data for projects, runs queries, generates reports

Anitra Rivera-Employee Assistance Practitioner: Ext. 4632: Helps with training, organizational and professional development, employee relations

Barb Schubring: Administrative Associate: Ext. 4920 manages Associate Vice Chancellor’s Calendar, verification of employment, coordinates meetings and events

Tanyekia Hale-Secretary: Ext. 7016: Handles Data Entry, ePAFs, student paperwork, direct deposits, student workshops, schedules conference rooms

On the web at: hraadi.mst.edu/hr/staff

2013 W-2s

Tax time is coming up! Here is the information you need about how and when you can get your 2013 W-2s.

Electronic W-2s will be released on Friday January 17th. If you consented to receiving an electronic W-2 by December 31st you can log on to MyHR to print it off.

Paper W-2s will be sent out the week of January 20th-24th for employees who did not consent to an electronic W-2.

The 2013 W-2s will be available to all employees electronically on MyHR for reprints after Monday, February 17th.

If you have any questions please contact Marcia Lane at ext. 4926 or at lanema@mst.edu.