

HR PIPELINE

Volume 1, Issue 1

OCT/NOV/DEC

be well...

WHAT'S GOING ON IN HUMAN RESOURCES THIS YEAR?

ROSE FERGUSON

Fall 2010 semester is well underway! We feel a change in the weather, see a change in the leaves, and many of us have counted our steps and minutes for **Walktober!** Human Resources has introduced a number of resources on CougarNet! Please be sure to take time to check it out and if you would like to see something that is not currently there, please let us know. Via CougarNet, I will try to keep you up-to-date on new or pending employment legislation that may affect you or someone you know. Recommended updates to some HCC policies to assure compliance with current laws and regulations will be submitted to the Policy Review Committee for consideration. Almost every time sheet is being submitted electronically into our HR/payroll system. Many have signed up for direct deposit and elected the paperless check option by signing up for iPay viewing their check information and W-2's on-line. This academic year, we will move from paper absence requests to requesting time off and receiving supervisor approval electronically. These changes alone will save around 4,000 sheets of paper per year!

Improvements are occurring within our new hire orientation program also! A group has been working on introducing a mentoring program to staff new hires. One goal of the program is to support ongoing orientation for new staff members. In addition to HR and the supervisors' orientation, the mentoring program will help new employees acclimate to their jobs and work environment. Information about the mentoring program, as well as training for mentors, will be coming soon. This year we will work to improve our search committee process and tools and have begun meeting with groups to move this process forward. The HR Team will work on updating the HR 5-year plan, requesting input from divisions and departments, as well as meeting with individuals and groups on campus. This will help project and prioritize staffing, development and retention needs, future initiatives, and HR practices and policy enhancements, in order to support the College mission and overall strategic plan as well as other academic, student and financial plans that support the institution. HR will also begin a large review,

comparison and update of employee category definitions (exempt/non-exempt, full-time, part-time, temporary, seasonal, etc.), assignment methods (part-time instructor assignment form, academic part-time support, etc.) and placement of positions in the categories (tutors, lab assistants, etc.); as well as reviewing, updating and communicating the definitions and processes involved in employment actions (hiring, promotion, transfer, resignation, termination, etc.) and compensation methods (allowable pay over and above base pay). This project will be beneficial in providing employees a common knowledge of employee category assignment practices, using common terminology and definitions, and understanding processes and practices at Highland for classifications and salaries other than base pay. **Thanks from the HR Team to each and every one of you for your compassion and dedication to the students and the College.**

~Rose~



 Come visit your HR Department on the CougarNet!!!

<http://www.highland.edu/cougarnet/hr/index.asp>

 Be sure to login with your CougarNet username and Password to view the site !!!

 Need help with login, contact Community Relations at ext. 3542.

be well...

YOUR HR TEAM

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Christie Lewis
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Student workers:
Mollie Fiswell, Desiree Potter



well...

be well...

WELLNESS PROGRAM UPDATE

CHRISTIE LEWIS

We completed our third year of wellness testing this past May. For those of you who are not familiar with the wellness program, employees on Highland's health insurance plan are given the opportunity to participate in self-reported health risk assessment data with an onsite wellness exam to give an objective view of existing and projected risks. This year, we received very positive feedback from our wellness program provider, HealthCheck360, regarding the results. We had some particularly good news about changes in BMI. Men saw a decrease by one full point in BMI from 2009 to 2010 (from 31.4 to 30.4). Women also saw a decrease, but not as significant. We are making nota-

HCC's risk factors are comparable to those experienced by the U.S. population as a whole as follows:

- ◆ Weight
- ◆ Glucose
- ◆ Cholesterol

ble progress in our numbers. Let's keep up the momentum! Also, thanks to all of you who completed the Wellness Activity Survey which was distributed during Opening Days in August. Chair massages received the most votes from employees indicating they would be very likely or likely to participate in the activity with 52 votes, followed by a very close second for a Healthy Eating Challenge with 51 votes.

Healthy Fridays came in third with 35 votes. The chair massages offered in September were well attended (and from what I heard, very relaxing). Be on the look out for information from the Wellness Committee concerning upcoming wellness activities!



POINTS

- ◆ HCC results are above the average results of small Midwest colleges and significantly above total population averages
- ◆ Repeat participants from last year showed improvement
- ◆ Participants that have been in the program for three years showed significant improvement
- ◆ High risk participants are making the most significant improvements in year to year results

If you would like to see the complete Wellness Program Aggregate Report, please visit the HR CougarNet site at:

http://www.highland.edu/cougarnet/hr/documents/HIGHL_Executive_2010.pdf

W

LOOK !!!

