

Human Resources

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Human Resources

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Two Percent Pay Increase for 2011

Payments into Social Security are a combination of contributions. Employees pay 7.65% of their pay into Social Security and the college matches this amount. The 7.65% is made up of two parts: 6.2% is for Social Security and 1.45% is for Medicare.

For 2011 only, employee contributions to Social Security will drop from 6.2% to 4.2%. This will result in an increase in employee take home pay of 2%. The 1.45% contribution to Medicare will remain the same. The college's contributions however, will not change. It will continue to contribute 6.2% to Social Security and 1.25% to Medicare on your behalf.

Enjoy a healthy break and join us at the 2nd annual St. Olaf

BENEFITS FAIR

Wednesday, February 2 10:00 a.m. - 1:30 p.m.
Crossroads, Buntrock Commons

- ◆ View and learn more about ergonomically correct work stations.
- ◆ Enjoy a free five minute chair massage.
- ◆ Learn how to create your own Will online using the Estate Planning/Wills tools.
- ◆ Come and find out about the various benefits that you may not know you have!
- ◆ More details coming soon—mark your calendars!

We hope to see you there!



Hosted by the Office of Human Resources

Health Plan Deductibles and Maximum Out of Pocket Start Over January 1, 2011

While most of our benefits run on the September to August cycle, the health and dental plans operate on a calendar year basis. This means that Blue Cross deductibles (\$600 single and \$1,800 family) each start over on January 1. The out of pocket maximums (\$1,200 single and \$3,600 family) also start over in January. The deductible is included in the out of pocket maximum.

The Delta Dental benefit (\$400 per person per year) also starts over on January 1.



Dependent Children Age 26



Benefits Corner

Part of the Patient Protection and Affordable Care Act of 2010 is a change that allows adult children of St. Olaf employees remain on the college's health plan to age 26. Previously, they would lose dependent status at age 19 unless they were full time students on a post secondary school program. Even if they remained a full-time student, they would lose coverage when they turned 25 or if they were married. While the college was not required to make this change until September 1, 2011, it was implemented on June 1, 2010. This benefit is not available for young adults who are eligible for health insurance through their own employers.

The federal government has chosen to not make this a taxable benefit. The state of Minnesota, however, has not yet made a decision on the tax treatment of this benefit. Therefore, employees with children age 25 who are on the college's health plan will see additional income in the Minnesota income box on their W-2. While we are hopeful that Minnesota will ultimately choose not to tax this benefit, we will need to wait for the determination before we can amend the W-2s of affected employees.

Sexual Harassment Prevention Training

In the first two weeks of rolling out the new sexual harassment training, we have had over 275 employees complete it! If you are one of those, thank you for being so prompt!

If you have not completed the training, you can access it through the HR webpage, or by following this link: <http://training.newmedialearning.com/psh/stolafc>

Again, we ask all staff and faculty to complete the training by the end of April.

Volunteer Registration Form

A reminder that if you have a volunteer working in your department or program, together you and your volunteer need to fill out and submit a Volunteer Registration Form to our office.

Who is a volunteer? St. Olaf College defines a volunteer as any person who commits to a consistent time schedule to support the mission and efforts of the College without pay.

The form is available online via the HR site via the Forms link. <http://stolaf.edu/services/hr/forms/VolunteerRegForm.doc>. The form should be viewed online as there are links to information that volunteers will be responsible to know and understand as a representative of St. Olaf College. The form also advises them of their rights in the event of an accident or incident while performing their duties.



New Faces on the Hill

New Staff

William "Mack" Austin, Custodian, Facilities

Ryan Cleasby, Custodian, Facilities

Tsim Nuj Lee, Tutor, Gear Up

New Faculty

John Bower, Visiting Assistant Professor, Music

Brian Gibbens, Instructor, Biology

Edward Gimbel, Visiting Assistant Professor, Political Science

Calving Keasling, Instructor, Education

Unn "Elisabet" Rogg, Visiting Assistant Professor, Nordic Studies

Alison Wallace, Visiting Professor, Environmental Studies

Returning Staff

Gretchen Hardgrove, Cataloging Assistant Trainer, Kierkegaard Library

Returning Faculty

Doug Scholz-Carlson, Instructor, Theatre

Paul Westermeyer, Visiting Professor, Music

Howard Wilson, Visiting Assistant Professor, Education

Employee Transitions

Jo Otto, Assistant Director, Financial Aid
(promotion)

EAP VitaMin Campaign



*January topic: **This Year, Resolve to Eat Well & Spend Less Doing It***

Please take a moment and check out the [HR Library](#) to view this "vital health information in a minute".

EAP Seminars

Achieving Success: Identifying & Conquering Self-Defeating Thoughts

The seminar was on Wednesday, January 5. It is currently available on the Cigna website. For instructions on how to access the replay via the web, see the directions on page four

Below are additional documents on healthy meal planning.

[Achieving Success PowerPoint](#)

[Achieving Success Handouts](#)



Basic Components of Healthy Eating

The seminar was on Wednesday, January 12. It is currently available on the Cigna website. For instructions on how to access the replay via the web, see the directions below.



Below are additional documents on basic components of healthy eating.

[Basic Components PowerPoint](#)

[Basic Components Handouts](#)

All of the EAP seminars are available at any time throughout the year. If you would like to access one within the first two weeks, call 1-888-348-4629 and enter the replay passcode. Otherwise, use the directions below to access the seminars at any time via the Cigna website after the first two weeks.

1. Go to www.cignabehavioral.com
2. Click Login to access your benefits
3. Enter the employer id: stolaf (with no period)
4. Click Visit Our Education & Resource Center
5. Click EAP Telephone Seminars



At this screen, the links from past seminars will be active. When you click on the desired link, an MP3 file will open up for you to listen to, along with other supplemental materials.

If you have issues listening to/viewing a seminar, please contact Jessica at 507-786-3068 or smisekj@stolaf.edu for assistance.



Tip of the Month

Healthy Lunches, Healthy Kids!

Your New Year's resolution might be to eat healthier at work, but don't forget about what your child eats for lunch as well. Prepackaged meals and snacks are convenient, but are you paying attention to their nutritional content? Send your child to school with a healthy lunch, or check the

school lunch menu to see if a healthy choice is being offered that day.

Click [here](#) to read more about healthy lunches and find additional wellness tips. All of this information is from the January RJF Agencies "Live Well, Work Well" newsletter.

CAMPUS CONDUCT HOTLINE

If you have concerns relating to discrimination, harassment, legal violations, or ethical concerns, you may express these concerns anonymously using the Campus Conduct Hotline (866) 943-5787.

As always, we welcome any comments, questions, or concerns.

Roger Loftus, Lora Steil, Kristy Sybilrud, Sandy Boudreau, and Jessica Smisek