

HR PIPELINE

February/March/April 2010

Volume 1, Issue 2

In this issue... Wellness Results, ADP upgrades, Benefits news, meet Kylie Martin our student worker in Payroll, recent legal concerns in HR, information on sexual harassment, criminal background checks, Direct Deposit information and much, much MORE!!!

We are pleased to bring you another issue of the HR Pipeline! Many changes are coming about in Human Resources—improvements to our CougarNet website, online Moodle harassment training, lunch and learns, continuing with the upgrades to our payroll system and researching criminal background providers. We hope that we had a chance to come out and visit with you in your department over the past few months to share what we do, our plans and how we can improve our service to employees. At any time, please contact any of us to let us know what we can do to better serve you! Thanks to all of you that have provided feedback on the first issue of the of the HR Pipeline! Let us know what you would like to see more of in future issues!!!

HR CougarNet Remodel

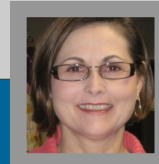
Christie Lewis

In the very near future, HR will launch the new and improved Human Resources section on CougarNet!! This section will be expanded to include even more helpful resources and information for all employees. The site includes general knowledge about the College, an Employee Resource Guide, and information on professional development and wellness. On the site you will find a Frequently Asked Questions area, a virtual campus tour, HR and payroll forms, articles, and links to relevant web sites. The Employee Resource Guide contains sections on payroll, benefits, leave, compensation and classification, employment, separation of employment, and policies, procedures, and guidelines. In the past we had an Employee Handbook that was given to staff when they started at Highland. This Employee Resource Guide will serve as a replacement to that Handbook, one that can be easily updated as policies, processes and forms change. We hope to launch the site any day now, and will notify you when it is up and running!!!

The HR Team hopes that everyone finds the new site to be a valuable resource -- one that you can return to often!

Benefits Corner

Sandy Johnson



Hello everyone and hope your Spring semester is going well!

Just a reminder that HCC's Health Care Plan for full time employees does cover individual, family, and group Psychiatric Care (treatment of a psychiatric condition, alcoholism, substance abuse or drug addiction). The plan currently pays these expenses at 60% In-Network after the Annual Deductible or 50% Out-of-Network after the Annual Deductible. It is important, however, that the provider you choose is an "eligible provider." Certified Counselors must be under the supervision of an MD, DO or Phd to be considered an eligible provider.

Also, just a reminder that whenever possible: **CHOOSE GENERIC!!!** According to data obtained on our plan, 58% of our members use generic drugs. That is not bad, however a plan our size usually is at 70%. In a cost comparison from last year, the total cost of generic prescriptions vs. single source/ multi source was \$50,000 vs. \$225,000.

Effective 1/1/10, the copays for prescription drugs changed to:

Generic: \$5
Single Source Name Brand: \$25
Multi-Source Name Brand: \$35

Your HR/Payroll Team

Rose ext. 3402

Christie ext. 3609

Tana ext. 3426

Sandy ext. 3534

Renee' ext. 3438

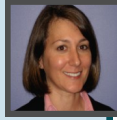
Heather and Kylie

Student Workers (HR and Payroll)



Wellness Exams Aggregate Results

Christie Lewis



In May 2009, employees participating in our health insurance plan had the opportunity to participate in wellness exams for the second year in a row. Of the 148 eligible employees, 117 participated. 103 employees participated in both the first year and second year exams, 61 increased their scores, 32 decreased, and 10 remained unchanged. It usually takes 3-4 years before declining medical expenditures are observed in these programs, we have, however, already seen some definite improvements in the health of our employee population!

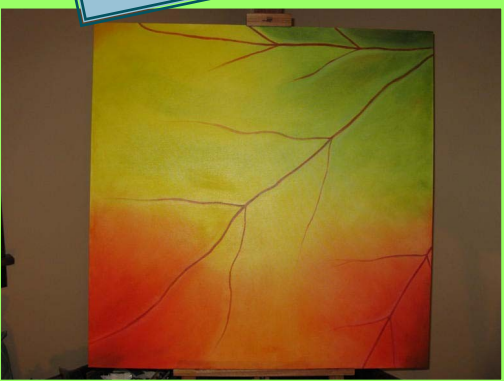
There is increased awareness among employees of conditions that may impact their health negatively, specifically high cholesterol and hypertension. Reviewing the numbers for only those employees that participated both years, we see an increased percentage of employees that are using medication to control their high blood pressure. Three percent (3%) of employees had high blood pressure results, but 31 (26%) self reported high blood pressure as a health condition. This shows a good compliance in using medication to control blood pressure. As a result, there is a significant decline in the number of employees with moderate to high blood pressure. In 2008, 21 employees had moderate, high or very high blood pressure. In 2009, this number dropped to 14 (those employees with very high blood pressure were eliminated altogether). This is great news!