The full guidelines for purchasing over the counter products using FSP is also available on the HR CougarNet site!



Remember to log in and record your progress at: highland.walktober.com

We hope you've been wearing your walking shoes this month! Our annual wellness activity, **Walktober** - is almost over and we have already handed out prizes for collecting leaves! New this year is the ability to have a "sole mate" and share progress and goals in the program! This six week program goes into November, so even after this month is over, while the weather is nice—**keep walking!!**

You can continue to use your FSP funds to purchase OTC items such as bandages, splints and contact lens solution

BENEFITS SANDY CORNER JOHNSON

Over The Counter Drugs No Longer Eligible FSP Expense Effective 1/1/11!!! Effective January 1, 2011—over the counter (OTC) medicines and drugs will generally not be eligible expenses for Highland's Flexible Spending Plan (FSP).

Medicines or drugs that can be reimbursed under FSP are:

- ◆ Drugs that require a prescription under Federal Law
- ◆ Insulin; and
- ◆ Medicine or drugs that **do not** require a prescription under Federal Law (OTC) if the individual gets a prescription or note of medical necessity from their physician

OTC medicines purchased before 1/1/11 can be reimbursed by HCC's FSP even if the claim is turned in after that date.

OTC items not reimbursable are: acid controllers, allergy & sinus, antibiotic products, anti-diarrheal, anti-gas, anti-itch & insect bite, antiparasitic treatments, baby rash ointment and creams, cold sore remedies, cough, cold & flu, digestive aids, feminine anti-fungal/itch, hemorrhoidal preps, laxatives, motion sickness, pain relief, respiratory treatments, sleep aids/sedatives, and stomach remedies.

be well...

HEALTH CARE REFORM, WHAT DOES IT MEAN TO ME???

ROSE FERGUSON



well...

Patient Protection and Affordable Care Act (PPACA)
Enacted 3/23/10

Health Care and Education Reconciliation Act (HCERA)
Enacted 3/30/10

Mental Health Parity Act
Effective 7/1/10

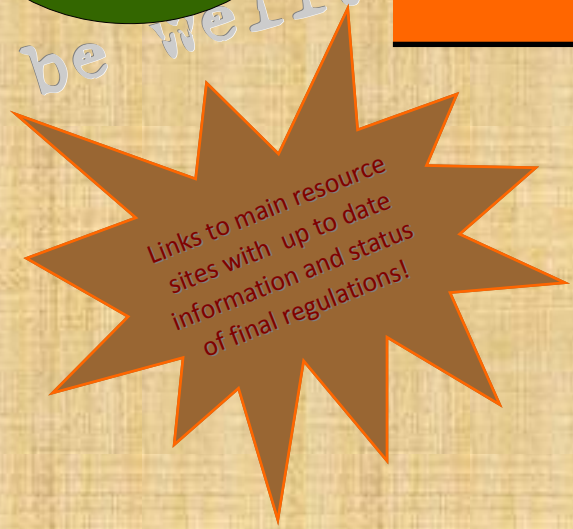
All of these acts have brought many changes into the health care arena and many more will occur from now through 2018. The PPACA and HCERA legislation included over 2,500 pages of "bare bones" information and as with any piece of legislation, no specific information was included. President Obama charged the Department of Health and Human Services (HHS), Department of Labor (DOL) and Department of the Treasury/IRS to develop the regulations, administrative guidelines and specifics for each of the **numerous** provisions included in the legislation. These agencies have been pushing right along in developing the regulations and compliance guidelines, along with development of model notices, beginning with those that took place immediately and within the first year of the enactment. Of course, employers, insurers, providers, individuals and attorneys are requesting interpretations and answers to each of the provisions. Once final regulations are sent, a whole slew of other questions naturally arise. There are numerous layers of information for each provision. So, if a provision compliance date is a few years out, chances are you will not yet find the depth of definitions and guideline layers for that provision. In addition each of the provisions will likely come with "exceptions". Many plans are considered "grandfathered" and considered exempt from some provisions as long as they maintain their grandfathered eligibility status, although most provisions will require compliance by all plans in 2014 or 2018. To read more on grandfathered status guidelines visit the:

Health Care Reform will be an on-going process with compliance regulations developing over time.

