

# Human Resources

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## Human Resources

Tomson Hall #180  
1520 St. Olaf Avenue  
Northfield, MN 55057  
Ph: 507-786-3068  
Fax: 507-786-3960  
[hrstaff@stolaf.edu](mailto:hrstaff@stolaf.edu)

## SUMMER HOURS

Beginning Monday, May 30, 2011, the College will observe a standard workweek of 38.5 hours, to continue through Friday, August 26, 2011, with the following guidelines in effect:

1. The hours for those offices now working 8:00 - 12:00 and 1:00 - 5:00 five days per week will be 7:30 - 12:00 and 12:30 - 4:30, or 7:30 - 12:00 and 1:00 - 5:00, Monday through Thursday. Hours on Friday will be 7:30 - 12:00.
2. Within the limits stated above, each supervisor, with the approval of the appropriate Vice President, will arrange the hours most convenient for his/her office staff, bearing in mind the desires of employees and the needs of the college.
3. Vice Presidents will determine which divisional offices need to remain open and staffed on Fridays until 4:30, and will work with supervisors to implement an equitable distribution of the responsibility.
4. As is the case during the academic year, coffee breaks of fifteen minutes each morning and afternoon may be taken. Beginning Monday, August 29, 2011, the regular schedule of 8:00 - 12:00 and 1:00 - 5:00, five days a week will apply.

## Continuation of Coverage for Graduating Seniors



If you have a graduating senior who is on the St Olaf College Blue Cross Blue Shield plan, your dependent can have continuous coverage until age 26 unless they become eligible for coverage through an employer plan.

Key elements include:

- Plans that offer dependent coverage must offer coverage to enrollees' adult children until age 26, even if the young adult no longer lives with his or her parents, is not a dependent on a parent's tax return, or is no longer a student.
- Applies to both married and unmarried children, although their own spouses and children do not qualify.
- Same benefits/same price. The qualified individual cannot be required to pay more for coverage than those similarly situated individuals.

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- Both employer and employee shares of health premium are excluded from income. In addition to the exclusion from income of any employer contribution towards qualifying adult child coverage, employees can receive the same tax benefit if they contribute toward the cost of coverage through a "cafeteria plan."

## New Faces on the Hill

### New Staff

Kim Olmsted, Director, Advancement Data Services

Dustin Quam, Maintenance Mechanic, Facilities

### Returning Staff

Eileen Shimota, Program Administrator, Budapest Semesters in Mathematics

### Employee Transition

Pat Anfinson, Coordinator, Development

### Promotions

Justin Fleming, Associate Dean, Dean of Students

Maggie Matson, Assistant Dean, Admissions

Sarah Patterson, Assistant Dean, Admissions

Kevin Salkas, Assistant Dean, Admissions

Miriam Samuelson, Assistant Dean, Admissions

David Wagner, Associate Dean, Admissions

Josh Wyatt, Associate Director, Broadcast Media

### Position Extension

Cheryl Patzner, Custodian, Facilities

## Summer Student Employment

The summer work schedule begins May 25 and ends September 7, 2011. Forms and information related to the summer student hiring process can be found via <http://www.stolaf.edu/services/hr/>. Click on the Summer Student Employment link. Questions, contact [swa-hrstaff@stolaf.edu](mailto:swa-hrstaff@stolaf.edu) or call x3068.

## EAP VitaMin Campaign

May topic: Stand Strong on Good Bone Health

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



## EAP Seminars

### Coping with Every Day Worry

The seminar is now available on the Cigna website. For instructions on how to access the replay via the web, see the directions on page three.

Below are additional documents on coping with every day worry

[Coping PowerPoint](#)

[Coping Handouts](#)

## Sleep Well .....

The seminar is now 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 sleeping well.

[Sleep Well PowerPoint](#)

[Sleep Well Handouts](#)

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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](http://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](mailto:smisekj@stolaf.edu) for assistance.



### Tip of the Month

### The Benefits of Weight Training

Click [here](#) to read on about this important part of overall fitness and find additional information about spring cleaning, improving your credit score and more!

All of this information is brought to you by Cigna's Spring 2011 *LifeLines* 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