There has also been some encouraging migration with cholesterol levels and glucose levels. In 2008 we had 17 individuals with very high cholesterol, in 2009 this number decreased to 11. Ideal glucose levels increased from 63 to 72. While we are seeing some positive changes, we saw very little change in one area that can make the greatest impact on health - body composition. Ideal body mass index (BMI) is between 18.5 - 24.99. The average BMI for HCC's tested population was 30.2. In a report presented by our wellness provider, HealthCheck360, they indicated that obesity is where the greatest health risks originate, more so than smoking. **Complete aggregate results from the wellness exams, including comparisons between 2008 and 2009, can be found at G:/General/HR-Payroll Resources for Employees/Wellness Program.**

As we go about your daily lives, let's remember that the areas that most significantly influence our ability to live a healthy life are exercise, nutrition and not smoking. All behaviors within our control.

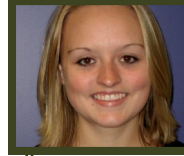
Here's to great health in 2010!!!

Some of Kylie's artwork!!!!



Who are we???

Each issue we'll interview an HR/Payroll team member or two to find out a little more about them!



Meet KYLIE Martin! Kylie joined the HR/Payroll team this past Fall and since then has become an invaluable member of our team. She is currently in her 3rd year at Highland, and we recently sat down to ask her a few questions...

What are you studying now? I am taking 13 credit hours including calculus, microbiology, Painting II and also part of the chamber singers. I was in art and choir (jazz, etc.) for all four years in high school and was able to travel to Cleveland, Gettysburg, Washington D.C and New York.

Why are you in your 3rd year at Highland? I obtained my Associate of Arts degree from Highland with an emphasis in Fine Arts and now I am back taking classes to achieve my Associate of Science degree this spring. One of my favorite instructors is Bob Apolloni.

What field are you going into? I am currently leaning toward the health care field. I have an aunt that is a nurse and my fiancé has family members in that field.

What 4-year College will you attend? My original plan was to apply to the nursing program at Highland but just recently I have looked into St. Anthony's College of Nursing in Rockford as a possibility to obtain my Bachelor's degree in Nursing.

Favorite Hobby: I enjoy spending time with family and friends, shopping and playing with my 16 week old black Labrador puppy, Shadow. I also oil paint when I can find the time. My favorite artist is Georgia O'Keeffe.

What do you really do in Payroll and what is your favorite part? I do a lot of filing, tracking attendance, timesheets and make copies and other general office help. I like that the job is convenient while I'm taking classes and the people I work with are fun. I also continue to work as a teller at Community Bank in Orangeville and have for the past 4 years.

What are some of your favorite movies? My favorite movie is probably *The Wizard of Oz*. I actually did a painting based on this movie. I also like *The Sound of Music* and generally like older movies.

What is on your iPod? A lot of country. I also like classic rock and alternative rock. I do like the band Sugarland, but mainly I like a lot of different kinds of music!

Please take a moment to say hi to Kylie if you stop by our Payroll office, she is here everyday except for Thursdays!



You Should Know...HR Legal Updates

Rose Ferguson

This area highlights any recent legal updates that affect Human Resources, HCC and you!

Employee Leave...

Illinois Military and Emergency Services Leave Law (Summary)

Military leave of absence provisions applicable to public employments provide that full-time employees of the state of Illinois, a unit of local government, or a school district, other than an independent contractor, who are members of any reserve component of the U.S. Armed Forces or of any reserve component of the Illinois State Militia are to be granted leave from public employment for any period actively spent in military service, including basic training; special or advanced training; and for annual training. This law has been amended to include leave for any other training or duty required by the United States Armed Forces (P.A. 96-346 (S.337), L. 2009, effective 1/1/10).