HR CougarNet site at:

<http://www.highland.edu/cougarNet/hr/documents/DOLGuidanceonGrandfatherRules.pdf>

be well...



Links to main resource sites with up to date information and status of final regulations!

www.healthcarereform.gov (HHS)

www.irs.gov (IRS)

www.dol.gov/ebsa/healthreform (DOL)

www.dol.gov/ebsa/faqs/faq-PPACA.html (DOL)

www.gallagherbenefits.com (Click on "Health Care Reform Update")

<http://healthreform.kff.org/> (Source for health policy and communications)

www.HealthCare.gov (U.S. Dept of Health and Human Services)



Can you count the number of times you see the phrase "be well" in this edition of the HR Pipeline?? The first correct answer emailed to tana.gundry@highland.edu wins a prize!!!

be well... April 2011 stay tuned for more details.....

WHAT'S NEW WITH THE HR/PAYROLL UPGRADE?

CHRISTIE LEWIS

Phew! September was a busy month... with a few exceptions, student workers and student tutors were trained on the online time and attendance system, **eZ Labor**. Now that the student workers and student tutors have started using the system, there are very few paper time sheets trickling in to payroll. Thanks to all of the student workers, student tutors, supervisors, Dana Zimmerman and Amy Johnson for all of their efforts in making the transition a smooth one. As part of the transition to eZ Labor, students and employees were also

shown another feature called **iPay Statements**. Through ADP, our payroll provider, employees have access to their earnings statements and W-2 forms 24 hours per day, 7 days a week. iPay also gives those employees who are on direct deposit the opportunity to go paperless. With the paperless feature, employees receive an email notification (if they choose) when their earnings statement is available for them to view, eliminating the need for a paper direct deposit voucher. Thanks to all of you who have already taken advantage of this – you are helping us save paper and money!

If you or your student worker should have any problems with the system, or if you have any questions please contact Christie Lewis at ext. 3609 or Renee Welch at ext. 3438.

Interested in learning more about iPay, and viewing your statements online? Go to:
http://www.highland.edu/cougarnet/hr/ResourceGuide/payroll/documents/iPayEmployeeAnnouncement10702_9_000.pdf

WHAT'S NEXT?

What's next? We will begin implementing an employee self – service module. As part of the online module, employees will be able to view their HR, payroll and benefit records and update their personal information. For those employees who receive paid time off benefits, employees will use this feature to request time off, eliminating paper absence request forms. The self-service module also allows us to conduct our benefits open enrollment online. HR, Payroll and benefits will work together to determine whether this feature will be beneficial to employees and increasing efficiency in processes.

Upcoming Dates to Remember:

OCTOBER

- Breast Cancer Awareness Month
- October 29 Be a Hermit Day
- October 31 Halloween

NOVEMBER

- Native American Heritage Month
- November 11 Veteran's Day
- November 17 Take A Hike Day
- November 25 & 26 Thanksgiving

DECEMBER

- Kwanzaa (12/26-1/1) Chanukah (12/1-12/9)
- December 1st World Aids Awareness Day
- December 10th HCC Holiday Walk
- December 11th HCC Bus Trip to Chicago
- December 23 & 24 Holidays
- December 23-31 Campus Closed

JANUARY

- January 3 New Years Day Observed (Campus Closed)

MEET THE NEW HUMAN RESOURCES STUDENT WORKER...

MOLLIE FISSELL!!



Meet Mollie Fissell! Mollie started with HR as our student worker in August of 2010. She is an FHS alum and lived in Freeport her whole life. She chose HCC because of it's good music program! She is a 1st year student here and has become very involved performing in the HCC choir! Some more info on Mollie:

She has always had a passion for music, playing in the high school orchestra and leading worship at her church! She recently participated in the October 22nd performance of "Broadway in the 60's" playing violin and singing! She will join the Chamber singers in December as they perform at the Madrigal dinner—playing Renaissance tunes on her violin and singing. All her classes are mostly in the music department, but she does have a math and English class as well. She likes all her instructors, but her favorites include John Hartman and Allen Redford. After she finishes at HCC she plans to go into Music Ministry studying either at Central Bible College or Evangel University, both located in Springfield, MO. Her ultimate dream is to travel the world as a worship artist! When she is not performing, her hobbies include painting and...yes, you guessed it... listening to music! Her iPod includes the artists Hill Song United and The Classic Crime, both Christian bands that she finds very inspiring! When you stop by or call HR you may run into Mollie, please be sure to welcome her and say hello!!!

See you in January with Issue 2!