

Human Resources

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Newsletter

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Human Resources

Administration 208
1520 St. Olaf Avenue
Northfield, MN 55057
Ph: 507-786-3068
Fax: 507-786-3960

hrstaff@stolaf.edu



Our office is now located in Tomson Hall #180. Please feel free to stop in and take a look at our new space. We look forward to seeing you!

2011 Retirement Contributions

For the second year in a row, the maximum amount that employees can contribute to retirement has not changed. All eligible employees can contribute up to \$16,500 per calendar year into their Basic Retirement (Matched Savings) and the Supplemental Retirement Accounts combined. Employees who are age 50 and older can contribute an additional \$5,500, for a total of \$22,000. The College's matching contributions into the Basic Retirement account do not apply to this limit.

It is important that you check the amount of your elections as we move into the 2011 tax year. If you elected a larger contribution later in the year to maximize your contributions for 2010, it may be too high for 2011. One of the ways to avoid this circumstance is to try to make your contributions consistent over the entire tax year.

If you contribute unusually high amounts early in the year, two things will happen. Your deductions will stop when you reach your limit and the College's matching contributions to the Basic Retirement Account will also stop.

Please check your deductions to see if this is an issue for you. Add the amount that is being deducted for the Basic Retirement and Supplemental Retirement on your last 2010 pay statement. Multiply this total by 12.

If you are under the age of 50, this number should not exceed \$16,500.

If you are age 50 or older, this number should not exceed \$22,000.

If your contribution total is too high, you will need to complete a new salary deduction form. These forms are available on the HR webpage under forms or you can pick one up in Payroll or Human Resources.



Background Checks

To further ensure the safety of our staff, faculty and students, as a condition of employment, the College will perform a background check on all new hires and current staff who move to a new position.

Currently, we perform background checks on employees where either it is required by law, or there is greater access to financial assets. This new policy is an expansion of what we are already doing and has become a standard risk management practice.

Personal Spending Accounts Changes Beginning January 1, 2011

Beginning January 1, 2011, personal spending accounts (PSAs) that allow over-the-counter (OTC) expenses will now require additional documentation. Members will need to obtain a physician's prescription in order to be reimbursed for OTC medicines other than insulin. For example, aspirin, cold remedies, or allergy medicines are not eligible for reimbursement unless the medicine or drug is "prescribed" (regardless of whether a prescription is required to obtain the item).

This change does not prohibit individuals from using their spending account to obtain the OTC medications they need, it simply requires a prescription from a physician to be eligible for reimbursement. OTC supplies other than medicines or drugs (for example, bandages or contact lens solutions) continue to be eligible. If a product is both a supply and a medicine, the primary function of the item determines the status. For example, Band Aids with Neosporin will be considered a supply and will not require a prescription.

While not all inclusive, below are some examples of OTC drugs and medications that may no longer be reimbursed through your medical flexible spending account without a prescription after December 31, 2010.

<i>Acid Controllers</i>	<i>Baby Rash Ointments/Creams</i>	<i>Laxatives</i>
<i>Allergy & Sinus Antibiotics</i>	<i>Cold Sore Remedies</i>	<i>Motion Sickness Relievers</i>
<i>Antidiarrheals</i>	<i>Cough, Cold & Flu</i>	<i>Pain Relievers</i>
<i>Anti-Gas</i>	<i>Digestive Aids</i>	<i>Respiratory Treatments</i>
<i>Anti-Itch & Insect Bite</i>	<i>Feminine Anti-Fungal/Anti-Itch</i>	<i>Sleep Aids & Sedatives</i>
	<i>Hemorrhoid Preps</i>	<i>Stomach Remedies</i>

Below are some examples of OTC supplies that will remain eligible for reimbursement through your medical flexible spending account without a prescription.

<i>Band Aids</i>	<i>Denture Adhesive</i>	<i>Insulin & Diabetic Supplies</i>
<i>Braces & Supports</i>	<i>Diagnostic Tests & Monitors</i>	<i>Ostomy Products</i>
<i>Catheters</i>	<i>Elastic Bandages & Wraps</i>	<i>Reading Glasses</i>
<i>Contact Lens Solution/Supplies</i>	<i>First Aid Supplies</i>	<i>Wheelchairs, Walkers & Canes</i>

Sexual Harassment Training

To enforce the core value of respect in our community, beginning in January, we will ask all current staff and faculty to complete online training on sexual harassment. Human Resources will send the link to this training out to the campus as soon as it is available.

All current employees are asked to complete the training by April 30. New staff and faculty will be asked to complete the training within 3 months of hire.

New Faces on the Hill

New Staff

Michelle Fredrickson, Senior Administrative Assistant, Oslo Intl Summer School
Dan Swenson, Truck Driver, Music Organizations

Returning Staff

Cathie Skluzacek, Coordinator, Telecommunications

Employee Transitions

Ken Harrison, Heavy Duty Custodian, Facilities
 (moved from temporary to regular status)

Jane Shorter, Student Disabilities Services Accommodations Assistant,
 Academic Support Center
 (position change from Business Office to Academic Support Center)

Imputed Income on Additional and Dependent Life Insurance

Group Life Insurance that is provided by the College in excess of \$50,000 has a taxable value that is added to an employee's taxable wages each month. The value of this insurance is calculated using an IRS table, and is based on your age and the amount of coverage in force.

Effective January 1, 2011, the value of additional and dependent life insurance will also be added into the taxable calculation.

For more information please read [this](#) document.

EAP VitaMin Campaign



December topic: Stress Less This Holiday Season

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



EAP Seminars

Healthy Meal Planning

The seminar was on Wednesday, December 8. 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 healthy meal planning.

[Healthy Meal Planning PowerPoint](#)

[Healthy Meal Planning 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

Additional wellness tips can be found [here](#), all of which are from the December RJF Agencies "Live Well, Work Well" newsletter.

Is Your Car Winter-Ready?

With the increased risk of the flu and seasonal colds, the winter months can be hard on you and your family. But this time of year is also hard on your vehicle. Winterize your car with help from [these](#) tips.

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