Changes to FMLA

On October 28, 2009, President Obama signed into law the National Defense Authorization Act for FY10. Along with authorizing \$680 billion in defense spending, in section 565 the legislation also makes important changes to the Family and Medical Leave Act (FMLA). Specifically, military caregiver leave has been expanded so it may be used to care for veterans undergoing treatment, recuperation or therapy for an injury, as long as the veteran was a member of the Armed Forces, National Guard or Reserves within five years of requiring care. The amendments also expand military caregiver leave so that employees may use it to care for a covered service member's serious injury or illness incurred because service on active duty aggravated an existing or preexisting injury. Previously, the law allowed caregiver leave for serious injuries incurred on active duty. The legislation also expands the use of qualifying exigency leave. Under the new law, qualifying exigency leave will now cover family members of the regular Armed Forces deployed to a foreign country, in addition to current coverage of family members of the Guard or Reserves.

Highland's Policy Review Committee will be modifying the FMLA policy to reflect these changes to the law.

Employment

Title II of GINA – Employment Provisions:

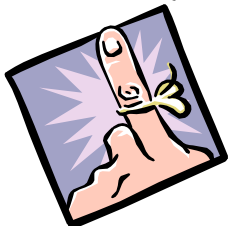
On November 21, 2009, Title II of the Genetic Information Discrimination Act (GINA) took effect. GINA, signed into law by President Bush on May 21, 2008, prohibits employers from denying employment or a promotion to an individual based on genetic information and regulates employer acquisition and disclosure of genetic information. The Equal Employment Opportunity Commission (EEOC) approved a rule to implement requiring covered entities to post notices in conspicuous places describing the Genetic Information Nondiscrimination Act's (GINA) applicable provisions. The employment provisions of the Act prohibit employers from discriminating against individual employees or job candidates on the basis of genetic conditions or predisposition to certain diseases even if an employer does not conduct genetic testing. **Your building should already have the new poster reflecting this Act up with your other labor law posters.**

Sexual and other harassment at Highland Community College is never okay. Increasing workplace awareness of sexual and other harassment is a critical element in helping the College eliminate harassment. Remember to help each other, as well as other employees, students, and third parties/visitors to campus, to behave and act appropriately by pointing out and stopping possible problems. It is about respecting one another and eliminating offensive behaviors and communication, making our work and learning environments more safe, comfortable and productive for

all faculty, staff, students and visitors on Highland's campus! Copies of the policy may be obtained from Human Resources or may be found at the following link: G:\General\POLICY MANUAL & Minutes. If you become aware of any conduct which may be harassment, please contact one of the following investigating officers:

Rose Ferguson (Affirmative Action Officer) ext. 3402
Mark Jansen ext. 3455
Jeff Davidson ext. 3417

Reminder



Insurance Coverage

The Mental Health Parity Act (MHPA):

Effective the 1st plan year beginning on or after January 1, 2010, the Mental Health Parity Act (MHPA), sometimes referred to as the Mental Health and Substance Use Disorder Parity Act and the Mental Health Parity and Addiction Equity Act. Group health plans that provide both medical and surgical benefits and mental health and substance use disorder benefits may not impose financial requirements and treatment limitations applicable to mental health and substance use disorder benefits that are more restrictive than the financial requirements and treatment limitations applied to medical and surgical benefits. Requirements such as co-payments and deductibles and limitations such as number of visits or frequency of treatments can be no more restrictive on mental health and substance use disorder benefits than the requirements or limitations imposed on medical and surgical benefits. The law, however, does not apply to benefits for substance abuse or chemical dependency.

These plans require that annual or lifetime dollar limits on mental health benefits be no lower than dollar limits for medical and surgical benefits offered by a group health plan.

The law also contains the following two exemptions:

- Small employer exemption. MHPA does not apply to any group health plan or coverage of any employer who employed an average of between 2 and 50 employees on business days during the preceding calendar year, and who employs at least 2 employees on the first day of the plan year
- Increased cost exemption. MHPA does not apply to a group health plan or group health insurance coverage if the application of the parity provisions results in an increase in the cost under the plan or coverage of at least one percent

Highland is currently looking into the expected increased cost to the College's group health plan and will make required amendments by the next Plan year (July 1, 2010).

Criminal Background checks

Tana Gundry

With the proliferation of free online websites where you can find out almost anything about anyone, it only makes sense that employers are increasingly turning to these free sites to conduct background checks on potential applicants for employment. At Highland, Human Resources does utilize these free online websites as a part of the background check process on all top applicants for any FT Faculty and FT and PT Staff position. Currently we also use the Illinois State Police to conduct an electronic and fingerprint check on an applicant for any position that is defined as security sensitive. Those positions employed in the Physical Plant and Maintenance department, in contact with minor children, assigned great grand master keys or with access to large amounts of money or college equipment fall into this category. **Why is it important that HR completes these checks?** We are familiar with state and federal laws as they apply to applicant rights and we have the experience with reading and interpreting the background check information. Also, on these sites the fine print will often state something similar to: "Links to this page do not constitute endorsement by any court of the content, policies, or services offered here" - so it is important to know how to process any information obtained. Between 2003 and 2006, the number of background-check-based employment discrimination charges filed with the EEOC, the government agency charged with enforcing federal antidiscrimination laws, increased by more than a factor of four. In 2007 alone, 304 charges regarding employment selection procedures, including background checks and credit reports, were filed with the EEOC. This year are researching our background check process and looking into a new provider that can provide the best background check information to the college.

Source: <http://www.law.com>

Dates and Events to Remember!!!

February, March, April

H C	February 12	Lincoln's Birthday Holiday
	March 22 to 26	Spring Break Academic Holiday

OTHER HOLIDAYS AND DAYS OF INTEREST

Remember: FEBRUARY is Black History Month and American Heart Month and Great American Pie Month!

MARCH is National Nutrition Month, Music in our schools month and National Women's History Month. And lest we forget, the 2nd week of the month is National Bubble Week!

APRIL is Sexual Assault Awareness Month, Poetry Month, and Stress Awareness Month. Also of note, the 4th week is not only Administrative Assistants week it is also National Karaoke Week!

Other dates of interest: 2/9/10 Toothache Day, 2/14/10 Valentine's Day, 2/15/10 President's Day, 3/4/10 Hug a GI day, 3/9/10 Panic Day, 3/17/10 St. Patrick's Day, 3/26/10 Make up Your Own Holiday Day, 4/1/10 April Fool's Day, 4/4/10 Easter, 4/8/10 Draw a Picture of a Bird Day, 4/26/10 Executive/Administrative Assistant's Day

OTHER EVENTS

Black History Month
-- A Community Celebration

In recognition of Black History month on **February 13th at 7 p.m. in the Ferguson Fine Arts Center**, HCC will welcome Oya, the HCC Royal Scots, Carl Cole and Lisa Williams. This special event is brought to you by HCC, the HCC Global Task Force and Robert L. Johnson.



Remember....**February 17th at 7:00 p.m.** the performing arts club is sponsoring a Faculty/Staff Karaoke Night in the Ferguson Fine Arts Theater! What a great opportunity to have a fun night out with your colleagues and enjoy showcasing your vocal talents!! For more information contact Elwyn Webb at ext. 3558 or by email at : elwyn.webb@highland.edu.

Just for fun.....Rose and Tana's photos have gone missing!!!! See if you can find them somewhere in the Pipeline!!!!

NEXT ISSUE MAY/JUNE/JULY!

Why not direct deposit????



In a recent audit of HCC payroll we found that 45% of HCC employees are not using direct deposit! Here are some reasons why direct deposit is the best choice:

- ⇒ **Simple** No traveling to the bank to deposit your check...Money automatically deposited in your account on time—you don't have to be at work or even in town!
 - ⇒ **Safe** Direct deposits are less likely to get lost... money passes through less hands...nearly 85% of all identity theft begins with someone seeing your personal financial information on a paper check
 - ⇒ **Smart** Access to money earlier than check deposits...help the environment—checks use more than 674 million gallons of fuel and add 3.6 tons of CO2 to the environment!
- Please contact Renee to sign up for direct deposit!!!**

Source: <http://www.electronicpayments.org>

GET FIT CHALLENGE 2010

January 31 - April 24

FHN's GET FIT CHALLENGE is underway. It's a great way to set goals and track your progress either as an individual or with in a team with your colleagues. Best of luck to all HCC Participants! Remember, your registration fee is reimbursable through the college thanks to your wellness committee!